

The goal of an effective editorial style guide is to promote consistency. The use of clear and simple rules, with few exceptions, and the reliance on a standard guide as the arbiter of stylistic conflicts should advance this goal for Lewis University faculty and staff in all that is written for and distributed to the Lewis community, as well as its external publics.

Editorial style includes the consistent use of spelling, punctuation, capitalization, abbreviations and numeric symbols. The rules set out here are the same guidelines the Office of Marketing and Communications uses in the editing and production of all University publications and in the writing of all University press releases. While APA (American Psychological Association) style is required for most academic papers, the guidelines presented here mainly represent the conventional style rules established by the Associated Press in its *Stylebook and Libel Manual*. Some rules are also unique to Lewis, and have been established as University standards. As this editorial guide was created, some rules were refined to lend themselves to greater universality and consistency.

CONTENTS

Abbreviations, 39

Mailing Addresses, 43

Capitalization, 45

Punctuation, 49

Editorial Style (A–Z), 55

In order to avoid mixed messages in our publications, press releases and other materials, the University created this style guide as part of its ongoing efforts to promote the University's identity, to advance its quality of presentation, and to eliminate confusion among its various publics. The last section of the *Editorial Style Guide* has been organized alphabetically by category for ease of use.

The Director of Public Relations is available to help University faculty and staff with these conventions. As you plan your projects, allow time for this necessary editorial process. If you have questions, please contact the Director of Public Relations at Ext. 5297.

ACRONYMS

Acronyms can be useful when a title is long and cumbersome. However, it is essential for the reader to clearly understand what the acronym means. When using acronyms, the name of the group, organization, building, etc. should be spelled out on first reference followed by the acronym in parentheses. The acronym may then be used on second reference and thereafter. Periods are generally not used, since most acronyms use only the initials of each word. Overall, avoid using too many acronyms at once, and never change or alternate the acronym that is formally used by a group. When possible, use the main identifying noun on second reference and thereafter. (See the second example below.)

Examples: *The Leckrone Academic Resource Center (LARC) offers tutoring services for Lewis students. LARC provides many other services as well.*

The Student Recreation and Fitness Center is free to all students. The center offers a number of amenities.

Some organizations and government agencies are widely recognized by their initials: CIA, FBI, FAA. However, as a general measure, it is always helpful to spell out these organization names on the first reference to avoid any confusion. In some instances, you may find that the same acronym may be used by another organization.

ADDRESSES

See *States (Mailing Address vs. Running Text)* below. Also see *Mailing Addresses* on Page 43.

STATES (MAILING ADDRESS VS. RUNNING TEXT)

When writing a name of a state for mailing purposes, such as when listing a Lewis University address, it is acceptable to use the two-letter state codes designated by the U.S. Postal Service. For example, *IL* for Illinois would be correct. This abbreviation should not be followed by a period. The correct use of the University mailing address for the Romeoville main campus is shown immediately below:

*Lewis University
One University Parkway
Romeoville, IL 60446-2200*

In running text, use the abbreviations set out by the *Associated Press* when the name of a state is used in conjunction with the name of a city, county, town, village or military base. An example of this might be location information included in a press release or in publications:

Lewis University is located in Romeoville, Ill., just southwest of Chicago. When used alone, all states should be spelled out.

Associated Press abbreviations for each state are:

Ala.	Fla.	Md.	Neb.	N.D.	Tenn.
Ariz.	Ga.	Mass.	Nev.	Okla.	Vt.
Ark.	Ill.	Mich.	N.H.	Ore.	Va.
Calif.	Ind.	Minn.	N.J.	Pa.	Wash.
Colo.	Kan.	Miss.	N.M.	R.I.	W.Va.
Conn.	Ky.	Mo.	N.Y.	S.C.	Wis.
Del.	La.	Mont.	N.C.	S.D.	Wyo.

Never abbreviate *Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas* and *Utah* when written in text.

For more information on mailing standards, see the *Mailing Addresses* section on Page 43.

With regard to addresses, use abbreviations of *Ave., Blvd.,* and *St.* only with numbered addresses.

Example: *1400 Richmond Ave.*

An exception to this rule is when addresses are included in very formal publications, such as in invitations. Then, all such descriptors should be spelled out.

Spell out also when used alone or with more than one street name. All similar words (drive, road, terrace, parkway, etc.) are always spelled out.

TITLES/DEGREES

Abbreviate the following titles when they precede a name and are written outside direct quotations: *Dr., Mr., Mrs., Gov., Lt. Gov., Rep., Sen.,* and all military titles. The plural use of these titles is also abbreviated when used before more than one name, such as *Drs., Reps., Sens.,* and *Govs.* Spell out these titles when included in a direct quote or when used without a name.

ACADEMIC TITLES/DEGREES

Academic titles such as *professor, chairperson,* and *dean* should be spelled out. Academic degrees should be spelled out on first reference whenever possible, unless the need to identify individuals by degree on first reference would make the preferred form cumbersome. Degrees may be abbreviated thereafter as long as it is clear to the reader what these abbreviations mean. If needed, the abbreviation can be included in parentheses after the degree. However, this should be done on first reference only.

ABBREVIATIONS

Examples: *Lewis University offers a bachelor of arts (B.A.) degree in journalism.*

The Director of Public Relations holds a B.A. in this field of study.

Most academic degrees include periods after the initials such as B.A., M.A., Ph.D. and Ed.D. However, at Lewis University, the abbreviations of MBA (master of business administration), BSN (bachelor of science in nursing), MSN (master of science in nursing) and RN (registered nurse) do not include periods because they are more commonly used and widely accepted in this form. Periods, however, may be included for consistency when part of a larger list in which other degrees require periods.

LEGISLATIVE TITLES

See first paragraph of this section.

RELIGIOUS TITLES

The religious titles of *Brother*, *Sister*, *Cardinal*, *Archbishop* and *Bishop* should be spelled out. The title of *Reverend* should also be spelled out on first reference. On second reference, if used along with the person's name, *Rev.* is the preferred style. *Reverend* should not be abbreviated when used by itself.

Example: *Reverend George Simpson spoke informally with members of the faculty. Rev. Simpson later gave an address to the Lewis community. The reverend is a long-time resident of Joliet.*

Following the first reference, religious titles may be used before the person's name as a courtesy. However, the person's last name may also be used alone on second reference and thereafter as appropriate.

RELATED RULES (REGARDING TITLES/DEGREES)

The title of *Dr.* should not be used in conjunction with *Ph.D.*, *Ed.D.* or other academic degrees. Use one or the other. However, academic degrees can be used after the names of individuals who hold religious titles.

Examples:

Correct: *Sister Stacey Walton, Ph.D.*

Incorrect: *Dr. Kevin Carmichael, Ph.D.*

Academic degrees should be used only once (usually on first reference) in conjunction with the person's full name. The title of *Dr.* as well as most religious titles (*Sister*, *Reverend*, etc.) may be used on all references as a form of courtesy, but is not required after the first reference. The last name of the person may be used alone on second reference if deemed appropriate.

Example: *Sister Stacey Walton, Ph.D., spoke to the crowd. Walton, a professor of physics, addressed the recent curriculum changes.*

At Lewis University, the religious title of *Brother* is an exception to the above rule. See *Brother* under *Editorial Style (A–Z)* on Page 56.

When using the title of *Dr.* in materials for public/media distribution, it is important to identify early on the person's credentials, i.e. whether he or she is a doctor of medicine or holds a doctoral degree in specific areas of study. Often, including a person's official occupational title will help to clarify this matter. To further clarify, information about the person's educational/occupational background can be included where appropriate.

OTHER ABBREVIATIONS

FAMILY LINEAGE (JUNIOR, SENIOR)

Abbreviate *junior* (Jr.) and *senior* (Sr.) only with full names of persons as it refers to that individual's family lineage. This abbreviation should be preceded by a comma.

Example: *Dr. Martin Luther King, Jr.*

The notation *II* or *2nd* may be used if it is the person's preference. Note, however, that *II* and *2nd* are not necessarily the equivalent of *junior*. They are often used by a grandson or nephew. *II* or *2nd* are not preceded by a comma.

GRADUATION YEARS

See *Omitted Figures* under *Apostrophe* in the *Punctuation* section on Page 49.

SAINT

Abbreviate the word *Saint* as *St.* in the names of saints, cities and other geographic locations, with the exception of the founder of the De La Salle Christian Brothers, Saint John Baptist de La Salle.

Example: *St. Lawrence Seaway*

TIME

Use *a.m.* and *p.m.* in conjunction with specific times.

Examples:

Incorrect: *Early this a.m., he went to the doctor.*

Correct: *Early this morning, he went to the doctor.*

Correct: *At 8:30 a.m., he went to the doctor.*

See *Time* under *Editorial Style (A–Z)* on Page 69.

TIME ZONES

See *Time Zones* under *Editorial Style (A–Z)* on Page 70.

TV

This abbreviation for *television* is acceptable as an adjective or in such constructions as *cable TV*. But it generally should not be used as a noun unless part of a quotation.

UNITED NATIONS, U.N.

Spell out *United Nations* when used as a noun. Use the abbreviation *U.N.* (no spaces) only as an adjective, and only when the acronym is understood.

UNITED STATES, U.S.

Spell out *United States* when used as a noun. Use the abbreviation *U.S.* (no spaces) only as an adjective.

VERSUS

Abbreviate as *vs.* in all uses, except when spelled out as part of a formal title or as part of quoted material.

DO NOT ABBREVIATE

CHRISTMAS

Spell out the word *Christmas*. Do not use forms of abbreviation such *X-mas* or *Xmas*.

CITIES

Spell out names of cities (*Los Angeles*, not *L.A.*), unless in direct quotes.

COUNTRIES

Spell out the names of countries other than *U.S.A.*

U.S., referring to the *United States*, may only be used as an adjective.

Example: *U.S. currency*

DAYS OF THE WEEK

Capitalize the days of the week. Do not abbreviate them except when used in tables where space limitations exist. Abbreviations to be used for the days of the week are *Mon.*, *Tues.*, *Wed.*, *Thurs.*, *Fri.*, *Sat.*, and *Sun.* If additional abbreviation is needed due to space constraints, tabular format may be used where periods are removed and *Tues.* may be abbreviated further to *Tue* and *Thurs.* to *Thu* to facilitate composition.

GEOGRAPHIC NAMES

Do not abbreviate parts of geographic names such as *Fort Wayne* and *South Dakota*. However, cities and other geographic locations that include the word *Saint* may use *St.* as an abbreviation for this word. See *Saint* on Page 40.

LEWIS UNIVERSITY

Never abbreviate *Lewis University*, in any reference. *Lewis* or *the University* may be used on second reference. When at all possible, *Lewis University* should be kept on the same line in running text. *University* should always be capitalized when referring to *Lewis University*.

LEWIS UNIVERSITY LOGOS AND SEAL

See the *Graphic Identity* section on Pages 5–11.

ABBREVIATIONS

LEWIS UNIVERSITY'S ADDRESS

Never abbreviate the University's address:

One University Parkway.

The numerical designation *One* should always be spelled out as well as *University* and *Parkway*.

MONTHS WITHOUT DATES/YEARS ONLY

Names of months without a specific date, or with a year alone should be spelled out. When a month is used with a specific date, abbreviate only *Jan.*, *Feb.*, *Aug.*, *Sept.*, *Oct.*, *Nov.* and *Dec.* Spell out all other months.

Examples: *January 1967 was a cold month.*

Jan. 12, 1967 was a snowy day.

PERCENTAGES

Do not abbreviate the word *percent*. In scientific, technical and statistical copy, use the symbol *%*. In all other copy, spell out. Never use *pct.*

OTHER EXAMPLES

Do not abbreviate the words *association*, *institute*, *Lasallian*, and *Catholic*. *Saint* should not be abbreviated when referring to the founder of the De La Salle Christian Brothers, *Saint John Baptist de La Salle*.

GENERAL RULE

As a general rule when in doubt, spell it out. It is always better to be clear than to leave the reader wondering what a certain abbreviation means.

MAILING ADDRESSES

The official mailing address for Lewis University's main campus is:

Lewis University
One University Parkway
Romeoville, IL 60446-2200

The numerical address designation *One* is always spelled out as well as the words *University* and *Parkway*.

Suburban site addresses are listed as follows:

Lewis University
Oak Brook Campus
2122 York Road, Suite 170
Oak Brook, IL 60523-0406

Lewis University
Hickory Hills Campus
9634 S. Roberts Road
Hickory Hills, IL 60457-2238

Lewis University
Shorewood Campus
247 Brookforest Avenue
Shorewood, IL 60404-9705

Lewis University
Tinley Park Campus
18501 Maple Creek Drive, Suite 200
Tinley Park, IL 60477-2979

When using an address for mailing purposes, such as when listing a University address, it is acceptable to use the two-letter state codes designated by the U.S. Postal Service. In this case, *IL* for Illinois would be correct as shown above. This abbreviation should not be followed by a period. In the case of a state that is two words, periods may be included for clarity, such as *N.Y.*

In running text, however, use the abbreviations set out by the *Associated Press*. See *States (Mailing Address vs. Running Text)* under *Abbreviations* on Page 39.

For formal invitations, remember to spell out the state in the address.

Remember to always spell out *Parkway* and *Road*. See *States (Mailing Address vs. Running Text)* under *Abbreviations* on Page 39 for additional rules.

When including a person's name, or a specific department, office or college name along with the mailing address, list this information first and then the address. The internal box number (unit) of the person, office, department or college should also be included as follows:

Name
Lewis University
Unit #
One University Parkway
Romeoville, IL 60446-2200

Do not use *box*, *box number* or *P.O. box* in place of *unit* since University box numbers are internal and are not official post office box numbers. Doing so will delay receipt of this mail by the University.

Use the plus-4 ZIP code when possible. See the section titled *Postal Guidelines* on Page 31 for business reply mail regulations.

In general, avoid unnecessary capitalization. Overall, capital letters should be used only if they can be justified by one of the principles listed here:

ACADEMIC DEGREES

Capitalize official college degrees only when referring to the specific program. (See examples.) The article (*a*, *an* or *the*) used in the sentence can be an important indicator for capitalization.

Example: *She earned a bachelor of science degree in chemistry.*

The Master of Arts Degree in Counseling Psychology offers two tracks.

ACADEMIC DEPARTMENTS

Capitalize names of academic departments or University offices when they are proper nouns. However, do not capitalize the word *department* when it follows the name of the program. The word *department* should only be capitalized when it precedes the name of the program. When used in plural form (*departments*), it should not be capitalized. See examples below.

Examples: *The Department of Art and Design offers a number of majors.*

The Art and Design department offers a number of majors.

Example 2: *The departments of Psychology and Physics are located in the science wing of the Academic Building.*

This rule of lowercasing (as seen in Example 2) also works when referring to the word *offices*, or any other common noun when used in a plural form.

Example: *lakes Erie and Ontario*

Proper names of divisions of University offices or departments should be capitalized.

ACADEMIC, BUSINESS AND RELIGIOUS TITLES

Capitalize all conferred and traditional educational, occupational, business and religious titles when used.

Examples: *Professor James Smith, Chairperson of the Department of Chemistry*

James Smith, Professor of Chemistry

ARMY, NAVY, AIR FORCE, MARINE CORPS

The words *Army*, *Navy*, *Air Force*, *Marine Corps*, and *Coast Guard* should be capitalized when referring to the United States armed forces, whether or not preceded by the letters *U.S.*

BOARD OF TRUSTEES

Capitalize *Lewis University Board of Trustees* on first reference. On second reference, *the trustees* or *the board* may be used.

CATHOLIC, CATHOLICISM

Both words should be capitalized when used in a religious sense, indicating the belief and membership in the Christian church headed by the Pope.

Lowercase *catholic* when used in the generic sense, meaning general or all-inclusive.

CITIES AND TOWNS

Capitalize them in all uses. Capitalize official titles, including separate political entities such as *East St. Louis, Ill.* or *West Palm Beach, Fla.*

Informal descriptions for the section of a city are generally lowercase, such as *the west end* and *northern Los Angeles*.

Widely recognized names for the sections of a city are capitalized, such as the *South Side* (Chicago) and the *Lower East Side* (New York). Spell out names of cities (*Los Angeles*, not *L.A.*), unless in direct quotes.

CITY

Capitalize *city* as part of a proper name, such as *Kansas City* or *New York City*. Lowercase in other instances, such as *a Texas city*, *the city government*, or *the city of Boston*.

COLLEGE, UNIVERSITY

Capitalize when part of a proper name. *University* is always capitalized when referring to Lewis University.

Example: *The University competes in NCAA Division II athletics.*

CAPITALIZATION

COURSE NAMES

Capitalize a specific course name, such as *Ethics in Journalism*.

DE LA SALLE

When using just the last name of John Baptist de La Salle, the founder of the Christian Brothers (whether used as a noun or an adjective), the initial letters of his name should be capitalized.

Examples: *De La Salle* prayed.
Lewis University is sponsored by the
De La Salle Christian Brothers.

When using the full name of the founder, the “de” should be lowercase (i.e., John Baptist de La Salle).

Note: Saint should always be spelled out when used in conjunction with John Baptist de La Salle’s name.

FIRST WORD AFTER A COLON

The first word after a colon should be capitalized only if it is a proper noun or the start of a complete sentence.

THE FLYER

The name **The Flyer** should always be capitalized when referring to the University’s official mascot, Bedcheck Charlie.

The Flyer also should be capitalized and italicized when referring to the University’s student newspaper which bears the same name.

FLYERS

The word *Flyers* should be capitalized when referring to Lewis University’s athletic teams.

FORMS

Capitalize the principal words in the complete title of official University forms as well as formal procedures.

Examples: *the Application for Admission*
an application

Quotation marks should not be used in conjunction with the name of the form (i.e., the “Application for Admission” form). In the examples above, the grammatical article (*an* or *the*) can be an important indicator for capitalization.

GEOGRAPHICAL NAMES

Entire geographical names should be capitalized, such as the *Mississippi River*.

GEOGRAPHICAL REGIONS

Geographical regions of the country should be capitalized, but not points on the compass.

Example: *Lewis University* is located in the Midwest,
just 30 minutes southwest of Chicago.

See *Regions, Directions* under *Editorial Style (A–Z)* for more information on Page 67.

HISTORICAL/POPULAR EVENTS

Capitalize widely-recognized historical or popular events such as *the Boston Tea Party* or *the Civil War*. This rule also applies to widely-recognized epochs in geology, anthropology, archeology and history, such as *the Bronze Age*.

LASALLIAN

Capitalize the word *Lasallian*. Remember *Lasallian* is one word and should never have a capital s.

LEWIS UNIVERSITY

Always capitalize *Lewis University*. On second reference, *Lewis* or *the University* may be used. If the reference is to universities in general, *university* is not capitalized.

Example: *Students choose a university for many reasons.*

MISSION

Capitalize the word *Mission* when referring to Lewis University's Mission statement.

Example 1: *The Mission defines and animates the common life and character of Lewis University.*

Example 2: *The University has a mission to help every qualified student who can benefit from a Lewis education to meet the costs of attending college.*

Example 1 is specific to Lewis' Mission statement.

Example 2 is not, talking of a mission. Here the article (*a* or *the*) can be an important indicator for capitalization.

NOUNS, MONTHS, DAYS OF THE WEEK

Proper nouns, months and days of the week should be capitalized, but not the seasons (winter, spring, summer, fall).

PROPER NAMES

The words *association, building, center, club, conference, department, division, hall, office, senate, street*, etc. should be capitalized when used as part of an official title. On second reference, do not capitalize these words when used alone to refer to that specific group or place.

Example: *The Caterpillar Gallery is located in the Oremus Fine Arts Center. The gallery has been the exhibit site of many student art shows.*

RACES AND NATIONALITIES

Capitalize names of all races and nationalities, such as *Caucasian, Nigerian, Irish* and *Japanese*.

ROOM

The word *room* when used to designate a particular room should be capitalized. When a room number is combined with a letter (whether placed before or after the number), a hyphen should not be used to separate the letter from the room number.

Example: *Your class is located in Room A133.*

STANDARD TIME

Capitalize *Eastern Standard Time, Pacific Standard Time*, etc., but lowercase *standard time* when used alone.

TIME ZONES

See *Time Zones* under *Editorial Style (A–Z)* on Page 70.

TITLES OF BOOKS, PLAYS, LECTURES, ETC.

Capitalize all words, except articles, conjunctions and prepositions, in the titles of books, plays, lectures, musical composition, etc., including *A* and *The* if at the beginning of the title.

Example: *“The Star-Spangled Banner”*

WORDS DERIVED FROM A PROPER NOUN

Words that are derived from a proper noun and still depend on it for their meaning, such as *Americans, Christianity* and *Marxism*, should be capitalized.

Words that are derived from a proper noun, but no longer depend on the noun for their meaning should not be capitalized, such as *french fries*.

DO NOT CAPITALIZE

CENTURY

Do not capitalize the word *century*, such as *the 18th century*.

CLASSES OF STUDENTS

Do not capitalize classes of students in a college or high school, and the words *freshman, sophomore, junior, senior* or *graduate*.

Example: *The senior class donated a special gift.*

COMMON NOUN ELEMENTS

Common noun elements should only be capitalized when part of an official title.

Example: *The Department of Art and Design offers a number of majors.*

COMMON NOUN ELEMENTS (WHEN PLURAL)

Do not capitalize common noun elements in all plural uses, including the words *offices, schools* and *departments*.

Example: *The departments of Psychology and Chemistry are located in this building.*

Other examples are the *Democratic and Republican parties, lakes Erie and Ontario, Main and Elm streets*.

CAPITALIZATION

COMMON NOUN ELEMENTS (MORE EXAMPLES)

Words such as *honors*, *baccalaureate*, *master's degree*, *federal*, *government* and *state* should not be capitalized unless used as part of an official name or title.

“DE” IN JOHN BAPTIST DE LA SALLE

When using the full name of the founder of the Christian Brothers, the “de” should be lowercase (i.e., *John Baptist de La Salle*).

When using just the founder's last name (whether as a noun or an adjective), the initial letters of his name should be capitalized.

Examples: *De La Salle* prayed.
Lewis University is sponsored by the
De La Salle Christian Brothers.

Note: Saint should always be spelled out when used in conjunction with John Baptist de La Salle's name.

NAMES OF FIELDS, CURRICULA AND MAJORS

Names of fields of study, options, curricula, major areas, except names of languages, should not be capitalized unless referring to a specific course or department.

Example: *He is studying philosophy and English.*

ORGANIZATIONAL ELEMENTS

Do not capitalize internal elements of an organization when they have names that are widely and generically used, such as *faculty* and *staff*.

SEASONS

Seasons of the year: *spring*, *summer*, *fall* and *winter* and derivatives such as *springtime* should not be capitalized unless part of a formal name, such as the *Winter Olympics*. See *Semester* under *Editorial Style (A–Z)* on Page 68 for more information.

TIME

Lowercase abbreviations such as *a.m.* or *p.m.*

UNOFFICIAL TITLES

Do not capitalize unofficial titles/occupational descriptions before a person's name, such as *astronaut John Glenn*, *civil rights activist Mahatma Gandhi*, or *faculty member Joseph Andrews*.

Lowercase all common noun elements used in conjunction with a proper noun to form an unofficial title.

Example: *The Art and Design department offers a number of majors.*

Common noun elements should only be capitalized when part of an official title.

Example: *The Department of Art and Design offers a number of majors.*

WORDS DERIVED FROM A PROPER NAME

Do not capitalize words that are derived from a proper name, but no longer depend on it for their meaning, such as *french fries* and *venetian blinds*.



AMPERSAND (&)

Use the ampersand when it is part of a formal name.

Example: *Arts & Ideas is published every semester.*

The *Arts & Ideas* program is an established formal name that uses the ampersand.

The ampersand should not otherwise be used in place of *and* in running text.

Example: *The College of Arts and Sciences is celebrating its 50th anniversary.*

One exception to this rule is in charts, graphs, etc. where space constraints exist. However, consistency must be followed.

APOSTROPHE

COMMON NOUNS

Remember 's is used when the common noun having possession is either singular or plural, and does not end in s.

Example (Singular): *The book's title was very long.*

Example (Plural): *The speaker discussed women's rights.*

When a common noun is singular and ends in s, add 's unless the word that follows it in the sentence begins with an s. Then add only an apostrophe.

Always use smart (curly) apostrophes (') to designate possession. Straight apostrophes (') are used to designate feet.

Examples: *She accepted the witness's answer.*
She accepted the witness' story.

When a common noun is plural and ends in s, add only an apostrophe.

PROPER NAMES

When proper names end in s (whether singular or plural), add only an apostrophe.

Example: *Lewis' Office of Human Resources*

LEWIS UNIVERSITY

Use *Lewis University's*, *the University's* or *Lewis'* when showing possession in a sentence. Never use *Lewis's*.

OMITTED LETTERS

To indicate omitted letters, such as in contractions. Contractions are acceptable under some conditions, but for the most part should not be used in formal writing.

OMITTED FIGURES

To indicate omitted figures, such as *The class of '62*, *The Spirit of '76* or *The '20s*.

GRADUATION YEARS FOLLOWING A NAME

An apostrophe may also be used to signify omitted figures of a graduation year when used immediately following a name.

Example: *John Masterson '72 is now in charge of operations for the Monroe Company.*

In this example, a comma is not needed after John Masterson's name to separate the name from his year of graduation. A comma also is not needed after the graduation year, unless a clause were to follow.

Example: *John Masterson '72, head of operations for the Monroe Company, recently visited the Lewis University campus.*

SINGLE LETTERS

An apostrophe may be used to indicate plurals of single letters.

Example: *He earned two A's and three B's in his classes.*

PLURALS OF NUMERALS/ MULTIPLE LETTERS

Apostrophes should not be used for plurals of numerals or multiple-letter combinations.

Example: *RNs who choose to complete their degrees graduate with a sense of accomplishment.*

In the above example, *RNs* should not have an apostrophe.

Example: *He graduated in the '90s.*

In the above example, an apostrophe is used, but only to indicate omitted figures (*1990s*). An apostrophe should not be used between *90* and the letter *s*. Doing so would be incorrect since an apostrophe placed here denotes possession. For more information, see *Possessives* under *Editorial Style (A–Z)* on Pages 65–66.

PUNCTUATION

COLON

The most frequent use of a colon is at the end of a sentence to introduce lists, tabulations, etc. Remember the first word after a colon is capitalized only if it is a proper noun or the start of a complete sentence.

Example: *He promised this: The University will continue to prosper.*

The colon can also be effective in giving emphasis.

Example: *He had only one goal in sight: his bachelor's degree.*

The colon is used in listings such as time elapsed (1:23:07), time of day (8:31 a.m.) and biblical and legal citations (2 Kings 2:14; Illinois Code 3:245–260). It is also used in running text that features dialogue, such as in theatrical scripts or coverage of a trial.

Use a colon to introduce long quotations within a paragraph. Colons go outside quotation marks unless they are a part of the quotation itself.

COMMA

Use commas to separate elements in a series, but do not put a comma before the conjunction in a simple series.

Example: *The American flag is red, white and blue.*

Put a comma before the concluding conjunction in a complex series of phrases.

Example: *The University created this style guide as part of its ongoing efforts to promote the University's identity, to advance its quality of presentation, and to eliminate confusion among its various publics.*

With conjunctions, as a general rule, use a comma if the subject of each clause is expressly stated.

Example: *We soon will complete the project, and we also will prepare a presentation.*

Use commas to separate a series of adjectives that are equal in rank. If the commas would be replaced by the word *and* without changing the sense of the statement, the adjectives are equal.

Example: *The hot, dry summer seemed to last forever.*

Like the colon, the comma may also be used to introduce a direct quotation that remains within a paragraph. However, the quotation should be complete and only a sentence in length. Longer quotations require a colon. See *Colon* on this page.

Example: *He said, "Receiving a college degree is a dream come true."*

Use a comma instead of a period at the end of a quote that is followed by attribution.

Example: *"I am looking forward to graduation," said aviation major John Sanders.*

Do not use a comma, however, if the quoted statement ends with a question mark or exclamation point.

Example: *"When does the ceremony begin?" he asked.*

Do not use a comma at the start of an indirect or partial quote.

Example: *He said he was "looking forward to graduation."*

When used, commas go inside the quotation marks. One exception to this rule is when they are used as part of attribution that precedes the quote. See prior examples.

Place a comma after digits signifying thousands (except when referring to temperature).

Example: *Lewis has more than 4,400 students.*

When writing a date, place a comma between the day, if given, and the year. Do not place a comma between the month and year when the day is not given.

Examples: *March 4, 1980*
March 1980

A comma is also used to separate an introductory clause or phrase from a main clause.

Example: *After he completed all of his studies for the semester, he took a trip to Florida.*

The comma may be omitted after short introductory phrases if no ambiguity would result. But it should be used if its omission would slow the reader's comprehension.

Example: *During the semester he studied diligently.*

A comma should be used with ages, hometowns and states when written in conjunction with a person's name.

Example: *Mary White, 48, Tuckahoe, N.Y., was present.*

Commas should also be used to set off other descriptive information when placed immediately after a name.

Example: *Jaime Hogan, Director of Management, attended the meeting.*

In many cases, however, including the word *of* without a comma is preferred when writing a person's name with just a hometown, state or other simple identifier.

Examples: *Mary White of Minneapolis was present.*
Mary White of Lewis University was present.

Always use a comma following the names of cities when used with the names of states or nations.

Example: *Dublin, Ireland or Tuckahoe, N.Y.*

Use parentheses, however, if a state name is inserted within a proper name.

Example: *The Carbondale (Ill.) Times Weekly*

THE DASH

Use a dash before an author's or composer's name at the end of a quotation, and to set off a full phrase that contains a series of words that must be separated by commas.

When dashes are used, be sure they are designated by an actual dash symbol (—) and not a hyphen (-) or double hyphen (--).

Examples: *"In the moment of our trial and our triumph, let me declare my faith." — Mohandas Gandhi*
He listed the qualities — honesty, courage, compassion, kindness — that he admired in people.

Dashes may be used to denote an abrupt change in thought in a sentence or to create an emphatic pause.

Example: *She was planning a trip to Florida — if she could save enough money.*

Dashes may also introduce individual parts of a list. In lists, the first word following the dash should be capitalized.

Example: *Margaret made the following comments:*
— *She really enjoyed the performance.*
— *She was amazed at how interesting it was to watch.*
— *She hoped to see it again.*

Remember to put a space on both sides of a dash in all general uses. Some exceptions to this rule are when a range of years or a range of time is used.

Examples: *1975–78*
6 a.m.–4 p.m.

Spaces should not be included on either side of the dash in these instances.

ELLIPSIS (. . .)

An ellipsis is constructed with three periods and two spaces, as shown above in parentheses. Use an ellipsis to indicate the deletion of one or more words in condensing quotes, texts and documents. Be especially careful to avoid deletions that would change or distort the meaning of a sentence. Remember to leave a space on both sides of an ellipsis.

Example: *"I always wanted ... to be a doctor," he said.*

If words that precede an ellipsis constitute a complete sentence, place the appropriate punctuation to end the sentence (a period, question mark, exclamation point) at the end of the last word. Follow it with a space and an ellipsis.

Example: *"He said he would be there. ...I can only guess why he was not."*

When material is deleted at the end of one paragraph and at the beginning of the one that follows, place an ellipsis in both locations. When writing a story, however, ellipses should not be used at the beginning or end of direct quotes.

An ellipsis may also be used to indicate a pause or hesitation in speech, or a thought that the writer does not complete. A dash should be substituted for this purpose if the text uses ellipses elsewhere to indicate that words actually spoken or written have been deleted.

EXCLAMATION POINT

Use the exclamation point to express surprise, disbelief or other strong emotions. However, avoid overuse.

When using an exclamation point with quotes, place the exclamation point inside the quotation marks when it is part of the quoted material.

Example: *"That's incredible!" she said.*

A comma or period should not be used after an exclamation point, even when quotation marks are used. See the previous example.

When an exclamation point is not a part of the quoted material, it should remain outside the quotes.

Example: *I loved the movie "Gone with the Wind"!*

PUNCTUATION

HYPHEN

Hyphens are joiners. Use them to avoid ambiguity or to form a single idea from two or more words.

Example: *The University is hosting a meeting of small-business men.*

When a compound modifier — two or more words that express a single concept — precedes a noun, use hyphens to link all the words in the compound except the adverb *very* and all adverbs that end in *ly*.

Examples: *After graduation, he began looking for a full-time job.*
Some style guide standards are easily remembered rules.

Many combinations that are hyphenated before a noun are not hyphenated when they occur after a noun.

Example: *She works full time.*

One exception to this is when a noun occurs after a form of to be (*is, are, were, etc.*). In these cases, the hyphen is usually retained to avoid confusion.

Example: *He is well-known.*

A hyphen should be used to designate dual heritage, such as *Italian-American* or *Mexican-American*. No hyphen, however, for *French Canadian* or *Latin American*.

When using a hyphen, avoid duplicated vowels and tripled consonants, such as *pre-empt* or *shell-like*.

Lewis University uses hyphens when referring to its pre-professional programs, including pre-medicine, pre-dentistry, pre-law, etc.

Do not place a hyphen between the prefix *sub* and the word to which it is attached, such as *sublet* or *subtotal*. One exception to this rule is when doubled prefixes are joined, such as *sub-subparagraph*.

In cases where the spelling of a word is acceptable with or without a hyphen, it is best not to use the hyphen.

PARENTHESSES

Use parentheses sparingly, because often they are jarring to the reader. In many cases, the need to use a parentheses may indicate that a sentence is becoming contorted. In these situations, the sentence should be written another way if possible.

If incidental material must be included in a sentence, then commas or two dashes are frequently more effective. There are occasions, however, when parentheses are the only effective way of inserting necessary background or reference information.

ACRONYMS

Acronyms are included in parentheses after the first full reference of a group or organization that has more than one or two words in its name. The acronym may then be used on second reference and thereafter without parentheses. Periods between the letters in the acronym are generally not used, since most acronyms use only the initials of each word. Overall, avoid using too many acronyms at once, and never change or alternate the acronym that is formally used by a group.

Example: *Moraine Valley Community College (MVCC) signed a dual admission agreement with Lewis University. MVCC is located in Palos Hills.*

INSERTIONS IN A PROPER NAME

Use parentheses if a state name or similar information is inserted with a proper name.

Example: *The Huntsville (Ala.) Times has a strong readership.*

If no proper name is used, then commas can be used instead of parentheses.

Example: *The Chicago, Ill., group saw the governor.*

PUNCTUATION

Place a period outside a closing parenthesis if the material inside is not an independent sentence.

Example: *The meeting will be held in the Leckrone Academic Resource Center (near the University Dining Hall).*

An independent parenthetical sentence ends with a period before the closing parenthesis.

Example: *A maximum of 21 credit hours may be applied for in “life experience” for those currently working in the field. (For more information, contact the department’s program coordinator.)*

When a phrase placed in parentheses might normally qualify as a complete sentence but is dependent on the surrounding material, do not capitalize the first word or end the sentence with a period.

Example: *When a sentence is placed in parentheses (this is an example) inside of another sentence, the first word is not capitalized and the sentence does not have a period before the closing parenthesis.*

QUOTATIONS

If incidental information must be inserted into a quote to help give the statement a clear meaning, then parentheses should be placed around this information to separate it from the actual quoted material.

Example: *She said, “I feel so honored to receive (the President’s Award). It was really unexpected.”*

Many times, however, these parentheses can be avoided by an explanatory clause outside of the quote.

Example: *“I feel so honored,” she said upon receiving the President’s Award. “It was really unexpected.”*

PERIODS

Periods should be used at the end of a declarative or mildly imperative sentence.

Example: *Shut the door.*

Use an exclamation point if greater emphasis is desired.

A period should be used at the end of some rhetorical questions if the statement is more a suggestion than a question.

Example: *Why don’t we go.*

It should also be used at the end of an indirect question.

Example: *I would like to know what the score is.*

Periods are also used in abbreviations, including initials such as *T.S. Eliot* and *John F. Kennedy*. No space is placed between the periods and the initials.

Periods are used in constructing ellipsis. See *Ellipsis* in this section on Page 51. They are also used in enumerations, following the numbers or letters in numbering elements of a summary.

Example: *1. Write simply.
2. Punctuate properly.*

When used with quotations marks, periods always go inside the quotes.

QUESTION MARK

Use a question mark at the end of a direct question (Example 1) and at the end of a sentence that may have multiple questions (Example 2).

Example 1: *Did I hear you correctly?*

Example 2: *Did you hear him say, “When will the class be held?”*

Do not use question marks to indicate the end of indirect questions.

Example: *I want to know what was the cause of the fire.*

A question mark goes inside quotation marks when it applies directly to the quoted material. When it applies to the entire sentence, then the question mark is placed outside of the quote.

Examples: *He asked, “When will you return?”
Who wrote “The Star-Spangled Banner”?*

The question mark supersedes the comma that would normally be used when supplying attribution for a quotation that is a question.

Example: *“How can I help you?” she asked.*

QUOTATION MARKS

In running text, the titles of essays, musical compositions, radio and television programs, songs, opera titles, lectures, works of art, chapters of books, and titles of papers should be placed in quotation marks.

In direct quotations, quotes are used to surround the exact words of a speaker or writer when being reported. Use single quotes (') for quotations printed within other quotations.

Smart (curly) quotation marks (“”) are typographically correct. Straight quotes are used to designate inches (”), just as straight apostrophes (') are used to designate feet.

PUNCTUATION

Example: *The author said, “She exclaimed with happiness, ‘I passed the test.’”*

If a full paragraph of quoted material is followed by a paragraph that continues the quotation, do not put close-quote marks at the end of the first paragraph. Open-quote marks should appear at the start of the second paragraph. Close-quote marks should then be used to end the quoted material.

One exception to the rule above is when the quoted material in the first paragraph of a running quote is not a full sentence. Then, close-quote marks should be used in that paragraph.

Example: *“Professor Jones said he was “very pleased to return to teaching.”*

“I am so pleased, in fact, that I am hoping to teach additional courses over the summer,” he said.

In dialogue or conversation, each person’s words, no matter how brief, are placed in separate paragraphs with quotation marks at the beginning and the end of each person’s statement.

Do not use quotation marks to report ordinary words or cumbersome language that can be easily and accurately paraphrased.

Words which may be unfamiliar to readers may be placed in quotes. Quotation marks may also be placed around a word or words used in an ironical sense.

Quotation marks are not required in formats that identify the information as being quoted, such as in question and answer formats using the Q and A symbols or the publication of the full text of a speech. When text is condensed or excerpted, an ellipsis should be used where appropriate.

Remember, the period and the comma always go within the quotation marks. The dash, semicolon, question mark and the exclamation point go within the quotation marks when they apply to the quoted material only. Otherwise, these punctuation marks are placed outside the quotation when they apply to the whole sentence.

SEMICOLON

Use the semicolon to indicate a greater separation of thought and information than a comma conveys, but less than the separation a period implies.

Semicolons may help to clarify a series of elements when individual segments contain material that also must be set off by commas.

Example: *The honorees are: Mary Smith, Associate Professor; John Thomas, Assistant Professor; and Susan Edwards, Adjunct Instructor.*

Remember that a semicolon is used before the final *and* in such a series.

A semicolon is also used to link independent clauses when a coordinating conjunction (*and*, *but*, or *for*) is not present.

Example: *The assignment was due this week; she turned it in at 9 a.m. today.*

When used along with quotes (as in a list), the semicolon should remain outside the quotation marks.

Example: *The nominees for best student paper were Rebecca Charger, “The Positive Effects of Service”; Jane Osgood, “Travel Abroad”; and Michael Erickson, “The Life of the Elderly.”*



EDITORIAL STYLE (A–Z)

A, AN

Use the article *a* before consonant sounds, such as *a historic event* and *a one-year term* (sounds as if it begins with the letter *w*).

Use the article *an* before vowel sounds, such as *an honorable mention* (the *h* is silent) and *an 1890s celebration*.

ADDRESSES

See *Mailing Addresses* on Page 43.

ADMISSION (OFFICE OF)

Do not include an *s* at the end of the word *Admission* when referring to Lewis University's *Office of Admission*.

ADVISOR, ADVISER

The preferred spelling ends in *or*.

AFFECT, EFFECT

Affect, as a verb, means to influence.

Example: *The test will affect his grade.*

Affect, as a noun, is not widely used. It is most often used in psychology to describe emotion.

Example: *She exhibits little affect.*

Effect, as a verb, means to cause.

Example: *He will effect many changes in the department.*

Effect, as a noun, means result.

Example: *He regretted the effect of his actions.*

AGES

Always use figures.

Example: *Amy Smith, 21, graduated with a bachelor's degree in English.*

When an age follows a name (as shown in the example), a comma should be used before and after the age unless the age marks the end of the sentence. Then the second comma should be replaced by a period.

Example: *The winner is Naperville resident Amy Smith, 21.*

Ages expressed as adjectives before a noun or as substitutes for a noun use hyphens.

Example: (as an adjective):
A 5-year-old boy ran across the street.

Example: (as a noun):
The 5-year-old ran across the street.

ALUMNI, ALUMNUS, ALUMNA, ALUMNAE

Use *alumnus* when referring to a man who has graduated a school. The plural of *alumnus* is *alumni*.

Use *alumna* for similar references to a woman. *Alumnae* is the plural of *alumna*.

Use *alumni* when referring to a group of men and women graduates.

A.M., P.M.

Lowercase, with periods separating each letter. Avoid redundancy such as *7 a.m. in the morning*. See *Time* on Page 69.

AMONG, BETWEEN

The rule that *between* introduces two items and *among* introduces more than two satisfies most questions about how to use these words.

Examples: *The funds were divided between Smith and Anderson.*

The funds were divided among Smith, Anderson and Ford.

However, *between* is the correct word when expressing the relationships of three or more items considered one pair at a time.

Example: *Discussions took place between the administration and the Student, Faculty, and Staff committees.*

ANNUAL

An event is not an annual event until it has been held two successive years.

Do not use the term *first annual*. Instead, note that the event is planned to be held annually.

ARTS & IDEAS

The Lewis University *Arts & Ideas* program uses an ampersand as part of its official name. Do not use *Arts and Ideas*, when referring to this program.

EDITORIAL STYLE (A–Z)

AVENUE

With regard to addresses, use the abbreviation of *Ave.* only with numbered addresses. Otherwise, *avenue* should always be spelled out.

Examples: *1400 Taylor Ave.*
Taylor Avenue

See *States (Mailing Address vs. Running Text)* under *Abbreviations* on Page 39 for more information.

BACHELOR'S DEGREE

Use 's with bachelor's degree. Otherwise, use *bachelor of science degree*, *bachelor of arts degree*, *bachelor of arts degree in journalism*, etc. See *Academic Titles/Degrees* under *Abbreviations* on Pages 39–40, and *Academic Degrees* under *Capitalization* on Page 45 for more information.

Example: *He received a bachelor's degree in chemistry.*

BIANNUAL, BIENNIAL

Biannual means twice a year and is a synonym for the word *semiannual*. *Biennial* means every two years.

BIBLE

Capitalize, without quotation marks, when referring to the Scriptures of the Old Testament or the New Testament. Capitalize also related terms such as the *Gospels*, *Gospels of St. Mark*, the *Scriptures*, the *Holy Scriptures*.

Lowercase *biblical* in all uses. Lowercase *bible* as a non-religious term.

Example: *My dictionary is my bible.*

BIMONTHLY

Bimonthly means every other month. *Semimonthly* means twice a month.

BIWEEKLY

Biweekly means every other week. *Semiweekly* means twice a week.

BOLD

When used sparingly, bolding is effective in highlighting or setting a word or a sentence apart from the running text. However, discretion should be used. Too much text in bold defeats the purpose.

BOOKS

Book titles have been traditionally underlined, and for scholarly pieces this is still widely done. However, for most other running text, book titles should be italicized.

BOOKSTORE

Use as one word, when referring to the *Lewis University Bookstore*.

BOULEVARD

With regard to addresses, use the abbreviation of *Blvd.* only with numbered addresses. Otherwise, *boulevard* should always be spelled out.

Examples: *1400 Richmond Blvd.*
Richmont Boulevard

See *States (Mailing Address vs. Running Text)* under *Abbreviations* on Page 39 for more information.

BROTHER

When the religious title of *Brother* is used in reference to a De La Salle Christian Brother, the initials *FSC* should always be included after the name on first reference. The name of the Brother should be followed by a comma and then *FSC*.

FSC, without spaces or periods, after a Christian Brother's name indicates membership in the religious order.

FSC is the acronym for the Latin *Fratres Scholarum Christianarum* (Brothers of the Christian Schools), known informally as the *De La Salle Christian Brothers*.

On second reference, the title of *Brother* should be used with just the Brother's first name, such as *Brother Mark* or *Brother Joseph*.

See *Religious Titles* under *Abbreviations* on Page 40 for more information.

BUILDINGS/LOCATIONS ON CAMPUS

The following is a list of names for many of the buildings/locations on the main campus:

Academic Building
Benilde Hall
Bookstore, Lewis University
Br. Paul French, FSC Learning Resource Center (LRC)
Center for Health and Counseling Services
Charlie's Place
Cody Hall
Common Grounds
Cordano Heritage Circle
Courtyard Café
De La Salle Hall
Dining Hall
Fitzpatrick Hall
Fitzpatrick House
Flyers' Den
Founder's Garden
Founders Hall
Harold E. White Aviation Center
Information Center
Ives Recital Hall
JFK Sports Center/Neil Carey Arena
La Salle House
Leckrone Academic Resource Center (LARC)
Library, Lewis University
McNamara Hall
Memorial Hall
Mother Teresa Hall
North Hall
Oremus Fine Arts Center
Pastoral Center, University Ministry
Philip Lynch Theatre
Pope John Paul II Hall
Ryan Hall
Sancta Alberta Chapel/Convocation Center
School for Professional and Continuing Education
Sheil Hall
South Hall
Stritch Hall
Student Recreation and Fitness Center
Student Union
Time Plaza

For names of offices and departments, consult the *Campus Resource Directory*.

CAPTIONS FOR PHOTOGRAPHS

Captions should be used if there is a person, place or situation in a photograph that needs identifying as it pertains to the accompanying text.

Identify individuals in the photo from left to right if there could be confusion about who is who. After the first name, add *(left)* if there are only two people in the photograph. It is not necessary to add *(right)* after the second person's name since that will be obvious with only two people in the photo.

Example: *Jack Langston (left) presents a check for \$35,000 to Robert Tind, Vice President for Academic Affairs.*

When more than two people are shown in a photo, then use the indicator *(from left)* before the listing of names.

Example: *The honorees were (from left) Jack Calloway, Tim Borgen and James Trotter.*

When large groups of people are included in a photo, it often becomes difficult to identify every person in a concise manner and even harder to publish a photo in such a way that each person's face can be clearly seen. Unless the photo is enlarged, many individual features may be lost. Some situations, however, will require these photos to be used. When this is the case, use *(from left, top row)*, *(middle row)*, etc. to accurately identify each subject. Identification of each row should be separated by a semicolon.

Example: *The committee members included (from left, top row) Lily Cagney, Carrie Sabota, and Terry Johnson; (middle row) Brian Malone, Tom Hopkins, Ted Simons, and Jake Elliott; and (bottom row) Janine Fine, Ann Kaplan, and Denetta Williams.*

Do not use a period to end a caption that is not a sentence. Whenever possible, try to write each caption as a complete sentence unless using a simple tag to identify a person or place by name, such as *John Smith* or *Niagara Falls*.

Remember not to include the obvious in a photo caption. If the photo shows something that the reader will understand without further explanation, then it should not be included in the caption.

Example: *Tom Fisher (left) shakes the hand of his friend Bob Moore.*

EDITORIAL STYLE (A–Z)

Upon seeing the photo, the reader will know the two friends shared a handshake. There is no need to include this information in the caption. It would be more effective to include information of greater pertinence to the accompanying text.

Example: *Tom Fisher (left) was reunited with his friend Bob Moore after 20 years. The two lost contact after Moore's family moved away when he was a teenager.*

CATHOLIC, CATHOLICISM

Both words should be capitalized when used in a religious sense, indicating the belief and membership in the Christian church headed by the Pope.

Lowercase *catholic* when used in the generic sense, meaning general or all-inclusive.

CENTS

See *Money* on Page 63.

CENTURY

Lowercase, spelling out numbers less than 10, such as *the first century* and *the 20th century*.

For proper names, follow the organization's practice: *20th Century Fox*, *Twentieth Century Limited*.

CHAIR, CHAIRPERSON

Capitalize as a formal title. Do not capitalize when used as an informal, temporary position. Do not use *chairman* or *chairwoman* unless it is an organization's formal title for an office.

COLLEGES

Lewis University currently has four colleges: the *College of Arts and Sciences*, the *College of Business*, the *College of Education*, and the *College of Nursing and Health Professions*. Ampersands (&) should not be used in the names of these colleges when included in running text. Ampersands may be used when the names are included in charts or graphs where space is limited. See *Ampersand* under *Punctuation* on Page 49 for further information.

When listing these colleges concurrently, they should always appear in alphabetical order unless special circumstances exist.

COMMENCEMENT

Capitalize on first reference when referring to Lewis University's Commencement ceremonies. Also when *Lewis University* or *Lewis*' is used along with the word.

Example: *Lewis University's Commencement ceremonies are held twice a year.*

Commencement should be lowercase on second reference in running text unless *Lewis University* or *Lewis*' precedes the word.

Example (second reference):
Many people attend commencement at Lewis University.

COMPOSITION TITLES

Unless specifically noted, the guidelines here apply to book titles, movie titles, opera titles, play titles, poem titles, song titles, television program titles, and the titles of lectures, speeches, scholarly articles and journals, and works of art.

Capitalize the principal words, including prepositions and conjunctions with four or more letters. Capitalize an article (*the*, *a*, or *an*) or word of fewer than four letters if it is the first or last word in a title.

Put quotation marks around the names of all titles, with the exception of book titles, movie titles, scholarly journals, magazines and newspapers. Book titles have been traditionally underlined, and for scholarly pieces this is still widely done. However, for most other running text, book titles should be italicized. Titles of movies, scholarly journals, magazines and newspapers are also italicized.

It is important in all cases that the reader clearly understands whether the piece being listed is a book, a movie, an article, etc.

Examples: *Harper Lee's book, To Kill a Mockingbird, is a classic.*

To Kill a Mockingbird is a classic. The book, written by Harper Lee, depicts the themes of misunderstanding and prejudice.

COURSE TITLES, COURSE NUMBERS

Capitalize course titles. Do not use quotation marks around the title. Course numbers should be represented in Arabic numerals.

Example: 10-480 Mass Media Ethics

When referring to sequences of courses, use Roman numerals.

Example: *Multimedia Production I and
Multimedia Production II*

COURSEWORK

Use as one word.

Example: *He completed his coursework for the semester.*

COURTESY TITLES

After the first reference, use only a person's last name unless courtesy or special circumstances warrant an exception as with some religious titles. Titles should be used throughout if essential to the reader's comprehension of the story. See entries on *Titles* under *Abbreviations* on Pages 39–40.

DATES

Use a dash (not a hyphen) to indicate a range of years. If within the same century, it is unnecessary to repeat the numerals indicating the century on second reference unless the context requires it.

Examples: 1967–79
2001–05

If the month and the day appear along with a year, use a comma before and after the year.

Example: *Aug. 26, 1965, was the date.*

When part of running text, the months of year may be abbreviated when used along with a specific date. For a list of the correct abbreviations, see *Months Without Dates/ Years Only* under *Abbreviations*.

Example: *Aug. 26 or Aug. 26, 1965*

Do not use a comma or abbreviate the month if only the month and the year are used.

Example: *August 1965*

It is unnecessary to include the year at all if referring to the current year.

Example: *June was an extremely hot month.*

See *Months Without Dates/Years Only* under *Abbreviations* on Page 42 for more information.

DAYS OF THE WEEK

See *Days of the Week* under *Abbreviations* on Page 41; and *Nouns, Months, Days of the Week* under *Capitalization* on Page 47.

DEANS' LIST

When referring to Lewis University's *Deans' List*, the apostrophe should follow the *s* in *Deans* (denoting the deans of Lewis' three colleges).

DECIMALS

Use a period and numerals to indicate decimal amounts. Decimals should not exceed two places after the decimal point in textual material unless special circumstances exist. If possible, delete the zero when two places after the decimal point (3.3, not 3.30).

DEGREES

See *Academic Titles/Degrees* under *Abbreviations* on Pages 39–40, and *Bachelor's Degree* and *Master's Degree* in this section on Pages 56 and 62.

DE LA SALLE

See *De La Salle* under *Capitalization* on Page 46.

DEPARTMENTS

See *Academic Departments* under *Capitalization* on Page 45.

DIMENSIONS

Use Arabic numerals and spell out *inches, feet, yards, etc.*, to indicate depth, height, length and width. Hyphenate measurements when they are adjectives preceding a noun.

Example: *The 5-foot-6-inch man left the building. The 9-by-12 rug was placed in the living room.*

When a measurement does not modify a noun as above, hyphenation is not used.

Example: *The car is 17 feet long. The rug is 9 feet by 12 feet.*

Use a straight apostrophe (not curly) to indicate feet and straight quote marks to indicate inches (5'6") only in technical contexts or when tabular forms require brevity.

Lewis athletic rosters use a hyphen to replace the use of the straight apostrophe and quotation marks in indicating the height of team players. Instead of 6'1", 6-1 is used.

All running text in athletic publications follow the style as listed here for dimensions.

EDITORIAL STYLE (A–Z)

DIOCESE

Capitalize as part of a proper name: *the Diocese of Joliet* or *the Joliet Diocese*. On second reference, *the diocese* may be used.

DIRECTIONS

See *Regions* in this section on Page 67.

DISABILITIES

Refer to those with disabilities as *people with disabilities*, not *the disabled* or *disabled people*. The person should always be mentioned first.

Do not use the word *normal* to mean the opposite of having a disability, and avoid using words such as *victim*, *afflicted* and *stricken* in reference to people with disabilities.

DISTANCES

Use Arabic numerals for 10 and above. Spell out for one through nine.

Example: *I walked four miles, but my destination was another 10 miles away.*

DR.

See title entries under *Abbreviations* on Pages 39–40.

DOLLARS

See *Money* in this section on Page 63.

EMERITUS, EMERITA, EMERITI

These words are often added to formal titles to denote that individuals who retire retain their rank or title. At Lewis University, these words are most often used in conjunction with the title of professor or trustee.

When used, these words follow the formal title. *Emeritus* is used when referring to a man. *Emerita* is used when referring to a woman. *Emeriti* is the plural form, whether referring to men, women or a group of men and women together.

Examples: *Professor Emeritus Michael Todd*
Michael Todd, Professor Emeritus of Physics

EVERY DAY, EVERYDAY

Use *every day* as an adverb and *everyday* as an adjective.

Examples: *She goes to work every day.*
She wears everyday shoes.

EVERY ONE, EVERYONE

Use *every one* when referring to each individual item.

Example: *Every one of the apples was rotten.*

Use *everyone* when used as a pronoun meaning all persons.

Example: *Everyone wants to be happy in life.*

Remember, *everyone* takes on singular verbs and pronouns.

FACULTY

The word *faculty* may be singular or plural, depending on the context. However, it is important to be consistent within a context.

FELLOWSHIPS AND OTHER AWARDS

The formal names of awards are capitalized, but informal references are not.

Examples: *American Academy of Nursing Fellowship*
The American Academy of Nursing award

FIELDHOUSE

When referring to the Student Recreation and Fitness Center's fieldhouse, *fieldhouse* should be one word and should not be capitalized.

FOREIGN WORDS

Some foreign words and abbreviations have been accepted into the English language, such as *bon voyage*, *versus* (*vs.*) and *et cetera* (*etc.*). They may be used without explanation if they are clear in context.

Many foreign words and their abbreviations are not understood universally, although they may be used in special applications such as medical or legal terminology. If such a word or phrase needs to be used, place it in quotation marks and provide an explanation.

Example: *“ad astra per aspera,” a Latin phrase meaning “to the stars through difficulty.”*

FOUNDERS

Lewis University has three original founders: *Michael Fitzpatrick*, *Bishop Bernard J. Sheil* and *Frank J. Lewis*. Honorary founders have also been named throughout the years.

FOUNDERS WEEK

In the name of this week-long series of events, *founders* is plural and does not carry an apostrophe.

FRACTIONS

Spell out amounts less than 1 in running text, using hyphens between the words, such as *two-thirds*, *four-fifths*, *seven-sixteenths*.

Use figures for precise amounts larger than 1, converting to decimals whenever practical.

Fractions are preferred, however, when referring to the stock market.

When using fractional characters, use 1½ (for example) with no space between the figure and the fraction.

In tabular material, use figures exclusively, converting to decimals if the amounts involve extensive use of fractions that cannot be expressed as a single character.

FRESHMAN, FRESHMEN

Freshman and *freshmen* are the preferred terms when referring to traditional, first-year students.

FSC

See *Brother* in this section on Page 56.

FULL TIME, FULL-TIME

Hyphenate when used as a compound modifier. Otherwise, do not hyphenate.

Examples: *He works full time.*
 He has a full-time job.

GENDER-BIASED LANGUAGE

Avoid gender-biased language. For example, instead of *policeman*, use *police officer*. *Chairman* should be replaced with *chair* or *chairperson*. An exception to this rule is if the language is used as part of an official title within a company or institution, or is used within a quote.

When faced with a decision of whether to use *his* or *her* when the antecedent is indefinite, the best choice is to revise the sentence to a plural, less gender-oriented form.

Example: *Reporters protect their sources.*

GRADUATION YEARS

See *Omitted Figures* under *Apostrophe* on Page 49.

HEIGHTS

See *Dimensions* in this section on Page 59.

HIGHWAY DESIGNATIONS

Use these forms as appropriate in context for highways identified by number:

U.S. Highway 1, *U.S. Route 1*, *Route 1*, *Illinois 34*, *Illinois Route 34*, *state Route 34*, *Route 34*, *Interstate Highway 495*. If understood within the context, *I-495* may also be used.

When a letter is appended to a number, capitalize it but do not use a hyphen: *Route 1A*.

INTERNATIONAL STUDENTS

This term should be used instead of *foreign students*.

INVITATIONS

Invitations do not require end-of-line punctuation. Numbers greater than 10 and all street numbers may be spelled out. :00 or *o'clock* may also be used in conjunction with the times of events.

When printing the University's address, *Illinois* may also be spelled out instead of using the two-letter state codes designated by the U.S. Postal Service. This rule applies to all other addresses used in invitations as well.

Consult the *Mailing Addresses* section on Page 43 for more details.

ITALICS

Italics are effective in highlighting or setting a word or a sentence apart from the running text. However, discretion should be used. Too many italicized words or sentences defeat the purpose of italicizing.

Some titles of specific works are italicized. See *Composition Titles* in this section on Page 58.

IT'S, ITS

It's is a contraction for *it is* or *it has*.

Example: *It's nice to finally meet you.*

Its is the possessive form of the neuter pronoun.

Example: *The University is proud of its Mission.*

JUNIOR, SENIOR

See *Family Lineage* under *Abbreviations* on Page 40.

LAY, LIE

The action word is *lay*. It takes a direct object. *Laid* is the form for its past tense and past participle. Its present participle is *laying*.

EDITORIAL STYLE (A–Z)

Lie indicates a state of reclining along a horizontal plane. It does not take a direct object. Its past tense is *lay*. Its past participle is *lain*. Its present participle is *lying*.

When *lie* means to make an untrue statement, the verb forms are *lie*, *lied* and *lying*.

Correct Examples of Present or Future Tenses
(direct objects in bold)

*I will lay **the book** on the table.*

*The lawyer tried to lay **the blame** on him.*

He lies on the beach all day.

I will lie down.

Incorrect Examples of Present or Future Tenses

He lays on the beach all day.

I will lay down.

Correct Examples of Past Tense

I laid the book on the table.

The lawyer has laid the blame on him.

He lay on the beach all day.

He has lain on the beach all day.

I lay down.

I have lain down.

Correct Examples in Present Participle

I am laying the book on the table.

The lawyer is laying the blame on him.

He is lying on the beach.

I am lying down.

LECTURES

Put quotation marks around the formal title of a lecture.

LEWIS, LEWIS UNIVERSITY

FRANK J. LEWIS

When referring to Lewis University's namesake, *Frank J. Lewis*, his full name (as it appears here) should be listed on first reference. *Mr. Lewis* should be used on second reference to differentiate the individual from the University.

LEWIS UNIVERSITY

Never abbreviate *Lewis University* in any reference. *Lewis* or *the University* may be used on second reference. When at all possible, the words *Lewis University* should be kept on the same line in running text.

University should always be capitalized when referring to *Lewis University*.

LINE BREAKS

Do not break a proper name. Do not break an already hyphenated word except at the hyphen. Do not end a column of text in a hyphen. Three or more characters of a hyphenated word should be brought to the next line. Never break the word *Lewis* when referring to *Lewis University*, and whenever possible do not place the words *Lewis University* on separate lines of running text.

LU, L.U.

Never use either multiple letter combination as an abbreviation for *Lewis University*.

Lewis University should always be spelled out. Use *Lewis* or *the University* on second reference.

MAILROOM

Use as one word, when referring to the *Lewis University Mailroom*.

MASTER'S DEGREE

Use in conjunction with an apostrophe, unless using the more complete name of the specific degree.

Examples: *He earned a master's degree in business.*

He earned a master of arts degree in education.

MEASUREMENTS

See *Dimensions* in this section on Page 59.

MID-

Do not use this prefix in conjunction with a hyphen unless a capitalized word follows.

Examples: *mid-America* or *mid-Atlantic*

midsemester or *midterm*

MILE

A mile equals 5,280 feet. The metric equivalent is 1.6 kilometers. Use figures for amounts in dimensions, formulas and speeds.

Example: *The car slowed to 7 miles per hour.*

Spell out amounts below 10 in distances.

Example: *He drove five miles.*

MONEY

DOLLARS

Always lowercase the word *dollars* unless it begins a sentence. Use figures and the \$ sign in all instances except with amounts that do not specify a figure. When the \$ sign is used, the word *dollars* is not needed. Also the .00 which often follows the dollar amount is unnecessary.

Example: *The book cost \$50.*

I needed a few dollars more.

For specified amounts, the word takes a singular verb.

Example: *He said \$500,000 is what they want for the painting.*

For amounts of more than \$1 million, use the \$ and numerals up to two decimal places. Do not link the numerals and the word by a hyphen. If exact figures are known, they may be used if important to the context.

Examples: *He is worth \$4.56 million.*
He is worth exactly \$4,551,243.

The net worth of the company is \$2.1 billion.

The form for amounts less than \$1 million is: \$4, \$25, \$300, \$2,000, \$630,000.

CENTS

Spell out the word *cents* and lowercase unless used at the beginning of a sentence.

Use numerals for amounts less than a dollar such as *5 cents*, *12 cents*, etc. Use the \$ sign and decimal system for larger amounts such as *\$1.10* and *\$2.02*.

MONTHS

Names of months without a specific date, or with a year alone should be spelled out. When a month is used with a specific date, abbreviate only *Jan.*, *Feb.*, *Aug.*, *Sept.*, *Oct.*, *Nov.* and *Dec.* Spell out all other months.

When a phrase lists only a month and a year, do not separate the year with commas. When a phrase refers to a month, day and year, set off the year with commas. See *Months Without Dates/Years Only* under *Abbreviations* on Page 42 for examples.

Months and days of the week should be capitalized, but not the seasons (*winter*, *spring*, *summer*, *fall*).

MOVIES

Italicize the titles of movies.

MUSIC

Put quotation marks around the names of all opera titles, song titles and other musical compositions.

NAMES

Add a comma before *Jr.* or *Sr.* but not before *II* or *2nd*, etc. Do not put a space between initials, such as *J.T. Atkinson* or the *U.S. embargo*.

NON-

Hyphenate all words used in conjunction with this prefix except the following, which have specific meanings of their own:

nonchalance, *nonchalant*, *nondescript*, *nonsense*, and *nonsensical*.

NUMERALS

A numeral is a figure, letter, word or group of words expressing a number.

ARABIC NUMERALS

Arabic numerals use the figures *1*, *2*, *3*, *4*, *5*, *6*, *7*, *8*, *9*, and *0*. Use Arabic forms unless Roman numerals are specifically required.

In most cases, numbers *10* and above should be represented numerically. When it is necessary to spell out large numbers, use a hyphen to connect a word ending in *y* to another word; do not use commas or the conjunction *and* to separate words that are part of the same number: *twenty-one*; *one hundred forty-three*; *one thousand one hundred fifty-five*; *one million two hundred seventy-six thousand five hundred eighty-seven*.

Spell out a numeral at the beginning of a sentence. If it is too awkward to spell it out, rewrite the sentence. One exception to this rule is a numeral that identifies a calendar year.

Examples: *Five hundred students graduated in the fall.*

1967 was a year that began with a lot of snow.

Spell out casual references.

Examples: *Thanks a million! But a thousand times no!*

He walked a quarter of a mile.

When referencing proper names, use words or numerals according to an organization's practice, such as *20th Century Fox*.

EDITORIAL STYLE (A–Z)

For ordinal numbers (*first, second, tenth, 1st, 2nd, 10th*, etc.), spell out *first* through *ninth* when they indicate sequence in time or location such as *first base, the First Amendment, or he was first in line*. Starting with *10th*, use figures.

Use *1st, 2nd, 3rd*, etc. when the sequence has been assigned in forming names, including geographic, military and political designations such as *1st Ward, 7th Fleet* or *1st Sgt*.

For cardinal numbers (*one, two, ten, 1, 2, 10*, etc.), consult the separate entries within this guide including *Addresses for Mailing Purposes*; and *Ages, Century, Course Numbers, Dates, Decimals, Dimensions, Distances, Fractions, Graduation Years, Highway Designations, Mile, Money, Page Numbers, Percentages, Room Numbers, Sizes, Speeds, Telephone Numbers, Temperatures, Weights and Years*, all listed in this section.

For uses not covered by these listings, spell out whole numbers below *10* and use figures for *10* and above.

ROMAN NUMERALS

Roman numerals use the letters *I, V, X, L, C, D* and *M*. Use Roman numerals for wars and to show personal sequence for animals and people: *World War II, King George VI*, etc. See *Family Lineage* under *Abbreviations* on Page 40 for more information.

In Roman numerals, the capital letter *I* equals 1, *V* equals 5, *X* equals 10, *L* equals 50, *C* equals 100, *D* equals 500 and *M* equals 1,000. Do not use *M* to mean million as some publications sometimes do.

Other numbers are formed from these by adding or subtracting as follows:

The value of a letter following another of the same or greater value is added: *III* equals 3.

The value of a letter preceding one of greater value is subtracted: *IV* equals 4.

OFFICE

Capitalize *office* when it is part of an agency's formal name: *Office of Campus Security*.

Lowercase on second reference, such as *the office*. When used in plural form, *offices* should not be capitalized.

Example: *The offices of Financial Aid Services and Campus Security will be open.*

Most formal office names at Lewis begin with the *Office of*. When not used in this manner, *office* should not be capitalized.

Example: *the Marketing and Communications office*

An exception to this rule is *the Business Office*.

ON

Do not use *on* before a date or day of the week as long as its absence does not lead to confusion.

Example: *The meeting will be held Monday.*

The word *on* is not necessary in this example.

OVER

The word *over* is not interchangeable with *more than*. *Over* refers to spatial relationships.

Example: *The plane flew over the city.*

More than is used with figures.

Example: *More than 170 people attended the event.*

PAGE NUMBERS

Use figures and capitalize the word *page* when used with a figure. When a letter is appended to the figure, capitalize it but do not use a hyphen.

Examples: *Page 1, Page 10, Page 20A*

PARKWAY

Always spell out the word *parkway*, whether used alone or with a numbered street address.

Example: *One University Parkway*

PERCENTAGES

Use figures: *1 percent, 2.5 percent* (use decimals, not fractions), *10 percent*.

For amounts less than 1 percent, precede the decimal with a zero.

Example: *The cost of living rose 0.6 percent.*

Do not abbreviate the word *percent*. In scientific, technical and statistical copy, use the symbol *%*. In all other copy, spell out. Never use *pct*.

PH.D.

The preferred form is to say a person *holds a doctorate* and to name the individual's area of specialty.

Example: *Dr. Sam Jones visited the University this week. He holds a doctorate in physics and has written several books.*

Never use the title of *Dr.* in conjunction with *Ph.D.*, *Ed.D.*, etc. For more information, see title entries under *Abbreviations* on Pages 39–40.

PLAY TITLES

Put quotation marks around the names of all play titles.

PLURALS

Follow these guidelines in forming and using plural words:

MOST WORDS

Add *s*: *boys, girls, ships, villages.*

WORDS ENDING IN CH, S, SH, SS, X AND Z

Add *es*: *churches, lenses, parishes, glasses, boxes, buzzes.*

WORDS ENDING IN F

Change *f* to *v* and add *es*, such as *leaves* and *shelves*.

WORDS ENDING IN IS

Change *is* to *es*, such as *oases, parentheses* and *theses*.

WORDS ENDING IN O

If *o* is preceded by a consonant, most plurals require *es*, such as *buffaloes, dominoes, echoes* and *heroes*. In some cases, there are exceptions to this rule. For example, the plural of *piano* is *pianos*.

WORDS ENDING IN Y

If *y* is preceded by a consonant or *qu*, change *y* to *i* and add *es*, such as *armies, cities, navies* and *soliloquies*.

LATIN ENDINGS

For Latin-root words ending in *us*, change *us* to *i*, such as *alumnus* to *alumni*.

For most Latin-root words ending in *a*, change *a* to *ae*, such as *alumna* to *alumnae*. The word *formula* (*formula* to *formulas*) is an exception.

Words ending in *on* change to *a*, such as *phenomenon* to *phenomena*.

For most words ending in *um*, add *s*, such as *referendums, memorandums* and *stadiums*. Exceptions include *addenda, curricula* and *media*.

COMPOUND WORDS

For compound words that involve separate words or words linked by a hyphen, the most significant word should be made plural, such as *attorneys general, daughters-in-law, presidents-elect* and *deputy chiefs of staff*.

PROPER NAMES

For most proper names that end in *es* or *z*, add *es*, such as the *Joneses* or the *Gonzalezes*.

For most proper names ending in *y*, add *s* even if preceded by a consonant such as the *Duffys* and the *Kennedys*. Exceptions include the *Alleghenies* and the *Rockies*.

For other proper names, add *s*, such as the *Hatfields* and the *McCoys*.

NUMERALS, SINGLE AND MULTIPLE LETTERS

See *Apostrophe* under *Punctuation* on Page 49.

P.M., A.M.

Lowercase, with periods separating each letter. Avoid redundancy such as *10 p.m. at night*. See *Time* in this section on Page 69.

POSSESSIVES

PLURAL NOUNS NOT ENDING IN S

Add *'s*, such as the *alumni's contributions* and *women's rights*.

PLURAL NOUNS ENDING IN S

Add only an apostrophe, such as the *churches' needs* and the *girls' toys*.

NOUNS PLURAL IN FORM, SINGULAR IN MEANING

Add only an apostrophe, such as *measles' effects* and *mathematics' rules*.

Apply the same principle when a plural word occurs in the formal name of a singular entity, such as the *United States' wealth* and *General Motors' profits*.

NOUNS THE SAME IN SINGULAR AND PLURAL

Treat these words the same as plurals, even if the meaning is singular, such as the *two deer's tracks* and *the lone moose's antlers*.

SINGULAR NOUNS NOT ENDING IN S

Add *'s*, such as the *ship's route* and the *horse's food*.

EDITORIAL STYLE (A–Z)

SINGULAR COMMON NOUNS ENDING IN S

Add 's unless the next word begins with *s*. In those cases, just add an apostrophe.

Examples: *The witness's answer was unexpected.*
The witness' story was unexpected.

SINGULAR PROPER NAMES ENDING IN S

Use only an apostrophe, such as *Socrates' life* and *Tennessee Williams' plays*.

PRONOUNS

Pronouns have separate forms for the possessive. None of the following involve an apostrophe: *mine, ours, your, yours, his, hers, its, theirs* and *whose*.

If using an apostrophe with a pronoun, always be certain that the meaning calls for a contraction, as in *you're, it's, there's* and *who's*.

COMPOUND WORDS

Following the preceding rules, add an apostrophe or 's to the word closest to the object possessed, such as *the attorney general's request, the attorneys general's request, the major general's decision, and the major generals' decisions*. See *Plurals* in this section on Page 65 for guidelines on forming the plurals of these words.

JOINT POSSESSION, INDIVIDUAL POSSESSION

Use a possessive form after only the last word if ownership is joint, such as *John and Julie's house*.

Use a possessive form after both words if the objects are individually owned, such as *John's and Julie's books*.

DESCRIPTIVE PHRASES

Do not add an apostrophe to a word ending in *s* when it is used primarily in a descriptive sense, such as *the citizens band radio* and *a teachers college*.

One way to remember this is that an apostrophe usually is not used if *for* or *by* rather than *of* would be appropriate in the longer form: *a college for teachers*.

An 's is required, however, when a term involves a plural word that does not end in *s*, such as a *children's hospital* and *a people's republic*.

DESCRIPTIVE NAMES

Some governmental, corporate and institutional organizations with a descriptive word in their names use an apostrophe; some do not. Follow the user's practice:

Diners Club, the Ladies' Home Journal, and the Veterans Administration.

DOUBLE POSSESSIVE

A double possessive is a phrase such as *a friend of John's*. Two conditions must apply for a double possessive to occur:

1. The word after *of* must refer to an animate object, and
2. The word before *of* must involve only a portion of the animate object's possessions. Otherwise, do not use the possessive form on the word after *of*.

Examples: *He is a friend of the college.* (not college's, because college is inanimate)

The friends of John Adams mourned his death. (not Adams', because all of his friends were involved)

INANIMATE OBJECTS

In general, avoid excessive personalization of inanimate objects. When possible use an *of* construction when it fits the sentence.

For example, the earlier references in this section to *measles' effects* and *mathematics' rules* would be better phrased as *the effects of measles* and *the rules of mathematics*.

POSTAL REGULATIONS

See the section titled *Postal Guidelines* on Page 31.

PREFIXES

Three rules are constant in the case of prefixes, although some exceptions exist:

1. Except for *cooperate* and *coordinate*, use a hyphen if the prefix ends in a vowel and the word that follows begins with the same vowel.
2. Use a hyphen if the word that follows is capitalized, such as *mid-America*.
3. Use a hyphen to join doubled prefixes, such as *sub-subparagraph*.

For more information, see *Hyphen* under *Punctuation* on Page 52.

PRESIDENT

Always capitalize the word *president* when referring to *Lewis University's President* and in all other instances as a formal title, such as *President Bush*.

PROFESSORS

See *Academic Titles/Degrees* under *Abbreviations* on Pages 39–40.

PUBLICATIONS

Italicize and capitalize only official, published titles, such as the *Lewis University Summer/Fall Course Schedule 2002*. Otherwise, lowercase with no italics (the course schedule).

On first reference, it is important to use the full title of the publication, such as *Vision 2006: Learning, Mission and Leadership*.

RATIOS

When using ratios, Lewis University's style uses a colon to separate the figures.

Example: *Lewis University's student-faculty ratio is 15:1.*

REGIONS, DIRECTIONS

In general, lowercase *north*, *south*, *northeast*, *northern*, etc. when they indicate compass direction. Capitalize these words when they designate geographical regions.

Example: (Compass Direction)
He drove west. The cold front moved east.

Example: (Regions)
A storm system developed in the Midwest and spread eastward. It will bring showers to the East Coast by morning. Warm temperatures will prevail in the Western states.

REPRINTS

Reprinted material with another publication's credit is not edited to University style.

ROAD

Always spell out, whether used alone or with a numbered street address.

Example: *159 Broadview Road*

ROMAN NUMERALS

See *Numerals* in this section on Pages 63–64.

ROOM NUMBERS

Use figures and capitalize room when used with a figure, such as *Room 320*.

When a room number is combined with a letter (whether placed before or after the number), a hyphen should not be used to separate the letter from the room number.

Example: *Your class is located in Room A133.*

R.S.V.P.

R.S.V.P. is the abbreviation for the French *repondez s'il vous plait*. It means *please reply*.

SAINT

See *Saint* on Page 40 and *Geographic Names* on Page 41 under *Abbreviations* for more information.

SAINT JOHN BAPTIST DE LA SALLE

See *De La Salle* under *Capitalization* on Page 46.

SCHOOL

Whenever possible, avoid referring to Lewis University itself as a *school*. Lewis University has one school: the School of Education.

SEASONS

See *Seasons* under *Capitalization* on Page 48.

SECOND REFERENCES

Capitalize the word *university* in reference to Lewis. Capitalize the word *president* in reference to Lewis University's President. As a general rule, all formal titles should be capitalized when referring to a specific person on second reference.

Do not capitalize the *school* or the *college* in second references to the School of Education or the individual colleges.

Second and subsequent references to a person generally use only the last name, except in obituaries. *Mr.*, *Mrs.*, *Ms.*, *Dr.*, *Rev.*, *Dean* and *Professor* generally are not used in second references except in quoted material. Exceptions may be made as a courtesy, in the case of some religious titles or when the context warrants it. See title entries and *Acronyms* under *Abbreviations* on Page 39 for more information. Also see the *Capitalization* section on Pages 45–48.

EDITORIAL STYLE (A–Z)

SEMESTER (FALL, WINTER, SPRING, SUMMER)

Do not capitalize semesters in running text, unless a part of a formal name.

Example: *The course will be taught during the fall semester.*

SEMIANNUAL

Semiannual means twice a year; it is a synonym for *biannual*. Do not confuse it with *biennial*, which means every two years.

SHOULD, WOULD

Use *should* to express an obligation.

Example: *We should help the needy.*

Use *would* to express a customary action, or in constructing a conditional past tense.

Example: (Customary Action)
During the summer we would spend a lot of time at the beach.

Example: (Conditional Past Tense)
If I had not injured my foot, she would not have been late for the meeting.

SIZES

Use figures, such as a *size 9 dress*, *size 40 long*, *7½ shoes* and a *34½ sleeve*.

SONG TITLES

Place quotation marks around the titles of songs.

SPACING OF TEXT

See the section titled *Working With Text* on Page 29.

SPEEDS

Use figures.

Example: *The car slowed to 7 miles per hour.*
The winds were 5 to 10 miles per hour.
A 10-knot wind was recorded.

Avoid extensively hyphenated constructions, such as *5-mile-per-hour winds*.

STATEMENTS

Go to <http://www.lewisu.edu/welcome/facts.htm> for a listing of official University statements that are included in University publications as appropriate.

STATES

See *States (Mailing Address vs. Running Text)* under *Abbreviations* on Page 39.

STREET

Abbreviate only with a numbered address.

Examples: *831 Rogers St.*

Rogers Street

See *States (Mailing Address vs. Running Text)* under *Abbreviations* on Page 39.

SUBURBAN CAMPUSES

See *Mailing Addresses* on Page 43.

SUFFIXES

If a word combination is not listed in the dictionary, use two words for the verb form; and hyphenate all noun or adjective forms.

SYMBOLS

In running text, spell out the words *percent*, *degrees* (temperature), *feet*, *inches* and *cents*. In tables, it is acceptable to use symbols for these (% , ° , ' , " , ¢).

Amounts greater than 99 cents should be in numerals with a dollar sign (\$6).

See *Money* in this section on Page 63 for more information.

TELEPHONE NUMBERS

In all references, use parentheses around the area code. This is based on a format that telephone companies have agreed upon for domestic and international communications.

For numbers within the United States, the parentheses around the area code should be followed by a space, the three-digit prefix, a hyphen and then the remaining four digits of the phone number.

Example: *(815) 838-0500*

Since direct telephone numbers are available to reach departments, offices and individual faculty, staff and students at the University, these should be used whenever possible instead of the University's main telephone number *(815) 838-0500* along with the appropriate telephone extension.

For internal publications, extensions alone may be used. When extension numbers are given, the word *extension* may be capitalized and abbreviated when accompanied by the specific number.

Example: *The Director of Public Relations may be reached at Ext. 5297.*

Lewis University's toll-free number should be used only in conjunction with recruiting/enrollment efforts.

TELEVISION PROGRAM TITLES

Place quotation marks around the name of a television show. Put the word show in the quotes if it is part of the formal name. The word show may be dropped when it would be cumbersome, such as in a set of listings. Use quotation marks also for the title of an episode.

TEMPERATURES

Use figures for all temperatures except *zero*. Use a word, not a minus sign, to indicate temperatures below zero.

Examples: *The day's low was minus 10, or the day's low was 10 below zero.*

Temperatures fell 5 degrees.

It is 86 degrees here.

Note that generally it is not necessary to specify *Fahrenheit* or *Celsius*. In cases where this is needed, the specific temperature scale should follow the word *degrees* and should always be capitalized. If understood, the first letter of the scale may be used alone (with the number of degrees) as long as it is capitalized (with no period following unless it is the end of the sentence).

Examples: *It is 86 degrees Fahrenheit here.*

It is 86 F here.

Remember, temperatures get *higher* or *lower*, but they don't get *warmer* or *cooler*.

THAT

Use the conjunction *that* to introduce a dependent clause if the sentence sounds or looks awkward without it. While there are exceptions, *that* usually may be omitted when a dependent clause immediately follows a form of a verb.

Example: *He said he signed the form.*

That should be used when a time element intervenes between the verb and the dependent clause.

Example: *He said Monday that he signed the form.*

That usually is necessary after some verbs, including *advocate*, *assert*, *contend*, *declare*, *estimate*, *make clear*, *point out*, *propose* and *state*.

That is required before subordinate clauses beginning with conjunctions such as *after*, *although*, *because*, *before*, *in addition to*, *until* and *while*.

Example: *John said that after he realized the deadline had passed, he decided to wait until next semester*

When in doubt, include *that*. Omission can confuse the meaning. Inclusion does not hurt as long as it is not excessively used throughout the text.

That is the preferred pronoun to introduce essential clauses that refer to an inanimate object or an animal without a name. An essential clause is a clause that cannot be eliminated without changing the meaning of the sentence. An essential clause should not be set off from the rest of a sentence by commas.

Example: *The part of the army that suffered severe injuries needed reinforcement.*

See *Which* as well as *Who*, *Whom* entries on Page 71 in this section for more information about essential and non-essential clauses.

THEATER, THEATRE

Always use *theatre* when referring to *Lewis University's Philip Lynch Theatre*. The generic use of the word is *theater*. When referring to the proper names of other theaters, use the form included as part of the formal name.

TIME (A.M., P.M.)

Lowercase *a.m.* and *p.m.* The periods may be removed in tables and lists if space is limited, but periods should always be used in text.

Use *noon* instead of *12 p.m.* or *12 noon*, and use *midnight* instead of *12 a.m.* or *12 midnight*.

Do not use *:00* or *o'clock* with a time unless it is included in quoted material or within contexts such as very formal publications (invitations, etc.).

TIME (STANDARD)

See *Standard Time* under *Capitalization* on Page 47.

EDITORIAL STYLE (A–Z)

TIME ZONES

Capitalize the full name of the time in force within a particular zone: *Eastern Standard Time, Eastern Daylight Time, Central Standard Time*, etc.

Lowercase all but the region in short forms: *the Eastern time zone, Eastern time, Mountain time*, etc.

The abbreviations *EST, CDT*, etc. are acceptable for zones used within the continental United States, Canada and Mexico only if the abbreviation is linked with a clock reading, such as *noon EST* and *9 a.m. PST*. Do not set the abbreviations off with commas.

Spell out all references to time zones not used within the continental United States. For example, when it is *noon EDT*, it is 1 p.m. *Atlantic Standard Time* and 7 a.m. *Alaska Standard Time*.

One exception to this rule is that *Greenwich Mean Time* may be abbreviated *GMT* on second reference if used with a clock reading.

As with all abbreviations, it is important to be certain the acronyms used are clearly understood.

TITLES

See *Titles/Degrees* under *Abbreviations* on Pages 39–40; and *Composition Titles* under this section on Page 58.

UNDER WAY

The term *under way* consists of two words in almost all uses.

Example: *The project is under way.*

It consists of one word only when used as an adjective before a noun in a nautical context, such as an *underway flotilla*.

UNITED STATES, U.S.

See *United States, U.S.* under *Abbreviations* on Page 41.

UNIVERSITY

Never abbreviate *Lewis University*, in any reference. *Lewis* or *the University* may be used on second reference. When at all possible, the words *Lewis University* should be kept on the same line in running text. *University* should always be capitalized when referring to *Lewis University*.

VICE

Use as a separate word without a hyphen in instances such as *vice president, vice consul, vice chancellor, vice principal, vice regent, vice secretary, vice chairman* and *vice admiral*.

VICE PRESIDENT

See *Titles/Degrees* under *Abbreviations* on Pages 39–40; and *Academic, Business and Religious Titles* under *Capitalization* on Page 45.

THE WEB AND E-MAIL

DATABASE

Use *database* as one word and lowercase in most instances.

E-MAIL

Hyphenate *e-mail* and lowercase it except at the start of a sentence.

HOME PAGE

Use *home page* as two words and lowercase unless part of a formal name.

HTTP://

In running text, *http://* is not needed at the start of a Web address listing unless the address doesn't start with *www* or there might be some confusion about whether it is a Web address.

INTERNET

Capitalize *Internet*.

LINE BREAKS

Do not break a line of text after a period or a slash within a Web or an e-mail address. Whenever possible, try to keep the entire Web or e-mail address on the same line of text. In cases where this cannot be done, bring the period or slash down to start the next line. If an address does not fit on one line, do not hyphenate when breaking it.

ONLINE

Do not hyphenate *online*; this should be treated as one word.

ONLINE PUBLICATIONS

Italicize the titles of online publications, such as *University News*.

WEB

Web should be capitalized when referring to the *World Wide Web*. *Web site* is two words and *Web* should be capitalized while *site* should be lowercase.

WEB ADDRESS

Avoid ending a sentence with a Web address since readers may think the period ending the sentence is part of the address. When possible, put the Web address in midsentence. The Web address should always be lowercase.

<>

The symbol < > is not needed around the listing of a Web address.

See the section titled *Web Standards* on Page 35.

WEIGHTS

Use figures.

Example: *The baby weighed more than 9 pounds. She had a 9-pound, 7-ounce boy.*

WHICH

Which is the only acceptable pronoun to introduce a non-essential clause that refers to an inanimate object or an animal without a name. A non-essential clause is a clause that can be eliminated without changing the meaning of a sentence. It must be set off by commas.

Example: *The book, which he never read, contained a series of short stories.*

The pronoun *which* occasionally may be substituted for *that* in the introduction of an essential clause that refers to an inanimate object or an animal without a name. In general, this use of *which* should appear only when *that* is used as a conjunction to introduce another clause in the same sentence.

Example: *He said Monday that the section of the building which suffered the most damage needs immediate repair.*

See *That* in this section for more information about essential and non-essential clauses. Also see *Who*, *Whom* in this section.

WHO, WHOM

Use *who* and *whom* for references to human beings and to animals with a name. Use *that* and *which* for inanimate objects and animals without a name. See *That* on Page 69 and *Which* on Page 71 in this section for more information.

Who is the word to use when someone is the subject of a sentence, clause or phrase.

Example: *The woman who rented the room left the window open. Who is there?*

Whom is the word to use when someone is the object of a verb or preposition.

Example: *The woman to whom the room was rented left the window open. Whom do you wish to see?*

When using *who* and *whom* in conjunction with essential and non-essential clauses, do not use commas to set the clause off from a sentence if the clause is essential to the meaning; use commas if the clause is not essential. See *That* and *Which* entries in this section for further information on essential and non-essential clauses.

Example: *Employees who are consistently ahead of deadline will be rewarded.*

(This sentence includes an essential clause. In this example, the writer is saying that only one group of employees, those who are consistently ahead of deadline, will be rewarded.)

Example: *Employees, who are consistently ahead of deadline, will be rewarded.*

(This sentence includes a non-essential clause. In this example, the writer is saying that all employees will be rewarded. If the who are consistently ahead of deadline phrase were deleted, the meaning of this sentence would not change.)

WHO'S, WHOSE

Who's is a contraction for *who is*, not a possessive.

Example: *Who's there?*

Whose is the possessive.

Example: *I do not know whose coat it is.*

WIDE-

Usually hyphenated, such as *wide-awake*, *wide-eyed*, and *wide-open*.

-WIDE

No hyphen, including examples such as *nationwide*, *statewide* and *worldwide*.

WIDOWS

See *Working with Text* on Page 29.

EDITORIAL STYLE (A–Z)

X RAY, X-RAY

Although *X-ray*, *X ray* and *x ray* are all cited in *Webster's New World Dictionary* as possible options, use *X-ray* for most instances.

YEARS

Use figures, such as 1975. To indicate spans of decades or centuries, use an *s* without an apostrophe, such as the 1800s.

Years are the lone exception to the general rule in numerals that a figure is not used to start a sentence.

Example: 1976 was a very good year.

See *Months Without Dates/Years Only* under *Abbreviations* on page 42 for more information.

ZIP CODES

Use all-caps *ZIP* for *Zone Improvement Program*. Run the five-digit code without placing a comma between the state name and the ZIP code.

Example: Romeoville, IL 60446

When possible, use the four-digit extension that follows the five-digit code to further clarify the address. A hyphen should be used to separate the five-digit code from the numeric extension.

Example: Romeoville, IL 60446-2200

