

Centenary

STYLE GUIDE

Centenary College Department of Marketing and Communications

Revised June 2008



Office of Marketing and Communications

College Editorial Style Guide

Introduction

The Office of Marketing & Communications has chosen to follow the *Chicago Manual of Style* and *The Associated Press Stylebook* in an attempt to standardize the documents we produce. As part of an institution of higher education, it is important to be accurate, clear, and consistent. The *Chicago Manual* and *AP Stylebook* are two of the most followed style guides, and geared toward making the English language clear and readable.

For most work, writers and editors should use the *Associated Press Stylebook* as a primary guide for written work. The Associated Press uses Webster's New World College Dictionary, published by Wiley, as its primary dictionary. For questions not addressed by the *Associated Press Stylebook*, consult the *Chicago Manual of Style*.

The guidelines included refer to things we run into frequently at Centenary College. They are there to be helpful and to answer your questions, not to restrict. There is room for flexibility and for personal style. Always use discretion and tailor your language for its intended audience.

Although this guide contains some exceptions to the *Associated Press Stylebook*, the style rules here are not meant to supplant the *Associated Press Stylebook* but rather to augment it with guides specific to Centenary College. It is not intended for students or professors to use in writing academic papers and does not try to include field-specific guides. On the contrary, the intent of the guide is to provide ways to avoid the jargon that infiltrates any academic discipline.

Please contact the Office of Marketing & Communications at news@centenary.edu with questions or with suggestions for making Centenary College's style guide more helpful.

The Office of Marketing and Communications staff

A

addresses, telephone numbers, web site, campus –
For employees:

Centenary College of Louisiana
(Department, Office or Faculty/Staff Member)
Post Office Box 41188
2911 Centenary Boulevard
Shreveport, LA 71134-1188

(318) Insert Appropriate Office Number
(318) 869-5011 (campus switchboard)
web site: www.centenary.edu

For students:

Student Name
Centenary College of Louisiana
Campus Box (NOT P.O. Box) No. ____
2911 Centenary Boulevard
Shreveport, LA 71104

Note: addresses used in news releases abbreviate St., Ave., Blvd. when used with a specific address (2911 Centenary Blvd.) but spell them out when used without a specific address (The trees along the boulevard were planted in 1955.)

abbreviations –

- In general, avoid using abbreviations and acronyms that readers would not recognize quickly and easily.
- An abbreviation is a shortening of a word or words: *Ph.D. for Philosophiae Doctor*, for instance.
- An acronym is a word formed from the first letter or letters of a series of words: *scuba* (self-contained underwater breathing apparatus).
- Do not follow an organization's full name with an abbreviation in parentheses or set off by dashes. If an abbreviation or acronym would not be clear on second reference without this arrangement, do not use the acronym. Names not commonly before the public should not be reduced to acronyms solely to save a few words.
- As a rule, use full word spellings in narrative text except where space is limited, in which case, use them consistently.
- The current trend is eliminate periods in abbreviations: *EOP, UN, NATO, CIA, MBA, CD, DVD*
- Note that you should insert a letter space between the initials in a proper name: *E. B. White*

acronyms –

- Job titles and names of organizations, centers, buildings, forms, tests, and other objects are generally spelled without periods: *CEO, TOEFL, SAT, GRE, I*
- Avoid awkward constructions: Do not follow an organization's name or acronym in parentheses or set off by dashes. If an acronym would not be clear on

second reference without this arrangement, do not use it

- **WRONG:** The Central Intelligence Agency (CIA) is located in Washington, D.C.
- **RIGHT:** The Central Intelligence Agency is located in Washington, D.C.

accept, except –

Accept means to receive. *Except* means to exclude.

admissions –

capitalize the formal name (Office of Admissions) and the casual (Admissions Office). The senior staff member for student admission is the director of admissions. The recruitment officers are admissions (note plural) counselors.

adjunct faculty member –

person not on tenure track whose association with the College is more permanent. This designation may be combined with any rank (assistant, associate, etc.) This designation may also be used for staff members who hold faculty rank.

adverse, averse –

- *Adverse* means unfavorable: *She predicted adverse economic conditions.*
- *Averse* means reluctant: *He is averse to change.*

affect, effect –

- *Affect*, when used as a verb, means to influence: *The test score will affect his grade.* It is also used as a noun on rare occasion, mostly in psychology to describe an emotion.
- *Effect*, when used as a verb, means to cause: *The provost will effect changes to the curriculum.* When *effect* is used as a noun, it means result: *The effect was immediate or the donation will leave a lasting effect.*

Advisor, adviser –

adviser – is preferred at Centenary College and is used in official college publications.

African American –

- Preferred usage for someone who has African heritage and American citizenship. Use without a hyphen, whether as a modifier or not. This usage is at variance from the Associated Press guideline, which prefers the use of *black* to describe someone of African descent.

after –

- No hyphen after this prefix when it is used to form a noun: *aftereffect, afterthought.*
- Use a hyphen when it is used to form a compound modifier: *after-dinner conversation.*

afterward – Not *afterwards*.

ages –

- Always use figures for the ages of people: *the 5-year-old boy* or *the student is 19 years old*.

all right – Not *alright*.

alma mater –

- The words are Latin and translate to “nourishing mother.” It refers either to the school, college, or university that one has attended, or the musical anthem of an institution of higher learning.
- The Centenary College alma mater is based on the song “*Annie Lisle*.” “*Annie Lisle*” is the name of an 1857 ballad by Boston, Massachusetts, songwriter H. S. Thompson, published by Oliver Ditson & Co.
- The earliest publication of the text of the Centenary College alma mater occurs in the 1922 *Yoncopin* yearbook. This, incidentally, was the first year for Centenary to have a yearbook. The lyrics are printed, but no score. Above the lyrics there is a picture of James Church Alvord, the lyricist. In the faculty listings of the 1922 yearbook, Alvord is listed as: “James Church Alvord. B.D., A.M. Professor of Modern Languages.” The earliest publication of the alma mater score appears on the back of the 1924 *Commencement Bulletin*.

altar, alter –

- An *altar* is a table like platform used in a religious service. To *alter* is to change

alumnus/alumna/alumni

- *Alumnus* is male; *alumni* is plural. *Alumni* is used for mixed-gender groups.
- *Alumna* is female; *alumnae* is plural.
- *Alum(s)* is neutral and can be used in informal contexts.

a.m., p.m. –

Use lowercase. See *time* element.

among, between –

- Generally, *between* introduces two items and *among* introduces more than two: *The funds were divided among the science department, the math department and the music department*.
- However, *between* is the correct word when expressing relationships of three or more items considered one pair at a time: *Collaboration is occurring between the professor and the French, German and Spanish classes*.

and –

- Avoid starting a sentence with *and*.

Anderson Choral Building -

Dedicated in 2002, is named in memory of G. M. “Jake” and Dr. Gertie Anderson, longtime trustees and benefactors of the College. It includes the Nancy Mikell Carruth Choir Room, the Dr. Alberta E. Broyles Choral Room and the Harvey and Alberta Broyles Choral Lounge. The building also includes a soundproof practice room and an atrium/lobby that offers a dramatic public space that will serve the existing and future arts complex.

annual –

- An event cannot be described as annual until it has been held at least two successive years.
- Do not refer to an event being held for the first time as the first-annual event. Instead, note that sponsors plan to hold an event annually: *The Oktoberfest, designed to be an annual event, will be held during the last week of the month. The second annual Oktoberfest will be held in the Hargrove Memorial Amphitheatre*.

ante-, anti –

- The prefix *ante-* means to come before in order, rank or time: *antebellum* or *antechamber*. In general, no hyphen.
- The prefix *anti-* means opposed or against. Hyphenate all except for the following:

antibiotic	antiparticle
antibody	antipasto
anticlimax	antiperperspirant
antidepressant	antiphon
antidote	antiphony
antifreeze	antiseptic
antigen	antiserum
antihistamine	antithesis
antiknock	antitoxin
antimatter	antitrust
antimony	antitussive

art exhibits –

Do not put in quotes; an art exhibit is simply capitalized: *Centenary College is proud to present its latest exhibit, Arts Botanica*.

- If you feel there will be room for confusion, you may italicize an art exhibit.

auditoriums –

- *Anderson Auditorium* (in the Hurley Music Building, named in honor of William Garnett and Grace Brantley Anderson and Henry Feazel and Frances Cole Anderson)
- *Carlile Auditorium* (in Mickle Hall of Science, named in honor of Ken and Celia Carlile and dedicated in memory of Dr. Austin A. Sartin)
- *Kilpatrick Auditorium* (in the Smith Building, named in memory of Nellie P. Kilpatrick)

average, mean, median, norm – *Average* refers to the result obtained by dividing the sum of several numbers by the quantity of numbers: *The average of five numbers — 2, 5, 8, 13, 17 — is figured by adding them together to get 45 and dividing by 5, which gives 9.*

The *mean* is similar and commonly designates a figure intermediate between two extremes by averaging the numbers: *The mean temperature of a five-day period with temperatures of 8, 17, 13, 2 and 5 is 9.*

The *median* is the middle number of points in a series arranged in order of size: *The median score in the group of 2, 5, 8, 13 and 17 is 8.*

Norm implies a standard of average performance for a given group: *The freshman's score in reading comprehension was above the norm for first-year students.*

averse – See adverse.

awards – Capitalize the names of awards: *Outstanding Faculty Award.*

awhile, a while – *He plans to stay awhile. He plans to stay for a while.*

B

biannual, biennial –

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

bimonthly –

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

biweekly –

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

board of trustees –

Do not capitalize unless it's part of the proper name: *John Doe is chairperson of the Centenary College Board of Trustees. But Bill Anderson currently serves on the boards of trustees of Centenary College of Louisiana.*

Brown Memorial Chapel –

The College chapel was erected in 1955, through the generosity of the late Paul M. Brown Jr., Chairman Emeritus of the Board of Trustees, and his brother, Colonel S. Perry Brown, a life member of the Board, in honor of their parents. The Chapel was renovated and rededicated in January 2003.

buildings –

• *Anderson Choral Building* (named in memory of G.M. "Jake" Anderson and Dr. Gertie Anderson)

• *Brown Memorial Chapel* (funded by Paul M. Brown Jr. and Colonel S. Perry Brown in honor of their parents)

• *Bynum Commons* (formally Bynum Memorial Commons, informally the dining hall. Not the CAF)

• *Centenary Fitness Center and Natatorium*

• *Centenary Square*

• *Center for Extended Learning* (NOT 2910 Centenary)

• *Cline Residence Hall* (formally Pierce Cline Residence Hall)

• *Feazel Instrumental Hall* (named in memory of Cynthia Day Feazel and Lallage Feazel Wall)

• *Fitness Center* (Use Centenary Fitness Center, NOT Haynes Fitness Center, See also gymnasium, rooms)

• *Gold Dome*

• *Hamilton Hall* (named in memory of Mr. and Mrs. David Philip Hamilton)

• *Hardin Residence Hall* (formally John A. Hardin Memorial Residence Hall)

• *Hargrove Memorial Amphitheatre* (in memory of Reginald Henry Hargrove)

• *Hurley Music Building* (formally: the Ed E. Hurley Memorial Music Building, the Gladys Hurley School of Music, and the Gladys Hurley Memorial Music Library)

• *Jackson Hall* (named for the former location of the campus in Jackson, La.)

• *James Residence Hall* (formally: the T. L. James Residence Hall)

• *Magale Library* (formally: John F. Magale Memorial Library)

• *Marjorie Lyons Playhouse* (funded by a gift from the Charlton H. Lyons family)

• *Meadows Museum of Art* (include "at Centenary College of Louisiana" in all references and publications)

• *Mickle Hall of Science* (formally: the Joe J. Mickle Hall of Science)

• *Moore Student Union Building* (formally: the Randle T. Moore Student Center; informally on second reference the SUB)

• *Peters Building* (formally: the Samuel P. Peters Building)

• *Rotary Hall Suites*

• *Sexton Residence Hall* (formally: the George S. Sexton Memorial Residence Hall)

• *Smith Building* (formally: the Dean R. E. Smith Building)

• *Turner Art Center* (formally: the Sydney R. Turner Art Center)

but –

Avoid starting a sentence with *but*.

Bynum Memorial Commons –

The cafeteria, built in 1956, was named in 1974 to honor Robert Jesse Bynum, New Orleans businessman and benefactor of the College. A generous grant from the Frost Foundation funded a 2006 renovation of the entire building, including the Edwin Frost Whited Room and the Centenary Alumni Hall of Fame.

C

campaign –

capitalize this when referring to the full and proper title of a major fundraising drive, such as the *Comprehensive Campaign*; use "the campaign" (lower case) in subsequent references.

campus –

Lowercase campus, even when used with Centenary: the *campus*, the Centenary *campus*

campuswide –

One word, no hyphen

"That e-mail was sent campuswide."

"The campuswide distribution was a success."

capital – In the geographic sense, the city where a seat of government is located. Do not capitalize. In the financial sense, *capital* describes money, equipment or property used in a business. See also *capitol*.

capitol – Capitalize *U.S. Capitol* when referring to the building in Washington, D.C., or *Louisiana Capitol* when referring to the building in Baton Rouge. Also see *capital*.

capitalization –

- Many proper names combine a formal name with a generic or descriptive term (Centenary College, Centers of Excellence, President Schwab, the Department of Communication)

- Capitalize *only* when using the full, formal title, *except* in the case of *College*. After the first mention, an official name is often replaced by the generic term alone, which should be lowercased: *The Department of Communication is pleased to announce a new position. The position will greatly increase the department's efficiency.*

- A *the* preceding a proper name, even if it is part of the formal title, is lowercased in running text: *Please donate to the Centenary Annual Fund.* Does not apply to titles of works.

- Articles, prepositions, and coordinate conjunctions should be lowercase in titles unless they are the first or last words; lowercase *the* and *to* in infinitives.

- "The Last of the Mohicans"
- "A Rage to Live"

- In addition to published books (except reference works), pamphlets, newspapers, and periodicals, the titles of long poems, plays, major musical works, paintings, records, compact discs, audio cassettes and videocassettes, radio and television programs, and movies are capitalized and set in italics and quotation marks (per AP Stylebook):

- a story in the *Bossier Press-Tribune*, *The New York Times*, *The (Shreveport) Times*
- an article in *U.S. News and World Report*

- Shakespeare's "*Merchant of Venice*"
- the film "*Red Dragon*"
- the television programs "*Good Morning America*," "*The Mary Tyler Moore Show*," or "*Tonight*" show
- the radio program "*All Things Considered*"
- "*Don Giovanni*" by Mozart
- El Greco's "*View of Toledo*"
- "*The Pearl*" by Steinbeck
- *Webster's New World Dictionary of the American Language, Second Edition*
- *Encyclopaedia Britannica*

catalogue – Not catalog

Centenary Fitness Center and Natatorium –

Completed in November 2000. The Center expands the W.A. Haynes Memorial Gymnasium, which was built in 1936; its name honors a Shreveport oilman who was a generous benefactor of Centenary programs of the 1920s and 30s. In 1985, the gymnasium was renovated through gifts from friends of the College. The former Haynes Gymnasium was renamed the W.A. Haynes Memorial Courts. There is also a W.A. Haynes Memorial Conference Room.

Centenary Square –

Added to the campus in 1998. It houses the Departments of Education and Psychology, Department of Public Safety, and nonprofit organizations.

cents –

- Spell out the word, lowercase and use figures for amounts less than a dollar: *5 cents, 12 cents.*
- Use the dollar sign and decimal system for amounts larger than a dollar: *\$1.01, \$2.50.*

chairman or chair –

- Use chair instead of chairman: *the department chair*
- Chairwoman or chairman may be used with a name, although Chair is preferred: *Chairwoman Beth Leuck, Chairman William Johnson, Chair Lisa Nicoletti*

cities –

For a list of cities that may stand alone and do not require state/country identification, see *state names* (page 16).

Atlanta	Milwaukee
Baltimore	Minneapolis
Boston	New Orleans
Chicago	New York
Cincinnati	Oklahoma City
Cleveland	Philadelphia
Dallas	Phoenix
Denver	Pittsburg
Detroit	St. Louis
Honolulu	Salt Lake City
Houston	San Antonio
Indianapolis	San Diego
Las Vegas	San Francisco
Los Angeles	Seattle
Miami	Washington

class years –

- Put an apostrophe before a class year: *John Doe '87*
- Lowercase “*class of 1999*”

class names, class standing –

Lowercase class standings: *freshman, sophomore, junior, senior, graduate student, undergraduate student*

Cline Residence Hall –

Named for the 29th President of Centenary. It opened in 1963 and houses 200 students.

college –

- Capitalize full names or short forms:
Centenary College of Louisiana
Centenary College
Centenary
- Lowercase *college* when used alone, as a general term:
The college community
During your college days...
- Capitalize *College* when referring specifically to Centenary:
The College is pleased to announce ... (Exception: news releases that follow AP news style will use lowercase.)
the College faculty
the policies of the College
- Use shortened forms only after the full name of the College has been given.
Centenary College of Louisiana, then:
Centenary College
Centenary

colons –

- Do not use a colon after a verb or a preposition:
Correct: *A resume should include educational background, workexperience, and any knowledge of foreign language.*
Incorrect: *A resume should include: educational background, workexperience, and any knowledge of foreign language.*
- Use one space after a colon.

commas –

- In a series, use commas to separate elements in a series, but do not put a comma before the conjunction in a simple series: *The flag is red, white and blue.*
- Put a comma before the concluding conjunction in a series, however, if an integral element of the series requires a conjunction: *I had orange juice, toast, and ham and eggs for breakfast.*
- Use a comma before a conjunction connecting two independent clauses: *Biology 101 is required for the major, and students should complete it during their freshman year.*
- A word, phrase, or clause that is in apposition to a noun and that is parenthetical is set off by commas:
 - *Washington, D.C., is...*
 - *My wife, Amanda, works...*
 - *I live in Bossier City, which I enjoy very much.*

• If, however, the word, phrase, or clause is restrictive (identifies or restricts the meaning of the noun), commas should not be used:

- *My sister Ellen works...* (*the speaker has more than one sister*)
 - *Milton's work Paradise Lost was...*
 - *The book that I received for Christmas...* (*use that, not which, in restrictive clauses*).
- For dates and times, use the following guidelines:
- *December 7, 1941, was...*
 - *December 1941 was...*
 - *The program is scheduled for 8:30 p.m., Tuesday, January 8, 2003.* (*In news releases use Jan. 8*)
- With hometowns and ages
- *Rick Jones, San Diego, Calif., was at the meeting.*
 - *Mary Richards, age 48, was present.*

commencement, convocation –

- Lowercase when used to refer to commencement or convocation generally:
"Centenary's 100th commencement was held May 10, 2008."
"More than 2,000 people attended the Centenary College commencement ceremonies."
- Capitalize when followed by the specific year:
"Centenary College celebrated Commencement 2008 in grand style."

concise writing –

Centenary communicators need to respect readers' time and attention by avoiding wordiness. Prefer the simplest synonym unless a more complex one adds needed precision. A list of wordy constructions and substitutions for them follows:

afford an opportunity . . . let, allow, give a chance
are desirous of desire, wish, want
are in receipt of have
at an early date soon
at a later time later
at the present time now
at this point in time now
at this point now
beneficial aspects benefits
by means of by
comes into conflict conflicts
despite the fact that despite
during the course of during
effect an improvement effect
for the purpose of to
for the reason that because
give consideration to consider
have a need for need
in addition to besides
in agreement with agree
in a timely manner soon, on time
in close proximity to near
in large measure largely, mainly, chiefly
in order to to, for
in regard to regarding
in the absence of without
in the course of during
in the event that if
in the very near future soon, immediately
in view of the fact that because, since
make a determination that determine
make an adjustment in adjust

make provision for provide
make the assumption that . . . assume
not in a position to cannot
take action act, do
take appropriate measures . . . act accordingly
take into consideration . . . consider
the extent to which how much
to a large extent largely, mostly
until such time as until
with the exception of except (for)
with the knowledge that . . . knowing, aware
without further delay now, immediately

council, counsel

- A *council* is a convening body. A *counsel* is someone who advises.

courses –

- The full names of courses are capitalized. In text, the discipline and course number should be set in roman (not italic type) and the course title should be italicized. His favorite course was History 307, *History of England and Great Britain*

coursework –

One word. Generally refers to the courses taken for degree credit.

Crumley Memorial Gardens –

These beautifully landscaped gardens, where azaleas bloom each spring, were a 1954 gift of the late Howard Crumley and Mrs. Crumley in memory of their son, David Howard Crumley.

curriculum/curricula

Curriculum is singular. Curricula and curriculums are plural.

D

dates –

- Do not separate month and year sequences with a comma: *June 2006*, NOT *June, 2006*.
- Use both the day and date in media releases: *The event will be Thursday and Friday, April 6-7*. This is a variation from the *Associated Press guide*, which recommends using either one or the other, but not both. Use cardinal numbers — *1, 2, 3, 7, 14* — rather than ordinal numbers — *1st, 2nd, 3rd, 7th, 14th* — for dates.
- Use a hyphen for continuing or inclusive dates: *The 2006-07 academic year* or *The meeting is Jan. 8-12*.
- Do not use a hyphen as a substitute for the word “to”: *She taught from 1985 to 2006*

datelines –

- When putting a dateline on a news release, writers should use the city and state designation based on where the information was gathered for the story. Most

of the media releases will be datelined *SHREVEPORT, La.*

- The Associated Press lists numerous American and international cities that are so well known that a state or country designation is unneeded when they are used. Consult the AP Stylebook for those instances. See also cities and state names

dean – Capitalize when it is used before someone’s name, and lowercase otherwise: *Dean Odom, Dean Jim Smith, the dean said*.

dean’s list – Always lowercase.

degrees –

- Do not use periods: *BA, BS, MA, MS, MBA, PhD, MD, RN*
- Since the information is parenthetical, enclose it in commas in running text: *John Doe, PhD, hails from Dallas, Texas*.
- Form the plural by adding s with no apostrophe: *MAs*.
- Capitalize degrees when they follow a name: *Jane Smith, Doctor of Law*.
- Lowercase short forms and degrees referred to in general terms: *bachelor of arts degree, master’s, doctorate*

degrees with distinction –

High-achieving graduates may be honored with one of three levels of distinction:

- *cum laude* – “with praise”
- *summa cum laude* – “with great praise”
- *magna cum laude* – “with highest praise”

Because they are Latin, treat them as foreign phrases and italicize them.

departments –

- Capitalize a department’s full, formal name: *Department of Music*
- Use lowercase, unless the word is normally capitalized in text: *English department, biology department, sociology and anthropology department*.
- Lowercase department when used alone

director – Capitalize when used as a title before a person’s name. Lowercase otherwise.

disciplines, majors, and programs –

- Lowercase the names of disciplines, majors, and undergraduate and graduate programs: *physics and engineering program, biology, courses in chemistry, environmental science courses, accounting major, interdisciplinary studies, “multimedia studies”*
- Capitalize discipline when part of the department name: *Department of Health and Exercise Science, Health and Exercise Science Department*
- Capitalize disciplines when used to indicate a course: *Sociology 202*
- Capitalize proper names within the names of majors and disciplines: *American studies, French literature*

• Capitalize the formal names of other campus programs: *First-Year Experience Program, The Centenary Plan*

• You can abbreviate the name of the program on second reference if given in full on first reference: *First-Year Experience, FYE*

divisions –

• Capitalize full names and short forms: *Division of Humanities, Humanities Division*

• Lowercase in general terms: *humanities courses, social sciences requirements*

• Lowercase *division* when used alone. *Faculty in the division will meet today at 2 p.m.*

doctor –

• Use *Dr.* in first reference as a formal title before the name of an individual who holds a doctor of dental surgery, doctor of medicine, doctor of osteopathy or doctor of podiatric medicine degree: *Dr. Jonas Salk*.
• If appropriate in the context, *Dr.* also may be used on first reference before the names of individuals who hold other types of doctoral degrees. However, because the public most often identifies *Dr.* only with physicians, care should be taken to assure that the individual's specialization is stated in first or second reference. It occasionally is necessary to identify an individual as a medical doctor, for instance, when research is being conducted by physicians and biologists.

• Do not use *Dr.* before the names of people who hold honorary doctorates. Do not continue to use *Dr.* on second reference.

dollars –

• Use figures and the \$ sign in all except casual references or amounts without a figure: *The textbook cost \$21. Dollars are flowing into the campaign.*

• For specified amounts, the word takes a singular verb: *He said \$500,000 is enough to create an endowed scholarship.*

• For amounts above \$1 million, use numerals out to two decimal points: *The campaign raised \$1.05 billion. The building cost \$4.36 million.*

• For amounts less than \$1 million: *\$4, \$27, \$111, \$1,024, \$100,000.* See also cents.

dorm, dormitory – Use *residence hall*.

E

e.g. –

Means “for example”; do not confuse with i.e., which means “that is.” It is followed by a comma.

e-mail –

Use the hyphen. No need to capitalize.

emeritus –

Emeritus is the singular, masculine form. For references to women, use *emerita* (singular) or *emeritae* (plural). *Emeriti* may serve as the plural for a group that is composed of men only or both men and women. *Emeritus* is lowercase in all forms (unless used before a name as a formal title).

endowed chairs –

The Cornelius D. and Florence Gillard Keen Chair of Physics –

In 1972, the Keen Chair of Physics was endowed by Dr. Cornelius D. and Florence Gillard Keen as a testimony of their belief in superior liberal arts education.

The T. L. James Chair of Religion –

In 1975, T. L. James and Company, Inc. of Ruston, La., endowed a Chair of Religion in memory of T. L. James, a long-time supporter of Centenary College and the United Methodist Church.

The Gus S. Wortham Chair of Engineering –

The Gus S. Wortham Chair of Engineering was established in 1977 by the Brown Foundation of Houston in honor of Gus S. Wortham, a Houston business and civic leader.

The William C. Woolf Chair of Geology –

The William C. Woolf Chair of Geology was established in 1978 by the Woolf Foundation of Shreveport. The Trustees of the Foundation requested that the Chair be named in honor of the late William C. Woolf, Shreveport oilman and civic leader.

The Willie Cavett and Paul Marvin Brown Jr. Chair of English –

In 1980, the Willie Cavett and Paul Marvin Brown Jr. Chair of English was endowed by Mr. and Mrs. Paul M. Brown Jr. as an expression of their commitment to church-related higher education.

The Samuel Guy Sample Chair of Business Administration

–

The Samuel Guy Sample Chair of Business Administration was established in 1983 by members of Mr. Sample's family in his honor. Mr. Sample was a pioneer in the early twentieth-century business world of North Louisiana.

The Mary Warters Chair of Biology –

The Mary Warters Chair of Biology was established in 1984 by friends and former students of Dr. Warters, including many physicians and dentists who wished to recognize the excellence she exhibited in her teaching.

The Ed and Gladys Hurley Chair of Music –

The Ed and Gladys Hurley Chair of Music was endowed by a trust fund in 1984. This Chair epitomized the

generous support and leadership of the Hurley's over many years in their relation to Centenary's Hurley School of Music.

The George A. Wilson Chair of American Literature –
The George A. Wilson Chair of American Literature was endowed in 1988 by a trust fund from the late George A. Wilson, a Centenary Alumnus, and the Eminent Scholars Fund from the State of Louisiana.

The Velma Davis Grayson Chair of Chemistry –
The Velma Davis Grayson Chair of Chemistry was endowed in 1988 by a bequest of the late Velma Davis Grayson, and by a grant from the Eminent Scholars Fund from the State of Louisiana.

The Caroline and Ed Crawford Chair of Liberal Arts –
The Chair of Liberal Arts was established in 1989 to provide enhancement, promotion, and support of liberal education. The endowment was made possible by the Crawford family and the Eminent Scholars Fund from the State of Louisiana.

The Mattie Allen Broyles Inaugural-Year Chair –
The Mattie Allen Broyles Inaugural-Year Chair was established in 1994 by Mr. and Mrs. Harvey Broyles with the support of a grant from the Eminent Scholars Fund of the State of Louisiana. In commemorating Mr. Broyles' mother, the donors wished to assist the college in recruiting faculty of the highest caliber by supporting a rotating chair that would help new professors establish their research programs at Centenary College.

The Arthur and Emily Webb Professor of International Studies –
The Arthur and Emily Webb Professor of International Studies was instituted in 1994 by Mr. and Mrs. Harvey Broyles with the support of a grant from the Eminent Scholars Fund of the State of Louisiana. The chair honors the parents of Donald Webb, President Emeritus of Centenary College, and on a rotating basis supports visiting faculty from both within and outside of higher education in teaching and research related to international studies.

The Charles T. Beard Chair of Philosophy –
The Charles T. Beard Chair of Philosophy was inaugurated in 1993 by Dr. Charles T. Beard, Shreveport businessman, journalist, and teacher of philosophy, in an expression of his high esteem for the discipline of philosophy and his recognition of its centrality in a liberal arts education. While focusing on philosophy as a primary mission, the chair has a secondary focus on mathematics and/or the sciences and seeks to develop linkages and innovative programs with those disciplines. –

The Rudy and Jeannie Linco Eminent Scholars Chair of Business Administration –

The Rudy and Jeannie Linco Eminent Scholars Chair of Business was established in 1995 with a bequest from the Estate of Mr. and Mrs. A.J. "Rudy" Linco and a grant from the Eminent Scholars Fund of the State of Louisiana. In memory of the Lincos' entrepreneurial successes.

The Allen Harvey Broyles Eminent Scholars Chair of Computer Science and Mathematics –
The Allen Harvey Broyles Eminent Scholars Chair of Computer Science and Mathematics was established in 1995 by Alberta Broyles in memory of her late husband, and with the support of a grant from the Eminent Scholars Fund.

The Mary Amelia Douglas-Whited Eminent Scholars Chair in Neurobiology –
The Mary Amelia Douglas-Whited Eminent Scholars Chair in Neurobiology was established in 1996 by Edwin F. Whited in memory of his late wife, philanthropist and civic leader, and with the support of a grant from the Louisiana Board of Regents Eminent Scholars Fund.

The R.Z. Biedenharn Eminent Scholars Chair in Communication –
The Biedenharn family established the R.Z. Biedenharn Eminent Scholars Chair in Communication in honor of civic and business leader R. Zehner Biedenharn. The Louisiana Board of Regents matched the Biedenharns' gift in 1999 as one of the first super chairs in the state, funded at twice the amount of most endowed chairs.

The Bill and Sarah James Eminent Scholars Chair in Psychology –
The Bill and Sarah James Eminent Scholars Chair in Psychology was established in 2001 through an endowment provided by their family and an award from the Louisiana Board of Regents Support Fund Endowed Chairs Program. Bill and Sarah James of Ruston are remembered as servant-leaders who improved many lives through their works.

The Albert Sklar Eminent Scholars Chair in Chemistry –
The Albert Sklar Eminent Scholars Chair in Chemistry was established in 2001 through an endowment provided by the Sklar family and an award from the Louisiana Board of Regents Support Fund Endowed Chairs Program. Albert Sklar of Shreveport was an astute businessman who figured prominently in the advancement of Centenary College and the Shreveport-Bossier community.

equal-opportunity statements –
The College has a responsibility to clearly communicate its commitment to equal opportunity in education and employment and to making its programs and services accessible to those with disabilities. Use these statements as appropriate:

- Major publications, such as catalogs and long recruitment pieces, collegiate bulletins, employee handbooks, and application forms—

Centenary College complies with applicable laws prohibiting discrimination, including Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Executive Order 11246, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Adjustment Assistance Act, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or veteran status in admission or access to, or treatment of employment in, its programs and services. Inquiries and concerns may be directed to Tracy Maranto-Phillips, Director of Human Resources, 2911 Centenary Blvd., Shreveport, La., 711034, 318.869.5191

- Most other publications, including recruitment publications specific to departments and divisions—

Centenary College complies with applicable laws prohibiting discrimination on the basis of race, color, religion, national origin, sex, age, disability, or veteran status in employment or in any program or activity offered by the College.

- For posters, advertising, and publications in which space is severely limited—

Centenary College is an equal-opportunity educational institution/employer.

- For College, departmental, or divisional events and activities, someone in the sponsoring department or division should be made responsible for handling requests for accommodations for people with disabilities, and the access statement below should appear in registration materials, invitations, fliers, etc.—

To request disability accommodations, please contact {name, department, address, phone number, e-mail}.

ethnicity and race –

- Writers should identify a person’s ethnicity or race *ONLY* when pertinent to the story. Use ethnic identifiers such as *Asian American*, *European American*, *Latin American* or *African American* in equal manner.
- The Associated Press prefers the use of *black* and *white* when referring to race. Writers should recognize that race is a social or cultural construct rather than a biological one.
- Writers should be as specific as possible when writing about race and ethnicity. Referring to a student who is from Colombia as a *Colombian*, rather than the more generic *Hispanic*, gives a reader more information and helps avoid stereotypes

F

faculty/staff –

These are singular nouns referring to groups; use them as such: *Our faculty is world-class*. To make *faculty* or *staff* plural, use *staff members* or *members of the faculty*, etc. There is usually no need to capitalize *faculty* or *staff* in text.

- When writing about the faculty as a whole, *faculty* should be treated as a collective noun and take a singular verb: *The faculty is in favor of the new schedule*.
- When writing about individuals, use *faculty members* to avoid noun-verb difficulties: *Five faculty members are teaching abroad*.

fax – Acceptable in all references as a short version of *facsimile* or a *facsimile machine*.

FAQ –

This abbreviation for *frequently asked questions* is acceptable for Web usage but not for print publications.

farther, further –

farther refers to linear distance, *further* to extent or degree.

fellow –

- When referring to recipients, capitalize *fellow* if it is used with the name of the specific fellowship: *Mary Smith is a Sturgis Fellow*.
- Lowercase if it stands alone: *The fellows will meet at noon*.
- Lowercase *fellow* when referring to faculty members of a college: *Covington Smith, a fellow at Jones University*

Feazel Instrumental Hall –

Dedicated in 2002, is named in memory of Cynthia Day Feazel and Lallage Feazel Wall. It is designed to allow tuning of the 3,000-foot oval-shaped space for various rehearsal and performance requirements.

fields –

- *Mayo Field* (soccer field named in memory of Lewis E. Mayo III)
- *Jones-Rice Field* (named in memory of Marshall Carl Jones and Alexander Rice)
- *Shehee Field* (baseball field and stadium named in honor of W. Peyton Shehee Jr.)

First Year Experience – Capitalize the name of this program, which provides orientation for new students.

fractions –

- Spell out fractions less than one: three-fifths, four-sixteenths.

• Use figures for amounts above one, using decimals where possible: $1\frac{3}{4}$ or 1.75.

freshman, freshmen –

- Use *freshman* as a singular noun or an adjective: *He is a freshman, the freshman class.* Use *freshmen* as the plural: *All of the freshmen attended.*
- Avoid use of the informal *frosh*.

Frost Memorial Fountain and Rose Garden -

This lovely garden, in front of the Student Union Building, was a gift (1954) of Edwin Frost Whited in memory of his grandfather, Edwin Ambrose Frost.

fundraiser, fundraising – One word, no hyphens

G

gardens –

- *Centenary Entrance Garden* (next to Jones-Rice Field, a gift of Mr. and Mrs. Paul R. Davis and the Community Foundation of Shreveport-Bossier, 1984)
- *Class of 1948 Garden* (on Sculpture Green, a gift of the Class of '48)
- *Crumley Memorial Gardens* (named in memory of David Howard Crumley)
- *Curtis Garden* (named in memory of Wayne Curtis '69)
- *Frost Memorial Fountain and Rose Garden* (in memory of Edwin Ambrose Frost)
- *Hodges Rose Garden* (named in memory of Addie Reynolds Hodges and Maggie Hodges James)
- *Lambert Garden* (beside Music Library; named in memory of Gordon Houston Lambert)
- *Morehead Sculpture and Garden* (near Hamilton Hall entrance, in memory of S.D. Morehead PhD.)
- *Peavy Garden*
- *Sculpture Green*

Gold Dome –

Completed in 1971, this excellent physical education facility with the geodesic dome serves as the home basketball and volleyball court and gymnastics arena for the Centenary Gentlemen and Ladies. It also houses the Donnie R. Wilhite Media Room.

goodbye – Not *goodby*.

good, well –

- *Good* is an adjective that means something is as it should be or is better than average: *He is a good student.*
- When used as an adjective, *well* means suitable, proper or healthy: *She is feeling well.* When used as an adverb, *well* means in a satisfactory manner or skillfully: *She paints well.*
- Do not use *good* as an adverb.

good will (n.), goodwill (adj.)

grade point average (GPA) –

Spell out on first reference; GPA is acceptable thereafter, without periods. For example, "*Honors scholars are expected to earn a 3.25 grade point average; she has a 3.5 GPA.*"

Greek –

- Capitalize whether referring either to the nationality or to fraternity members. Also capitalize names of fraternities and sororities: *Omega Psi Phi Fraternity, Alpha Delta Pi Sorority.*
- Do not use the Greek alphabet or informal abbreviations such as *ADPi*. Use the full name and spell them out.

Fraternities

Kappa Alpha

Kappa Sigma

Theta Chi

Tau Kappa Epsilon

Sororities

Zeta Tau Alpha

Chi Omega

gymnasium –

- *Haynes Gymnasium in the Centenary Fitness Center*

H

Hamilton Hall –

The administration building, completed in 1971, was largely the result of gifts by the late Mr. and Mrs. David Philip Hamilton. Mrs. Hamilton was a trustee of the College and a member of the first Centenary class to graduate in Shreveport.

hangar, hanger – A *hangar* is a building for aircraft. A *hanger* is for clothes.

Hargrove Memorial Amphitheatre –

A gift of Mrs. R. H. Hargrove and her children, built in memory of her husband, Mr. Reginald H. Hargrove. It is used for convocations, plays, and concerts

- Acceptable alternative: Hargrove Band Shell (note *Band Shell* as two words)
- Amphitheatre Note the "_re" spelling

Hardin Memorial Residence Hall (formerly the John A. Hardin Memorial Residence Hall) – Opened in 1958 for 68 women residents; its name honors a former dean and professor of mathematics at Centenary.

Hispanic –

- This is the AP Styleguide's preferred term to refer to someone whose ethnic origin is in a Spanish-speaking country; however, the AP Stylebook says that *Latino* (m.) and *Latina* (f.) are acceptable for someone who prefers their use. To help avoid stereotypes, use a more

specific term when possible, such as *Colombian*, *Puerto Rican* or *Mexican*. Do not refer to people of Portuguese or Brazilian descent as *Hispanic*.

historical periods and events –

- Capitalize the names of widely recognized epochs in anthropology, archaeology, geology and history: *the Bronze Age*, *the Pleistocene Epoch*, *the Middle Ages*.

- Also capitalize widely recognized popular names for periods and events: *the Civil War*, *Reconstruction*, *the Great Depression*, *Prohibition*, *the Summer of Love*, *the Roaring '20s*.

- Lowercase century: *the 18th century*.

- Capitalize only the proper nouns or adjectives in general descriptions of a period: *ancient Greece*, *the Victorian era*, *the fall of Rome*.

Hodges Rose Garden -

In 1983, through gifts from Mr. and Mrs. G. W. James, this garden was constructed and endowed in the memory of Mrs. Addie Reynolds Hodges and Mrs. Maggie Hodges James, the grandmother and mother of the donors. This beautiful garden has over 20 different types of plants and provides a peaceful setting for study and relaxation.

homecoming –

capitalize only when the year immediately follows. *Join us at the Gold Dome for Homecoming 2008*.

The homecoming bonfire will be at the Gold Dome.

home page – Use as two words for the main page of a Web site.

honor system –

All students are bound by the Honor System which is applicable to all academic work. The Honor Code is administered through an Honor Court composed of student justices who are elected through nominations from both faculty and students. The complete Honor Code is stated in the Honor Court Constitution contained in the *Centenary College Student Handbook*. The Honor System is based upon the premise that honor is fostered, not forced, and that it can be fostered only through the willing and earnest efforts of both faculty and students.

honorary degrees –

do not use “Dr.” before the name of an individual whose only doctorate is honorary. Exceptions may be made for formal college documents or on mailings acquired from Banner.

however –

Avoid beginning a sentence with *however*.

Hurley Music Building (Formerly the Ed E. Hurley Memorial Music Building and the Gladys Hurley School of Music) -

Honors the memory of the late Mr. and Mrs. Hurley, long-time patrons of the College. The Gladys Hurley

Memorial Music Library was constructed in 1990. The Anderson Auditorium, formerly the Hurley Recital Hall, was substantially renovated in 2002 and named in honor of Chairman of the Board of Trustees William G. Anderson and Mrs. Anderson and Mr. and Mrs. Henry Feazel Anderson.

hyphens –

When compound modifiers precede a noun, hyphenation makes for easier reading: *open-mouthed gape*. It is never incorrect to hyphenate descriptive compounds before a noun except those compounds formed by an adverb ending in *-ly* plus an adjective. Those are not hyphenated because ambiguity is virtually impossible: *A smartly dressed man*; but *A well-dressed man*.

I

incorporated – Abbreviate and capitalize as *Inc.* when used as part of a corporate name. Do not set it off by commas: *Tyson Foods Inc.*

information technology – On second reference, *IT* is permissible when used as a modifier: *IT resources*, *the IT Research Institute*.

initials –

Use a space between initials: *E. M. Forster*.

Internet –

Capitalize. Same for *Web*, *Web site*, *World Wide Web*.

Institute, institute –

- Capitalize when part of official title: *“The Institute of Arctic Biology...”*

- Lowercase in other instances: *“The institute...”*

italics –

See capitalization, italics, and quotation marks in titles of works.

J

Jackson Hall –

The present structure was erected in 1941 on the site of the first Jackson Hall (1908), both named for the original location of the College in Jackson, La. It was completely remodeled in 1988 with a grant from the Frost Foundation and gifts from individual donors to furnish and endow the rooms. A computer laboratory was installed in 1994.

James Residence Hall (Formerly the T. L. James Residence Hall) -

This dormitory was a gift of the T. L. James family of Ruston, La.

Jr., Sr., II, III –

- Abbreviate when used with the full name of someone.
- Do not set off by commas: *Mike Smith Jr. or Bill Jones III*. The notation *II* or *2nd* may be used if it is the individual's preference. Note that *II* and *2nd* are sometimes used for a nephew or grandson

Jones-Rice Intramural Field -

Dedicated in 2000, was a gift of James Marshall Jones, Jr. and Marshall Carl Rice in memory of their grandfathers, Marshall Carl Jones and Alexander Rice. Also contributing were the Spring 2000 Human Relations Class, the John H. Meldrum Jr. Family, and Samuel P. Peters Jr.

K

keynote address, keynote speaker – Use lowercase.

kickoff (n.), kick-off (adj.), kick off (v.)

L

Latino (m.), Latina (f.) – Although the Associated Press prefers the term *Hispanic* to describe someone from a Spanish-speaking country, it allows use of *Latino* or *Latina* for a person who prefers use of those terms.

laws – Capitalize legislative acts but not bills: *the Freedom of Information Act, the gambling bill*.

lay, lie –

- The action verb is *lay*, and it takes a direct object: *She lay the textbook down*. Its past tense and past participle is *laid*: *Yesterday, he laid blame on the defendant*. Its present participle is *laying*: *The mason is laying the sidewalk*.
- When *lie* refers to reclining on a horizontal plane, it does not take a direct object: *The dog lies in the grass*. The past tense is *lay*: *He lay on the beach yesterday*. The past participle is *lain*: *She has lain down for a nap*. The present participle is *lying*: *The student is lying on the couch*.
- When *lie* means to make a false statement, the verb forms are *lie, lied* and *lying*.

liberal arts (n.), liberal-arts (adj.)

lectern, podium, pulpit, rostrum – A speaker stands *behind a lectern, on a podium or rostrum or in the pulpit*.

M

Magale Memorial Library (*formerly the John F. Magale Memorial Library*) – Academic heart of the College, was named for John Magale, a Shreveport oilman and major contributor to the College during his lifetime. It also includes the Donald A. Webb Seminar Room, named in 2002 in honor of the former Centenary President from 1977-91.

magazine names – Italicize the names of magazines. Lowercase *magazine* unless it is part of the name: *Harper's Magazine, Time magazine, Forum magazine, Research Frontiers magazine*.

majors –

Do not capitalize unless there is a proper noun: *anthropology major; English major*.

Marjorie Lyons Playhouse –

One of the most beautiful and well-equipped college theatres, was a 1958 gift of trustee Charlton H. Lyons and his family.

markers (campus) –

- *Mable E.Y. Smith East Marker*
- *Harry Balcom West Marker*

mascot – The Catahoula Cur is the official mascot of the Centenary College. The live Catahoula currently used as a mascot is named Skeeter.

Lewis E. Mayo III Soccer Field –

Dedicated in 2002, is named in memory of the Houston, Texas firefighter who died in the line of duty in 2000.

Meadows Museum of Art at Centenary College –

In 1976, through a gift of the late Algur H. Meadows, an alumnus, this building, which housed administrative offices from 1925-71, was transformed into a lovely art center; on permanent display in it is the Jean Despujols Collection of Indochinese Art.

Mickle Hall of Science (*formerly Joe J. Mickle Hall of Science*) –

The late Joe J. Mickle was President of Centenary from 1945-1964. The science building was completed in 1950 and named for him in 1964. Located in this facility are the Barrow physics laboratories, and the Ken and Celia Carlile Auditorium, renovated and dedicated in 2001 in memory of Geology Professor Dr. Austin A. Sartin. W. Russell Barrow furnished the laboratories in honor of his mother, the late Addie Johnson Barrow. In addition, Mr. and Mrs. George Wray were major contributors to the establishment of the building.

midnight – Do not put 12 in front of it. It is part of the day that is ending, not the one that is beginning. See the *times* entry.

lists –

- Following are some general guidelines for the use and punctuation of vertical and run-in lists.

- *Vertical lists* are set off from the body text—so they catch the reader's attention. A vertical list is also the best way to organize lists with items that are lengthy or contain two or more sentences.

- *Vertical lists may be bulleted or numbered.*

- In a *bulleted list*, the bullet takes the place of punctuation (such as commas or semicolons) between items in a list. Don't use any punctuation at the ends of bulleted items that are not sentences. There is also no need for a concluding period at the end of a bulleted list, even when that list continues a sentence—that lone period will look lost down there.

The benefits of membership include:

- *special invitations to all UA sporting events*

- *The Sportsfan, the club's bimonthly newsletter*

- *a Sports Club hangtag*

- *free T-shirts for each member and his/her spouse*

- When your bulleted items are sentences, capitalize the first letter of each and use appropriate end punctuation. When they consist of single words or phrases, lowercase is best.

To help make your college experience a pleasant and successful one, keep these suggestions in mind:

- *Register for classes.*

- *Show up for classes.*

- *Buy the required books.*

- *Don't get expelled.*

- Keep your bulleted lists consistent. If some of the items in a list are sentences, make all of them sentences. If some items begin with verbs, begin all items with verbs. In short publications, such as brochures, try to structure all your lists the same way—either sentences or not. In longer works, some variance is acceptable.

- It is usually best to indent your bulleted list from the surrounding copy. Consider the density of the surrounding copy and whether your list might get lost, even with the bullets.

- In a numbered *vertical list*, each item is preceded by a number or letter followed by a period. Use numbered lists when you'll want to refer back to specific items (e.g., "as in item 15 above"). Numbers (as opposed to letters) are best used when sequential order is important, because that's what numbers imply to readers.

- Following are some guidelines for punctuation of numbered lists:

1. Align letters or numbers vertically along the periods that follow them (usually called decimal alignment or decimal tab), and align the text one space to the right. Second and subsequent lines of text should be aligned under the first letter of the first line of text (hanging indent).

2. Reserve the (1), (2), (3) or (a), (b), (c) format for run-in lists.

- A *run-in list* (one not broken out in vertical style) should suffice if your list is short or if the items within the list are short. Run-in lists take up less space than vertical lists, but they're harder to read.

- If you plan to refer back to specific items in the list, enumerate the items with letters or numbers. Otherwise, simply separate the items with commas or semicolons.

- Enumerate the items in a run-in list with numbers or letters enclosed in parentheses. There is no period or other punctuation enclosed within the parentheses, and there is no space between the number or letter and parentheses. Put one space between the closing parenthesis and the word that follows.

- Use commas or semicolons to separate enumerated items exactly as you would if there were no (1), (2), (3), or (a), (b), (c).

months –

- Spell out the names of months when they stand alone.

- Abbreviate *Jan., Feb., Aug., Sept., Oct., Nov.* and *Dec.* when they are used with specific dates: *The College suspended classes on Dec. 21, 2007, because of a snow storm.*

- When a phrase lists only a month and year, don't separate by commas: *Classes began in February 1872.*

- In tabular material, three-letter abbreviations may be used for all months.

Moore Student Union Building (*formerly the Randle T. Moore Student Union Building*) –

Known as the "SUB", it was built in two stages: the first, in 1938; the second, in 1958, with the generous support of the benefactor whose name it bears. During the summer of 2005, the SUB underwent major renovations as a result of significant grants and gifts from the Booth-Bricker Fund, Frost Foundation, Grayson Foundation, and Schlieder Education Foundation.

N

names –

In text, first reference should include full name; in later references use the last name only. Repeat the first name only to avoid confusion with someone else.

nicknames – The official nicknames of Centenary College are the *Centenary Ladies and Gents*.

noon – Do not put 12 in front of it. See the *midnight* and *times* entries.

numbers –

- Spell out one through nine, use numerals for 10 and up.
- Spell out any number beginning a sentence.
- Ages are hyphenated: *24-year-old man*.
- Where many numbers occur within a paragraph or sentence, maintain consistency in the immediate context: *Five or fifteen years from now*.
- Use the same rules for ordinal numbers:
 - *second, ninth, 10th, 25th, 169th*
 - *Centenary's five golfers ranked first, third, 10th, 16th, and 23rd in the men's singles competition.*
- In scientific text, physical quantities, such as distances, lengths, or areas, should be expressed in figures; in ordinary text such quantities should be treated according to the rules above.
- Use figures for course numbers, course credits or units, scores, percentages, compound numbers, decimal fractions, and very large numbers:
 - *Art 121*
 - *5-credit course*
 - *5 percent*
 - *4 feet 7 inches*
 - *1.34*
 - *\$5 billion*
 - *3 million years ago*
- Also use numerals for page numbers:
 - *The footnote was on page 7.*

O

off campus, off-campus –

- Hyphenate when it is used as a modifier; no hyphen otherwise: *His apartment is off campus; He is an off-campus student.*

online – no hyphen

orientation –

Do not capitalize when used in a general sense or on second reference. Capitalize only when part of the name of an event or program.

over, more than –

- Traditionally, *over* refers to a spatial relationship: *The airplane flew over the stadium.*
- Use *more than* when writing with numbers and rankings: *She scored 5 points more than the average. The fee is more than \$3.*

P

page numbers –

- When referred to in text, capitalize *page* when used with a figure.
- When a letter is appended to the figure, capitalize it but do not hyphenate: *Page 1, Page 23, Page 20A.*

percent –

Use numerals and write out the word “percent” in running text: *Ninety percent of our graduates go to medical school.*

Sam P. Peters Building (*formerly the Samuel P. Peters Building*) –

Constructed in 1990, houses the Office of Admissions as well as literary documents, including those of Jack London and William Corrington. The second floor, completed in 2002, houses the Offices of Artist-in-Residence William Joyce. The building was made possible by a gift from Samuel P. Peters, 1939 alumnus and trustee.

PhD – The Associated Press prefers to say a person *holds a doctoral degree* rather than use the abbreviation, although it is allowable for lists or tabular material. The abbreviation stands for *Philosophiae Doctor*.

P.O. Box –

Periods in the abbreviation when used in editorial copy.

president –

As with other titles, capitalize *president* only when it precedes the individual's name or is part of another official title, and never when writing generally of the president or a president: *That's something for the president to decide. I'll ask President Smith in the morning. "president's office," Office of the President*

Presidents of Centenary College –

*College of Louisiana, Jackson, La.
1825 – 1845*

Jeremiah Chamberlain	1826-1829
James Shannon	1835 – 1840
William B. Lacey	1840 – 1845

*Centenary College
Clinton, Miss 1841*

Brandon Springs, Miss., 1841 – 1845

Thomas C. Thorton	1841 – 1844
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*Centenary College of Louisiana
Jackson, La.
1846 – 1907*

David O. Shattuck	1844 – 1848
A. B. Longstreet	1848 – 1849
Richard H. Rivers	1849 – 1853
John C. Miller	1855 – 1866
William H. Watkins	1866 – 1871
Charles G. Andrews	1871 – 1882
D.M. Rush	1882 – 1885
T.A.S. Adams	1885 – 1888
W.L.C. Hunnicutt	1888 – 1894
Charles W. Carter	1894 – 1898
Inman J. Cooper	1898 – 1902
Henry B. Carré	1902 – 1903
Charles C. Miller	1903 – 1906

*Centenary College of Louisiana
Shreveport, La.
1908 –*

William Lander Weber	1907 – 1910
Felix R. Hill	1910 – 1913
Robert H. Wynn	1913 – 1918

W.R. Bourne	1919 – 1921
George S. Sexton	1921 – 1932
Pierce Cline	1933 – 1943
Joe Mickle	1945 – 1964
Jack S. Wilkes	1964 – 1969
John Horton Allen	1969 – 1976
Donald A. Webb	1977 – 1991
Kenneth L. Schwab	1991 –

Presidents Pro Tem

Issac A. Smith	1829
Henry H. Gird	1829 – 1834
William Winans	1844
Benjamin M. Drake	1854
George H. Wiley	1888
R.E. Smith	1921
W. Angie Smith	1932 – 1933
Paul M. Brown	1943 – 1945

programs –

See disciplines, majors, and programs

punctuation –

- Good punctuation should direct a reader the way that good street signs guide a tourist. Bad punctuation can make reading miserable, leaving the reader lost at the loo when he wanted the *Louvre*.
- The space needed to cover all punctuation guidelines exceeds the space available here. In general, most guides agree that punctuation should either help clarity or not be used. Similarly, punctuation cannot save badly written sentences. Starting over with a new sentence is sometimes the best way to improve a sentence. Consult *The Elements of Style* by E.B. White and William Strunk Jr. for more detailed advice.

• *apostrophe* (')

See the possessives entry for use of an apostrophe to show possession.

- For contractions, use an apostrophe to show omitted letters: *I've* for *I have*, *it's* for *it is*, *rock 'n' roll* for *rock and roll*.
- Also use the apostrophe to show omitted numbers: *the '20s* for *the 1920s*, *the Spirit of '76*, *the class of '04*. Use an apostrophe for plurals of a single letter: *Mind your p's and q's*. *The Oakland A's*.
- Do not use an apostrophe to show plurals of numbers or multiple-letter combinations: *the 1960s*, *recite your ABCs*.

brackets []

- The Associated Press cannot transmit brackets to its media subscribers, so it converts brackets to parentheses. Brackets are traditionally used by a writer to add clarification or explanation to quoted material: *The professor said, "No more [final exams] will be given."*

colon

- The most frequent use of a colon is at the end of a sentence to introduce lists, tabulations, texts, etc.

Capitalize the first word after a colon if it is a proper noun or the start of a complete sentence: *She promised the class this: The lectures are necessary to understand the coursework*. But lowercase otherwise: *There are three considerations: time, money and desire*.

The Associated Press recommends using a colon to introduce a quote which is more than two sentences long and to end all paragraphs that introduce a paragraph of quoted material.

Colons are also used to separate hours, minutes and seconds in time: *He ran the mile in 3:56:07*; and biblical and legal citations: *Psalms 5:6, Louisiana Code 3:45-63*.

comma (,)

- The Associated Press recommends against using a serial comma in a simple series, such as *red, white and blue*. If a series includes a more complicated structure, the serial comma should be used to avoid ambiguity. Use a comma before the concluding conjunction in a series if an integral element of the series requires a conjunction: *She read Oliver Twist, Sense and Sensibility, and Anna Karenina*.
- Use a comma before the concluding conjunction in a series of complex phrases: *The university's mission includes the teaching of young minds, exploration of new fields of research, and outreach to communities in need of help*.
- Use a comma between adjectives of equal rank. If the comma could be replaced by the word *and* without changing the sense, the adjectives are equal: *a thoughtful, precise manor; a dark, dangerous street*. Use no comma if the last adjective before a noun outranks its predecessors: *a cheap fur coat; the new, blue spring bonnet*.
- Use commas to set off nonessential clauses and phrases: *The first summer session, which starts Thursday, will have a record number of students*.
- No commas around essential clauses or phrases: *The summer session that most students attend is in June*. Use a comma to separate an introductory clause or phrase from the main clause: *When he enrolled at the university, the process was simple*.
- Use a comma before a conjunction that joins two clauses that could each stand alone: *He went to class Monday, and the teacher gave a quiz*. No comma is necessary if the subject is not repeated in the second clause: *He went to class Monday and took a quiz*.
- Use a comma to introduce a complete one-sentence quotation within a paragraph: *He said, "The time is here."* Use a colon for multisentence or multiparagraph quotations. Also use a comma when attribution comes after the quote: *"The time is here," he said*. Do not use a comma at the beginning of a partial or indirect quote: *He said that the time "is here."*
- Use commas to set off an age: *Mike Smith, 19, enrolled*.

Commas can be used to set off a hometown: *Mike Smith, Shreveport, enrolled*. But: *Mike Smith of Shreveport enrolled*.

- Commas set off names of states or nations used with city names: *Shreveport, La., has 250,000 residents*; *The international student is from Edinburgh, Scotland*.
- Use a comma with yes or no: *Yes, I will make an A*.
- Use a comma in figures greater than 999 except for street addresses, broadcast frequencies, serial numbers and years: *18,921 students*; *1,632 answers*; *the year 2007*.
- Do not use a comma to set off *Sr., Jr., III, Co., Corp.* or *Inc.* For consistency, do not use them in names of buildings that have been named for companies or people either.

dash (-)

- Use dashes to denote an abrupt change in thought or an emphatic pause. Also use a dash to set off a series of words that would normally be set off by commas but which contains commas itself: *She listed the course goals – awareness, experience, explanation and resolution – to be pursued*.
- For typographical reasons, put a space on both sides of a dash. If a word-processing program doesn't allow a dash, use two hyphens together.

ellipsis (...)

- Treat an ellipsis, the three dots that connote omission of words, as though it were a single three-letter word. Put a space between it and material that precedes or follows but no spaces between the dots: *He said he would go, ... and soon he did*. If material in a quote has been eliminated at the end of one sentence or the beginning of another, use a period after the last word of the initial sentence and then an ellipsis between it and the next sentence: *She likes the class. ... Her mentor is teaching it*.
- Ellipses are usually unneeded at the beginning or end of quoted material. Omission of what came before or after is implied by the quote marks. An ellipsis might be desirable at the end of a quote to indicate when the speaker herself has trailed off without finishing a sentence.

exclamation point (!)

- Use the mark to express a high degree of surprise, incredulity or other strong emotion. Avoid overuse. A well written sentence can express surprise or strong emotion without an exclamation point.

hyphen (-)

- Hyphens are joiners. Use them to join two words to form a single idea. Compound modifiers are usually joined by a hyphen: *the fall-semester courses, a little-known professor*. On occasion, a compound modifier is so well recognized as a single idea that a hyphen is unneeded: *the high school teacher, the health care*

office. Use a hyphen if ambiguity would arise without its use.

- No hyphen is needed between adverbs and adjectives: *the early morning class, the scholarly sounding remark*.
- Do not put spaces on either side of a hyphen.

parentheses ()

- Generally try to avoid the use of parentheses in media releases because they jar the reader's comprehension. • The Associated Press uses parentheses within quotes to show clarifying material added by a writer. See brackets above.
- For punctuation with parentheses, place a period outside of parentheses if the material inside is not a full sentence (*such as this fragment*). When a phrase inside parentheses (*this is one example*) is a complete sentence but is dependent on surrounding material, do not capitalize the first word or end with a period. (*An independent parenthetical sentence such as this takes a period before the closing parenthesis.*)

periods (.)

- End declarative sentences with a period: *The class starts soon*.
- End mildly imperative sentences with a period: *Shut the door*.
- Use an exclamation point if greater emphasis is desired: *Be careful!*
- A period is preferable when a rhetorical question is more of a statement than a question: *Why don't we go*.
- Use a period at the end on an indirect question: *She asked when the class starts*.
- Use periods for abbreviations. See the abbreviations and acronyms entry.
- Use periods after initials: *John A. White, T.S. Eliot* (Don't use a space in between two initials to prevent them from being separated onto two lines of type.) Periods are not needed for names that are reduced to only initials, such as *JFK* or *LBJ*.
- Use three periods for an ellipsis. See ellipsis above.
- Use a single space after a period at the end of a sentence.

question mark (?)

- Use a question mark at the end of a direct question: *Who found the key?*
- Use a question at the end of an interpolated question: *You told me – Did I hear you right? – that you went to class*.
- Placement inside or outside of quotation marks depends on meaning: *Who wrote "The Road Not Taken"?* But: *She asked, "Who is writing?"* Similarly: *"Who is writing?" she asked*.

quotation marks (" ")

- Use to surround exact words of a speaker or writer in a story, regardless of whether the quoted material forms a full sentence or a fragment: *He said, "The course is difficult." She said that she will "observe the rules."*
- If a quote runs from one paragraph to a second, do not put closed quotes at the end of the first paragraph.
- Do not put open quotes at the beginning of the second. Continue with this on any subsequent paragraphs to which the quote continues.
- If a partial quote ends a paragraph, use a close-quote mark at the end of the paragraph.
- Quote marks are unnecessary in question-and-answer formats.
- Use quote marks around unfamiliar terms the first time they are used in a story and explain the term: *The scientist invented a "nanotrap," a sieve small enough to collect single atoms.* Quote marks are unnecessary on subsequent use of the term.
- For quotes within quotes, alternate use of double quote marks ("it") and single quote marks ('it'). Use both marks together if two quoted elements end at the same time: *She said, "I read all of Frost's 'The Road Not Taken.'"*
- For placement with other punctuation, use the long-established printers' rules: A period or comma always go inside the quotation mark. Other punctuation such as a dash, semicolon, exclamation mark or question mark goes inside the quote marks if the punctuation applies to the quoted matter only. It goes outside the quote mark if it applies to the whole sentence.
- See composition titles and nicknames for further guidance on when to use quote marks.

semicolon (;)

- In general, use a semicolon to indicate greater separation of thought and information than a comma can convey but less separation than a period implies.
- Use it to clarify a series when items in the series are long or have segments set off by commas: *She teaches chemistry, both introductory and advanced; biochemistry, only the second semester; and organic chemistry, when needed.*
- Also use a semicolon to link independent clauses when a coordinating conjunction such as *and*, *but* or *for* is not present: *The exam started on time; it took two hours.*

slash (/)

- Acceptable in phrases such as *24/7* or *9/11*, but otherwise should be confined to special situations such as fractions, Web addresses or to denote the end of a line of quoted poetry.

publications, *campus* –

- The full or abridged titles of published books, pamphlets, and periodicals should be capitalized and

italicized: *Centenary College of Louisiana 2002-03 Catalogue, President's Annual Report, 2001-02, Centenary College Honor Roll of Donors 2001-02*

R

Ratcliff Gazebo –

A historic Shreveport landmark formerly located at Kings Highway and Fairfield Ave., it was donated by Jack Bailey Jr. in memory of his mother, Mrs. Virta Moore Bailey of the Class of '37. It was dedicated in 2002.

registrar — capitalize *Office of the College Registrar*; *registrar's office* is lowercase on subsequent references.

residence halls –

- NOT dorms or dormitories

rooms on Centenary campus –

Capitalize the names of specially designated rooms:

- *Audubon Room* (in Bynum Commons)
- *Barrow Laboratories* (in Mickle Hall of Science, in memory of Addie Johnson Barrow)
- *Broyles Choral Lounge* (in Anderson Choral Building, named in honor of A. Harvey and Dr. Alberta E. Broyles)
- *Broyles Choral Room* (in Anderson Choral Building, named in honor of Dr. Alberta E. Broyles)
- *Carruth Choir Room* (in Anderson Choral Building, named in honor of Dr. Nancy Mikell Carruth)
- *Haynes Conference Room* (in the Centenary Fitness Center)
- *Union Pacific Room* (in Rotary basement)
- *Webb Seminar Room* (in Magale Library basement; named in honor of former Centenary President Dr. Donald A. Webb)
- *Wilhite Media Room* (in Gold Dome; named in memory of Donnie R. Wilhite)

Rotary Hall Suites –

Built with assistance from the Rotary Club of Shreveport in 1930, was remodeled in 1954, and again in 1965. It was completely gutted and remodeled in 1997 to become an apartment-style complex with single room lofts and suites, each with kitchenettes.

S

scholarships–

capitalize only those words that are part of the full official name of a scholarship: *Barbara Bush Endowed Scholarship for Family Literacy*. Lowercase on subsequent references: *The scholarship was for \$300.*

seasons – Lowercase *fall*, *spring*, *summer*, *winter* and similar derivations such as *autumn* or *springlike* unless part of a proper name: *fall semester, Autumnfest, spring break, Summer Olympics.*

semesters – Lowercase: *spring semester*.

semi- In general, no hyphen: *semifinal, semiofficial, semitropical*.

semiannual – Twice a year.

senior –
See classes and graduates.

senior seminar, senior project –
Use lowercase

Sexton Residence Hall (*formerly George S. Sexton Memorial Residence*) –
Housing 189 students, was built in 1960 and named for the man who served as President of Centenary from 1922-32.

W. Peyton Shehee Jr. Memorial Baseball Stadium –
Dedicated in 2001 and named in honor of the longtime Centenary benefactor and supporter of the athletic program.

Smith Building (*formerly the Dean R. E. Smith Building*) –
The Louisiana Conference of The United Methodist Church funded this building in 1961 and named it for the late Dean R. E. Smith, Centenary professor of Biblical literature for 29 years. It contains the Nellie P. Kilpatrick Auditorium, in memory of the distinguished lady who was named Honored Trustee by act of the Board of Trustees.

spaces –
Put one space between sentences, not two. Put one space after a colon, not two. Above all, be consistent.

stadium –
• W. Peyton Shehee Jr. Stadium (Baseball stadium)

statues (on campus) –
• “Grace” in Frost Garden (Sculptor: John Raimondi; given in memory of Lucile Foster and Harney Skolfield Bogan)
• “La Fuerza (Force) 1974” on Sculpture Green (Sculptor: Victor Salmones; in memory of Camille Chappell Sample)

state names –
• Spell out the name of a state when it stands alone, but abbreviate most state names and set them off by commas when they follow a city name: *Oxford, Miss., is the location of the conference.*
• Eight state names are not abbreviated: *Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah.*
• Use a postal abbreviation only when giving a mailing address: *Office of Marketing and Communications,*

Centenary College, Hamilton Hall, Room 124, 2911 Centenary Blvd., Shreveport, LA 71134

Following is a list of state abbreviations:

State	Abbr.	Postal Abbr.
Alabama	Ala.	AL
Arizona	Ariz.	AZ
Arkansas	Ark.	AR
Alaska	Alaska	AK
California	Calif.	CA
Colorado	Colo.	CO.
Connecticut	Conn.	CT.
Delaware	Del.	DE
District of Columbia	D.C.	DC
Florida	Fla.	FL
Georgia	Ga.	GA
Hawaii	Hawaii	HI
Idaho	Idaho	ID
Illinois	Ill.	IL
Indiana	Ind.	IN
Iowa	Iowa	IA
Kansas	Kan.	KS
Kentucky	Ky.	KY
Louisiana	La.	LA
Maine	Maine	ME
Maryland	Md.	MD
Massachusetts	Mass.	MA
Michigan	Mich.	MI
Minnesota	Minn.	MN
Mississippi	Miss.	MS
Missouri	Mo.	MO
Montana	Mont.	MT
Nebraska	Neb.	NE
Nevada	Nev.	NV
New Hampshire	N.H.	NH
New Jersey	N.J.	NJ
New Mexico	N.M.	NM
New York	N.Y.	NY
North Carolina	N.C.	NC
North Dakota	N.D.	ND
Ohio	Ohio	OH
Oklahoma	Okla.	OK
Oregon	Ore.	OR
Pennsylvania	Pa.	PA
Rhode Island	R.I.	RI
Tennessee	Tenn.	TN
Texas	Texas	TX
Utah	Utah	UT
Vermont	Vt.	VT
Virginia	Va.	VA
Washington	Wash.	WA
West Virginia	W.Va.	WV
Wisconsin	Wisc.	WI
Wyoming	Wyo.	WY

student-athlete – hyphenate

student honor societies – Centenary has 19 Honor Societies

Alpha Chi
Omicron Delta Kappa
Alpha Epsilon Delta
Psi Chi
Pi Delta Phi
Sigma Beta Delta
Sigma Gamma Epsilon
Sigma Pi Sigma
Kappa Pi
Sigma Tau Delta
Phi Beta
Alpha Kappa Delta
Phi Alpha Theta
Phi Eta Sigma
Phi Mu Alpha
Pi Gamma Mu
Pi Sigma Alpha
Theta Kappa Alpha
Maroon Jackets

student standing – Undergraduate student classification is defined as follows:

- Freshman – Fewer than 30 hours passed
- Sophomore – From 30 to 59 hours passed
- Junior – From 60 to 89 hours passed
- Senior – More than 89 credit hours passed

Summit League –

The Summit League is an NCAA Division I college athletic conference which operates primarily in the Midwestern United States, with outlying teams in Louisiana and Utah. Schools in the league include Centenary College of Louisiana; Indiana University-Purdue University Fort Wayne; Indiana University-Purdue University Indianapolis; University of Missouri-Kansas City; North Dakota State University; Oakland University; Oral Roberts University; South Dakota State University; Southern Utah University; and Western Illinois University. On June 1, 2007, the conference changed its name from the Mid-Continent Conference.

T

telephone numbers – Use figures with periods between the area code and the seven-digit telephone number: 479. 575.5555.

that, which –

- Use *that* to introduce essential clauses and *which* to introduce nonessential clauses. If a clause can be dropped from a sentence without the sentence losing its meaning, the clause is nonessential. Set it off by commas: *The team, which finished last in the tournament, is expected to win the season. The team that plays Centenary this week is North Dakota.*

theatre –

Use theatre when referring to Centenary's Theatre and Dance Department.

time –

- Use figures except for noon and midnight. Use a colon to separate hours from minutes: *11 a.m., 1 p.m., 3:30 p.m.*
- Avoid such redundancies as *10 a.m. this morning, 10 p.m. tonight, 12 noon*
- midnight: do not put a 12 in front of it.
- noon: do not put a 12 in front of it
- The construction *4 o'clock* is acceptable, but time listings with *a.m.* or *p.m.* are preferred.
- The abbreviations *a.m.* and *p.m.* often appear in small capitals (*AM* and *PM*), in which case periods are unnecessary.
- For typeset copy (invitations, flyers, advertisements etc.), use small capitals or capitals:
 - 7 A.M. and 8 P.M. or 7 AM and 8 PM*

titles of works –

- Art exhibits are capitalized and not in quotes. It is acceptable to italicize to avoid confusion in text.
- Italicize titles of books, journals, plays, paintings and individual works of art, movies, television series, and other freestanding works.
- Put quotes around titles of articles, chapters, television episodes, and other shorter works.
- Do not capitalize articles or prepositions within a title unless it is the first word of a title: *Through a Glass Darkly*

titles, professional/academic –

- Capitalize when they precede a name as a title; use lowercase when they follow the name or stand alone. Always place long titles after a name: *Centenary President Kenneth L. Schwab, President Emeritus Donald A. Webb, Professor Emerita Jane Jones.*
- Use lowercase for descriptive titles (*anthropology professor Joe Smith or Joe Smith, anthropology professor*) before or after a name.
- Capitalize the titles of named chairs and professorships whether used alone or after an individual's name: *the Cornelius D. and Florence Gillard Keen Chair of Physics, the T.L. James Chair of Religion*

today, tomorrow, tonight –

- Use the day and date rather than *today, tomorrow* or *tonight*, except in direct quotations: *The College announced the partnership Monday, Jan. 11. "Today is the beginning of a new era," the dean said.*
- Don't use the redundant *8 p.m. tonight.*

trademark symbol – (TM) or ™

If you can't use a superscript, use parentheses (TM).

trees and benches –

- Memorial Row* (12 live oaks along the main campus entrance on Centenary Boulevard, memorializing three Centenary trustees and nine other Shreveport civic leaders who lost their lives in an airplane crash near Wallace Lake on Jan. 10, 1954)

trustees –

In campus publications, correspondence and memos, capitalize as follows: *the Board of Trustees of Centenary College, the Board of Trustees, the Trustees*

Turner Art Center (*formerly the Sydney R. Turner Art Center*) –

Completed in 1987, houses the faculty and programs of the Department of Art and Visual Culture. It was made possible by a gift from Centenary alumnus Sydney R. Turner of Los Angeles, Calif.

U

United States –

Spell out as a noun: *best college in the United States*; abbreviate U.S. as an adjective: *the U.S. hockey team*.

V

versus – abbreviate as *vs.* in all uses.

vita, vitae –

- Vita is singular and vitae is plural.
- Use when referring to a biographical sketch, generally in conjunction with “curriculum,” especially when the information refers to academic history.
- Curriculum vita is the formal name for an academic’s resume, curricula vitae is the plural designation. “*Her curriculum vita was outstanding.*”

voicemail (n., v., adj.) – one word

W

Web –

- Capitalize when referring to the Internet.
- *Web site* is two words.
- When writing a URL or Web address in text, write in all lowercase with no spaces: *centenary.edu*; *www.centenary.org*.
- See also *Internet* (page 5).

who, whom –

- *Who* is a pronoun used for references to human beings and animals with a name. Grammatically, *who* is the subject of a sentence, clause or phrase and never the object: *The professor who discovered the new method teaches entomology. Who goes there?*
- *Whom* is used when someone is the object of a verb or preposition: *The professor to whom the grant was given*

discovered the new method. Whom do you wish to question?

work-study – always hyphenated

Wright Math Building (*formerly the Irene K. Wright Math Building*) –

Named in memory of a 1938 graduate who would have dropped out of college had it not been for the efforts of a caring mathematics professor, Mr. Gerard Banks. In gratitude, Mrs. Wright made a generous estate gift to the College, enabling Centenary to purchase the building and remodel it for the Department of Mathematics.

Y

years, academic –

Use the following: *1998-99, 1999-2000, 2000-01, 2001-02, 2002-03*

Z

zip code –

ZIP is an acronym and is in all-caps, *code* is lowercased