

About Huntington University

Founded in 1897 by the Church of the United Brethren in Christ, Huntington University is a Christian university of the liberal arts offering graduate and undergraduate programs in more than 70 academic concentrations. The University currently operates at the following academic locations:

Home Campus
2303 College Avenue
Huntington, IN 46750

Fort Wayne Location
1819 Carew Street
Fort Wayne, IN 46805

Arizona Location
8385 W Mariners Way
Peoria, AZ 85382

Alternate location names are listed in this Style Guide.

How to Use the Huntington University Style Guide

For words not listed here, refer to the online edition of *Merriam-Webster's Dictionary*.

The Huntington University Style Guide is organized alphabetically like a dictionary.

- How do I spell ____? Search for the word by name.
- How should I capitalize ____? Search for the word by name or refer to the **capitalization** entry.
- What is the official acronym for ____? Search for the word by name or refer to the **acronym** entry.
- How many spaces should there be after a colon? Refer to the **colon** entry.

Broadly, the Style Guide contains entries for the following topics:

- Correct spellings, acronyms/abbreviations, and capitalization rules for University-specific words
- Correct spellings and capitalization rules for words we use frequently
- Rules for format and punctuation

If you are viewing this document online, you can use the search tool in your document viewer to jump to the entry you need.

A

<p>abbreviation</p>	<p>Always give the complete name of a building or organization with its abbreviation in parentheses on first mention. Subsequent mentions may use the abbreviation on its own. Official abbreviations are listed in this Style Guide with their spelled out names/phrases.</p> <p>Abbreviations will have the first letter capitalized; all other letters will be lowercase. Punctuation is not always required for abbreviations. Please see specific abbreviations to confirm their punctuation.</p> <p>Grad exception: The word <i>grad</i>, an abbreviation of the word <i>graduate</i>, can appear in text without the word <i>graduate</i> in front of it. Grad is a common abbreviation.</p> <p>PLEX exception: Although the PLEX is technically an abbreviation of the word Complex, we treat it as an acronym and capitalize all four letters. However, you should still spell out the full name of the PLEX on first reference.</p>	<p>Ex. Students received numerous awards from the American Advertising Federation (Ad Fed) this year. Ad Fed has consistently recognized our students' work.</p> <p>Ex. He is an agriculture grad.</p> <p>Ex. We went to the PLEX to exercise this morning.</p>	<p>grad Merillat Complex & Fieldhouse</p>
<p>Achieving Balance in Life through Education (ABLE) program, the</p>	<p>The ABLE program is designed to support students with intellectual disabilities in having a college campus experience. Note: This definition is the approved boilerplate for the ABLE program. Please use this wording exactly.</p>		<p>acronym</p>
<p>Academic Center for Excellence, the (ACE)</p>	<p>Provides academic support and tutoring to students and houses the Writing Center</p>		<p>Appendix C</p>
<p>academic year</p>	<p>Use instead of school year; academic years should follow this format: XXXX-XXXX.</p>	<p>Ex. 2021-2022 academic year</p>	<p>year</p>

acronym	<p>On first reference, spell out a phrase, then include its acronym in parentheses. Subsequent mentions may use the acronym on its own. Exception to this rule are the HUB and the acronym URL. Official HU acronyms are included in this Style Guide with their spelled out names/phrases.</p> <p>Acronyms will always appear in capital letters with no punctuation between letters (one exception: use U.S. when referring to the United States).</p> <p>To make an acronym plural, add <i>-s</i> (no apostrophe).</p> <p>Terminal degrees (MFA, PhD, and EdD) follow the same rules. Do not use BA, BS, MA, or MS in official communication unless you include it as a credential after your signature.</p> <p>Note that an acronym's spelled out name or phrase will not necessarily be capitalized. Capitalization depends on the source of the acronym and whether that source is a proper name (capitalized) or a phrase (not capitalized).</p>	<p>Ex. The Academic Center for Excellence (ACE) is a useful resource for students. ACE provides tutoring services.</p> <p>Ex. She contacted the U.S. Embassy for information.</p> <p>Ex. We sent them a list of URLs to check against their records.</p> <p>Ex. Let's meet at the HUB.</p>	<p>building names</p> <p>degree names</p> <p>HUB</p>
ADDY	<p>American Advertising Awards award from the American Advertising Federation (Ad Fed)</p> <p>The context of the first reference to an ADDY award should make it clear where an ADDY award comes from and what it means to receive one.</p>	<p>Ex. Students brought home 16 ADDY awards this year.</p>	
advisor	<p>Do not capitalize; not adviser</p>	<p>Ex. Meet with your advisor.</p>	
agriculture (ag)	<p>When referring broadly to what students study at HU, use agriculture, not agribusiness or agricultural studies. Students at HU can choose to study agriculture with a specialization in a variety of degree</p>	<p>Ex. She is studying agriculture at Huntington University. She has always had an interest in ag.</p>	

	programs. Ag is acceptable in agriculture industry contexts and/or on second reference.		
Alpha Group(s)	Small group(s) formed during Forester Orientation to help students transition to life at HU		
alum	An alum is a male Forester who attended or graduated from Huntington University; alum is a singular noun.	Ex. He is an HU alum.	
alumna	An alumna is a female Forester who attended or graduated from Huntington University; alumna is a singular noun.	Ex. She is an HU alumna.	
alumni	Alumni or alums are a group of male and/or female Foresters who attended or graduated from Huntington University; <i>alumni</i> is a more formal word choice than <i>alums</i> . Alumni is a plural noun.	Ex. We are both HU alumni.	alums
Alumni Association, the	All alumni become members of the Alumni Association. The Alumni Association provides resources and events for alumni, regardless of their physical location.		
Alumni Board, the	The governing body of the Alumni Association		Alumni Association
alumni names	Always write out someone's full name (first and last) on first reference. You may include credentials (such as Dr. before a name or PhD after a name) on first reference, but not for subsequent references. When writing alumni stories, use first name after first reference. Also use first name after first reference in faculty and staff bios. For magazine stories and press	Alumni Story Ex. Joe Forester won the prize. Joe loves his job. Magazine Ex. Joe Forester won a prize. Forester said he was ecstatic.	names of people

	releases, use last name after first reference (per the <i>AP Stylebook</i>).		
Alumni Pavilion, the	The area in front of Becker Hall, including the Centennial time capsule and the alumni bricks around the time capsule		Appendix C
alums	Alums or alumni are a group of male and/or female Foresters who attended or graduated from Huntington University; <i>alums</i> is a less formal word choice than <i>alumni</i> . Alums is a plural noun.		alumni
a.m.	Never am; A.M. is only acceptable if the entire date is in an official all-caps font. Add a space between the time and a.m.	Ex. 8:00 a.m.	time of day
Ambassadors, HU	Use the full name HU Ambassadors on first reference. HU Ambassadors are current students and alumni who have made a commitment to represent HU in campus events and/or on social media.		HU Ambassadors
ampersand	Do not use an ampersand (&) in running text, headings, or subheadings — use the word <i>and</i> instead. You may use ampersands in charts or tables where space is tight. The only Huntington University building that uses an ampersand in its title is the Merillat Complex & Fieldhouse. The only office that uses an ampersand is the Office of Information & Technology Services. Always use an ampersand when referring to this building and office.	Ex. He works on Tuesdays and Thursdays. Ex. We exercise in the Merillat Complex & Fieldhouse. Ex. She works for the Office of Information & Technology Services.	Appendix C Appendix D
apostrophe	In general, only use an apostrophe when you need to form the possessive of the word, not the plural. The	Ex. The girl's schedule was hectic.	acronym

	<p>exception to this is the word <i>its</i>, the possessive form of the word <i>it</i>.</p> <p>If the word ends in <i>-s</i>, add an apostrophe to form the possessive.</p> <p>Simply add an <i>-s</i> to make an acronym plural. Add an apostrophe to an acronym only when you want the acronym to be possessive.</p>	<p>Ex. We loved Charles' skit.</p> <p>Ex. The office created several URLs last semester.</p> <p>Ex. The MCA's stage curtains weigh hundreds of pounds.</p>	
Arizona location	Preferred: Huntington University Arizona		Huntington University Arizona
associates degree(s)	Not AA, AS, or associate's; the word <i>degree</i> must be included (in lowercase).	Ex. Earn your associates degree completely online.	
axe	Not ax		

B

Bachelor of Arts degree(s)	Not BA, B.A., bachelor of arts, Bachelors of Arts, or Bachelor's of Arts; the word <i>degree</i> must be included (in lowercase).	Ex. Earn a Bachelor of Arts degree in English.	degree names
Bachelor of Science degree(s)	Not BS, B.S., bachelor of science, Bachelors of Science, or Bachelor's of Science; the word <i>degree</i> must be included (in lowercase).	Ex. Earn a Bachelor of Science degree in marketing.	degree names
Bachelor of Science in Nursing degree(s) (BSN)	Acronym is acceptable after first reference. This is an exception to other degree name rules, and it occurs because a BSN is a professional degree. However, the spelled out degree name using the exact capitalization listed here is preferred.	Ex. Earn a Bachelor of Science in Nursing degree (BSN) at HU. A BSN opens up career possibilities.	degree names

Bachelor of Science degree(s) in occupational therapy assistant	Not BS in occupational therapy assistant, B.S. in occupational therapy assistant, bachelor of science in occupational therapy assistant, or Bachelors of Science in occupational Therapy Assistant. The word <i>degree</i> must be included (in lowercase). Spell out occupational therapy assistant on first reference. Subsequent references may refer to this as an OTA degree, but the spelled out degree name is preferred.	Ex. Earn a Bachelor of Science degree in occupational therapy assistant (OTA). An OTA degree opens up career opportunities.	degree names
Bachelor of Social Work degree(s) (BSW)	Acronym is acceptable after first reference. This is an exception to other degree name rules, and it occurs because a BSW is a professional degree. However, the spelled out degree name using the exact capitalization listed here is preferred.	Ex. Earn a Bachelor of Social Work degree (BSW) at HU. A BSW is a very useful degree.	degree names
bachelor's degree	Not BA, BS, bachelors degree, or bachelor's (without degree); the word <i>degree</i> must be included.	Ex. Earn your bachelor's degree at Huntington University.	degree names
Baker Hall (or Baker Residence Hall)	Named in honor of tenth president E. DeWitt Baker, Baker Hall is a home campus residence hall. Preferred name: Baker Hall		Appendix C
Bangs Memorial President's House, the	Named in honor of sixth president Clare W. H. Bangs, this is the house where the current President lives.		Appendix C
Becker Hall	Built in 1897 and named in honor of ninth president Elmer Becker, Becker Hall is the University's first building. This building was previously called College Hall and the Administration Building.		Appendix C
bell tower	The tower on Becker Hall; not belltower or bell-tower		
Bible	Capitalized when referring to canonical Scripture in Christian tradition		

biblical	Lowercase		
Board of Trustees, the (Board, the)	May be called the Board on second reference; members are Trustees		
bracket	<p>Use brackets [] to represent additions or omissions to quoted material.</p> <p>If you are adding text, write the text you are adding inside the brackets.</p> <p>If you are omitting part of an original quote, you must note the omission by adding a bracketed ellipsis [...] when the omission occurs in the middle of a quote. Do not add ellipses or brackets when the omission occurs at the beginning or end of the quote.</p> <p>Note that additions or omissions must not fundamentally change the meaning of the original text.</p>	<p>Ex. “I had a dream [...] and it came true today!”</p> <p>Ex. “I thought that he [Bill] was a great candidate.”</p>	<p>ellipsis quote</p>
building names	Capitalize the names of University-owned buildings, even when the name is shortened.	Ex. Dining Commons, PLEX, Science Hall	Appendix C

C

call out meeting	A meeting for those who are interested in joining a club or organization; not call-out meeting	Ex. SAB will have a call out meeting on Thursday.	
campus loop	A path winding around the perimeter of home campus		
capitalization	<p>Avoid writing in all caps in headings, email subject lines, and in running text.</p> <p>Building names, degrees, department names, office names, job titles, names of people, spiritual words, and</p>		

	headings and subheadings follow standardized capitalization rules. Please see each of these sections for complete rules.		
capitalizing spiritual words	<p>Huntington University follows the <i>AP Stylebook</i> and precedent from the United Brethren in Christ, USA, National Office in determining capitalization rules for biblical language.</p> <p>Words referring to the Holy Scriptures, such as Bible, Scripture, the Gospel of John, the Gospel, the Old Testament, etc., should always be capitalized; however, in nonreligious uses, the word <i>bible</i> can be in lowercase</p> <p>The word <i>biblical</i> should always be in lowercase.</p>	<p>Ex. We read the Bible every Sunday in church.</p> <p>Ex. A style guide is a content writer’s bible.</p> <p>Ex. Our classrooms incorporate biblical teaching.</p>	spiritual words
Center for Spiritual Formation and Intercultural Enrichment, the (Center, the)	<p>Never the Center for Spiritual Formation or The Center. Spell out the full name on first reference. Subsequent references may use the shortened name <i>the Center</i> in place of the full name. Do not include the shortened name in parentheses on first reference.</p>		Appendix C
centers	<p>Generally, names for new centers should follow one of these formats: Center for _____ OR _____ Center for _____</p> <p>Add the word <i>the</i> before the name of the center when you are using it in running text.</p> <p>To avoid confusion with the Center for Spiritual Formation and Intercultural Enrichment (see below), always spell out the name of the center or use its official acronym/abbreviation. Do not refer to centers other than the Center for Spiritual Formation and Intercultural Enrichment as the Center.</p>	<p>Ex. We visited the Stanley Center for Juggling Arts to learn about juggling bowling pins.</p>	

<p>certificate</p>	<p>Huntington University offers several certificate programs. The name of the certificate should be capitalized, including the word <i>Certificate</i>.</p> <p>The word <i>program</i> may be added to refer to the set of curriculum that leads to a certificate. In that case, do not capitalize the word <i>program</i>.</p>	<p>Ex. Leadership Coaching Certificate</p> <p>Ex. Leadership Coaching Certificate program</p>	
<p>Chief Operating Officer</p>	<p>Not Chief Operations Officer</p>		<p>job title</p>
<p>Christ. Scholarship. Service.</p>	<p>Use this version when you are specifically referencing the HU motto/mission. Only capitalize all three words and add periods after each word when they will be standing alone as their own “sentences” or as a “punch line, mic drop moment” after a colon.</p> <p>We never use:</p> <p>Christ. Scholarship. & Service.</p> <p>Christ. Scholarship. And Service.</p> <p>Christ. Scholarship. and Service.</p> <p>Christ Scholarship Service</p> <p>Christ – Scholarship – Service</p>	<p>Ex. She is rooted firmly in the mission of Huntington University: Christ. Scholarship. Service.</p>	<p>Christ, scholarship, and service</p>
<p>Christ, scholarship, and service</p>	<p>Use this version when you are referencing the HU motto/mission in running text as a set of traits by which we operate. Never capitalize all three words or add periods after each word when you are using the motto in a sentence of this style.</p>	<p>Ex. She exhibits the qualities that represent an HU graduate: a dedication to Christ, a heart for scholarship, and a commitment to service.</p> <p>Ex. HU is committed to a legacy of Christ, scholarship, and service.</p>	<p>Christ. Scholarship. Service.</p>

Church/church	When referring to the global group of believers, past and present, who are faithfully following Christ, use the capitalized Church. Use church, in lowercase, to refer to a local group of believers who meet in a congregation regularly.		
citation (Bible verse)	<p>Use Arabic numerals, not Roman numerals, for book titles.</p> <p>When citing or paraphrasing a verse in running text, include the citation after the text, in parentheses, and then add a period. Do not add the period inside the quotation marks.</p> <p>Spell out book titles when they appear in text, but you may shorten book titles in citations. For a list of appropriate citations, see the ESV list.</p>	<p>CORRECT: 1 Kings 2:14, 2 Peter 1:21</p> <p>INCORRECT: I Kings 2:14, II Peter 1:21</p> <p>CORRECT: The text states, “Rejoice evermore” (1 Thessalonians 5:16).</p> <p>INCORRECT: The text states, “Rejoice evermore.” (1 Thessalonians 5:16)</p>	quote
citation (general)	<p>In marketing materials and external communication, create citations using superscript numbers that correspond to footnotes. Place the footnotes at the end of your document. Each footnote should follow this format:</p> <p>Title of Source, Name of Organization, Publish Year</p> <p>or</p> <p>Name of Organization, Publish Year</p> <p>Do not include the word <i>source</i>. Avoid using URLs in your citations or footnotes.</p>	<p>Citation: Jobs are expected to grow by 22% from 2020-2030.¹</p> <p>Footnote: ¹Occupational Outlook Handbook, Bureau of Labor Statistics, 2022</p>	
clinical mental health counseling	Official degree name: Master of Arts degree in clinical mental health counseling	Ex. Faculty in the clinical mental health counseling program have	degree names

	When writing about this program, you may refer to it as the clinical mental health counseling program.	their own experience as practicing counselors.	
colon	<p>Colons are a useful tool for creating a sense of drama, emphasizing a point, or introducing a bulleted list. See the list entry for bulleted list style rules.</p> <p>Do not capitalize the word after a colon when listing items in sentence form. Only one space separates the colon from the text that follows it.</p> <p>Capitalize the word after a colon when emphasizing a phrase.</p>	<p>Ex. I'm about to list several things: one, two, and three.</p> <p>Ex. The reward was clear: A year after graduation, all of the students had jobs.</p>	list
Commencement	The official graduation ceremony; must be capitalized. Although Commencement is preferred, the word <i>Graduation</i> is also acceptable, as this is the word students are more likely to know and use.	<p>Ex. Graduates receive their diplomas at Commencement.</p> <p>Ex. Commencement is another word for Graduation.</p>	
comma	Use the serial (Oxford) comma before the word <i>and</i> or the word <i>or</i> in lists.	Ex. Visit campus, complete your application, and make your deposit.	list
conjunction	In casual writing (particularly when writing to traditional undergraduates), starting a sentence with a conjunction such as the word <i>and</i> or <i>but</i> is acceptable. However, use such sentence beginnings sparingly; always try to vary your sentence beginnings.	Ex. I knew recruitment was going well. But I had no idea this many students were coming!	
contraction	Use contractions (it's, you're, they're, she's, etc.) in writing primarily for prospective or current students or alumni. Contractions help keep the tone conversational and streamlined, which is appropriate for these audiences.		

	When writing for donors, grant applications, formal announcements, the Board of Trustees, or high-level constituents, avoid using contractions.		
course load	Two words	Ex. A typical full-time course load.	
credential	Those who complete the requirements for a certificate in a given subject area may hold a credential in that subject. However, always check to ensure that there are no additional requirements for officially holding a credential, such as additional clinic hours or a standardized test from a governing association. To avoid confusion, avoid using the word <i>credential</i> . Instead, refer to someone’s official certificate name and/or acronym.	Ex. She is a Certified Ergonomic Evaluation Specialist (CEES).	certificate
credit hour	When writing about credit hours, follow the rules for using numbers.	Ex. 120 credit hours Ex. three credit hours	number

D

dash	Use em dashes (—) to set off text or emphasize a point in a sentence. The University follows the <i>AP Stylebook</i> and adds spaces around the em dash. Please note that there is a difference between a hyphen (-), an en dash (–), and an em dash (—), and all three have specific uses. Do not use two hyphens in place of an em dash if possible. In Microsoft Word, you can set up your AutoCorrect function to automatically merge two	Ex. No matter where she looked — the MCA, the Dining Commons, or her room — Rachel couldn’t find her phone. Ex. Time is running out — reserve your spot today!	
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	hyphens into an em dash, which is an easy way to reliably and quickly create em dashes.		
date	<p>Suffixes such as <i>–st</i> and <i>–th</i> are not necessary after dates, so omit them. Place a comma after the day and year when a date is in a sentence.</p> <p>When referencing a range of years, include all four digits of each year. Connect the two years with a hyphen without spaces.</p> <p>The XXXX-XX format for a range of years is only acceptable in tables and figures with tight space constraints, where including the additional two digits is not physically possible.</p>	<p>CORRECT: Monday, September 1, 2019</p> <p>INCORRECT: Monday, September 1st, 2019</p> <p>CORRECT: The event took place on September 1, 2019, in the MCA.</p> <p>CORRECT: 2020-2021</p> <p>INCORRECT: 2020-21</p>	year
degree names	<p>Do not capitalize program names, majors, or specializations unless they are proper nouns.</p> <p>Capitalize complete degree names (e.g., Bachelor of Arts degree, Master of Business Administration degree). Do not capitalize the word <i>degree</i>.</p> <p>Only abbreviate or use acronyms for terminal degrees (MBA, MFA, PhD, and EdD).</p> <p>Note: Doctoral Program in Occupational Therapy can be either capitalized or in lowercase, depending on use. A program of courses that a student completes is lowercase; the “department” of faculty and students is treated as a proper noun and is capitalized.</p>	<p>CORRECT: He received a bachelor’s degree in marketing.</p> <p>CORRECT: She earned a Bachelor of Arts degree in English.</p> <p>CORRECT: He completed the doctoral program in occupational therapy.</p> <p>CORRECT: She works in the Doctoral Program in Occupational Therapy.</p> <p>INCORRECT: He received a Bachelor’s degree in Marketing.</p>	<i>look up specific degree</i>
department and office names	<p>Department names follow this format: Department of _____</p> <p>Please use the official department names listed in Appendix D.</p>	<p>Ex. The Department of English hosted a poetry reading.</p>	office names

	<p>In general, office refers to an administrative office, while department refers to an academic department.</p> <p>The names of offices and departments are treated as proper nouns and are always capitalized.</p> <p>However, any reference to the team members in a department or office should be in lowercase.</p>	<p>Ex. Contact the Office of Admissions to schedule your campus visit.</p> <p>Ex. The financial aid team processes scholarship awards.</p>	
digital media arts	<p>Unless referring to the official department name (in which case, it should be spelled out as Department of Digital Media Arts), digital media arts should be in lowercase because it is not a proper noun.</p> <p>Digital media arts is a broad category. When possible, write out the specific degrees included in this category (animation, film, television production, etc.) to distinguish us from other schools.</p>	<p>Ex. The field of digital media arts can include animation, film, and television production.</p>	Append. D
Dining Commons, Habecker	Habecker Dining Commons is preferred.		Habecker Dining Commons
doctoral	You can earn a doctoral degree, hold a doctoral degree, or enter a doctoral program. To say that you have “earned your doctorate,” while technically correct, is less formal. Avoid the word <i>doctorate</i> in official communication and use <i>doctoral</i> instead.		
doctoral degree	Not doctorate or doctorate degree		doctoral
Doctoral Program in Occupational Therapy, the (OTD program, the)	<p>Official PROGRAM name: Doctoral Program in Occupational Therapy</p> <p>Official DEGREE name: Doctor of Occupational Therapy</p>	<p>Ex. He completed the doctoral program in occupational therapy.</p> <p>Ex. She works in the Doctoral Program in Occupational Therapy.</p>	<p>degree names</p> <p>doctoral</p>

	<p>Grads are called doctors of occupational therapy.</p> <p>Note: Doctoral Program in Occupational Therapy can be either capitalized or in lowercase, depending on use. A program of courses that a student completes is lowercase; the “department” of faculty and students is treated as a proper noun and is capitalized.</p>		
Don Strauss Animal Science Education Center, the (DSASEC)	<p>Located on the University’s home campus, this facility provides an experiential learning space for students studying animal science. Spelling out the full name is always preferred.</p>		Appendix C
Dowden Science Hall (Science Hall, the)	<p>Named in honor of twelfth president G. Blair Dowden and his wife, Chris Dowden, the home campus Science Hall opened in 2002 and houses the Lizzie O’Donnell Greenhouse and the Ware Plant Science Production Facility.</p>		Appendix C

E

EdD	<p>Doctor of Education degree; the acronym is acceptable after your name if you hold this degree. However, if you include the credential, it is recommended that you do not add Dr. before your name, as the Dr. credential is implied from the acronym.</p>		degree names
Master of Education degree	<p>Official degree name: Master of Education degree</p> <p>Acronym: MEd (spelled out name is always preferred)</p> <p>Follow the rules for degree names when adding specializations after the broader degree name.</p>	Ex. Master of Education degree in TESOL education	degree names

e.g.	<p>An acronym meaning “for example.”</p> <p>Only capitalize e.g. when it is at the start of a sentence (which should be rare). Always separate the letters with periods without spaces. Always add a comma after e.g. before continuing the sentence. It is common to add a comma or an em dash before e.g.</p>	<p>Ex. They worked on marketing projects, e.g., postcards and ads.</p> <p>Ex. They worked on projects — e.g., brochures and postcards.</p>	<p>dash</p> <p>i.e.</p>
ellipsis	<p>Use ellipses sparingly, if at all, in official writing. Do not add spaces before or after an ellipsis.</p> <p>When quoting someone, you can omit part of the original quote if the omission does not change the full quote’s meaning. However, you must note the omission by adding a bracketed ellipsis [...] when the omission occurs in the middle of a quote. Do not include ellipses or brackets at the beginning or end of a direct quote.</p>	<p>Ex. Sit by Lake Sno-Tip, read a book, listen to a podcast...the possibilities are endless on a summer day like today.</p> <p>Ex. “I had a dream [...] and it came true today!”</p>	<p>quote</p>
email	<p>Not e-mail</p>		
emerita	<p>Emerita describes a female professor or administrator who has retired from Huntington University. Note that emeriti distinctions must be bestowed by the Board of Trustees.</p>	<p>Ex. professor emerita</p>	
emeriti	<p>Emeriti is a plural adjective that describes multiple retired faculty or administrators, whether referring to male or female retired faculty. Emeriti distinctions must be bestowed by the Board of Trustees.</p>	<p>Ex. professors emeriti (<i>job title</i>)</p> <p>Ex. emeriti faculty (<i>general descriptor, not a job title</i>)</p>	
emeritus	<p>Emeritus describes a male professor or administrator who has retired from Huntington University. Note that emeriti distinctions must be bestowed by the Board of Trustees.</p>	<p>Ex. professor emeritus</p>	

Emmy	<p>Award from the National Academy of Television Arts & Sciences; never EMMY</p> <p>The context of the first reference to an Emmy award should make it clear where an Emmy award comes from and what it means to receive one.</p> <p>Note that the award students are eligible to win is called a Student Production Award.</p>		
esports	The official HU team name is HU Esports		HU Esports
etc.	<p>Abbreviation of the phrase <i>et cetera</i>. Always precede etc. with a comma, and add a comma after the period if etc. appears in the middle of the sentence.</p> <p>Do not add a second period if etc. appears at the end of a sentence.</p>	<p>Ex. He bought party supplies: hats, streamers, balloons, etc.</p> <p>Ex. Whether she was going to the store, the park, the car, etc., she always brought a water bottle.</p>	abbreviation
exclamation point	Use exclamation points sparingly, but they can be appropriate and effective punctuation when you are trying to build urgency/excitement for upcoming alumni or prospective student events or deadlines.		Appendix B

F

fall semester	Not Fall Semester		semester
Fieldhouse, the	Open gym space attached to the Merillat Complex		Appendix C
flyer	An advertising circular	Ex. Hand out these flyers, please.	
Forester(s)	Use the name Forester when referring to students or alumni. Capitalize and treat it as a proper noun. We		Appendix E

	<p>are distinct when we are Foresters, and we want the public to recognize us and know us.</p> <p>For a full definition of a Forester, see Appendix E.</p>		
Forester Camp	Oversees all academic camps		
Forester Family	Although very similar, Forester Family and Forester Nation are not interchangeable terms. The Forester Family refers to anyone who is somehow connected to the University — by attending, graduating from, giving to, or working there.	Ex. Stacy Sample, a longtime financial partner with the University, is a member of the Forester Family.	Forester Nation
Forester Farms LLC (Forester Farms)	Forester Farms refers to the properties and collateral either owned or operated by Forester Farms LLC. Sometimes Forester Farms will be included in Huntington University lingo, but please consult the Office of University Relations about proper use.		
Forester Fest	An overnight visit event for prospective home campus undergraduate students		
Forester Film LLC	Sometimes Forester Film LLC will be included in Huntington University lingo, but please consult the Office of University Relations about proper use.		
Forester Nation	<p>Although very similar, Forester Family and Forester Nation are not interchangeable terms. Forester Nation is reserved only for those who graduate from Huntington University.</p> <p>Note that there is a distinction between graduates (those who received a diploma) and alumni (those who attended but did not necessarily graduate). Not all alumni are part of the Forester Nation, but all graduates are part of the Forester Nation. Both</p>	Ex. Michael Smith (2022) is a member of the Forester Nation.	Forester Family

	alumni who did not graduate and alumni who did graduate are part of the Forester Family.		
Forester Night	An annual awards ceremony the Student Government Association hosts		
Forester Orientation	A program at the start of each semester designed to help new students transition to life at HU		
Forester Village	Home campus apartment housing for undergraduates		Appendix C
Forest Glen Park	Home of the baseball team Exception: Use Forest Glen Baseball Park on the campus map to specify that this is a baseball park		Appendix C
Forest of Foresters	Capitalize and treat as a proper noun; the Forest of Foresters is all HU graduates	Ex. The Forest of Foresters stretches across the globe.	Forester Nation
Fort Wayne location	Can also be called the OTD location, but Huntington University Fort Wayne is preferred. Never refer to this location as a Fort Wayne campus.	Ex. Our Fort Wayne location is the home of the Doctoral Program in Occupational Therapy in Indiana.	Huntington University Fort Wayne
Front Line Foresters	Former name for HU Ambassadors; not Frontline Foresters		HU Ambassadors

G

godly	Not capitalized		spiritual words
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God's names and pronouns	<p>God's names should always be capitalized: Creator, Redeemer, Father, Savior, Son, etc. Pronouns referring to God should also be capitalized. Use He or His.</p> <p>Disclaimer: When you are quoting a Bible verse, the capitalization conventions of the version you are using may override these rules, but only within the text you are quoting.</p>		spiritual words
Gospel, the	The good news of Christ's death, burial, and resurrection		spiritual words
Gospels, the	The first four books of the New Testament		spiritual words
graduate (grad)	<p>Someone who has graduated from a secondary or post-secondary institution; do not capitalize</p> <p>The abbreviated word <i>grad</i> is acceptable for communication with an informal tone. The word <i>graduate</i> is preferred for most communication.</p>	<p>Ex. I am an HU graduate.</p> <p>Ex. I am an HU grad.</p>	
grad year	<p>In running text, place a person's Huntington University graduation year in parentheses after the graduate's name. Use the full year, with four digits.</p> <p>If a graduate also earned a master's or doctoral degree from Huntington University, separate grad years with a comma and denote the graduate degree with an acronym. This is the only time you may use an MA or MS acronym in official running text.</p> <p>If a graduate earned two bachelor's degrees from Huntington University, separate the date of each degree with a comma. Do not include abbreviations.</p>	<p>Ex. Joe Forester (1995) is the founder of Forests LLC.</p> <p>Ex. Jane Forester (1997, MA 2000) is a social worker.</p> <p>Ex. Dr. Judy Forester (2016, OTD 2019) is an occupational therapist.</p> <p>Ex. Jack Forester (2003, 2007) loves to learn.</p> <p>Ex. Class of 2022</p>	

<p>Class names follow this format: Class of XXXX. Do not shorten with an apostrophe to Class of 'XX. Capitalize the word <i>Class</i> in this context.</p> <p>Magazine bylines: If the author is a graduate of Huntington University, follow the author's byline with an apostrophe and the last two digits of the author's grad year. Make sure the tail of the apostrophe is facing away from the number.</p>	<p>Ex. Class of 1972</p> <p>CORRECT: Story by Jane Forester '97, MA '00</p> <p>INCORRECT: Janelle Forester '18</p>	
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H

<p>Habecker Dining Commons (HDC, DC, or the Dining Commons)</p>	<p>Named in honor of eleventh president Eugene B. Habecker, this building houses spaces for everyday dining as well as formal or conference events. The spelled out Habecker Dining Commons is preferred.</p>		<p>Appendix C</p>
<p>Hardy Hall (or Hardy Residence Hall)</p>	<p>Named for Mr. and Mrs. Carl Hardy, Hardy Hall is the oldest home campus residence hall. Preferred name: Hardy Hall</p>		<p>Appendix C</p>
<p>Haupt Institute for Agricultural Studies, the</p>	<p>Use the Haupt Institute for Agricultural Studies name only for our most formal events, invitations, or donor material. Department of Agriculture should be the most common name in most University materials, as it is the official name of the department that includes all agricultural studies degree programs and the faculty and students within that department.</p>		
<p>heading and subheading</p>	<p>Capitalize important words (everything but articles, conjunctions, and prepositions) in headings. Short verbs should be capitalized.</p>	<p>CORRECT: Marketing Knowhow Is Essential for Effective Communication in the Workforce</p>	

	<p>Capitalize the first word in subheadings but make subsequent words lowercase. This provides a distinction between headings and subheadings.</p> <p>For headings at the top of drop-down lists, use title case, even if the list falls under a larger page heading.</p>	INCORRECT: Marketing Knowhow is Essential for Effective Communication in the Workforce	
health care (n.)	Two words	Ex. We need people who work in health care.	
healthcare (adj.)	One word	Ex. The healthcare industry is very important.	
heaven	Not Heaven		spiritual words
Help Desk	Two words, both capitalized	Ex. Contact the Help Desk today.	
Higher Education Leadership Team, the (HELT)	A United Brethren committee. Eight members of the Board of Trustees are appointed to this committee.		
high school	Two words, both in lowercase		
Hiner Hall	Main lecture hall located on the second floor of Dowden Science Hall		Appendix C
Hoedown, the	One word, capitalized; an annual home campus line dance tradition in the fall semester		
home campus	The Huntington, Indiana, original University location; not main campus. Do not add the word <i>the</i> before home campus. Can also be referred to as Huntington University or HU (acronym only after first reference).	Ex. He took a tour of home campus before submitting his admissions application.	locations

Homecoming Weekend (or Homecoming)	Homecoming should be one word and capitalized when it refers to the official Homecoming Weekend	Ex. Join us for Homecoming 2022!	
HU Ambassador(s)	Use the full name HU Ambassadors on first reference. HU Ambassadors are current students and alumni who have made a commitment to represent HU in campus events and/or on social media.		
HUAthletics.com	Capitalize the H, U, and A in HUAthletics.com unless there is content after the .com. Capitalize words after the forward slash (/).	CORRECT: HUAthletics.com INCORRECT: huathletics.com CORRECT: huathletics.com/Give	URL
HUB, the (Huntington Union Building, the)	Although the HUB is technically an acronym, in this case the acronym has surpassed the spelled out name as the official building name. You may use HUB on first reference, provided you follow it immediately with Huntington Union Building in parentheses to remove any confusion. Built in 1968 and renovated in 2020, the HUB provides space for studying, events, and impromptu student gatherings. The HUB houses the Huntington University Bookstore and dining options.	Ex. We will meet in the upper level of the HUB (Huntington Union Building) at 3:00 p.m.	acronym Appendix C
HU Esports	Must include the HU; never eSports or E-sports	Ex. The HU Esports team was successful last season.	esports
Huntington.edu	Capitalize Huntington unless there is content after the .edu. Capitalize words after the forward slash (/).	CORRECT: Huntington.edu CORRECT: huntington.edu/NextSteps CORRECT: huntington.edu/Apply	URL

		<p>INCORRECT: www.huntington.edu/nextsteps</p> <p>INCORRECT: Huntington.edu/NextSteps</p>	
<i>Huntingtonian</i> , the	The home campus student newspaper; do not italicize or capitalize word <i>the</i> in a sentence, even though it is part of the official newspaper name	Ex. The <i>Huntingtonian</i> article came out last week.	published work
Huntington University names and pronouns	<p>In general, use Huntington University when referring to the University. You may use University on second reference, with capitalization.</p> <p>Although HU is an appropriate acronym for in-house communication with students, faculty, and staff, minimize its use in official communication with prospective students, advancement partners, or the public. HU is applicable to any university with those initials, so avoid confusion whenever possible.</p> <p>Avoid using the word <i>Huntington</i> by itself in reference to Huntington University. Within the Huntington, Indiana, community, there is potential for confusion due to our shared name with the city and county. Beyond Indiana, using the full name <i>Huntington University</i> promotes stronger brand recognition and scalability in communities less familiar with us.</p>		University
Huntington University Arizona (or HU Arizona)	Our academic location in Peoria, Arizona. Spelling out the name completely is preferred, but the shortened HU Arizona is acceptable after first reference. Can also be called our Arizona location.		locations

	<p>Only refer to this location as the Arizona Center for Digital Media Arts if you are referencing the digital media arts programs located at HU Arizona.</p> <p>Never refer to this location as HUAZ in official writing and communication. HUAZ is acceptable on unofficial student attire.</p> <p>Never refer to this location as Arizona Campus or Peoria campus.</p>		
Huntington University Fort Wayne	<p>Preferred way to refer to our OTD location in Fort Wayne, Indiana. Use this name in the mailing address when sending packages to this location. Fort Wayne location is acceptable in running text.</p> <p>Never refer to this location as a Fort Wayne campus.</p>		Fort Wayne location locations
Huntington University Bookstore, the (HU Bookstore, the)	<p>Located on the upper level of the HUB. Spell out Huntington University on first reference unless your writing is almost exclusively for an internal audience.</p>		Appendix C
Huntington University Foundation, the (HU Foundation, the)	<p>Spell out Huntington University Foundation on first reference. HU Foundation is acceptable on second reference.</p> <p>Founded in 1938, the Huntington University Foundation promotes education and fosters a relationship between the University and the Huntington County community.</p>		
Huntington University Police Department, the (HUPD)	<p>The home campus law enforcement office; spell out the full name on first reference</p>		acronym

<p>HU Portal, the</p>	<p>Always write as HU Portal on first reference. Portal (capitalized) is acceptable on second reference, but never portal (in lowercase). The HU Portal is the intranet password-protected information hub for students, employees, Trustees, and alumni.</p> <p>The inclusion of HU on first reference is vital because it distinguishes this Portal from other portals we might interact with through third parties.</p>	<p>CORRECT: You can find this document on the HU Portal. The Portal also has helpful links.</p> <p>INCORRECT: Employee Portal Student Portal</p>	
<p>hyphen</p>	<p>Ranges: Use hyphens in the middle of numeric ranges. Do not add spaces before or after the hyphen. You may also use the word <i>to</i> in place of a hyphen.</p> <p>Times: When referring to a time range, preface the range with the word <i>from</i>.</p> <p>Prefixes: If a prefix ends in a vowel and the root word begins with that same vowel, hyphenate the word for clarity. “Pre-” degrees (pre-med, pre-law, etc.) should be hyphenated.</p> <p>Adjectives: When a compound adjective appears before a noun, we generally use hyphens between words for clarity. Do not hyphenate compound adjectives when they come after the noun.</p> <p>If a compound adjective appears as its own word in <i>Merriam-Webster’s Dictionary</i>, do not use hyphens; make the compound adjective one word.</p> <p>Note that the common compound noun <i>high school</i> does not require a hyphen.</p> <p>Adverbs: Adverbs ending in <i>-ly</i> should not be hyphenated when part of a compound.</p>	<p>Range: Verses eight to thirteen describe the Christian life.</p> <p>Range: We expect 40-50 students at the next Exploration Day.</p> <p>Time: The party will be from 11:00 a.m. to 12:00 p.m.</p> <p>Time: Her farewell gathering will be from 9:00-10:00 a.m.</p> <p>Prefix: Steven is the pre-eminent researcher in his field.</p> <p>Adj.: Her two-year-old niece</p> <p>Adj.: We live in off-campus housing.</p> <p>Adj.: We live in apartments off campus.</p> <p>Adv.: Biblically centered education is important.</p>	<p>dash time</p>

I

<p>i.e.</p>	<p>An acronym meaning “that is.”</p> <p>Only capitalize i.e. when it is at the start of a sentence (which should be rare). Always separate the letters with periods without spaces. Always add a comma after i.e. before continuing the sentence. It is common to add a comma or an em dash before i.e.</p>	<p>Ex. They walked on the Mall, i.e., the large sidewalk in the center of home campus.</p> <p>Ex. They walked on the Mall — i.e., the large sidewalk.</p>	<p>e.g.</p>
<p>Institute for Christian Thought and Practice, the</p>	<p>Located in Loew-Brenn Hall</p>		
<p>Institute for TESOL Studies, the</p>	<p>Located in Loew-Brenn Hall with the Department of Education</p>		
<p>institutes</p>	<p>Generally, names for new institutes should follow this format: Institute for _____</p> <p>Add the word <i>the</i> before the name of the institute when you are using it in running text.</p> <p>On second reference, capitalize the word Institute when it stands alone (because you are referring to a specific Institute with a proper name).</p>	<p>Ex. We visited the Institute for Finger Painting to inquire about their artist-in-residence program.</p>	
<p>International Student Council, the (ISC)</p>	<p>Home campus student group; spell out name on first reference</p>		<p>acronym</p>
<p>italic</p>	<p>Use italic font to emphasize words in running text. However, only use this sparingly, as most words do not need emphasis, particularly if they are commonly used words. Do not use quotation marks to emphasize a word.</p>	<p>Ex. Pay attention to the word <i>sparingly</i> in this sentence.</p> <p>Ex. I <i>really</i> want to win.</p> <p>Ex. Today I finished <i>Holes</i>.</p>	<p>published work</p>

<p>Italicize the titles of books, TV shows, and plays.</p> <p>Please note that the <i>Employee Handbook</i> and the <i>Manual of Operations</i> are considered major publications at HU and therefore should be italicized.</p>		
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J

job title	<p>Capitalize job titles only when referencing a specific person <i>and</i> when the reference comes immediately before the person's name; otherwise, titles should be in lowercase. If you are referring to your own job title, write it in lowercase.</p>	<p>Ex. Dr. Sherilyn Emberton, president of Huntington University, addressed the students in chapel.</p> <p>Ex. As the president of Huntington University, I welcome you.</p> <p>Ex. Vice President for Finance and Treasurer Connie Bonner supervised the budget for 2018-2019. [Note that there is no comma between the words <i>Treasurer</i> and <i>Connie</i> in this sentence.]</p>	names of people
J-term	<p>Not J-Term; a three-week term offered in January that was previously a part of the HU academic calendar.</p>		

K

Kingdom, the	<p>We often use the phrases <i>the Kingdom of God</i> or <i>the Kingdom</i> in University language to refer to the future eternal kingdom under Christ's rule.</p>	<p>Ex. The University aims to make a Kingdom impact by raising up graduates who faithfully serve God.</p>	spiritual words
King Stadium	<p>The home campus soccer and track stadium located on the north side of the PLEX</p>		Appendix C

Klopfenstein Tennis Courts	Located on the west side of the PLEX		Appendix C
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L

Lake Sno-Tip	Not SnoTip or SnowTip; the lake at the center of home campus		Appendix C
leadership team	<p>Use the following template for the Senior Leadership Team and other high-ranking titles.</p> <p>For vice presidents, follow this format: Vice President for _____</p> <p>For deans, follow this format: Dean of _____</p> <p>Note that use of these titles should follow the capitalization rules for job titles as well.</p> <p>C-suite titles should have no variations once established (capitalization rules excepted).</p>	<p>CORRECT: Vice President for University Advancement</p> <p>INCORRECT: Vice President of University Advancement</p> <p>CORRECT: Dean of Faculty</p> <p>INCORRECT: Dean for Faculty</p>	job title
liberal arts	Plural; refers to studies in language, philosophy, history, literature, etc., intended to develop intellectual capacities that go beyond vocational skills		
list	<p>Introduce any list, whether bulleted or in a sentence, with a phrase that sets up what the reader can expect to find in the list.</p> <p>If you end the introductory phrase with a colon, do not use the words <i>includes, including, such as, are, were,</i> etc. directly before the colon. The presence of the colon implies that what follows is included.</p>		Append. A

	See Appendix A for HU’s official list formats. Choose the style that works best for your list. More than one style may appear within a given document, but each list should adhere to its style rules.		
Livingston Hall (or Livingston Residence Hall)	Named in honor of Samuel L. Livingston, Livingston Hall provides home campus undergraduate housing. Preferred name: Livingston Hall		Appendix C
Lizzie O’Donnell Greenhouse, the	Never Greenhouse or greenhouse; located in Dowden Science Hall		Appendix C
locations	Huntington University operates at three academic locations and several additional properties. Academic locations: home campus, Huntington University Fort Wayne, Huntington University Arizona		home campus Huntington University Arizona Huntington University Fort Wayne
Loew-Brenn Hall (LBH)	Located on home campus, Loew-Brenn Hall includes classrooms, faculty offices, and student lounge spaces. The spelled out name is always preferred.		Appendix C
logo	Department and office names may appear under the official Huntington University bell tower or non-bell tower logo. (The Office of University Relations <i>must</i> add the name in approved font; do not alter the logo without express written approval.) When names appear under the logo, shorten the name of the department or office to its smallest possible form while preserving a clear understanding of what	Ex. {bell tower logo} Agriculture Conference Services	department and office names

	the department or office does. This promotes at-a-glance clarity.		
Longaker Recital Hall	The auditorium on the lower level of the Merillat Centre for the Arts		Appendix C

M

Mail Room, the	The office on home campus that handles incoming and outgoing mail		Appendix C
Maintenance Building, the	Home campus building that houses all maintenance services and the Mail Room		Appendix C
Mall, the	The wide sidewalk that runs through the center of home campus		Appendix C
Martin Center for Digital Media Arts, the	Located in Becker Hall; provides workspace and equipment primarily for students studying animation, film, and television production		Appendix C
Master of Business Administration degree(s) (MBA)	Official degree name: Master of Business Administration degree The acronym is acceptable after first reference.	Ex. Earn your Master of Business Administration (MBA) degree. An MBA can help your career.	degree names
Master of Education degree(s)	Official degree name: Master of Education degree Acronym: MEd (only use as a credential following your name; do not use in running text) Follow the rules for degree names when adding specializations after the broader degree name.	Ex. Earn a Master of Education degree in TESOL education.	degree names

master's degree(s)	Not Master's degree, masters degree, or master's (without degree); the word <i>degree</i> must be included.	Ex. Earn your master's degree completely online.	degree names
Master's-Level International Learning Experience (MILE)	An organized group trip focused on international business; offered as a part of the Master of Business Administration degree program	Ex. The Master's-Level International Learning Experience (MILE) is incredible. The MILE is a chance to study international business firsthand.	
May Term	Not May-term, May-Term, or May term; an additional academic term taking place after the conclusion of the spring semester.	Ex. She will be working on a feature film during the May Term capstone course.	
MCA Box Office, the	Located in the Merillat Centre for the Arts		Appendix C
Meadows Hall (or Meadows Residence Hall)	Named in honor of Clyde W. Meadows, Meadows Hall provides home campus undergraduate housing. Preferred name: Meadows Hall		Appendix C
Media, the/media	Use Media as a plural noun referring to the journalists, photographers, etc., who work for news media outlets. The Media are the people and companies we work with to release public news. Use media in lowercase for everything else, including the University's digital media arts program, unless the name appears in a title that should use title case.	Ex. The university relations team works closely with the Media on press releases.	
mental health studies	Official degree name: Master of Arts degree in mental health studies When you are writing about this program, you can refer to it as the mental health studies program.		degree names

Merillat Center for the Arts, the (MCA, the)	The Merillat Centre for the Arts houses an auditorium, a recital hall, a studio theatre, and an art gallery, as well as classroom and studio spaces and practice rooms. The MCA is also home to the Welcome Center and the MCA Box Office. The main upper level of the MCA is called the lobby.		Appendix C
Merillat Complex & Fieldhouse, the (PLEX, the)	The Merillat Complex houses home campus athletic and recreational facilities. Use the full name Merillat Complex & Fieldhouse unless you are specifically referring to facilities that do not include the Fieldhouse. Previously called the PERC.		Appendix C
MFA	Master of Fine Arts degree; the acronym is acceptable as a credential after your name if you hold this degree.		acronyms
Miller Hall (or Miller Residence Hall)	Named in honor of C. Ray Miller, Miller Hall provides home campus undergraduate housing. Preferred name: Miller Hall		Appendix C
missions experience(s)	Missions is plural; not mission's or missions'		
missions trip(s)	Missions is plural; not mission's or missions'		
MLK Convocation	Chapel service for MLK Day in January; no Jr.		
Multicultural Activities Council, the (MAC)	Home campus student group; spell out name on first reference		acronym
Multicultural House, the	Home campus building dedicated to student activities		Appendix C

N

names of buildings		building names
names of people	<p>Always write out someone’s full name (first and last) on first reference. You may include credentials (such as Dr. before a name or PhD after a name) on first reference, but not for subsequent references.</p> <p>When writing alumni stories, use first name after first reference. Also use first name after first reference in faculty and staff bios.</p> <p>For magazine stories and press releases, use last name after first reference (per the <i>AP Stylebook</i>).</p>	<p>Alumni Story Ex. Joe Forester won the prize. Joe loves his job.</p> <p>Magazine Ex. Joe Forester won a prize. Forester said he was ecstatic.</p>
name tag(s)	Two words	
New Testament, the		spiritual words
nonprofit	One word; not non-profit	
Norm the Forester	<p>Norm is a symbol of the Spirit of a Forester. Always use Norm the Forester on first reference and treat Norm as if he were a person. However, do not ascribe text to him; he is a silent character, even in written text. Any official text concerning Norm must come through the Office of University Relations.</p> <p>Norm belongs to the University as an institution and is under the guidance of the Office of University Relations; he does not belong exclusively to the Office</p>	Append. E Spirit of a Forester

	of Athletics, the Office of Admissions, or any other office, though those offices often work with him.		
number	Write out numbers up to and including ten, except in a percentage and hard data. The exception to this rule is a list that includes both numbers under and above ten; in this case, make the list consistent (see the second example at right). Write out numbers at the start of a sentence.	Ex. Of the 20 applicants, only three had the necessary qualifications. Ex. The dessert table contained 2 cakes, 50 cookies, and 24 pie slices. Ex. Twenty-two students agreed.	

O

Doctoral Program in Occupational Therapy, the (OTD program, the)	Official PROGRAM name: Doctoral Program in Occupational Therapy Official DEGREE name: Doctor of Occupational Therapy Grads are called doctors of occupational therapy. Note: Doctoral Program in Occupational Therapy can be either capitalized or in lowercase, depending on use. A program of courses that a student completes is lowercase; the “department” of faculty and students is treated as a proper noun and is capitalized.	Ex. He completed the doctoral program in occupational therapy. Ex. She works in the Doctoral Program in Occupational Therapy.	doctoral
office and department names	Office names follow this format: Office of ____ Please use the official office names in Appendix D. In general, office refers to an administrative office, while department refers to an academic department. The names of offices and departments are treated as proper nouns and are always capitalized. However, any	Ex. Contact the Office of Admissions to schedule your campus visit. Ex. The Department of English hosted a poetry reading. Ex. The financial aid team processes scholarship awards.	department and office names

	reference to the team members in a department or office should be in lowercase.		
Old Testament, the			spiritual words
Olympiad	Capitalize; an annual home campus undergraduate student competition		
online	One word; not on-line		
onsite	One word; not on-site		
Forester Orientation	A program at the start of each semester designed to help new students transition to life at HU		

P

paragraph	<p>Avoid lengthy paragraphs. We are less likely to read something if it looks like it will take work to understand. Keep paragraphs in short, eye-catching segments, and use bulleted lists whenever possible.</p> <p>In general, business writing (including marketing and internal and external communication) utilizes block paragraphs. Add one line between paragraphs and do not indent paragraphs.</p>		
pastoral leadership	<p>Official degree name: Master of Arts degree in pastoral leadership</p> <p>When you are writing about this program, you can refer to it as the pastoral leadership program.</p>		degree names

percentage	Use numeric form for a percentage, but write it out at the start of a sentence. Do not include a space between the number and the percent sign.	Ex. The survey results showed that 70% of students wear HU apparel. Ex. Sixty percent of students wear branded hoodies.	number
PhD	Doctor of Philosophy degree; the acronym is acceptable after your name if you hold this degree. However, if you include the credential, it is recommended that you do not add Dr. before your name, as Dr. is implied from the acronym.		degree names
phone number	All phone numbers should follow this format: (XXX) XXX-XXXX	(260) 356-6000 1 (800) 642-6493	
Platt Arena	Located in the PLEX; the arena for home campus basketball and volleyball		Appendix C
Merillat Complex & Fieldhouse, the (PLEX, the)	The Merillat Complex houses home campus athletic and recreational facilities. Use the full name Merillat Complex & Fieldhouse unless you are specifically referring to facilities that do not include the Fieldhouse. Previously called the PERC.		Appendix C
Plunge, the	Annual service opportunity for undergraduate students, traditionally during Forester Orientation		
p.m.	Never pm; P.M. is only acceptable if the entire date is in an official all-caps font. Add a space between the time and p.m.	Ex. 7:00 p.m.	time of day
PowderPuff	Homecoming activity for home campus undergraduate students		

President’s Advisory Council on Excellence, the (PACE)	PACE includes men and women committed to HU’s mission who lend specific expertise to respond to needs and opportunities at the University.		
Practical Research and Immersion for Ministry Effectiveness (PRIME) experience	Always include the word <i>experience</i> after the acronym or spelled-out phrase; the PRIME experience is a seven-month, full-time, off-campus ministry internship for undergraduate ministry students during their senior year.		
program	<p>When writing about academics, it is appropriate to refer to specific degree programs. The names of degree programs should be lowercase unless they stand alone in an ad or banner.</p> <p>The word <i>program</i> refers to a set of curriculum that leads to a degree. An academic department can contain multiple programs; this is why the department is not called a program.</p>	<p>Ex. online marketing program</p> <p>Ex. biology program</p>	degree names
PS –	Abbreviation for the word <i>postscript</i> . Use after the close of a message. Do not add periods; follow the PS with an en dash, with one space on either side of the dash.		
published work	<p>Titles of published works are always in title case (all parts of speech except articles, conjunctions, and prepositions capitalized). Italicize the titles of books, TV shows, and plays.</p> <p>Titles of chapters, excerpts, episodes, and articles should be in quotation marks and not italicized.</p> <p>Please note that the <i>Employee Handbook</i> and the <i>Manual of Operations</i> are considered major publications at HU.</p>	<p>Ex. Today I finished <i>Holes</i>.</p> <p>Ex. Dr. Adams recently published “United We Brand,” a chapter in <i>Marketing for Universities</i>.</p> <p>Ex. The article in the <i>Huntingtonian</i> titled “We Love HU” was great.</p>	

Q

<p>Quad, the</p>	<p>The large open area surrounding the home campus' main fountain</p>		<p>Appendix C</p>
<p>quote</p>	<p>Use the word <i>said</i> (and not the word <i>says</i>) when quoting someone.</p> <p>Use double quotation marks with single quotation marks inside when writing a quote within a quote. Do not use single quotes on their own, as this is not characteristic of Standard American English, except in article titles (per the <i>AP Stylebook</i>).</p> <p>Periods and commas go inside of quotation marks.</p> <p>Question marks and exclamation points go inside quotation marks only when they are part of what the speaker is saying. Do not add a comma after the exclamation point or question mark.</p> <p>Do not end quoted material with a colon or semicolon inside of quotation marks. In general, colons, semicolons, and dashes go outside of quotation marks.</p> <p>You can choose to omit part of the original quote if the omission does not change the meaning of the quote. However, you must note the omission by adding a bracketed ellipsis [...] when the omission occurs in the middle of a quote. Do not add ellipses or brackets when the omission occurs at the beginning or end of the quote.</p> <p>If you need to add words to a quote for context or clarification, add those words in brackets.</p>	<p>Ex. “Always bring your backpack to class,” said Sean.</p> <p>Ex. “I read the article ‘We Love You, HU,’” said Blake.</p> <p>Ex. “I was walking the campus loop,” Carrie said, “and saw him.”</p> <p>Ex. Sandy said, “Are you coming to the game tonight?”</p> <p>Ex. Sandy asked Joy if she was coming to the game tonight. Can you believe she said “Yes”?</p> <p>Ex. The following staff members have received the distinction “Most Improved”: Sally, Fred, and Jane.</p> <p>Ex. “I had a dream [...] and it came true today!”</p> <p>Ex. “I thought that he [Bill] was a great candidate.”</p>	<p>bracket ellipsis</p>

R

Refer-a-Forester	Promotional campaign for traditional undergraduate student recruitment		
Residence Assistant (RA)	Residence Assistants are home campus students who provide assistance and guidance for their peers in residence halls. The spelled out job title is preferred. Note that this job title follows the rules for job titles.		job title
Residence Director (RD)	Residence Directors are home campus employees who oversee and support students living in the residence halls. The spelled out job title is preferred. Note that this job title follows the rules for job titles.		job title
residence hall	Not dorm or dormitory		
RichLyn Library	On second reference, Library is acceptable (capitalized and treated as a proper noun). The Library is located on home campus and provides online or remote support for other HU locations.		Appendix C
Robert E. Wilson Art Gallery, the	Located in the Merillat Centre for the Arts, the Robert E. Wilson Art Gallery curates and exhibits original works of art within the Gallery and in public spaces throughout home campus.		Appendix C
Roush Hall (or Roush Residence Hall)	Named in honor of U.S. Congressman Edward Roush, Roush Hall provides home campus undergraduate housing. Preferred name: Roush Hall		Appendix C

S

<p>schedule</p>	<p>Schedules for events should follow all applicable rules for capitalization, names, and times.</p> <p>When listing the names of events in your schedule, you may choose to use title case or sentence case; however, do not include a mix of both. Generally, use sentence case for schedules with many long event names and title case for schedules with short, very official event names.</p> <p>When using title case, capitalize the second word in a compound noun/adjective formed with a hyphen.</p> <p>Use the words <i>upper</i> and <i>lower</i>, often with the word <i>level</i>, to specify the location of event spaces within a building with two floors or in RichLyn Library. Avoid using the words <i>second floor</i>, <i>first floor</i>, or <i>basement</i> to reduce confusion. The words <i>upper</i> and <i>lower</i> should not be capitalized unless the location is in title case.</p>	<p>Title Case Ex. Check-In</p> <p>Sentence Case Ex. Garden party with yard games on the Quad</p> <p>Title Case Ex. Upper HUB</p> <p>Sentence Case Ex. Meet your group in the conference room on the upper level of RichLyn Library.</p>	<p>Appendix C</p> <p>building names</p> <p>time</p>
<p>School of the Arts Academy</p>	<p>An academy for prospective students of the arts</p>		
<p>season</p>	<p>Do not capitalize the names of seasons, even when referring to a specific semester.</p>		
<p>semester</p>	<p>Do not capitalize the names of each semester</p>	<p>CORRECT: fall semester spring 2022 semester</p> <p>INCORRECT: Fall Semester Spring 2022 semester</p>	

Senior Leadership Team, the	The leadership team that includes vice presidents and c-suite employees who report directly to the President.		
snapshot(s)	One word		
Sojourner(s)	An undergraduate student working with the Center for Spiritual Formation and Intercultural Enrichment to encourage student spiritual growth	Ex. A Sojourner is someone who makes an intentional effort to walk alongside fellow students.	
spacing	Always use single spaces between sentences, after a colon, and before and after a dash. Do not add extra spaces before or after paragraphs. Single line spacing is standard.		
Spirit of a Forester, the	A set of seven principles that define what it means to be a Forester. See Appendix E for the complete set.		Append. E
spiritual words	Huntington University follows the <i>AP Stylebook</i> and precedent from the United Brethren in Christ, USA, National Office in determining capitalization rules for biblical language. Words referring to the Holy Scriptures, such as Bible, Scripture, the Gospel of John, the Gospel, the Old Testament, etc., should be capitalized; however, in nonreligious uses, the word <i>bible</i> can be in lowercase. The word <i>biblical</i> should always be in lowercase. When you are quoting a Bible verse, the capitalization conventions of the version you are using may override these rules, but only within the text you are quoting.	Ex. We read the Bible every Sunday in church. Ex. A style guide is a content writer's bible.	
spring semester	Not Spring Semester		semester

Stance, the	An annual home campus undergraduate student event to kick off the start of the new academic year.		
state	Spell out state names unless it is in a mailing address on an envelope, letter, or announcement.	Ex. HU's home campus is located in Huntington, Indiana.	
Student Activities Board, the (SAB)	Home campus student group that plans activities; spell out name on first reference		acronym
Student Government Association, the (SGA)	Previously known as the Student Senate or the Student Council; spell out name on first reference		acronym
Studio Arts Center, the	Complex of home campus art studios		Appendix C
summer	Not Summer		season

T

teaching English to speakers of other languages (TESOL)	Students who earn their certifications in TESOL are prepared to teach English in other countries and in community and church-based programs in the U.S.	Ex. A concentration in teaching English to speakers of other languages is a useful addition to an education degree.	
time card(s)	Two words		
time of day	Huntington University follows the <i>AP Stylebook</i> in regard to time. Add a space before and after the acronyms a.m. and p.m. Do not add another period when a.m. or p.m. end a sentence. Times should follow XX:XX format, even when minutes are both zero. Exceptions to this four-digit format can occur if space is a concern.	CORRECT: a.m., p.m. CORRECT: The event will begin at 7:00 p.m. in the MCA. INCORRECT: AM, PM, A.M., P.M., am, pm	a.m. p.m.

	<p>Use hyphens to show a range of times if both times are in the a.m. or p.m.; do not add space around the hyphen. If one time is an a.m. and one is a p.m., use an en dash (longer than a hyphen; Microsoft Word should create one for you) with spaces before and after for visual distinction.</p> <p>A.M. and P.M. are only acceptable when the rest of the surrounding text is capitalized because the official HU font used is all caps.</p>	<p>INCORRECT: The event will begin at 7:00pm in the MCA.</p> <p>CORRECT: The event is from 3:30-4:00 p.m.</p> <p>CORRECT: The event is from 11:00 a.m. – 2:00 p.m.</p>	
title	Job titles may be capitalized or in lowercase, depending on where they appear. See job title .		job title
Troupe	Do not include the word <i>the</i> before Troupe. Troupe is a music performance tradition at Homecoming.		
Trustee(s)	Member(s) of the Board of Trustees		Board of Trustees

U

Church of the United Brethren in Christ, the (UB, or the United Brethren denomination)	The Church of the United Brethren in Christ founded Huntington University (then Central College) in 1897, and the United Brethren in Christ, USA, headquarters is located on the University's home campus. Preferred name: Church of the United Brethren in Christ		
United Brethren Archives, the	Located in RichLyn Library		Appendix C
University/university	Capitalize the word University when it appears apart from Huntington as long as you are referring specifically to Huntington University. Do not	Ex. The University completed work on Livingston Hall in 2008.	

	capitalize university if you are referring to other universities or to universities in general.	Ex. She decided that she would go to an out-of-state university.	
URL	<p>When referencing webpages, omit the www from all URLs. However, if you are writing almost exclusively for home campus students or employees, you may include the www for Huntington.edu web addresses.</p> <p>Do not split URLs on more than one line, especially in designed documents. Use vanity URLs that are as short as possible to assist with this.</p> <p>Capitalize words after the forward slash (/) in a URL.</p> <p>Huntington.edu Capitalize Huntington unless there is content after .edu.</p> <p>HUAthletics.com Capitalize the H, U, and A in HUAthletics.com unless there is content after .com.</p>	<p>CORRECT: huntington.edu/NextSteps</p> <p>CORRECT: huntington.edu/Apply</p> <p>CORRECT: Huntington.edu</p> <p>INCORRECT: www.huntington.edu/nextsteps</p> <p>INCORRECT: Huntington.edu/NextSteps</p> <p>CORRECT: HUAthletics.com</p> <p>INCORRECT: huathletics.com</p>	

V

version number	When saving official documents that will need regular updates, always use this format for saving the document and denoting the version in the document's footer: V#_MMDDYYYY.	Ex. V2_06252020	
vice president	Not VP; capitalize when you are referencing a full title, such as Vice President for University Advancement. Official titles should always follow this format: Vice President for _____		job title
vs.	Not versus or v.s.	Ex. Stay up late vs. Go to bed early	

W

Ware Plant Science Production Facility, the	Never Greenhouse or greenhouse in official documentation; the facility located on the southeast side of Dowden Science Hall		Appendix C
Welcome Center, the	Located on the upper floor of the Merillat Centre for the Arts, the Welcome Center houses the Office of Admissions for home campus undergraduates.		Appendix C
winter	Not Winter		season
Wright Hall (or Wright Residence Hall)	Named in honor of UB Bishop Milton Wright, Wright Hall offers on campus undergraduate housing. Preferred name: Wright Hall		Appendix C

X, Y, Z

year	When referencing a range of years, always include all four digits of each year. Connect the two years with a hyphen without spaces.	CORRECT: 2020-2021 INCORRECT: 2020-21	date
Zurcher Auditorium	The large auditorium on the upper level of the Merillat Centre for the Arts		Appendix C

Symbols

#ForesterNation	The official hashtag for HU graduates		Forester Nation
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Appendix A: List Formats

Style	Example(s)	Characteristics and Instructions
A	Home campus has several residence halls: 1) Hardy Hall 2) Wright Hall 3) Roush Hall	<ul style="list-style-type: none"> - Essentially a grammatically correct sentence with a colon: “Home campus has several residence halls: Hardy Hall, Wright Hall, and Roush Hall.” - Bullets/numbers take the place of the list’s punctuation (, or ;) and the period - Use sentence case for visual interest and easy Word processing - Colon is not optional
B	Annual University Events 1) Forester Orientation 2) Commencement 3) Homecoming Annual University Events: 1) Forester Orientation 2) Commencement 3) Homecoming	<ul style="list-style-type: none"> - Not a grammatically correct sentence when taken out of bullet format - Heading and list are as concise as possible (no sentences or complete phrases) - Use title case - Colon is optional and often unnecessary
C	A Forester... 1) Remains curious. She is always ready to learn something new. 2) Has grit. She is not afraid to serve others faithfully, even when the task seems difficult.	<ul style="list-style-type: none"> - Only use if there is an explanation following a two- or three-word-max “punch line” - End the punch line and explanation with closing punctuation (. or ! or ?) - The only style that allows closing punctuation - Use sentence case for all elements: the heading, the punch line, and the explanation - Use an ellipsis (...) sparingly; it is optional and often unnecessary
D	Steps to Becoming a Forester: 1) Complete an application 2) Submit your transcript 3) Send your SAT or ACT scores Steps to Becoming a Forester 1) Complete an application 2) Submit your transcript 3) Send your SAT or ACT scores	<ul style="list-style-type: none"> - Not a grammatically correct sentence when taken out of bullet format - Avoid closing punctuation by rewriting sentences, creating another bullet, or adding a sub-list - Start each bullet the same way; typically, bullets will all begin with verbs - Use title case for the heading - Use sentence case for bullet points - Colon is optional

Appendix B: Voice and Tone

Huntington University strives to produce honest, inviting, and informative content. When writing on the University's behalf, use these ideas to guide your voice and tone:

- We are friendly and accessible, but not overly casual — after all, we are an institution of higher education
- We are helpful and knowledgeable
- Huntington University is home
- Once you are a Forester, you are a Forester for life
- All students, alumni, faculty, and staff are part of the Forester Family
- Graduates across the world are part of the Forester Nation
- We are one school in three academic locations

Passive vs. active voice

Avoid passive voice whenever possible, as it is often clunky and less clear than active voice. For more information about the difference between passive and active voice, read this online [tutorial](#).

Singular vs. plural

In formal communication to the general public, Huntington University is a singular (not plural) institution. Use the pronouns *it* or *its* to refer to University decisions, policies, hiring announcements, etc. The pronouns *she* and *her* are preferred when you are referring to HU history or the people associated with the University.

Ex. Huntington University has announced that it has expanded program offerings for the fall.

Ex. Huntington University and her Foresters make an impact for Christ.

In less formal communication to an internal or prospective student audience, the Office of University Relations recommends the use of first person plural pronouns *we* or *our* to promote camaraderie and inclusion.

Earn, Get, Obtain

Avoid using the word *get* to refer to degree completion. Use words like *earn* or *obtain*, which denote hard work.

INCORRECT: Get your degree at Huntington University!

CORRECT: Earn your degree at Huntington University!

Appendix C: Home Campus

Baker Hall
Bangs Memorial President's House, the
Becker Hall
 Alumni Pavilion, the
 Martin Center for Digital Media Arts, the
Don Strauss Animal Science Education Center, the
Dowden Science Hall (or the Science Hall)
 Hiner Hall
 Lizzie O'Donnell Greenhouse
 Ware Plant Science Production Facility
Forest Glen Park
Forester Village
Habecker Dining Commons (or the Dining Commons)
Hardy Hall
HUB, the
 Huntington University Bookstore, the
Lake Sno-Tip
Livingston Hall
 Center for Spiritual Formation and Intercultural
 Enrichment, the
Loew-Brenn Hall
Maintenance Building, the
 Mail Room, the
Mall, the
Meadows Hall
Merillat Centre for the Arts, the
 Longaker Recital Hall
 MCA Box Office, the
 Robert E. Wilson Art Gallery, the
 Welcome Center, the
 Zurcher Auditorium
Merillat Complex & Fieldhouse, the
 King Stadium
 Klopfenstein Tennis Courts
 Platt Arena
Miller Hall
Multicultural House, the
Quad, the
RichLyn Library
 Academic Center for Excellence
 United Brethren Archives
Roush Hall
Studio Arts Center, the
Wright Hall
 Huntington University Police Department, the

Appendix D: Offices and Departments

Home Campus Offices

Academic Affairs, Office of
Admissions, Office of
Advancement, Office of
Alumni Relations, Office of
Athletics, Office of
Business and Finance, Office of
Career Services, Office of
Conference Services, Office of
Financial Aid, Office of
Graduate and Online Programs, Office of
Human Resources, Office of
Information & Technology Services, Office of
President, Office of the
Registrar, Office of the
Student Life, Office of
Student Success, Office of
University Relations, Office of

Undergraduate Departments

Agriculture, Department of
Art & Design, Department of
Biology, Department of
Business, Department of
Chemistry, Department of
Communication, Department of
Digital Media Arts, Department of
Education, Department of
English, Department of
History and Political Science, Department of
Kinesiology, Department of
Mathematics and Computer Science, Department of
Music, Department of
Nursing, Department of
Occupational Therapy Assistant, Department of
Philosophy, Department of
Psychology, Department of
Social Work, Department of
Sociology, Department of
Theatre Arts, Department of

Appendix E: Spirit of a Forester

What is a Forester? The simple answer is that a Forester is a Huntington University student. Any student at any location and any age. But the truer answer is this.

A Forester...

- **Chases truth.** Because all truth is God’s truth, Foresters relentlessly pursue it. They seek to glorify their Creator by caring for every tree, stone, and being in His creation and to be “ministers of reconciliation” (2 Cor. 5:18) who see creation’s redemptive potential. (John 8:32)
- **Defies complacency.** Foresters never stop trying to improve themselves or the world around them. Failures will happen, but Foresters will use mistakes as growth opportunities. (Romans 8:28)
- **Remains curious.** College is a fundamental time in education, but a Forester will seek new opportunities to learn long after graduation. (Proverbs 4:6-7)
- **Cares completely.** Foresters are dedicated to service, caring for others both willingly and joyfully. They also care about forming relationships within the Forester Nation and nurturing new generations of Foresters. As foresters care for plants in every stage of the life cycle, from seedling to mature tree to acorn, so Foresters get involved in others’ growth through prayer, interpersonal relationships, and giving back to the University. (Romans 12:10)
- **Embraces interconnectedness.** In a forest, tree roots intertwine and make the ground stronger. Foresters realize that any pursuit — art, literature, math, science, history, etc. — is stronger in community. A Forester seeks experiences across disciplines and with others, and that interconnectedness becomes a Forester’s strength. (John 15:5)
- **Has grit.** Like a forester in the wood contending with dirt and branches and leaves, a Forester doesn’t back down from making a difference just because it’s going to get messy. Foresters answer the call to serve. (Isaiah 41:10)
- **Explores creativity.** Foresters push the boundaries of their art. Not every Forester wields a paint brush or camera, but all Foresters seek innovations, new perspectives, and inventive solutions that propel their disciplines forward.

Together, these traits come together to point others toward Christ. A Forester’s experience at Huntington University should be formative and transformational. We take great pride in being Foresters, but we realize we are fallible. That doesn’t negate our efforts. Instead, our fallibility highlights our reliance on Christ, the importance of our relationship with Him, and our potential for growth.

A Forester’s status doesn’t end at graduation; it’s a lifetime appointment. Once you become a Forester, you are a Forester forever. In practical terms, this means that the knowledge you have gained, the skills you have learned, and the people you have met through Huntington University will impact your daily life and shape the course of your future. This also means that everywhere you go, you are an

embodiment of the Forester spirit. Whether you find yourself a few miles from campus or across the globe, you are a representative of Huntington University who is showing others what it means to be a Forester.

Shorter Version:

A Forester is a lifetime appointment of chasing truth, defying complacency, remaining curious, caring completely, embracing interconnectedness, and demonstrating grit and creativity. Together, these traits come together to point others toward Christ. We take great pride in being Foresters, but we realize that we are fallible. That doesn't negate our efforts. Instead, our fallibility highlights our reliance on Christ, the importance of our relationship with Him, and our potential for growth.