THE MANCHESTER STYLE

Guidelines for consistency in grammar and punctuation

fEl Manchester
University

The Manchester Style, a guide for consistency in punctuation and grammar, sets parameters for copy editing and writing University publications, the University website and other nonacademic materials.

Although the guide is not comprehensive, it does provide answers to questions and directives for use, particularly of terms unique to Manchester University. With intentional use, these guidelines will help tell the Manchester story in a consistent way.

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Manchester University

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GRAMMAR STYLE

A

A Cappella Choir
Do not italicize.

Academic Center

academic degrees
Observe the following capitalization for these Manchester University degrees: Associate of Arts, Bachelor of Arts, Bachelor of Science, Master of Arts, Master of Science, Doctor of Pharmacy. Degrees abbreviated in all capital letters do not need periods. Use periods when degrees are abbreviated with upper and lower-case letters:

- Associate of Arts – AA
- Bachelor of Arts – BA
- Bachelor of Science – BS
- Bachelor of Science in Nursing (BSN)
- Master of Accountancy – M.Acct.
- Master of Athletic Training MAT
- Master of Business Administration – MBA
- Master of Education – M.Ed.
- Master of Science – MS
- Master of Science in Nutrition and Nutrigenomics (MSNGx)
- Master of Science in Pharmacogenomics – MS in PGx

Doctor of Pharmacy – Pharm.D.
Use abbreviations such as BA, MA, LL.D. or Ph.D. only after a full name, never after just a last name. When used with a full name, set off with a comma.

- John Smith, Ph.D., teaches religious studies and philosophy

academic programs
Capitalize academic programs when used with "Program."

- Environmental Studies Program, Peace Studies Program, Teacher Education Program

Accreditation Council for Pharmacy Education (ACPE)
Accreditation Council or council may be used on second reference.

Adjust Your Sails Foundation Student Group
Manchester student group that promotes brain cancer research. Sub-entity of the non-Manchester affiliated Elizabeth Schilling Adjust Your Sails Foundation.

Advanced Pharmacy Practice Experience (APPE)
Plural is Advanced Pharmacy Practice Experiences (APPEs). For broader public audience, Advanced Practice may be used on second reference.

addresses
Abbreviate street, avenue and boulevard only when including a numbered address; always spell out road, drive or lane.

Always use a figure with an

address number.

Do not include a space between P.O. in mailing address.

- 604 E. College Ave.
- P.O. Box 365
- 12 Wabash Lane
- 7 Sycamore St.
- He lives on College Avenue

For formal use, spell out street, avenue and boulevard even with a numbered address.

administration
Administration Building

advisor
Not adviser

African-American
See ethnic groups

ages
Use figures for people and animals (but not for inanimates).
- The girl is 18.
- The law is eight years old.

Use hyphens for ages only when used as adjectives.
- A 21-year-old junior

alma mater
Do not italicize. See foreign words.

Alumni Association

Alumni Board of Directors or Alumni Board
Lowercase board or alumni when used alone.

Alumni Days

alumna
The singular feminine form

alumnae
The plural feminine form

alumnus
The singular masculine form

alumni
Refers to a group of men and women or all men
The full words above are preferred in body copy over "alum" or "alums." Abbreviated versions are acceptable as headlines.

American Chemical Society
ACS is acceptable as second reference.

ampersand (&)
Only use the ampersand when it is a part of a company's formal name. Do not use in place of "and."
- Accounting students interview with several accounting firms, including Katz, Sapper & Miller and Ernst & Young.
- The Physical Education and Recreation Center houses the Department of Exercise Science and Athletic Training.

a.m., p.m.
Lowercase with periods. See times.

annual
Not first annual.
An event can only be described as annual after the first event.

B

baccalaureate
Capitalize when referring to Manchester University's Baccalaureate ceremony.
Lowercase when referring to a baccalaureate degree.

- Manchester's Baccalaureate service will be held in Cordier Auditorium.
- He received a baccalaureate degree.

Bethany Theological Seminary
Manchester offers classes, graduate degrees, and certifications through a partnership. Bethany is acceptable as second reference.

Bible
Do not italicize. Capitalize when referring to the Scriptures in the Old or New Testament. Lowercase biblical in all uses. Lowercase bible as a nonreligious term.

- His daily planner is his bible.

Bittinger Department of Mathematics and Computer Science
Marvin L. Bittinger Department of Mathematics and Computer Science or Bittinger Department of Mathematics and Computer Science is preferable on first reference.
Mathematics and Computer Science Department is acceptable on second reference.

Black
See ethnic groups.

Black Student Union
BSU is acceptable as second reference.

Board of Trustees
Capitalize Manchester University Board of Trustees or the Board of Trustees. Lowercase board or the trustees.

book titles
See composition titles.

bookstore
Campus Store; never bookstore.
.

C

Cabinet
Capitalize when using complete title.

- The President's Cabinet makes important administrative decisions.

Lowercase cabinet when used alone.

- Abby Van Vlerah is attending a cabinet meeting.

Camp Mack
Camp Mack or Camp Alexander Mack

Campus Store
Not bookstore

Campuses

- The Fort Wayne campus is located at 10627 Diebold Road, Fort Wayne, IN 46845
- The North Manchester campus

is located at 604 E. College Ave., North Manchester, IN 46962

campuswide
One word, no hyphen

Carl W. Burt Memorial Field Burt Memorial Field is acceptable as first reference when referring to the facility north of Spartan Stadium.

Calvin Ulrey Hall
Calvin Ulrey is acceptable on second reference.

Candidate accreditation status
Capitalize Candidate.

Career Services and Professional Development

Catalog
Capitalize and italicize when referring to the Manchester University *Catalog*. The University *Catalog* or the *Catalog* are also acceptable.

century
Lowercase and spell out numbers less than 10.
- The first century, the 20th century.

Change of Course Days

chapel
See Petersime Chapel.

Chime
Capitalize when referring to the Manchester Chime.
- The Chime plays, "By the Kenapocomoco" every morning.

Do not use chimes or bells in place of Chime.

Chinworth Center
Chinworth Center or Lockie and Augustus Chinworth Center are both acceptable on first reference. Chinworth is acceptable on second reference.

church
Capitalize as part of a formal name or when referring to the denomination. Lowercase when referring to a building or the church vs. state.
- Church of the Brethren
- The Church's position on peace and service ...
- The church down the street ...

Church of the Brethren
Do not use CoB. The denomination is accepted as second reference.

Clark Computer Center
Do not capitalize if the formal name is not used.
- The computer center class

Capitalize when referring to a particular graduating class.
- He is a graduate of the Class of 1990.

class rank
- Use the terms first-year student, sophomore, junior and senior for undergraduates.
- P1, P2, P3 and P4 students are enrolled in the College of Pharmacy, Natural & Health Sciences. When writing for non-pharmacy audiences say,

"Elizabeth is a second-year pharmacy student" rather than "Elizabeth is a P2."

- The Master of Athletic Training and Master of Science in Pharmacogenomics are graduate programs.
- Pharmacy is a professional program, not a graduate program.

cocurriculum
Do not hyphenate.

coeducational
Do not hyphenate.

coed
Do not hyphenate.

colleagues
Use when referring to both faculty and staff at MU.

College of Business Club

Colleges
Three colleges comprise Manchester University:

- College of Arts and Sciences
- College of Business and Human Services
  - See Gilbert College of Business
- College of Health Professions, Nursing & Pharmacy
  - The Manchester University Pharmacy Programs are part of this college and housed on the Fort Wayne campus.

Do not abbreviate college names.

Commencement Capitalize when referring to Manchester's Commencement ceremony.

Manchester has two ceremonies:

- December Commencement
- Spring Commencement

communication studies
Do not add an s to communication when referring to the Manchester academic major.

committee names Capitalize names of specific committees.

- Staff Organizational Committee

composition titles
Italicize titles of books, magazines, periodicals, newspapers, movies, television shows, plays, works of art and comprehensive musical works, such as operas and albums.

- Students interested in journalism should join the *Oak Leaves.*
- Bill Eberly wrote T*he Story of the Natural Sciences at Manchester College.*
- The A Cappella Choir performed Carl Orff's *Carmina Burana.*

Do not italicize the Bible and books that are primarily reference materials, such as dictionaries, encyclopedias, handbooks, directories, etc.

- Webster's Collegiate Dictionary, Encyclopedia Britannica, North Manchester Telephone Directory

Place quotation marks around

chapter titles, articles, speeches and songs.

- *The Story of the Natural Sciences at Manchester College* includes a chapter titled "The Doctors Among Us."
- Martin Luther King Jr. delivered the speech "The Future of Integration" at Manchester in 1968.
- The Chime rang out a rousing rendition of "Take Me Out to the Ball Game."

convocation
See Values, Ideas and the Arts.

Cordier

Auditorium

Cordier lobby

course titles
Capitalize when designating a specific course.

- Several courses, including Structure of the English Language, will be offered next semester.
- Dr. Smith teaches the Pharmaceutical Skills course.

Counseling Services

coursework

CPA
Acceptable on first reference for certified public accountant.

cum laude, magna cum laude, summa cum laude
No italics. See foreign words.

curriculum vitae
No italics. Plural is curricula vitae.

D

dates
Do not use st, nd, th with dates.

- All accounts are to be paid in full by Aug. 15 for fall semester.

Also see months.

For formal use, spell out months.

- You are invited to join in celebrating with us on August 15, 2015, ...

days of the week
Capitalize and do not abbreviate days of the week, except in table formats.

Dean's List
Capitalize only when referring to Manchester University's Dean's List.

decades
Do not use an apostrophe between the number and the s.

- 1980s, the '80s

departments
The Marvin L. Bittinger Department of Mathematics and Computer Science is in the College of Pharmacy, Natural & Health Sciences.
The Harry H. Henney '35 and Jeanette Henney Department of Education is in the College of Education & Social Sciences.
Typically, department refers to academic areas; office refers to

non-academic areas. Capitalize the names of campus departments.

- Expressive Arts & Communication Department
- Department of Pharmacy & Pharmacogenomics

dimensions
See numerals.

directions
Lowercase north, south, east and west when referring to direction; capitalize when referring to regions such as the Midwest, the Northeast, the South.

disabled, disability
Prefer using the phrase people with disabilities rather than handicapped people. Avoid using terms such as victim of, suffers with, afflicted by or wheechair-bound.

Discussion Days

Doctor of

Pharmacy
The Doctor of Pharmacy is a professional program, not a graduate program, such as the Master of Science in Pharmacogenomics or the Master of Athletic Training.

Abbreviate as Pharm.D. after the name of an individual who earned this degree. Set off with a comma.

- John Smith, Pharm.D.

Do not use Dr. and Pharm.D. together.

- Dr. John Smith or John Smith, Pharm. D.

dollars
For amounts less than one million dollars, use figures.

- The building cost $950,000. For amounts $1 million or more, use numerals up to two decimal places.
- The new building cost $2.54 million.

For even dollar amounts, do not show decimal.

- The tickets are $6 each.

dorm, dormitory
Use residence hall. Do not use dorm, dorms or dormitory.

Dr. as title
The title Dr. may precede the names of faculty members who have earned the doctorate degree. To avoid the implication that the person is in the medical field, add the person's speciality for clarity whenever possible.

- Dr. Jane Smith, associate professor of English ...

See also Ph.D.

download

Drug Information Center
The Center may be used on second

reference.

Dupont Hospital

Dupont Road

E

East Hall
East is acceptable on second reference.

email

emerita
The singular, feminine form
emeritae
The plural, feminine form
emeritus
The singular, masculine form
emeriti
The plural form that can be used for a group composed of men only or of both men and women.

endowed professorships
- Gladdys Muir Assistant Professor of Peace Studies
- Howard and Myra Brembeck Professor of Business
- Isaac and Etta H. Oppenheim Associate Professor of Mathematical Sciences
- Mark E. Johnston Associate Professor of Entrepreneurship

Environmental Studies Cabin
Lowercase cabin when used alone.
- She works in the Environmental Studies Cabin.
- She returned to the cabin after class.

esports
Lowercase, unless used as part of a proper name.
Never spelled as eSports.
- Manchester University Esports competed at the esports competition.

ethnic groups
Capitalize the proper names of ethnic groups such as Caucasian, African-American, Asian-American, etc.

Hispanic refers to a person from, or whose ancestors were from, a non-European Spanish-speaking culture. If an individual prefers Latino or Latina, follow the person's preference. Use a more specific identification when accurate, such as Cuban-American or Mexican-American.

Capitalize Black when referring to African-Americans, other people in the African diaspora and those in Africa. Do not use African-Americans when referring to people from outside the United States.

extracurricular
Do not hyphenate.

F

fewer, less
Use fewer when referring to items that can be counted. Less refers to quantity or general amounts.

- Fewer students took the offer than we expected.
- We had less rain this month compared with a year ago at this time.

field instruction

faculty
When faculty refers to a group as a whole, use a singular verb and pronoun. Do not capitalize.
- The faculty focuses on its reputation.

When faculty refers to the individuals within a group, use a plural verb and pronoun.
- The faculty return to their classrooms.

fall break
Do not capitalize.

fall semester
Lowercase except when using as a proper noun designating a specific semester.
- Media Literacy is offered fall semester only.
- The Pharmacy Program enrolled its first class in Fall 2012

Fellow, fellowship
Capitalize only if part of the proper name of the fellowship.
- Interested students can check into the James Madison Fellowship through the Office of Academic Affairs.

First Year Seminar
FYS acceptable on second reference.

first-year student
Use first-year in place of freshman. Hyphenate when used as an adjective. Do not hyphenate when not used as a modifier.
- She will be a first-year student at Manchester this fall.
- This will be his first year.

foreign words
Foreign words that have been accepted universally in the English language should not be italicized.
- Sodexo served filet mignon at the banquet.

If a foreign word or phrase needs explanation, place the word in italics followed by an explanation of the meaning.
- *Voila* is a French interjection, with several meanings, one being "Aha."

foreign students
Use international students.

formal style for invitations
Appropriate to spell out months when used with dates, state names when used with cities, and streets, avenues and boulevards when used with numbered addresses.
Follow time guidelines, for example,
7 p.m., not 7:00 p.m.

Fort Wayne
Do not abbreviate Fort Wayne.

Fort Wayne campus
Manchester University Fort Wayne

campus, first reference; Fort Wayne campus, MU Fort Wayne campus or campus on second reference

forward
Do not add an s.

Fulbright Program, Fulbright Scholar
Only faculty are awarded Fulbright Scholarships and are Fulbright Scholars

Students are awarded Fulbright grants and are Fulbright grant recipients.

Fulbright is acceptable on second reference for a student who receives a Fulbright grant.

full time
Do not hyphenate except when used as an adjective modifying a noun.
- He works full time.
- She is a full-time student.

Funderburg Library
Capitalize Funderburg Library but lowercase library when using alone.
- Funderburg Library was dedicated on Oct. 29, 1966.
- The library hours are posted near the door.

Funderburg is acceptable on second reference.

fundraiser/fundraising
Do not hyphenate.

G

Garver Hall
Garver Hall or Earl S. Garver Hall. Garver is acceptable on second reference.

Gallery G
Italicize.

General Education
Capitalize when used as a proper noun referring to the core requirements.
- A list of General Education courses can be found in the Manchester University *Catalog*.

Gilbert College of Business
Or Arthur L. Gilbert College of Business is preferable to College of Business on first reference. College of Business is acceptable on second reference.

Gladdys Muir Peace Garden
Lowercase peace garden when not used with full title.

Gladdys Muir Assistant Professor of Peace Studies

grade point average
GPA is acceptable on first reference.

GPA is always listed with two figures past the decimal point
- Her GPA is 3.50

grades
Capitalize letters used for course grades and terms used as grades.
- The student received an A, B, C, D and an Incomplete for the semester.

Do not add an apostrophe in the plural form.

- The student had three As and two Bs this semester.

Graduate(s)
The full words "graduate" or "graduates" are preferred in body copy over "grad" or "grads." Abbreviated versions are acceptable as headlines.

Graduate Bulletin

Graduate Certificate in Pharmacogenomics

graduate program
The Master of Athletic Training and Master of Science in Pharmacogenomics are graduate programs. The Doctor of Pharmacy is a professional program.

Graduation Day

Graduation Pledge Alliance or Graduation Pledge

graduation year
Use an apostrophe followed by the last two digits of the graduation year to designate alumni. The apostrophe should point to the left, indicating the omission of the first two numbers

- J. Bentley Peters '62 presided over the inauguration.

If a last name changes, the graduation year follows the name of the student at the time of graduation.

- Marsha Palmer '69 Link
- Carolyn Moldenhauer Hardman '61

In a hyphenated name, the year follows the last name.

- Rebecca Ball-Miller '82

Graduation years and degrees are typically denoted in *Manchester* magazine and print and electronic publications geared toward alumni. When appropriate, use the graduation year and degree earned, if it is not a bachelor's degree, after the name. Do not use anticipated graduation years for current students, but refer to them as sophomore, junior, second-year pharmacy student, etc.

Pharm.D. – Doctor of Pharmacy
M.Acct. – Master of Accountancy
MAT – Master of Athletic Training
M.Ed. – Master of Education
MS – Master of Science
h – honorary degree
c – attended but did not graduate

Year specifies intended graduation year.
John Doe '90c
Designated more than one Manchester degree as follows:

- John Smith '71 '73 M.Ed. (bachelor's and Master of Education)
- Jane Smith '01 '02 M.Acct. (bachelor's and Master of Accountancy)

groundbreaking

H

Haist Commons
Not Haist Dining Commons or cafeteria

handicap, handicapped
Preferred use is the phrase "accessible for those with disabilities" in place of handicap. See disabled.

health care
is two words

Helman Hall
Helman Hall or A. Blair Helman Hall is acceptable on first reference. Helman is acceptable on second reference.

Hispanos Unidos

Hoff Room
Not Hoff Conference Room

Always list the room first, building second
- Hoff Room, Jo Young Switzer Center

Holl-Kintner Hall
Holl-Kintner is acceptable on second reference.
Now Cunningham Academic Center

home page

Homecoming
Capitalize when referring to Manchester University's Homecoming event.

Homecoming and Family Weekend

honorable mention
See entry in Athletic Guidelines.

Honors Program

Howard and Myra Brembeck Professor of Business

Henney Department of Education

or Harry H. Henney '35 and Jeanette Henney Department of Education is acceptable on first reference. Department of Education is acceptable on second reference.

Henney Department of Education Literacy Lab
Literacy lab is acceptable as second reference. Located on the second floor of Funderburg Library.

highways
- U.S. 31
- Indiana 114
- Interstate 69, second reference I-69

I

ID
Acceptable on first reference for identification.
- A student ID is required for admittance.

incorporated
Abbreviate as Inc. and do not separate with commas.
- XYZ Inc. announced plans to recruit on campus.

Indiana University Fort Wayne
First reference when used with broader audience. IU Fort Wayne may be used on second reference or as first reference when used locally.

Indiana University School of Medicine-Fort Wayne
Hyphen, no space, per their style. School of Medicine or medical school may be used on second reference.

intercollegiate

Intercultural Center
Acceptable on second reference for the Jean Childs Young Intercultural Center

International Fair

international students
Use international students rather than foreign students.

internet
Do not capitalize.

internship

Information Technology Services
ITS is acceptable on first reference.

Introductory Pharmacy Practice Experience (IPPE)
Plural is Introductory Pharmacy Practice Experiences (IPPEs).

For broader public audience, Introductory Practice may be used on second reference.

it's, its
It's = it is, the contraction.

- It's on the shelf.

Without the apostrophe, its shows possession.

- The paint lost its luster.

Isaac and Etta H. Oppenheim Associate Professor of Mathematical Sciences

J

January session
Use January session, not January term. Lowercase session except when referring to a specific January session.

- Manchester University offered students several options during the three-week January session.
- Ended in 2026, to be replaced by spring/summer travel courses.

Jean Childs Young Intercultural Center
Intercultural Center is acceptable on second reference.

Jo Young Switzer Center
Switzer Center is acceptable on second reference. Do not use JYS Center or JYSC.

When referring to the second level of the building, use Jo Young Switzer Center, upstairs or Jo Young Switzer Center, upper level, not upper Jo Young Switzer Center.

junior, senior
Abbreviate Jr. or Sr. only with full

names and do not precede with a comma.

- John Doe Jr. and John Doe Sr.

K

Koinonia Environmental and Retreat Center
Koinonia is acceptable on second reference. Do not use an ampersand.

L

The same rule applies to logout, log out and logoff, log off.

Lutheran Health Network
Lutheran Hospital, St. Joseph Hospital, Dupont Hospital and Kosciusko Community Hospital are all part of Lutheran Health Network.

Lahman Room
Not Lahman Conference Room

Always list the room first, building second.

- Lahman Room, Jo Young Switzer Center

Latino Student Union
LSU is acceptable as second reference.

LEED certified, LEED Gold certified

less, fewer
See fewer, less

library
See Funderburg Library.

Lilly Endowment Inc.
The Endowment or Lilly Endowment may be used on second reference. Do not use Lilly, Lilly grant or Lilly Plowshares Grant.

Link Gallery

login, log in
If used as an adjective or noun, use as one word.

- At the prompt, type in your login name.
- Use your login to gain access to the program.

When used as a verb, use two words.

- When can students log in?

Lutheran Hospital
Lutheran Hospital is in Lutheran Medical Park, Fort Wayne.

M

magazine titles
See composition titles.

major(s), minor(s)
Do not capitalize academic majors or minors except for the languages.

- He had a double major in French and accounting.

Mall
Capitalize.

- The Manchester University Mall was transformed into a carnival.

Manchester Activities Council
MAC is acceptable on second reference.

The Manchester Fund
Capitalize The.

***Manchester* magazine**
Italicize this alumni publication. Do not capitalize magazine.

Mark E. Johnston Professor of Entrepreneurial Studies

Master of Athletic Training
Abbreviate as MAT after the name of an individual who earned this degree from Manchester University. Set off with a comma.
Jane Doe, MAT

Master of Business Administration

Master of Science in Nutrition and Nutrigenomics

Master of Science in Pharmacogenomics

May Day

MU
Use no periods in the MU abbreviation for Manchester University.

medical practicum
Lowercase unless referring to a specific medical practicum.
- Students majoring in biology may want to sign up for the medical practicum in January.
- Planning has likely begun for the 2017 Medical Practicum.

midnight
Do not use 12 in front of midnight. Do not use 12 a.m.
- The event begins at midnight.

midsemester
Not midterm

Mission Statement
Capitalize when used as the title of a document, lowercase when using mission alone as a reference.
- The University Mission Statement outlines our purpose.
- In support of the mission and goals of the University ...

months
Spell out the month when using alone or only with a year.
- In August 2011, Manchester broke ground for the Fort Wayne campus.

Abbreviate months except March, April, May, June and July when including date.
- Funderburg Library was dedicated on Oct. 29, 1966.

For formal use, spell out months.

Morris Observatory
or Charles S. Morris Observatory. Lowercase observatory when not a proper noun.

Mount Morris College
Mount Morris College merged with Manchester in 1932.

multicultural

Multicultural Affairs

N

Neher Maintenance Center
or the maintenance center.

newspapers
Italicize names of newspapers.
See composition titles.

Niswander Biology Department Niswander Biology Department or Dr. R. Emerson and Evelyn Niswander Biology Department is preferable on first reference.
Biology Department is acceptable on second reference.

nonprofit
Do not hyphenate.

noon
Do not use 12 in front of noon. Do not use 12 p.m.
- Lunch begins at noon.

northeast Indiana

northern Indiana

numerals
Spell out numerals that begin a sentence, except a numeral that indicates a year. Spell out one through nine, use figures beginning with 10.
In ordinal numbers, 1st, 2nd, 10th, the st, nd, th, is not superscript.
- The Peace Studies Program celebrated its 50th anniversary in 1998.

AGES
Always use figures when numbers refer to ages.
- He is 5 years old.
- John Doe, 20, is a junior.

Use hyphens when age is an adjective modifying a noun.
- He is a 5-year-old boy.

COURSE NUMBERS
Capitalize the department name when used with a course number.
- Biology 101

DIMENSIONS
Use figures and spell out inches, feet and yards.
- She is 5 feet 4 inches tall.
- Last night 4 inches of rain fell on campus.

O

Oak Grove
The grassy area between Oakwood and Helman Halls.
Formerly the grounds of the Administration Building.

Oak Leaves
Italicize the University's student newspaper. See composition titles.

The Oaks
When referring to The Oaks snack bar, capitalize The and include with name.

Oakwood Hall
Oakwood is acceptable as second reference.

observatory
See Morris Observatory.

office names
Typically, office refers to non-academic areas; department refers to academic areas. Capitalize the names of campus offices:
- Admissions Office or Office of

Admissions.

off campus/off-campus
on campus/on-campus
Hyphenate only when used as an adjective.

- The student arranged an off-campus internship.
- The student arranged an internship off campus.

online
Manchester Online is the name of the University's online program.

P

page numbers
Use figures and capitalize page when used with a figure.
- Page 7

Parkview Health

Parkview Huntington Hospital is in Huntington, Ind.

Parkview Regional Medical Center is adjacent to Manchester's Fort Wayne campus.

Parkview Wabash Hospital is in Wabash, Ind.

part time
Hyphenate only when used as an adjective:
- Students are permitted to work part time.
- He is a part-time student employee.

Pass/Not

Pass

Peabody Retirement Community
Peabody acceptable on second reference. Located at 400 W 7th St, North Manchester, IN 46962.

Peace House

peace studies
See academic programs.

Peace Studies Institute

people, persons
People is preferred to persons in all plural uses. People is a collective noun that takes a plural verb when referring to a single race or nation.
- The American people are ...

Persons only should be used when it is in a direct quote or part of a title.

percent
In sentence format, use figures and spell out percent.
- Enrollment rose 7 percent.

Repeat percent with each individual figure.
- Projected enrollment indicates a 7 percent to 10 percent increase.

Use symbol % in charts.

Petersime Chapel
Petersime is acceptable on first reference. Lowercase when using chapel alone.
- Petersime Chapel is directly north of Oakwood Hall.
- Services are held in the chapel each Wednesday at 10 a.m.

Pharmacy
Capitalize when used with the

formal title of the program:

- The Manchester University Pharmacy Program is housed on the Fort Wayne campus.

Lowercase when used as a second reference to the program:

- Manchester has 280 pharmacy students.
- Manchester has a program in pharmacy.

Pharm.D.
See Doctor of Pharmacy.

Pharmacogenomics
PGx is acceptable on second reference.

Pharmacy Bulletin

Pharmacy degree
Do not capitalize.

- John Smith has a degree in pharmacology from Purdue University.

Ph.D.
Do not use Dr. and Ph.D. together.

- Dr. Jane Smith or Jane Smith, Ph.D.

See also Dr.

phonathon
Capitalize when using complete title, lowercase when using alone.

- The Manchester University Phonathon is scheduled for spring this year.
- The phonathon raises funds for University operating costs.

Physical Education and Recreation Center
Do not use an ampersand. PERC is acceptable as second reference.

Physical Plant

Power House

practicum
See medical practicum.

Precandidate accreditation status
Capitalize Precandidate.

Pre-pharmacy Program Capitalize when referring to Manchester's academic program.

President
See titles.

President's Conference Room

President's Leadership Council
PLC is acceptable as second reference.

professor
Do not abbreviate professor. Capitalize only when preceding a person's name.

- Professor Smith teaches music.
- Dr. Smith, professor of music, encourages students to perform in concerts.

Do not abbreviate assistant or associate.

- Jane Smith, associate professor of mathematics.

Use professor only for those individuals who have earned a full professorship. When in doubt,

check with the Office of Academic Affairs.

Purdue University Fort Wayne First reference when used with broader audience. PFW may be used on second reference or as first reference when used locally.

R

Reduced credit degrees
Applied Criminal Justice
Applied Accounting
Applied Business Management
Applied Marketing Communication
Applied Pre-Athletic Training
Applied Pre-Physical Therapy (Pre-PT)

registrar
Lowercase title when used alone or following a name.
- She asked the registrar for the class schedule.

Capitalize titles when preceding a name.
- Registrar John Smith reviewed graduation requirements.

Resident assistant
RA is acceptable as second reference. Lowercase resident assistant, except when preceding a person's name. Do not abbreviate.

residence hall(s)

Use residence hall(s) in place of dorm, dorms, dormitory or dormitories.

residential life
Capitalize only when using Office of Residential Life. Do not use resident's life or residence life.

Reverend
When using as a title before a person's name, precede it with word "the" and abbreviate.
- He is the Rev. John Smith...

Use the Rev. Dr. only if the person has an earned doctoral degree and reference to the degree is relevant.

resident director
RD is acceptable on second reference. Lowercase as title except when preceding a person's name, spell out and capitalize.

retail pharmacies
CVS, Walgreens

room
Use figures and capitalize when used with a number. Capitalize when referring to a designated room.
- Biology 101 meets in Room 3.
- The meeting will be held in the Plowshares Conference Room.
- Check the room down the hall.

Always list the room first, building second.
- Flory Auditorium, Science Center

R.S.V.P.

S

Schwalm Hall
Schwalm Hall is acceptable on first reference. Schwalm is acceptable on second reference.

Science

Center

scores
Always use figures, placing a hyphen between the totals.
- Manchester defeated Franklin 7-3.

Sisters Café
Do not use an apostrophe.

song titles
See composition titles.

Spartan CHOICES
Student group that provides safe and positive alternatives to drinking and substance use.

Spartan Stream
The online broadcasting station of Manchester University

Spectrum
See composition titles.

spring break

spring

semester
Lowercase except when used as a proper noun.
- Conference Services is scheduling use of space for Spring 2017.

staff
When staff refers to a group as a whole, it is a collective noun that takes a singular verb and pronoun.
- The staff meets its expectations.

If staff refers to individuals within the group, use a plural verb and plural pronoun.
- The staff return to their offices.

Schwalm Hall or Vernon F.

Staff Organizational Committee
SOC is acceptable as second reference.

State
Capitalize only when referring to government.
- Display your support for MU with a State of Indiana MU license plate.
- Manchester University is in the state of Indiana.

states
Spell out the names of the 50 U.S. states when they stand alone in text.
- The student is from Indiana.

When listed with a town, abbreviate states in datelines or text except Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah.
- She is from Wabash, Ind.
- He lives in Fairbanks, Alaska.

Use postal abbreviations when used with the full address, including ZIP code.

- Her address is 805 Rushing St., Johnston, IA 50131.
- Return your check to: Alumni Association 604 E. College Ave. North Manchester, IN 46962.

State abbreviations
Used in text are as follows with postal abbreviations in parentheses:

Ala. (AL)	Neb. (NE)
Ariz. (AZ)	Nev. (NV)
Ark. (AR)	N.H. (NH)
Calif.(CA)	N.J. (NJ)
Colo. (CO)	N.M. (NM)
Conn. (CT)	N.Y. (NY)
Del. (DE)	N.C. (NC)
Fla. (FL)	N.D. (ND)
Ga. (GA)	Okla. (OK)
Ill. (IL)	Ore. (OR)
Ind. (IN)	Pa. (PA)
Kan. (KS)	R.I. (RI)
Ky. (KY)	S.C. (SC)
La. (LA)	S.D. (SD)
Md. (MD)	Tenn. (TN)
Mass. (MA)	Vt. (VT)
Mich. (MI)	Va. (VA)
Minn. (MN)	Wash. (WA)
Miss. (MS)	W. Va. (WV)
Mo. (MO)	Wis. (WI)
Mont. (MT)	Wyo. (WY)

Punctuation: Place a comma between the city and the state name and another comma after the state name when used in text.
- North Manchester, Ind., is the home of the Spartans.

For formal use, spell out state names.

street names, avenue, boulevard
See addresses.

Student Alumni Council
SAC is acceptable as second reference.

student-athlete
Hyphenate.

Student Senate
(formerly Student Government Association)

student organizations
Capitalize the names of student organizations.

Student Success Center

Students First!
Italicize and use an exclamation point when referring to this comprehensive campaign that ended in 2014.

summer session
Lowercase except when a specific summer session is a proper noun.
- She's taking a computer class in Summer Session II.
- The first summer session begins the week following commencement.

T

Tall Oaks
Tall Oaks, 1408 East St., is the Manchester University president's residence.

telephone numbers
Use hyphens rather than parentheses or other formats. The figure 1 is not needed.

- 260-982-5000
- Call 800-852-3648.

Four-digit extensions are acceptable only when addressing strictly an on-campus audience.
- x5050

theater
Manchester students attended the theater. Use theatre when it is part of a proper name.
- Manchester University Theatre Society.

The Manchester Fund
Capitalize The.

Timbercrest Senior Living Community
Timbercrest acceptable on second reference. Located at 2201 East St North Manchester, IN 46962

times
Use figures except for noon and midnight; use a colon to separate hours from minutes; do not use zeros for times at the top of the hour. Lowercase a.m. and p.m. and use periods after each letter with a space separating the numbers from the letters, but not spaces between letters or periods.
- 1 a.m., 1:15 p.m., noon, midnight

time spans
Separate a time span with a hyphen, not a dash, with a space on either side. Do not add a.m. or p.m. to the start time when time span both begins and ends in either a.m. or p.m.
- 2 - 4 p.m., 3:30 - 5:30 p.m., 6 p.m. - midnight

Include a.m. or p.m. in the start time when the span begins and ends in different halves of the day.
- 8 a.m. - 5 p.m., 10 p.m. - 2 a.m.

titles
Lowercase and spell out titles when not used with an individual's name or when the title follows a name. If in list format capitalize.
- Jane Smith, Manchester University president, favored the action.
- John Smith, professor emeritus of chemistry ...

Capitalize and spell out titles when used immediately before one or more names.
- Manchester University President Jane Smith and Vice President for Academic Affairs John Smith favored the action.
- Professor Emeritus John Smith taught chemistry.

Never abbreviate assistant or associate.

Use "of" if the person is part of a whole.
- Jane Smith is dean of the College of Business.

Use "for" if the person represents, acts for or advocates for something.
- Jane Smith, vice president for advancement, enrollment and marketing

toll free
Hyphenate only when used as an adjective.

- Prospective students can call the Manchester Admissions Office toll free.
- Prospective students calling the Admissions Office may use our toll-free number.

toward
Do not add an s.

T-shirt

U

The Union
See Jo Young Switzer Center

United Nations
Spell out when used as a noun. Use U.N. (with periods, no space) only as an adjective.

- Andrew Cordier '22 played an important role in forming the United Nations.
- The U.N. Security Council met in an emergency session.

United States
Spell out when used as a noun. Use U.S. (with periods, no space) only as an adjective. When using USA, no periods necessary.

- The United States has more than 3,000 colleges and universities.
- There are more than 3,000 U.S. colleges and universities.

University
Always capitalize when referring to Manchester University.

- The University's employment rate is higher than ...

Lowercase when referring to universities in general.

- Manchester is one of 33 universities in Indiana.

University Safety
Do not add Office or Department.

upload

U.S.News & World Report
Do not put a space between U.S. and News; Use an ampersand, not the word "and"; italicize.

V

Values Statement
Capitalize when used as the title of a document; lowercase when using values alone as a reference.

- The Board of Trustees approved the Values Statement.

Values, Ideas and the Arts
Use as a title when referring to this series of events of intellectual and cultural enrichment. VIA is acceptable as second reference. When referring to an individual event within the series, VIA event is preferred usage. Convocation or convo may be used when addressing an audience that predates this name for the program. Opening Convocation is an event in the VIA series.

videoconferencing

voice mail

W

Washington, D.C.

web, weblog, blog, weblogger, blogger

website
Lowercase as one word, also webcam, webcast and webmaster. As two words, web page, web service and web address.

White Coat Ceremony

Wilbur's is the café in Funderburg Library.

Wine Recital Hall
Norman and Grace Wine Recital Hall or Wine Recital Hall are both acceptable on first reference.

Winger Hall
Winger Hall or Otho Winger Memorial Hall are both acceptable on first reference. Winger is acceptable on second reference.

work study
Hyphenate when used as an adjective modifying a noun.
- The student was in a work-study program.
- She was eligible for work study.

Y

years
Use an s without an apostrophe to indicate decades.
- Manchester origins began in the late 1800s.

Z

ZIP code
Use all caps for ZIP but lowercase code. Do not use a comma between the state name and the ZIP code.
- North Manchester, IN 46962

ATHLETIC GUIDELINES AND STYLE

A

Academic All-American(s)

All-American(s)
Use All-American when referring to an individual; use All-America when referring to the team.

All-Conference

B

Brown Fitness Center
Brown Fitness Center or Leicester and Jean Brown Fitness Center is acceptable on first reference

C

Carl W. Burt Memorial Field
The football field north of the Athletic Stadium is named in honor of this former coach. Burt Memorial Field is acceptable as first reference.

coach
Capitalize when substituting for a name or as a title preceding a name.
- He had a meeting with Coach Smith.
- He had a meeting with Coach John Smith.

Lowercase other modifiers when used before a name.
- The award went to first-year football Coach John Smith.

Lowercase when used as a title after a name.
- John Smith, football coach, won the award.

Lowercase when used alone, as a job description.
- John Smith is the coach.

Designate gender first (if applicable) then the sport, then the title.
- Women's basketball head Coach Jane Smith

In most cases, coach is preferable to head coach. It is necessary, however, to distinguish that someone is an assistant coach.

cross country
Do not hyphenate.

D

Division III
Div. III or DIII acceptable on second reference.

F

freshman
Use this term only when referring to the eligibility status of a student-athlete. Otherwise, use first-year student.

G

Good Field
The soccer field is named in honor of former Coach Dave Good.

Gratz Field
The baseball field is named in honor of former Coach Jim Gratz.

H

Heartland Collegiate Athletic Conference
HCAC is acceptable as second reference. Since the second C in the acronym stands for Conference, avoid the redundancy of HCAC Conference.

HCAC Championship
Use instead of conference championship. Capitalize Championship. This refers to the regular season championship.

HCAC Coach of the Year

HCAC Player of the Week

HCAC Tournament Championship
Capitalize Championship. This refers to the post-season tournament championship.

honorable mention
Lowercase when referring to a general honor bestowed on a student-athlete. Capitalize when the title of a specific award.

- She received an honorable mention from the HCAC for an outstanding season.
- He was named First Team Honorable Mention by the NCAA.

I

intramural sports

intercollegiate
Do not hyphenate.

M

Manchester University Athletics Hall of Fame
or MU Athletics Hall of Fame

mascot
Manny is the name of the MU Spartan mascot.

N

NCAA Division III
Div. III or DIII is acceptable on second reference.

NCAA Championship
Use instead of NCAA tournament. Capitalize Championship.

National Scholar Athlete

nationals
This can be used as a second reference for the NCAA Championship.

O

Ohio Athletic Conference

S

Spartans

Spartan Stadium
The newer football stadium immediately south of Carl W. Burt Memorial Field.

Stauffer-Wolfe Arena
The basketball arena is named in honor of Robert Stauffer and Claude Wolfe, former coaches.

Strauss-Peabody Aquatic Center

student-athlete
Hyphenate.

swimming

- Men's swimming and diving team.
- Women's swimming and diving team.

T

tournament
Lowercase if not listed as specific name. Capitalize if proper name of the tournament.

- wrestling tournament
- HCAC Tournament Championship

PUNCTUATION

A

APOSTROPHE

Plural nouns not ending in s, add 's

- The women's philanthropy event is in May.

Plural nouns ending in s, add only the apostrophe.

- The athletes' shoes, designed in black and gold, matched the Spartan uniforms.

Singular common nouns ending in s, add 's unless the following word begins with an s.

- On a trip to Alaska, the alumni watched a walrus's calf standing on the icy shore.
- They were so close that they could see the walrus' sensitive bristles on her upper lip.

Singular proper names ending in s, use only an apostrophe.

- Students in Jane Jones' classes are excited about job offer possibilities.

B

BULLETS

When bulleted lists contain full sentences, capitalize the first word and add a period at the end of each sentence.

Visitors to the Green Campus Initiative website will learn:

- ITS has installed energy-efficient computers.
- Physical Plant is decentralizing the heating system.
- Sodexo is spearheading food waste programs.

When bulleted lists contain single words or short phrases, do not capitalize the first word and use no punctuation at the end of bullet points.

The items that students should bring to campus include:

- a refrigerator
- paper and pencils
- an alarm clock

C

COLON

A colon is frequently used to introduce lists, tabulations, etc. Capitalize the first word after the colon only if it's a proper noun or the beginning of a complete sentence.

- First-year students often bring the following items: a computer, television, refrigerator and bedding.

Note: Use one space after a colon.

COMMA

COMMAS IN A SIMPLE SERIES: Do not use a comma before conjunctions.

- She nominated Jill, Evan and

Mary for the committee.

However, do use a comma before a conjunction in a complex series.

- Top athletes put in long hours of training, have strong mental attitudes, and endure tough competition.
- Manchester offers intercollegiate sports for women in softball, tennis, volleyball, soccer, cross country, track and field, and basketball.

Do not separate month and year with a comma when no date is included.

- John Smith's class studying art appreciation planned a trip to France and Spain in January 2026.

COMMAS WITH TIMES AND DATES: Preferred format is to place the time before the date; do not use a comma to separate the time from the date. However, do use a comma after the year when used with the day and month.

- The meeting is set for 8 a.m. Monday, Aug. 7, 2026, in the Administration Building.

COMMAS WITH CITIES AND STATES: Separate cities and states with a comma. Place a comma after the abbreviated state name if the sentence continues.

- The Model UN team traveled to Washington, D.C., for the national event.
- Manchester University has campuses in North Manchester, Ind., and Fort Wayne, Ind.

Use a comma when a subject is stated in each clause.

- Manchester graduates are responsible for more than 100 patents, and many of these graduates are physicians throughout the world.

COMMAS WITH QUOTATION MARKS: Commas always go inside the quotation marks.

- "Manchester University is a learning community grounded in appreciation for the worth of each person," said President Jane Smith.
- Manchester students graduate with "ability and conviction," said President Jane Smith.

D

DASH

The EM dash, created in Word with two dashes, is longer than a hyphen. It is used most commonly to indicate a break in thought. Do not space around the EM dash in text.

- He thought the best of her—polite and kindhearted.

Hyphens and EN dashes are typically used to connect dates, numbers and times. Do not space around the hyphen in dates, scores and times.

- Manchester crushed Bluffton 20-14 at the 2007 Homecoming.

E

ELLIPSIS POINTS

Ellipsis points are used to indicate the deletion of one or more words. They should be treated as a word; therefore, space before the first point and after the third point.

- Among notable facts about Manchester, it was announced that students ... finish in four years, a higher percentage than many Indiana universities and colleges.

H

HYPHEN

Use hyphens to avoid ambiguity or to form a single idea from two words. When in doubt, consult a dictionary.

- He recovered the ball after the fumble.
- He re-covered the hole in the ground.

The principle of using a hyphen to avoid confusion explains why no hyphen is required with *–ly* words.

I

ITALICS

Use on titles of long poems, magazines, books, newspapers, academic journals, films, television shows, poems, plays, operas, musical albums, and works of art.

- He read *To Kill a Mockingbird* by Harper Lee.
- "Did you watch the new episode of *Game of Thrones* last night?"
- She loved *Macbeth* by William Shakespeare.

It also can be used on words to add emphasis

- "I didn't *steal* her chocolate bar; I just borrowed it."

P

Do not use periods in initials that are abbreviations of proper names.

- The room was named in honor of MLK.

PARANTHESIS

Used to emphasize nonessential information.

- Babe Ruth (1895-1948) is arguably one of the greatest baseball players of all time.

PERIOD

Periods always go inside the quotation marks.

- A theologian said, " ... what the world needs is people who have come alive."

Periods are followed by single spacing between sentences.

Always use periods with U.N. or U.S. but not in abbreviations of three letters or more such as CPA or USA.

Q

QUOTATION MARK

The dash, the semicolon, the question mark and the exclamation point go inside quotation marks when they apply to the quoted matter. They go outside when they apply to the whole sentence.

- You could hear the women's basketball team cheer, "We did it, we won!" as the final buzzer sounded.

When the writer is asking the question, the question mark belongs on the outside of the quotation marks.

- Did he say, "Classes start next week"?

If the quotation itself is a question, the quotation marks go outside the question mark.

- He asked, "Do classes start next week?"

They are also used around the titles of short poems, songs, short stories, magazine/newspaper articles, and essays.

- He read “The Lottery” by Shirley Jackson.

S

SEMICOLON

Used to link two independent clauses.

- I am going to the park; I intend to have a picnic there.

It can also be used with a conjunctive adverb: however, nevertheless, therefore, etc.

- It snowed all day; nevertheless, we were able to make it into town.