



USAGE AND STYLE FOR GUSTAVUS

A GUIDE TO SPELLING, CAPITALIZATION,
PUNCTUATION, TYPOGRAPHIC ARRANGEMENT,
AND DISPLAY OF WRITTEN COMMUNICATION.



GUSTAVUS Style

“Style” is the custom or plan followed in spelling, capitalization, punctuation, and typographic arrangement and display of printed materials to achieve consistency throughout the institution. Style standards support the consistent and professional image of any organization or enterprise.

The Office of Marketing and Communication developed and periodically updates Gustavus’s style guidelines to achieve consistency throughout the institution’s brochures, news releases, advertisements, online communications, and other materials intended for public dissemination. We hope this guide will be a helpful resource for all who work to advance the College.

Style is a dynamic process. Usage and applications of words and phrases may change with commonly accepted language. We will endeavor to review and revise this document periodically to reflect such changes. We also welcome suggestions for additions and improvements.

The Office of Marketing and Communication has also developed definitive standards for use of the College’s graphic identity. Those guidelines are available in a separate booklet and also online, at gustavus.edu/marketing/files/.

COLLEGE IDENTITY

Even though it's a mouthful, we are "Gustavus Adolphus College." First reference to the College in text or body copy will always be the full name. "Gustavus," "Gustavus Adolphus," and "the College" (but never "GAC") are for second references, internal publications, or informal usage. Display and image materials developed in conjunction with designers and marketing consultants and approved for official use (e.g., admission brochures, catalog covers, the College's home page, etc.) may be exempted from this standard, but text copy in those materials should follow the rule.

CAPITALIZATION

We're basically "downstyle." In general, avoid unnecessary use of capitals. Sentences read more smoothly if the eye isn't stopped by frequent capitals.

- "Elm Street"; but, "Elm and Maple streets."
- "the Evangelical Lutheran Church in America"; but, "the Lutheran church." (However, capitalize "Church" when used specifically in reference to the ELCA: "Gustavus is a college of the Church.")
- "President Jack R. Ohle" and "King Carl XVI Gustaf"; but, "the president" and "the king."

Academic departments, administrative offices, and facilities of *Gustavus* are capitalized when the complete and official designation is used. Generally, academic areas are preceded by the word "department," while administrative areas are denoted by "office."

- "Department of Theatre and Dance" (note "-re" in reference to the department and facility at Gustavus); but, "theatre department," and "humanities departments."
- "Office of Admission"; but, "admission" or "admission office."
- "F.W. Olin Hall"; but, "the computer science building." See the alphabetical usage listing for proper first references to campus facilities.

On the other hand, lowercase fields of study except where a proper noun is part of the name:

- "philosophy" and "biology"; but, "English" and "Spanish."
- "environmental studies"; but, "Scandinavian studies."

Capitalize "College" when that word stands alone in reference to the official policy or academic program of *Gustavus* or as a shortening of its full name following first reference:

- "The College grants the bachelor's degree"; "the College is located in St. Peter" (but, "our college"). Note that the capitalization of "College" in reference to Gustavus is an internal device for our own publications.

Formal titles (denoting scope of authority, professional activity, and the like) are capitalized when they immediately precede a name. However, occupational descriptions should be lowercased:

- "Professor Lisa Heldke," "Coach Mark Hanson"; but, "Lisa Heldke, professor," and "Mark Hanson, coach of the men's basketball team." (By the way, "Coach" as used here implies "head coach"; use "assistant coach" or "assistant" strictly as an occupational description—lowercased in all uses.)
- Occupational descriptions—"astronaut John Glenn," "philosophy professor Lisa Heldke," "Gustavus basketball coach Mark Hanson"—are not capped. (Note the distinctions between the latter two and their formal titles; here, they are descriptions.)

Lowercase academic degrees: "bachelor's degree," "master's degree," "doctorate" (note apostrophe in the first two, but none in "bachelor of arts degree" or "master of science degree"). Avoid using terms such as B.A., M.S., and Ph.D. in text, although they are appropriate in lists and programs. (See **TITLES** section.)

Capitalize official names of organizations and major historical events. (Some organizations have unusual capitalizations or typography; follow their individual usage: "HarperCollins," "7UP.")

Lowercase the seasons (e.g., summer, fall, and derivatives like springtime) unless part of a formal name: "Fall 2008 class schedule," "St. Paul Winter Carnival." We consider "Fall [year] and Spring [year] semesters" to be formal designations.

FACTS AND FIGURES

Generally, the information contained in the current year's academic bulletin is considered official, but publication deadlines and other circumstances may affect some parts (e.g., faculty or administrative lists, course offerings), so you should double-check information that may change from year to year with the registrar, the director of institutional research, or the Office of Marketing and Communication.

The Office of Marketing and Communication maintains a fact sheet (accessible through the Gustavus Home Page on the Web, at gustavus.edu/news/GAfacts.cfm) containing statistics and other information about Gustavus that should be used when developing statements, releases, brochures, etc. for public dissemination. For example, the enrollment of the College is complicated by FTEs, international exchanges, post-secondary option students, withdrawals, and the like, so the President's Cabinet has agreed that we all should use the same number, based upon full-time enrollment and updated each term.

NUMBERS

Arabic numerals are used for numbers above nine, and also for ages (“7 years old,” “a 9-year-old child”—note two hyphens), very large numbers (i.e., a million or larger: “7.5 billion.”), monetary figures (“\$5,” “\$15.80,” “\$150 million”), and percentages (“8 percent”—spell out “percent”). A hyphen is not necessary in a compound adjective that includes arabic numerals to represent dollars: “an \$18 million building.”

The numbers one through nine (and zero) should be spelled out, unless used as above. When any number is the first word of a sentence, it should be spelled out. However, the sentence can usually be reworked to avoid having to spell out a large or hyphenated number, a monetary figure, or a percentage.

Use the same style to express related numbers above and below 10; if any of the numbers are above 10, express all of them in numerals: “The quartet has two violins, one viola, and one cello”; but, “the orchestra has 18 violins, 8 violas, and 6 cellos.”

In isolated cases, spelling out a number above 10 can serve to make it seem indefinite or a casual expression: “I have a hundred things to do today,” “I can give you a thousand and one reasons why it won’t work.”

Use an “en” dash between numerals rather than a hyphen to indicate intervals: “1939–1945,” rather than “1939-1945”; “8–10 p.m.,” rather than “8-10 p.m.” (It’s a special symbol in word processing programs.)

Spell out fractional amounts that are less than one in text copy, using hyphens between the words: “one-half,” “three-sixteenths.” Use figures for all fractions larger than one, employing “case” fractions (i.e., single units) wherever possible. Most type fonts include only a few common fractions as single units; other fractions need to be constructed with a slash: “3½,” “2¼,” but “1-3/16.” (Note the hyphen in the last example, to avoid any possible confusion of the integer as part of the numerator in the fraction—“1 3/16”; this is an exception to AP style). Instead of trying to remember all of this, convert to decimals whenever practical.

When listing telephone numbers, don’t enclose area codes in parentheses (it’s awkward to use them that way in parenthetical material); instead, use hyphens throughout (avoid periods in running type, although they may be appropriate in display use) or “slash and dash”: 507-933-7650, 507/933-7650.

PUNCTUATION

Use punctuation to clarify meaning: It helps sometimes to read a sentence aloud and punctuate the way you speak.

Avoid overuse of semi-colons, exclamation points, dashes, parenthetical expressions, and italic emphases. (We appear to have ignored that advice in this document!)

Quotation marks:

- Periods and commas always go within quotes according to American English convention; other punctuation goes within only if it is part of the quoted material.
- Generally, titles of short stories, poems, or articles; individual chapters in books; individual songs and other short musical compositions; and radio and television shows (or single episodes of a continuing series) are set off in quotes. Titles of books, paintings and sculptures, films, magazines, plays, record albums, operas and other long musical works, newspapers, and continuing television/radio series are italicized. Check the *Chicago Manual of Style* for a complete listing. (See also TITLES section.)

Commas:

- Follow Strunk and White’s second rule, for serial commas: “In a series of three or more terms with a single conjunction, use a comma after each term except the last. Thus write, ‘red, white, and blue.’”
- The final comma is frequently omitted from the names of business firms; follow the usage of the individual firm: “Merrill Lynch, Pierce, Fenner & Smith Inc.”
- When a specific date is used with month and year, set the year off with commas; when a month and year appear alone, no comma is necessary: “June 6, 1944, was D-Day”; but, “D-Day preparations came to fruition in June 1944.”
- A comma before the Jr. or Sr. in a proper name is not necessary: “Martin Luther King Jr.”

Apostrophes:

- Form the possessive singular of nouns by adding ’s: “Steve’s pencil,” “Marx’s theories,” “Gustavus’s traditions” (but note also, “Gustavus traditions”). Generally, if you would pronounce the additional syllable in the possessive, write it as ’s. Exceptions are too rare to require explanation here.
- Plural possessives are formed by adding an apostrophe after the “s,” unless the word has a special plural construction that does not end in “s”: “students’ rights”; but, “women’s studies.”

- Plurals of words should NOT contain apostrophes: Keep up with the “Joneses,” not the “Jones’s”; and, “thousands of items,” not “thousand’s.” (One exception is plurals of single letters, which may require an apostrophe to avoid misinterpretation: “She earned all A’s.”)
- “It’s” ALWAYS means “it is”; the pronoun possessive is “its”—with NO apostrophe: “The College celebrates its Swedish heritage.” (After all, you wouldn’t think of putting an apostrophe in “his” . . .)
- Alumni are identified in college publications such as the *Gustavus Quarterly* by listing the last two digits of their graduation years (with apostrophe) following their names: e.g., “Randall Stuckey ’83.” (Be careful when keyboarding—some word processing programs that have the so-called “smart quote” feature will turn the apostrophe around!)

Hyphens and Dashes:

- Compound adjectives are hyphenated, but don’t hyphenate “-ly” words (adverbs): “full-time job” and “well-known speaker”; but, “easily remembered rule.”
- Prefixes such as “non,” “un,” “re,” and “co” generally do not require hyphens; however, use a hyphen if the word that follows the prefix is capitalized: “non-Western.”
- For some words, sense is the governing factor: “resign” (quit) vs. “re-sign” (sign again).
- Hyphenate “ex-” when it means “former” (“ex-convict”) but not when it means “out of” (“exhale”).
- When anything is defined by a century, decade, or year (i.e., when such a phrase is an adjective), use a hyphen between the number and the time period: “20th-century literature,” “first-year student.” An exception is the Alumni Office’s “First Decade Awards.”
- Use a hyphen for any prefixed words you can’t find in the dictionary, unless a hyphen would distort the sense of the word.
- Use the hyphen to avoid potential misinterpretation: A “fast sailing ship” may be interpreted as a speedy ship with sails or a ship that is moving quickly—“fast-sailing ship” makes things clearer.

- Use the “em” dash (—; those who remember typewriters learned it as two hyphens with no space on either side) to indicate an abrupt insertion or change of thought in a sentence. Use an “en” dash (–) to express intervals in numbers (“1939–1945” rather than “1939-1945”). (These dashes may be found among the special symbols of most word processing programs.)

Special Symbols:

- The hash marks that denote inches and feet (called “primes”) are properly rendered as straight marks (i.e., 6'5") and are generally found among the special symbols of a printer’s typeface or word processing program. Avoid using the quotation mark key for this purpose since many typographic fonts and software programs such as Word and WordPerfect may display the curly “smart quotes.”

DICTION AND COMPOSITION

Emphasize the active voice. Try to write direct sentences with active verbs: “This sentence needs an active verb” rather than “This sentence is in need of an active verb.” The passive voice (“An active verb is needed in this sentence.”) has a place in softening a statement but is more effective if not overused.

Similarly, avoid the frequent use of nouns as verbs (as in “he authored the book”), which also tend to take the action out of sentences. Apply the “test of necessity”: Does the noun-as-verb fill a need not already filled by verbs in conventional use?

Avoid clichés like the plague. Likewise, avoid vogue words: “Tubular” and “grungy” are quickly dated.

Avoid repetitive redundancies and meaningless modifiers: A wide variety is, after all, a variety.

Be careful about using the superlative—it’s a lot to live up to. Avoid high levels of abstraction: Don’t diagram theorems, draw pictures.

ABBREVIATIONS

Except in particular cases (the alumni section of the *Quarterly*, lists of participants such as those included in the “Christmas in Christ Chapel” program, rosters and references in sports programs and brochures, and the calendar section of *Inside Gustavus*, to name the common ones), the postal ZIP code abbreviations for states should not be used when abbreviating a state name in text copy. Use the abbreviations accepted by the Associated Press (Minn., Wis., S.D., etc.), but note that eight state names are not abbreviated—Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas, and Utah. The District of Columbia is treated like a state: “Washington, D.C., is the nation’s capital.”

The first mention of any organization, firm, agency, or group should be spelled out. If the organization’s name is not well known, indicate the initialism or acronym in parentheses immediately following the first reference and refer to the organization by its abbreviation thereafter. Initialisms and acronyms are appropriate if well known; they do not contain periods (except for U.S., U.N., and U.S.S.R., *which are adjective forms only*, and—unique to Gustavus—terms like the Alumni Office’s G.I.V.E. volunteer service program, which may be a noun or adjective). Avoid coining initialisms or acronyms; instead, merely shorten the name after the first reference: The “St. Peter Educational Reform Committee,” to use a hypothetical example, might be subsequently referred to as “the educational reform committee” or even “the reform committee.”

Abbreviate the following in text copy (display uses may deviate):

- “St.” in city and town names, as in “St. Peter,” “St. Cloud,” etc. This is an exception to the *National 5-Digit ZIP Code and Post Office Directory* listings to reflect the official signage and identification of the communities and to conform to AP usage.
- Units of measure *when preceded by numerals*.
- “a.m.” and “p.m.” (not “pm” or “PM”; “P.M.” is permissible if the font you’re using includes “small caps.” And, while we’re on the subject of time, avoid “o’clock”).
- “A.D.,” “C.E.,” “B.C.,” “B.C.E.” (A.D. and C.E. should precede the date, the latter two should follow it; use small caps where possible: A.D. 1066, 3000 B.C.E.).

Do not abbreviate (in text copy):

- Days of the week or months.
- The first word in a sentence.
- The title “Professor.”

GRAPHIC IDENTITY

(Available as a separate document, online at gustavus.edu/marketing/files/.)

TITLES

We try not to be overly impressed by titles. Avoid courtesy titles (Mr., Mrs., Miss, Ms.), except as business etiquette specifies them in correspondence. (See “Guidelines for Addresses/Titles/Salutations in General Correspondence,” available through the Office of the President.)

“Professor” is never abbreviated. The formal title “Doctor” is almost always abbreviated; however, avoid it when its use is not critical to the subject of the text. In programs and similar publications, an academic title (e.g., Ph.D., Ed.D.) following the name takes precedence over a “Dr.” preceding it (never use both). Physicians, dentists, psychiatrists, etc. may still properly be listed as “Dr.” in a first reference, but again, don’t use both the formal title and the degree.

“Reverend” or “Rev.” is used to denote ordained ministers. It is properly preceded by “the” whether or not abbreviated. However, note that it is an “honorific” title, like “the Honorable” (when addressing government officials such as judges, ambassadors, and representatives), and is properly used only with the person’s full name or with a courtesy title and last name (e.g., the Rev. Mr. Black). Using the word “Reverend” as a noun (as in, “Good morning, Reverend”) is an informal usage, with which some clergy take umbrage:

- “The Reverend Craig Johnson,” “the Rev. Craig Johnson,” or “the Rev. Mr. Johnson” (but not “Rev. Johnson,” “the Rev. Johnson,” or “Rev. Craig Johnson”); likewise, “the Honorable Paul Magnuson” or “the Hon. Paul Magnuson” (but not “Hon. Magnuson,” “the Hon. Magnuson,” or “Hon. Paul Magnuson”).
- “The Reverend Dr. Herbert Chilstrom” or “the Rev. Dr. Chilstrom” (when referring to ordained ministers who have an earned doctorate).

Titles (and, in most cases, first names) should be dropped on second reference and thereafter. Exceptions are familiar and frequently used occupational titles such as “Coach” or “Chief.” (See also CAPITALIZATION section.)

In reference to titles of books, music, and other works of art, we follow the Chicago Manual of Style (7.126–154) rather than AP:

- Titles of books, magazines, newspapers, long poems, and plays are set in italics.
- Titles of articles in books or magazines, short stories, short poems, and essays are enclosed in quotes.
- Titles of motion pictures and television series are italicized; titles of individual television programs and radio programs are quoted.
- Titles of art exhibitions are quoted; titles of paintings, drawings, statues, etc. are italicized.
- Titles of long musical compositions and record albums (and CDs) are italicized; titles of songs and other short musical compositions are quoted.
- Informal and familiar titles (e.g., Mona Lisa) are simply capped.

STEREOTYPES

Men and women should be treated primarily as people, and not primarily as members of opposite sexes. Their shared humanity and common attributes should be stressed—not their gender difference. Neither sex should be stereotyped or arbitrarily assigned to a leading or secondary role.
~ “Guidelines for Equal Treatment of the Sexes in McGraw-Hill Book Co. Publications”

Avoid sexist and stereotypical language or language that may be construed as such:

- Gender references built into words: Instead of “chairman,” use “chairperson” or “chair”; in place of “waitress,” consider “server.”
- Generalized personal pronouns: Instead of “Everyone will do *his* part,” make it “...*his or her* part.” Better yet, try to restructure the sentence to avoid having to use a long possessive like “his or her”: “All will do their parts.” (“Everyone will do *their* part” is still considered grammatically incorrect.)

Edit for inadvertent slurs or unnecessary references to race, color, nationality, locale, religion, marital or parental status, physical or mental condition, economic status, gender and gender attributes, sexual preference, or age.

IDIOSYNCRASIES

Student references:

- We follow the NCAA in referring to participants in sports as “student-athletes” (note hyphen).
- We try to use “first-year student” rather than “freshman.”

Computerese:

- The word “e-mail” is still hyphenated (although it stands a good chance of losing the hyphen in the near future as language evolves). The word “online,” on the other hand, has already lost the hyphen. And, although AP still prefers “homepage” to be two words, we like it as one.
- The word “Web” is capitalized when it refers to the World Wide Web (although, like the graham cracker, it’s a likely candidate to be lowercased in the future): “Web pages,” “Web protocol”. One-word derivations, like “website,” “webmaster,” and “webcast,” are not capped; the word “Internet” is.
- Use a hyphen in the word “dot-coms,” a generic term for businesses operating on the Internet.
- CD-ROM, MIDI, RAM, and URL are printed using all caps.
- In running text, URLs (and e-mail addresses) may be boldfaced, italicized, or enclosed in angle brackets to avoid confusion with other punctuation: “The College’s website is **gustavus.edu**,” “visit <gustavus.edu/news>.” (Note placement of dot in this paragraph to avoid misidentifying it as a period in the sentence.)
- Our Web people tell us that College websites whose addresses begin with *www* should be listed without either that tag or `http://`, as they are added automatically. If a website does not use a conventional “www” address, the “`http://`” should be included in references to the address: **gustavus.edu**, but **`http://bookmark.gustavus.edu`** and **`https://gustavus.edu/marketing/projectrequest`**. Follow site conventions for other sites.

A nod to Latin:

- A retired male professor may earn “emeritus” status; a retired female professor would earn “emerita” status: “Verlin Carlson, professor emeritus of psychology,” “Professor Emerita Ann Brady.” Groups are emeriti professors. (Regardless of actual rank upon retirement, they are emeriti *professors*.)
- A female graduate is an “alumna,” a male is an “alumnus.” “Alumnae” describes a group of female graduates, while “alumni” is used for both an all-male group of graduates and a mixed group, following the Latin usage.

GUSTAVUS USAGE: An Alphabetical Listing

This listing is a complement to the College’s evolving stylebook, **Gustavus Style**. It was developed as a reference for Gustavus-specific and other frequently encountered words and phrases, and for clarifications of and exceptions to the *AP Stylebook*, *Webster’s New World College Dictionary*, and the *Chicago Manual of Style*, the standard style references used for Gustavus publications. It also includes answers to some common questions about usage and punctuation.

If you have questions that don’t seem to be addressed here, if you discover an error, or if you have a suggestion for clearer usage, please contact Steve Waldhauser, director of editorial services, in the Office of Marketing and Communication, (phone ext. 7650, or e-mail waldo@gustavus.edu).

While printed versions of the style and usage guides are available, the most current version of this usage guide may be accessed through the Gustavus home page on the Web, at gustavus.edu/marketing/files/. A fact page about the College is also online at gustavus.edu/news/.

A

- academic affairs, Office of the Vice President for Academic Affairs, Office of the Provost
- Academic All-American, Academic All-America team selected by CoSIDA: Several coaches’ associations and other sports bodies announce all-academic teams, but the only program that should be capitalized as Academic All-American is the CoSIDA selection.
- Academic Assistants
- academic computing: Instructional Services unit of Gustavus Technology Services (GTS)
- academic degrees: Consult dictionary.
- academic honesty policy
- academic year (e.g., 2004–05): Generally, don’t repeat century (note also no apostrophe), except when century changes (1999–2000). Other inclusive years are written in full (e.g., 1936–1942).
- a cappella
- ACT (American College Test)
- A.D. or C.E. (goes before the year, small caps preferred if available: A.D. 1215)
- administration building, Edgar M. Carlson Administration Building (first ref.), Carlson Administration Building (not “Admin”)
- administrative computing: Administrative Services unit of Gustavus Technology Services (GTS), formerly Administrative Information Systems
- admission office, Office of Admission (formerly admissions; note no “s” now)
- Adolphson House
- Advanced Placement, AP, Advanced Placement program
- adviser (preferred over advisor); but, advisory
- Advising Center
- affect/effect: The former is usually a verb, meaning “to influence”; its noun use is best avoided. The latter is more frequently used as a noun, meaning “result”; as a verb it means “to cause.”
- African American (noun or adjective)
- Afro-American
- age: Always use numerals (5 years old; the 2,000-year-old man—note two hyphens in adjective).
- Ala.: abbreviation for Alabama
- Alaska: Do not abbreviate.
- alcohol education, Office of Alcohol and Drug Education (housed in the Peer Assistance Center)
- All-American (noun or adjective; capitalized when referring to an NCAA-recognized athletic honor): She is an All-American; but, she is on the All-America team. Do not cap “all” when used generically: Jack Armstrong is an all-American boy.
- “Alma Mater” (school song)
- Almén-Vickner Collection
- Almén-Vickner Guest House (first ref.), the guest house
- Almén-Vickner Phi Beta Kappa Room, Phi Beta Kappa Room
- alumni association, Gustavus Alumni Association (first ref.): formerly the Greater Gustavus Alumni Association
- alumni fund, the Gustavus Alumni Fund (part of the Gustavus Fund)
- Alumni Hall: a room, not a building
- alumni office, Office of Alumni Relations

- alumnus/alumna: from the Latin; an individual male graduate is referred to as an “alumnus,” a female as an “alumna”; a group of female graduates is “alumnae,” a group of males (and a mixed group, following Latin usage) is “alumni.”
 - a.m. (a.m. permissible if small caps available), not am or AM in text (See also: “times of day.”)
 - American Indian, Indian Nations: The specific tribal heritage is preferred, if known.
 - Amigos: community service organization serving the Chicano-Latino population in the St. Peter area
 - Evan Anderson Lecture (in communication studies)
 - Anderson Social Science Center, A.H. Anderson Social Science Center (first ref.), former classroom building for social sciences, now being renovated
 - Anderson Theatre, Evan and Evelyn Anderson Theatre (first ref.), theatre: Note use of “British” spelling for both the facility and the program at Gustavus.
 - anniversaries (institutional): Higher education is big on anniversary celebrations, so it’s important that we’re proper in our references to them. Most of the following terms are tremendously awkward, so alternative labels like “jubilee” may be preferred.
 - 50 = quinquagenary (or jubilee; golden)
 - 75 = semisesquicentennial (diamond)
 - 100 = centennial (or centenary)
 - 125 = quasquicentennial
 - 150 = sesquicentennial
 - 175 = quartoseptcentennial
 - 200 = bicentennial (or bicentenary)
 - 250 = semiquincentennial
 - 300 = tercentennial (or tricentenary)
 - 1,000 = millennial
 - annual fund: now officially known as the Gustavus Annual Fund (which includes the Gustavus Alumni Fund)
 - anthropology department, Department of Sociology and Anthropology
 - AP: Advanced Placement
 - Arbor Day (observed on the last Friday in April)
 - Arbor View Apartments: previously, the Jefferson Avenue apartments
 - arboretum, Linnaeus Arboretum
 - arboretum interpretive center, Melva Lind Interpretive Center (first ref.), Lind Interpretive Center
 - archives: 1) Gustavus Adolphus College Archives, College Archives; 2) Lutheran Church Archives, Church Archives (both in Folke Bernadotte Memorial Library)
 - ARF (advance registration fee, informally)
 - Ariz.: abbreviation for Arizona
 - Ark.: abbreviation for Arkansas
 - art department, Department of Art and Art History
 - art gallery, Hillstrom Museum of Art
 - Asian American (noun or adjective)
 - Asian Cultures Club (ACC): Note plural “Cultures.”
 - athletic department: The NCAA prefers athletics department (note plural); Department of Intercollegiate Athletics.
 - athletic director: The NCAA stylebook prefers athletics director.
 - audio-visual: Media Services (not to be confused with media relations, which is the province of the Office of Marketing and Communication)
 - awhile, a while (the former is an adverb, the latter a noun): He sat awhile, but she sat for a while.
- B**
- baccalaureate, baccalaureate service
 - bachelor’s degree (but, bachelor of arts degree), A.B., B.A., B.S. (check standard of granting school); use of periods optional—just be consistent.
 - bands at Gustavus: the Gustavus Wind Orchestra (formerly Gustavus Band), the Vasa Wind Orchestra (formerly Adolphus Band), the Gustavus Jazz Lab Band, the Adolphus Jazz Ensemble
 - B.C. or B.C.E. (follows the year, small caps preferred if available: 3000 b.c.e.)
 - Beck Academic Hall, Warren & Donna Beck Academic Hall (first ref.)
 - Bernadotte Memorial Library, Folke Bernadotte Memorial Library (first ref.), Bernadotte Library, the library
 - Bernhardson Chair, The Rev. Drell and Adeline Bernhardson Distinguished Chair in Lutheran Studies (first ref.)
 - bias-free language: When in doubt about presenting a bias in your writing, ask yourself these questions: 1) Would I say the same thing about a person of another sex, race, age, socioeconomic background, or creed? 2) Would I want to have this said about me? If your answer to either is “no,” write it another way. (See also: “nonsexist language.”)
 - Bible: Capitalize but do not italicize when referring to the various versions of the Judeo-Christian Scriptures or any books contained therein.
 - biblical
 - Big Partner program (not Big Brother-Big Sister)
 - biochemistry and molecular biology (major), Biochemistry program
 - biology department, Department of Biology
 - bi-racial: Use multi-racial or specify racial combination instead.
 - Björöling Recital Hall (use the umlaut whenever typographically possible), Jussi Björöling Recital Hall (first ref.), recital hall: formerly referred to as Björöling Concert Hall but arguably not large enough to be a true concert hall
 - Black (capped as noun or adjective referring to race; exception to AP)
 - Black Box
 - Black student organization: now officially the Pan Afrikan Student Organization (PASO)

- board of directors: Cap only when preceded by official title of organization (e.g., Gustavus Alumni Association Board of Directors).
 - board of trustees, Gustavus Adolphus College Board of Trustees, board member or trustee
 - Board Room (in the Jackson Campus Center)
 - the Book Mark, book store
 - Borgeson Cabin
 - Brick House (razed after the 1998 tornado)
 - Brown Outdoor Tennis Complex
 - “Building Bridges”: annual student-led diversity conference first organized in 1996
 - building names: Capitalize full or shortened title—Folke Bernadotte Memorial Library, Bernadotte Library—but not informal references such as “the library” or “the athletics center.” Don’t abbreviate any words in a building name. (See also: “rooms.”)
 - business office: former name of finance office, Office of the Vice President for Finance
- C**
- cabinet, President’s Cabinet
 - Calendar of Events: Cap only when referring to the official weekly calendar in *Inside Gustavus*.
 - Calif.: abbreviation for California
 - campaigns: Official names of fund-raising campaigns are capped (e.g., Three Crowns Campaign, Building a Greater Gustavus).
 - Campus Activities Board (CAB)
 - campus center, C. Charles Jackson Campus Center (first ref.), Jackson Campus Center
 - campus security, Campus Safety (“Office of” not included in official title)
 - campuswide
 - the Canteen (former snack bar/coffee shop)
 - Career Center (another case in which the word “Office” is not included in the official title)
 - career resource library (in Career Center)
 - Carlson Administration Building, Edgar M. Carlson Administration Building (first ref.), administration building
 - Carlson International Center, Curtis and Arleen Carlson International Center (first ref.), international center
 - Carlson Pavilion, Curtis and Arleen Carlson Pavilion of Nobel Hall of Science (first ref.)
 - catalog: *Academic Bulletin of Gustavus Adolphus* College [year] is the official title of the publication. Do not cap or italicize “catalog” (as in Gustavus Adolphus College catalog) or use “catalog” or “college catalog” as an official reference.
 - CD-ROM (all caps)
 - CEEB, College Entrance Examination Board
 - central heating plant
 - century: ninth century, 19th century—spell out “first” through “ninth”; otherwise, use ordinals. (Exception: Faculty frequently prefer centuries spelled out in catalog course descriptions.) Hyphenate adjective forms (18th-century art).
 - Certified Nurse Practitioner
 - chair: The gender-neutral “chair” and “chairperson” are preferred over “chairman.”
 - chapel (referring to the building), Christ Chapel
 - Chapel services: Daily Celebration (weekdays), Holy Communion (Sundays), Chapel (informal usage, as in “On weekdays, Chapel is at 10 a.m.”)
 - chaplain: Capitalize only as title immediately preceding name (Chaplain Brian Johnson; but, Brian Johnson, chaplain)
 - chaplains’ office, Office of the Chaplains
 - chemistry department, Department of Chemistry
 - Chicano (referring to Mexicano or Mexican American)
 - the Choir of Christ Chapel, chapel choir
 - choral groups at Gustavus: the Birgitta Singers, the Chamber Singers, the Choir of Christ Chapel, Christ Singers, the Gustavus Choir, the Lucia Singers, St. Ansgar’s Chorus
 - Christ Chapel, chapel
 - Christmas in Christ Chapel
 - church/Church: Capitalize when part of an individual church name or when referring specifically to the ELCA, as in “Gustavus is a college of the Church.”
 - church relations, Office of Church Relations (part of the Center for Servant Leadership)
 - Class of . . . [insert year]; for alumni identification in the *Gustavus Quarterly*, use last two digits of grad year following name: Dean Wahlund ’72 (watch that the apostrophe isn’t reversed). References to alumni graduating 100 or more years ago should include entire year to avoid confusion: Henry Benson 1893.
 - classical studies, Department of Classics, classics department
 - coed (referring to coeducation or coeducational, but not as a term for women students)
 - College Archives (official title: Gustavus Adolphus College Archives; see “archives”)
 - College Board examination(s), College Boards
 - College Calendar: both the official online calendar of the College and the academic year calendar printed in the *Academic Bulletin* (other uses should not be capitalized)
 - college dining room, Evelyn Young Dining Room (first ref.); distinguished from the Market Place, which is the servery
 - college relations: now officially marketing and communication; Office of the Vice President for Marketing and Communication
 - College View Apartments
 - Collegiate Fellows, CFs, resident assistants

- Colo.: abbreviation for Colorado
 - commencement, [year] Commencement Exercises (capitalized when referring to the specific event at Gustavus), commencement speaker
 - committee names: Capitalize if official.
 - communication studies, Department of Communication Studies
 - Community Service Center: formerly the Office of Community Service Programs
 - community service programs
 - Complex: informal name for the linked north-end residence halls North, Gibbs, and Sorensen
 - comprise: an active, transitive verb meaning “include” or “contain.” The whole *comprises* its parts (not the other way around, and not “is comprised of”): “The course work comprises three tests, two papers, and the final.”
 - Computer Helpline
 - computer programming languages: BASIC; FORTRAN; LOGO; Pascal, C++, etc.
 - computer science department, Department of Mathematics and Computer Science
 - computing center: Gustavus Technology Services (GTS), still informally known as IT
 - Confer Hall, Ogden P. Confer Hall (first ref.)
 - Conn.: abbreviation for Connecticut
 - continuing education, Office of Academic Outreach
 - controller (not comptroller)
 - copy center, print room, Office of Printing Services
 - Corporate and Foundation Relations, Office of: part of the institutional advancement area
 - CoSIDA, College Sports Information Directors of America
 - Counseling Center
 - course names and numbers: Refer to catalog for official names and numbers. Use Arabic numerals, and capitalize and spell out the subject in text copy when used with a numeral: Biology 101, “Principles of Biology” (not BIO 101).
 - Courtyard Café (in the Jackson Campus Center)
 - criminal justice (major), Criminal Justice program (interdepartmental program)
 - cross country (no hyphen in noun or adjective form)
 - Crossroads: program name for international theme housing; now in the Carlson International Center
 - Culpeper language center, Charles E. Culpeper Foundation Multimedia Language Learning Center (first ref.), Culpeper Language Learning Center; part of Gustavus Technology Services (GTS)
 - Curriculum I (distributive core), Curriculum II (integrated core): general education alternatives
 - custodial services (not housekeeping)
- D**
- Daily Celebration: weekday Chapel service
 - dance department, Department of Theatre and Dance
 - Datatel: administrative database
 - dates: Use commas to set year apart when including day (June 6, 1944, was D-Day) but not with month and year only (D-Day plans came to fruition in June 1944). Do not abbreviate names of days or months in text (exception to AP standard; months of six letters or more may be abbreviated in datelines and listings). Do not use a hyphen or dash with “from” or “between” (*wrong*: from May 7–14, between May 27–June 4; *right*: from May 7 to May 14, between May 27 and June 14, or May 7–14).
 - dean of the faculty’s office, now officially the Office of the Provost or the Office of the Vice President for Academic Affairs
 - dean of students’ office, Office of the Vice President for Student Affairs
 - dean of students, vice president for student affairs (following name); capitalize if immediately preceding name: Dean of Students Jeff Stocco, Dean Stocco
 - Dean’s List
 - decades: 1930s, ’30s (no apostrophe before the “s”)
 - degrees (academic): Consult *AP Stylebook* and dictionary.
 - Del.: abbreviation for Delaware
 - Departmental Honors program; honors program(s)
 - department names: The term “department” is generally used for academic areas—and usually precedes the area name—while “office” applies to administrative areas (with some exceptions). Only the official name is capitalized (i.e., Department of Art and Art History vs. art department). Formal and informal names may be used interchangeably, though audience sensitivity should be exercised. Department of . . .
 - Art and Art History
 - Biology
 - Chemistry
 - Classics
 - Communication Studies
 - Economics and Management
 - Elementary and Secondary Education
 - English
 - Geography
 - Geology
 - Health and Exercise Science
 - History
 - Mathematics and Computer Science
 - Modern Languages, Literatures, and Cultures
 - Music
 - Nursing
 - Philosophy
 - Physics
 - Political Science
 - Psychology
 - Religion
 - Scandinavian Studies
 - Sociology and Anthropology
 - Theatre and Dance

- development office: now divided into three separate offices, which are all part of the institutional advancement division—gift planning, the Gustavus Fund, and corporate and foundation relations
- Dining Service, Department of Dining Service (exception to “office” rule)
- Directors’ Cup, United States Sports Academy Directors’ Cup (first ref.): all-sports trophy
- disabled: “Persons with disabilities” is preferred.
- disk (computer; not disc, as in compact disc, although a CD-ROM is a compact disc): At any rate, “diskette” is preferred when referring to the standard 3 ½-inch, plastic-encased unit.
- Distinguished Alumni Citation
- the Dive
- Diversity Center, housing the Office of Diversity Development and Multicultural Programs
- Division III (NCAA classification of Gustavus athletics teams)
- doctorate, doctoral degree, Ph.D., Ed.D., Th.D., etc.
- dollars (print standards): \$6 million drive (note no hyphen in adjective form when using a numeral), \$40 (not \$40.00 or 40 dollars); use arabic numerals rather than spelling out dollar amounts.
- donor directory, [*year*] *Directory of Donors* (Periodically, a contracted publisher also produces an *Alumni Directory*.)
- dormitory: Avoid—Gustavus students live in residence halls, apartments, and houses.
- dot-coms: generic term for businesses operating on the Internet (note hyphen)

E

- Early Decision Plan
- Easter Recess
- Eckman Mall (north of Christ Chapel, between Johnson Student Union/Jackson Campus Center and Carlson Administration Building)
- economics department, Department of Economics and Management (formerly Department of Economics and Business)
- education department, Department of Elementary and Secondary Education
- e-mail (noun or adjective, also verb), electronic mail: Use lowercase for e-mail addresses (e.g., dwahlund@gustavus.edu).
- emeritus, emerita: title accorded retired faculty members by vote of the full professors on the faculty; the retiree becomes an emeritus or emerita professor regardless of academic rank at retirement (pl. emeriti or emeritae; emeriti for mixed group).
- emigrant/immigrant: The former refers to one who leaves a country, the latter to one who enters a country; it’s really a matter of perspective.
- emulate/adopt: You *emulate* a person, but you adopt a person’s style, habit, attitude, etc.

- endowed chairs, endowed professorships (always capitalized; first refs. below):
 - The Rev. Drell and Adeline Bernhardson Distinguished Chair in Lutheran Studies
 - Board of Trustees Endowed Chair in Economics and Management
 - Board of Trustees Endowed Distinguished Professorship in Economics and Management
 - Ogden and Elizabeth Confer Professorship in Entrepreneurship
 - Arthur Glass, Charles Hamrum, and Arne Langsjoen Professorship in Biochemistry
 - C. Charles Jackson Chair in Finance and Accounting
 - Ethel and Edgar F. Johnson Professorship in the Fine Arts
 - Kogure (Motoichiro) Chair in Japanese Studies
 - Victor E. Lawson Chair in Swedish Immigrant Studies
 - Dr. Richard W. Lindholm Chair in Public Finance
 - Kyle Montague Scholar in Law, Business and Public Policy
 - Grace and Bertil Pehrson Chair in Education
 - Dorothy Peterson, Mildred Peterson Hanson and Arthur Jennings Hanson Chair in Liberal Studies
 - Drs. Robert E. and Susan T. Rydell Professorship at Gustavus Adolphus College
 - Florence and Raymond Sponberg Chair in Ethics
 - Francis Morey Uhler Chair in Biology
 - Jon and Anita Thomsen Young Distinguished Endowed Chair in Music
- English department, Department of English
- ensure/insure: Use “insure” when referring to financial or contractual issues; use “ensure” in the more general sense of making certain, guaranteeing.
- environmental studies (major), Environmental Studies program (interdepartmental program)
- Environmental Studies Center (wing of Melva Lind Interpretive Center)
- Evangelical Lutheran Church in America (first ref.), ELCA (permissible in subsequent references)
- *Ex Libris*: newsletter of Gustavus Library Associates
- extension, campus telephone: Spell out or, if space is limited, use “ext.” (“x” is permissible in tabular lists and in *Inside Gustavus*.)

F

- faculty: collective singular word referring to *all* the teachers of a school or of one of its departments or divisions; use “faculty member” to identify individual professors
- Faculty Forum
- faculty lounge: officially the Faculty and Staff Center (in the Jackson Campus Center)
- faculty manual: Italicize and capitalize only when indicating a particular edition (e.g., [*year*] *Faculty Manual*).

- Faculty Senate
 - Faculty Shop Talk (Friday seminar)
 - faculty-student ratio: Use “student-faculty ratio,” since the larger number is usually listed first (e.g., 12:1).
 - fall break: officially, Reading Break
 - Family Weekend (formerly “Parents Weekend”)
 - fax, facsimile (not FAX)
 - Federal Direct Student Loan Program, William D. Ford Direct Student Loan Program: At Gustavus, this program is usually called the Federal Direct Stafford/Ford Loan Program. Take care when referring to it—there’s also a Federal Stafford Student Loan Program (which the College dropped when the Federal Direct Student Loan Program was instituted in 1994), and loans known as Stafford Loans are available through either program.
 - Federal Direct Parent Loan for Undergraduate Students (PLUS; available through the Federal Direct Student Loan Program)
 - Federal Direct Stafford Loan (available through the Federal Direct Student Loan Program—cf. the next few entries)
 - Federal Family Education Loan Program (FFELP): formerly known as the Stafford Student Loan Program or Federal Stafford Student Loan Program (before that the Guaranteed Student Loan Program), this program is no longer used by the College.
 - Federal Parent Loan for Undergraduate Students (PLUS; note difference from Federal Direct PLUS Loan—this one is part of the FFELP, which the College no longer utilizes.)
 - Federal Perkins Loan Program (formerly the National Direct/Defense Student Loan)
 - Federal Stafford Loan: Note difference from Federal *Direct* Stafford Loan—this one is part of the FFELP.
 - Festival of St. Lucia: traditionally celebrated at Gustavus on the Thursday closest to December 13
 - fieldwork (but, “course work”)
 - 50 Year Club (no hyphen)
 - finance office (formerly business office), Office of the Vice President for Finance
 - financial aid office: formerly Office of Student Financial Assistance, now Office of Financial Aid (again)
 - fine arts, Office of Fine Arts Programs
 - *Firethorne*, student literary magazine
 - First Decade Award (alumni award; no hyphen)
 - first-semester courses, fall-semester courses
 - First Term Seminar (no hyphen)
 - first-year students (hyphenate; avoid “freshmen”)
 - Fla.: abbreviation for Florida
 - floors (in buildings): use first floor, second floor, not Floor 2, etc.
 - Food Service: former name of the Department of Dining Service
 - football field, Lloyd Hollingsworth Football Field (first ref.); but, not Hollingsworth Stadium
 - “49er” Conference Room (in the Jackson Campus Center)
 - forum, Lund Center Forum
 - Founders Day (October 31; note no apostrophe)
 - 4-1-4 calendar
 - fractions: Use figures when larger than one, employing “case” fractions when possible ($\frac{1}{2}$, $\frac{1}{4}$, and $\frac{3}{4}$ are commonly available); spell out when less than one ($1\frac{1}{2}$, $1\text{-}3/16$, but two-thirds).
 - fraternities and sororities: With the exception of the departmental and general academic honor societies, all but a couple new colonies are local; capitalize the Greek letters in the individual names but not the word “greeks” when referring to these social organizations.
 - Free Application for Federal Student Aid (FAFSA)
 - freelance (adjective)
 - French (major); Department of Modern Languages, Literatures, and Cultures; French department (informally)
 - freshmen: Use “first-year students” instead.
 - Friends of Linnaeus Arboretum
 - FTE (full-time equivalent, referring to enrollment totals): for statistical reports only; use full-time head count when indicating enrollment in text.
 - fundraiser or fundraising
- G**
- G-Club
 - Ga.: abbreviation for Georgia
 - GAC: Avoid; use “Gustavus” instead.
 - Gamelin China Studies Lectureship, Francis C. and Ruth Vikner Gamelin Endowment Fund for China Studies (first ref.)
 - gender, women, and sexuality studies (major and minor); Gender, Women, and Sexuality Studies program (interdepartmental program)
 - geography department, Department of Geography
 - geology department, Department of Geology
 - Gibbs Hall, Karen Gibbs Residence Hall (first ref.); formerly the Link
 - Gibbs Lounge, Karen Gibbs Lounge (first ref.)
 - Gibbs Tennis Center, Karen Gibbs Tennis Center (first ref.), north tennis courts
 - gift planning; Office of Gift Planning, part of the institutional advancement division
 - G.I.V.E., Gusties In Volunteer Endeavors: volunteer service program organized by alumni office
 - grade point average, GPA (not G.P.A. or QPA)
 - *Grant Information*: newsletter of the Office of Corporate and Foundation Relations
 - Greater Gustavus Award
 - Greek (minor), Department of Classics
 - greeks: members of fraternities and sororities or the groups themselves. Note that the word is not capped when used in this context.
 - *Gribly*, campus directory (now online)
 - Guaranteed Cost Plan

- Guaranteed Student Loan Program (renamed Stafford Student Loan Program and now Federal Family Education Loan Program)
 - Guild of St. Ansgar
 - Guild of St. Lucia
 - Gustav II Adolf: Swedish king (1594–1632) for whom the College is named (He was known as Gustavus Adolphus in his day; note modern spelling and placement of Roman numerals between names; cf. Carl XVI Gustaf, the current monarch.)
 - the *Gustavian*, the College’s annual
 - the *Gustavian Weekly*, the *Weekly* (informally)
 - Gustavus, Gustavus Adolphus College (first ref.)
 - Gustavus Adolphus College Association of Congregations, Association of Congregations (GACAC; but avoid the acronym when speaking)
 - Gustavus Adolphus Day (November 6)
 - Gustavus Ambassadors (student group); formerly Gustavus Pride
 - the Gustavus Annual Fund: now a separate office in the institutional advancement area responsible for unrestricted annual giving, including alumni giving
 - the Gustavus Choir, the concert choir
 - Gustavus Christian Community
 - *Gustavus Guide*, student handbook
 - Gustavus Health Promotion (GHP)
 - the Gustavus Jazz Lab Band, jazz band
 - Gustavus Library Associates (GLA): collective singular construction (don’t use “the”)
 - Gustavus Outdoor Enthusiasts (GOE)
 - the Gustavus Philharmonic Orchestra
 - the *Gustavus Quarterly*, the *Quarterly*
 - the Gustavus Symphony Orchestra, touring group
 - Gustavus Technology Services (GTS)
 - Gustavus Ticket Center, ticket center
 - Gustavus Wellness Group (GWG)
 - the Gustavus Wind Orchestra, the concert band
 - Gustavus Youth Outreach (GYO)
 - Gustie, Gusties (informal)
 - Gustie Den: the Student Organizations Suite in the Jackson Campus Center
 - Gustie Greeters (student group)
 - “Gustie Rouser” (fight song); the *Golden Gustie Rouser* (athletics department newsletter)
 - gymnastics (Note “s”; however, construction is singular: “Gymnastics is a winter sport.”)
 - gymnastics studio, Sponberg Gymnastics Studio
- H**
- Hall of Fame, Gustavus Adolphus College Athletics Hall of Fame (first ref.)
 - George Hall Lecture (in religion); George Hall Prize
 - handbook, student handbook, *Gustavus Guide*
 - handicapped: “Person with disabilities” and “physically challenged” are preferred.
 - Hasselquist Room, Maynard Hasselquist International Studies Room (first ref.), library reading room
 - Hawaii: Do not abbreviate; the ‘okinas marking glottal stops (as in native spellings: Hawai‘i, Kaua‘i) may be omitted.
 - health and physical education, Department of Health and Exercise Science
 - hearing-impaired (an adjective, not a noun)
 - the Health Service
 - Helpline: IT help desk
 - *Heterodoxy*
 - high school (no hyphen in adjective usage)
 - Hillstrom Museum of Art, Richard L. Hillstrom Museum of Art (first ref.)
 - Hispanic (a term dating from the Nixon administration referring to people from Spanish-speaking countries living in the United States; see separate entries for “Chicano” and “Latino.”)
 - historic, historical: takes the article “a,” not “an”
 - history department, Department of History
 - Hollingsworth Football Field, Hollingsworth Field, (only the field, not the stadium)
 - Holly House (college-owned house razed after the 1998 tornado, formerly called the Wolf House; see “Swedish House” entry)
 - Holy Communion: Sunday Chapel service
 - homepage
 - honorary degree, honorary doctorate
 - honor code: academic honesty policy (est. 2003)
 - honors, graduation honors: *cum laude*, *magna cum laude*, *summa cum laude* (italicized)
 - Honors Day
 - housekeeping (custodial preferred)
 - Human Performance Laboratory
 - human resources, Department of Human Resources (formerly personnel)
 - hyphen: Use it to avoid ambiguity or to form a single idea out of two or more words. Hyphenate compound adjectives that precede nouns (a first-quarter touchdown, a know-it-all attitude), but don’t when those same combinations stand alone or follow the noun (He scored a touchdown in the first quarter; her attitude suggested that she knew it all). Some well-established compound modifiers have lost the hyphen (a high school play, the civil rights movement). Do not hyphenate after “very” or words ending in “ly” (adverbs). Also, note “suspensive hyphenation”: a 10- to 20-year sentence.

- I Am We Are, social justice theatre company
- ID, IDs, Gustavus ID (referring to card)
- Idaho: Do not abbreviate.
- Ill.: abbreviation for Illinois
- Inc.: Abbreviate and cap when used as part of a corporate name. It is usually not needed in text but, if it is used, do not set it off with commas; follow usage of corporation when listing.
- Ind.: abbreviation for Indiana
- Indigenous Students Association (ISA)
- individualized major
- Information Center, operated by the Student Activities Office (also functions as ticket center)
- information systems: now all reorganized as Gustavus Technology Services (GTS)
- *Inside Gustavus*, weekly community newsletter, formerly named the *Yellow Sheet*
- institutional advancement, Office of the Vice President for Institutional Advancement (including gift planning, the Gustavus Annual Fund, alumni relations, and corporate and foundation relations)
- institutional research, Office of Institutional Research
- insure (See “ensure/insure.”)
- intercollegiate athletics, Department of Intercollegiate Athletics
- Inter-Greek Senate
- interim, Interim Experience (IEX), January Interim Experience (formerly January Term)
- international center, Curtis and Arleen Carlson International Center (first ref.), Carlson International Center
- International Cultures Club (ICC): formerly International Student Organization
- international students: preferred over “foreign”
- international study office, Office of International and Cultural Education (housed in Carlson International Center)
- the Internet, the Net
- Internet addressing protocol: e.g., **gustavus.edu** (If a conventional “www” address, “http://” and “www” may be dropped when referring to a College URL. Follow site conventions for others.) Avoid using **gac.edu**. Boldfacing or enclosing with angle brackets in text can avoid confusion with other punctuation.
- interpretive center, Melva Lind Interpretive Center (first ref.), Linnaeus Arboretum interpretive center, arboretum interpretive center
- Iowa: Do not abbreviate.
- IT: informal acronym for the former Department of Information Technology, now reorganized as Gustavus Technology Services (GTS)
- italics for foreign terms: Italicize words that haven’t been incorporated into everyday use. Second and later appearances in an article need not be italicized. (*Words into Type* has a good list showing which are rendered in roman and which are italicized.)

- Jackson Campus Center, C. Charles Jackson Campus Center (first ref.), campus center
- Jackson Campus Center banquet rooms: Three Crowns Room, Heritage Room, St. Peter Room
- January Term: now Interim Experience (IEX), January Interim Experience, or interim (avoid “J-Term” or “J Term” except in informal usage)
- Japanese studies (major); Japanese Studies program; Department of Modern Languages, Literatures, and Cultures
- Johns Family Courtyard (note no apostrophe—the benefactor family’s surname is Johns)
- Johnson Center for Environmental Innovation, Glen and LaVonne Johnson Center for Environmental Innovation (first ref.)
- Johnson Endowment (or Fund) for the Arts, Ethel and Edgar F. Johnson Endowment for the Arts (first ref.; see also: “endowed chairs.”)
- Johnson Hall (razed after 1998 tornado; named for Governor John A. Johnson)
- Johnson Student Union, O.J. Johnson Student Union (first ref.), student union
- Jr.: Do not use a comma (Henry Benson Jr.).
- judicial boards: Peer Board, College Judicial Board, College Appeals Board. Avoid using “j-board.”
- junior (referring to a third-year student)

- Kan.: abbreviation for Kansas
- Kendall Center, John S. Kendall Center for Engaged Learning (first ref.), faculty development center
- Kendall Lecture, Annual Kendall Lecture in Psychology (first ref.)
- Key Education Resources (formerly Knight College Resources)
- KGAC/KNGA: MPR station formerly affiliated with Gustavus (no longer maintains campus studio)
- Kresge Room, dance studio
- Ky.: abbreviation for Kentucky

- La.: abbreviation for Louisiana
- LAN: local area network (computer network; see also: “WAN”)
- language laboratory (See “Culpeper language center.”)
- Latin (major), Department of Classics
- Latin American, Latino, and Caribbean studies (minor); Latin American, Latino, and Caribbean Studies (LALACS) program (interdepartmental program)
- Latina/Latino (referring to Spanish-speaking heritages, cultures, or peoples, generally other than Spanish and Mexican)
- Leadership Center, housing the Office of Student Activities
- Leadholm Conference Room (in the Jackson Campus Center)

- Lefler Lecture/Lecturer, Herbert and Mary Jane Lefler Lecture/Lecturer (first ref.)
- legacy (used informally in reference to a student whose parents also attended Gustavus)
- “Legacy”: development office newsletter or section in the *Quarterly* (don’t emphasize the “GAC” by capitalizing those letters, as in “LeGACy”)
- Melva Lind Interpretive Center (not Interpretative)
- Lindau Symposium
- Link Hall, the Link; now renamed Gibbs Hall
- Linnaeus Arboretum, the arboretum
- Linner Lounge (pronounced “lin-NEAR”)
- local area network: LAN (computer network)
- Lund Arena (See also: “Roberts Rink.”)
- Lund Center, Lund Center for Physical Education and Health (first ref.), athletics center
- Lund Music Library, music library
- Lundgren House

M

- magazine and newspaper titles: Italicize the complete title as it appears on the publication (but identifying the city if not part of the title: Mankato *Free Press*, the *New York Times*, the *Gustavian Weekly*, Minneapolis *Star Tribune*, *Life* magazine).
- MAGIC (Meaningful Activities with Gusties In the Community)
- Maine: Do not abbreviate.
- majors: Use lowercase for subjects except in cases with a proper noun, such as English, French, and Scandinavian studies:
 - accounting
 - accounting, public
 - art education
 - art history
 - art studio
 - athletic training
 - biochemistry and molecular biology
 - biology
 - biology honors
 - biology/life science teaching
 - chemistry
 - chemistry ACS
 - chemistry teaching
 - classics
 - classics honors
 - communication arts/literature teaching
 - communication studies
 - communication studies honors
 - computer science
 - computer science honors
 - dance
 - dance honors
 - earth science/space teaching
 - economics
 - elementary education
 - English
 - environmental studies

French
 French teaching
 gender, women, and sexuality studies
 geography
 geography honors
 geology
 health education
 health education teaching
 health fitness
 history
 history honors
 individualized
 international management
 Japanese studies
 Latin
 Latin honors
 management
 mathematics
 mathematics honors
 mathematics teaching
 music
 music education
 music education honors
 music honors
 nursing
 philosophy
 philosophy honors
 physical education
 physical education teaching
 physics
 physics honors
 physics teaching
 political science
 political science honors
 psychology
 psychology honors
 religion
 Russian and Eastern European studies
 Scandinavian studies
 social studies teaching
 sociology and anthropology
 sociology and anthropology honors
 Spanish
 Spanish teaching
 theatre
 theatre honors

- marketing and communication, Office of Marketing and Communication (formerly College Relations, Marketing and Public Relations, and Public Affairs)
- Market Place, Gustavus Adolphus Market Place (first ref.), Dining Service servery (not dining room)
- Mass.: abbreviation for Massachusetts
- master of arts degree, master’s degree
- master’s degree, M.A., M.S., M.B.A., M.F.A., etc.
- mathematics department, Department of Mathematics and Computer Science, math department (informal)
- Mattson Hall, P.A. Mattson Hall (first ref.)

- MAYDAY! Conference (all caps for poster and display use, but permissible to lowercase in text)
 - Md.: abbreviation for Maryland
 - media services: part of the Instructional and Media Services unit of Gustavus Technology Services (not media relations, which are handled by the Office of Marketing and Communication)
 - Merit Scholar, National Merit Scholarship Program finalist
 - MIAC, Minnesota Intercollegiate Athletic Conference (athletics conference to which Gustavus belongs): “MIAC Conference” is redundant.
 - Mich.: abbreviation for Michigan
 - mid: Combine with common nouns and adjectives, hyphenate with proper ones (midsummer, but mid-July).
 - midnight (not 12 a.m. or 12 midnight)
 - Minn.: abbreviation for Minnesota
 - Minnesota Student Educational Loan Fund Program (SELF)
 - MINITEX
 - minority: Use specific reference when possible and appropriate (Asian American, Mexican American) or, alternately, “person of color.”
 - minors only: Use same rules as for majors:
 - coaching
 - Greek
 - Latin American, Latino, and Caribbean studies
 - neuroscience
 - peace studies
 - Russian
 - Russian studies (but, Russian and Eastern European studies is a major)
 - theatre for social justice
 - Mission Statement (capitalized when referring to the official document of the College)
 - Miss.: abbreviation for Mississippi
 - MnPALS (Public Access Library System)
 - Mo.: abbreviation for Missouri
 - Model United Nations (MUN)
 - Modern Languages, Literatures, and Cultures, Department of
 - Moe Lecture (in gender, women, and sexuality studies), Robert and Karin Moe Visiting Lectureship (first ref.)
 - Mont.: abbreviation for Montana
 - more than/over: Use “over” for spatial relationships.
 - morning praise: also known as matins; a service of morning song and prayer, generally observed in Christ Chapel on Wednesdays during the school term, except during Lent
 - multicultural programs, Office of Diversity Development and Multicultural Programs
 - music department, Department of Music
 - Myrum Field, Myrum Baseball Field, baseball field
- N**
- natatorium, swimming pool
 - National Merit Scholarship Program, Merit Scholarships
 - National Collegiate Gymnastics Association (NCGA): national governing body to which the Gustavus gymnastics team belongs. (Gymnastics is the only varsity sport at the College not currently affiliated with the NCAA.)
 - Native American (referring to an American Indian; when referring generally to any native-born American, lowercase “native”)
 - N.C.: abbreviation for North Carolina
 - NCAA: Divisions are denoted by Roman numerals—I-A, I-AA, II, and III (Gustavus teams are in Division III).
 - NCUR, National Conference on Undergraduate Research (first ref.)
 - N.D.: abbreviation for North Dakota
 - Neb.: abbreviation for Nebraska
 - the Net (short for the Internet; note that both terms are capitalized)
 - Nev.: abbreviation for Nevada
 - news services, now media relations, part of the Office of College Relations (not media services, which are provided by GTS)
 - NeXT (computer system)
 - N.H.: abbreviation for New Hampshire
 - N.J.: abbreviation for New Jersey
 - N.M.: abbreviation for New Mexico
 - Nobel Conference® . . . [use Roman or Arabic numerals following or Arabic ordinals before to indicate which one], Nobel Conference series: Registration mark should be included in display usages, as the name has been licensed since 1984 and is used with permission of the Nobel Foundation.
 - Nobel Hall of Science, Alfred Nobel Memorial Hall of Science (first ref.), Nobel Hall, science hall
 - nonsexist language: Masculine nouns and pronouns are no longer considered generic; he, his, chairman, forefathers, sportsmen, mankind, etc. should not be assumed to include women. Even assuming inclusion, masculine construction may be awkward: “Man, like other mammals, breast-feeds his young.” There is almost always a better word. Alternately, the sentence may be rewritten, either 1) to eliminate the pronoun (e.g., instead of “Each doctor treats his patients with care,” consider “Each doctor treats patients with care”) or 2) in the plural (if this does not alter the meaning of the sentence; e.g., try “Doctors treat their patients with care”). Use “his or her” and “he or she” when appropriate, but avoid overusing them. Use generic nouns: photographer, not cameraman; supervisor, not foreman; nurse, not male nurse; representatives, not congressmen. (Among recent publications on nonsexist writing, the most comprehensive may be *The Handbook of Nonsexist Writing*, by Casey Miller and Kate Swift.)

- nontraditional students, Non-Traditional Students (their special-interest organization)
- noon (not 12 p.m. or 12 noon in text)
- nordic skiing (Note lowercase “n.”)
- Eric Norelius: Swedish immigrant pastor credited with founding the school that would become Gustavus Adolphus College in Red Wing, Minn., in 1862. (Note that we have adopted the more conventional spelling of his Christian name, which was generally spelled “Erik” in early documents.)
- Norelius Hall (Named residence halls may carry only the surname, even in first ref.; see also: “Gibbs,” “Pittman,” “Rundstrom,” “Sohre,” “Sorensen,” and “Uhler” hall entries.)
- North Hall
- not only/but also: If you use the former, also use both words of the latter; a comma between phrases is not necessary.
- numbers: Use a comma in numbers of four or more digits except in dates, addresses, and page numbers. In casual expressions and when rounding large numbers, spell out (thanks a million, nearly one thousand people). Use cardinal numbers in dates (August 7, not August 7th). (See also: “fractions.”)
- nursing consortium, Minnesota Intercollegiate Nursing Consortium
- nursing department, Department of Nursing
- N.Y.: abbreviation for New York

O

- observatory, Olin Hall observatory
- occupational descriptions: informal, never capped—astronaut John Glenn, men’s basketball coach Mark Hanson. (However, cf. “Coach” as a formal and familiar title denoting scope of authority, which is capped in referring to a *head* coach: Coach Hanson. The word “Chief” is used similarly.)
- OCLC (Online Computerized Library Cooperation, formerly Ohio Computerized...)
- offices: Like departments, they are capped only if formal names are given (e.g., Office of Admission, but admission office). The words “Office of . . .” precede most formal names, but there are some exceptions among administrative areas (e.g., Career Center, Department of Dining Service).
- Ohio: Do not abbreviate.
- Okla.: abbreviation for Oklahoma
- Old Main
- Olin Hall, F.W. Olin Hall for Physics, Mathematics, and Computer Science (first ref.), mathematics and computer science building, physics building
- online (adjective or adverb): Note no hyphen (online catalog, apply online).
- orchestras at Gustavus: the Gustavus Symphony Orchestra, the Gustavus Philharmonic Orchestra, the Gustavus Wind Orchestra (formerly the Gustavus Band), the Vasa Wind Orchestra (formerly the Adolphus Band)

- Ore.: abbreviation for Oregon
- Orgullo Latino Association of Students (OLAS): Latino pride organization
- orient (verb): not “orientate”
- Orient (noun, referring to the Far East)
- Oriental: Asian is preferred when referring to nations or nationalities; Oriental remains appropriate in reference to rugs.
- orientation, Orientation (capped when referring to the program of activities for incoming Gustavus students preceding the start of fall semester)
- OTC: Olin Technology Center; OTC Classroom
- “Our Story” Conference: annual PASO event

P

- Pa.: abbreviation for Pennsylvania
- Pan Afrikan Student Organization (PASO): an organization representing the entire African diaspora; formerly the Black Student Organization
- Parents Committee
- peace studies (minor), Peace Studies program (interdepartmental program)
- Peer Assistance Center, housing the Office of Alcohol and Drug Education
- Peer Assistants (PAs)
- Pell Grant, Federal Pell Grant Program, Pell award
- Peterson House
- Phi Beta Kappa Room, Almén-Vickner Phi Beta Kappa Room (first ref.)
- Phi Beta Kappa Visiting Scholar
- Ph.D., Ph.D.s, PhD, PhDs
- philosophy department, Department of Philosophy
- physical plant, Physical Plant Department (exception to the “office” rule)
- physics department, Department of Physics
- Pittman Hall (formerly Valley View Hall)
- PLUS Program, Federal Direct Parent Loan for Undergraduate Students Program
- p.m. (See “a.m.”)
- political science, Department of Political Science
- pool: Lund aquatic center
- possessives: For singular proper names, if you would pronounce the additional syllable in the possessive, form it by adding ’s: Aarsvold’s computer, Jones’s typewriter. A note about possessives: “Proper” style reserves the possessive for ownership *by a person*. Even though this rule is widely ignored (by us as well—we frequently refer to Gustavus’s traditions, for example), some grammarians still do not consider it proper to use possessives such as “Gustavus’s president” or “Minnesota’s governor” (they prefer alternate constructions, like “the president of Gustavus,” or “the Minnesota governor”). For more information about this rule, see the section on possessives in *Modern American Usage*, by Wilson Follett.

- post office, campus post office, Office of Postal Services (now part of Print and Mail Services)
- postseason
- postsecondary
- postgame
- Prairie View Hall
- pre-professional and specialized programs:
 - actuarial science
 - architecture
 - arts administration
 - church vocations
 - dentistry
 - engineering
 - law
 - materials science
 - medicine
 - ministry
 - occupational therapy
 - optometry
 - pharmacy
 - physical therapy
 - teaching elementary
 - teaching secondary
 - teaching college
 - veterinary medicine
- pre-law
- pre-med, premedical (It's not consistent, but apparently "premedical" is used commonly enough to be accepted by Webster's.)
- premier/premiere: "Premier" is an adjective (meaning chief or foremost or, alternately, first) with a specific noun use as the title of a government leader. "Premiere" is a verb, noun, or adjective referring to a first performance.
- pre-seminary: Avoid "pre-sem."
- Presidential Faculty-Student Collaboration Grants
- Presidents Dining Room (note no apostrophe)
- President's House
- Printing Services (now part of Print and Mail Services)
- professorships, named: Capitalize complete titles, even when printed alone or after the professor's name: "William Friert, the Dorothy Peterson, Mildred Peterson Hanson and Arthur Jennings Hanson Professor in Liberal Studies." (Some are so long that they're going to be awkward regardless of construction.) The conferred title "Distinguished Professor of . . ." is considered to be a named professorship and therefore is also capitalized in all uses. (Refer to full list under "endowed chairs.")
- provost's office, Office of the Provost, Office of the Vice President for Academic Affairs
- psychology: major offered, but not minor
- psychology department, Department of Psychology
- public affairs office, now "special events" and part of the Office of Marketing and Communication
- publications office, now part of the Office of Marketing and Communication

Q

- quotation marks: Use double marks to 1) enclose the exact words of a speaker; 2) set off a character or word when it represents itself rather than its usual meaning (e.g., The word "it's" is frequently misused; Hester Prynne wore the letter "A" on her dress); or 3) indicate titles of short stories, essays, and other short works (e.g., one-act plays, magazine articles, and songs). Single marks are used for quotes within quotes (e.g., "Hester Prynne wore the letter 'A' on her dress").
- Quran or Qur'an (preferred over Koran)

R

- Reading Break: informally, fall break
- registrar's office, Office of the Registrar
- religion department, Department of Religion
- religious titles: the Reverend Brian T. Johnson, or the Rev. Craig Johnson. (Note use of the word "the" in the honorific; note also that some denominations use or prefer other titles instead: "Sister," "Father," "Elder," "Pastor," etc.—refer to the *AP Stylebook*.)
- Renaissance: capped as a specific period in European history; otherwise, lowercased
- Research, Scholarship, and Creativity Grants
- residence halls (preferred over "dormitories")
- residential life, Office of Residential Life (not housing office)
- résumé (Note accent marks.)
- retreat center, Gustavus Adolphus College Association of Congregations Retreat Center (formerly, the Sorensen House)
- R.I.: abbreviation for Rhode Island
- Roberts Rink, Don Roberts Ice Rink (first ref.), Lund Arena
- rooms: Capitalize names when they are official room names (Scandinavian Room, Phi Beta Kappa Room, Alumni Hall, etc.) but not when they are simply locations or informal names (Nobel auditorium, library conference room). However, when a room number is listed with a building name, capitalize "Room" (e.g., Olin Hall, Room 103).
- *Rouser*, the *Golden Gustie Rouser*: athletics department newsletter
- rouser, "Gustie Rouser" (fight song)
- Rundquist Conference Room (in the Jackson Campus Center)
- Rundstrom Hall
- Russian (minor); Russian studies (minor); Russian and Eastern European studies (major); Department of Modern Languages, Literatures, and Cultures
- Rydell Professor/Professorship, Drs. Robert E. and Susan T. Rydell Professor/Professorship at Gustavus Adolphus College (first ref.)

- S**
- St. Lucia, Festival of
 - S.C.: abbreviation for South Carolina
 - Scandinavian studies (major), Department of Scandinavian Studies
 - Schaefer Fine Arts Center, Harold and Ruth Schaefer Fine Arts Center (first ref.—note only one “f”), fine arts center; three divisions: -Music Wing, -Art Wing, -Communication Studies/Theatre Wing
 - Scholastic Aptitude Test (SAT)
 - science hall, Alfred Nobel Hall of Science (first ref.), Nobel Hall of Science
 - sculptor-in-residence
 - S.D.: abbreviation for South Dakota
 - secondary education, Secondary Education program: not a major; licensure is recommended by the Department of Elementary and Secondary Education and the Office of the Registrar to the Minnesota Board of Teaching upon completion of requirements for each teaching major.
 - second-semester courses, spring-semester courses
 - security, Campus Safety (not Security Department)
 - senior (referring to a fourth-year student)
 - senior class gift
 - service-learning (hyphenated in all uses)
 - sexist language (See: “nonsexist language.”)
 - shop buildings
 - Sjoström House
 - SMILE, Southern Minnesota Inter-Library Exchange
 - Social Security
 - social science center, A.H. Anderson Social Science Center (first ref.), Anderson Social Science Center
 - sociology department, Department of Sociology and Anthropology
 - Sohre Hall
 - sophomore
 - Sorensen Hall
 - south mall (south of Christ Chapel, between Anderson Social Science Center and Nobel Hall)
 - Southwest Residence Hall
 - Spanish (major); Department of Modern Languages, Literatures, and Cultures; Spanish department (informally)
 - speech department: former name of communication studies department
 - sports information, Office of Sports Information
 - Spring Break (both officially and informally!)
 - Spring Break work trips
 - Sr.: Do not use comma (Henry Benson Sr.).
 - Stafford Student Loan Program, Federal Stafford Student Loan Program (formerly the Guaranteed Student Loan Program), renamed the Federal Family Education Loan Program (FFELP) in 1992: But, see “Federal Direct Student Loan Program.” Gustavus used the Stafford Loan Program prior to 1994 and the Federal Direct Loan Program since.
 - state names: spell out or use AP-standard abbreviations in sentences; use two-letter postal abbreviation in listings and addresses only (a ZIP code properly includes a two-letter state code AND five or nine numbers). Set state off with commas when used with a town or city in text.
 - “Statement of Student Responsibilities” (document)
 - “Statement of Student Rights” (document)
 - street, avenue, road, etc.: Abbreviations are permissible; however, the unabbreviated form is appropriate in formal “display” usage such as invitations.
 - student accounts, Office of Student Accounts
 - Student Activities Office (SAO) (See also: “Leadership Center”)
 - student affairs office, Office of the Vice President for Student Affairs, Office of the Dean of Students
 - student-athlete (noun and adjective, to be consistent with NCAA style)
 - student conduct code: three documents—the “Statement of Student Rights,” the “Statement of Student Responsibilities,” and “Student Judicial Procedures”—known collectively as Student Rights, Responsibilities, and Judicial Procedures
 - student employment (Avoid “work-study.”)
 - student handbook, *Gustavus Guide*
 - “Student Judicial Procedures” (document)
 - student newspaper, the *Gustavian Weekly*
 - Student Organizations Suite (in the Jackson Campus Center), also known as the Gustie Den
 - Student Senate
 - student teacher (noun), student-teaching (adj.)
 - student union, O.J. Johnson Student Union (first ref.)
 - summer programs, Office of Summer Programs
 - *Summer Scoop*, monthly summer newsletter
 - Swanson Tennis Center, Lloyd O. Swanson Tennis Center (first ref.), indoor tennis facility (informally, the tennis bubble)
 - Swedish (language study, not a major), Department of Scandinavian Studies
 - Swedish House, Svenska Huset (razed after the 1998 tornado; known in the ’60s as the Holly House, although that name was subsequently applied to another structure, now also razed), now part of the Carlson International Center and officially named Barbro Osher Svenska Huset

- T**
- Teachers Talking (faculty forum)
 - telecommunications, Office of Telecommunications (part of the Core Services unit of Gustavus Technology Services)
 - telephone numbers: Don't enclose area code in parentheses; use hyphens (preferred), periods, or "slash and dash": 507-933-7650, 507.933.7650, or 507/933-7650.
 - Tenn.: abbreviation for Tennessee
 - tennis center: We have two, although the first is usually the one implied: 1) Swanson Tennis Center (and Brown Outdoor Tennis Complex), Lloyd O. Swanson Tennis Center (first ref.), tennis bubble (informal); 2) Gibbs Tennis Center, Karen Gibbs Tennis Center (first ref.).
 - 1009 House, Ten-O-Nine House
 - Texas: Do not abbreviate.
 - that/which: "That" is a restrictive pronoun; it serves to identify the noun preceding it (e.g., "The lawn mower *that* is in the garage doesn't work"—identifying one mower among implied others). "Which" is used with nonrestrictive clauses, which add information rather than define or limit what has gone before and are almost always set off with commas (e.g., "The lawn mower, which is in the garage, doesn't work"—where identification of a particular mower is not an issue).
 - theatre ("British" spelling used at Gustavus): Use "theater" in generic use, but follow the particular usage of other schools, troupes, or organizations.
 - theatre (facility), Evan and Evelyn Anderson Theatre, Anderson Theatre
 - theatre department, Department of Theatre and Dance
 - Third World (noun and adjective): "Developing nations" is preferred.
 - TIAA-CREF retirement plan
 - ticket center, Gustavus Ticket Center (See also: "Information Center.")
 - times of day: Use p.m. and a.m. (lowercase with periods—small caps are permissible if available); using :00 is not necessary. Use "en" dashes to indicate inclusive times *when used without words like "from" or "between"* (use hyphen if "en" not available). "Noon" and "midnight" are lowercased and stand alone (i.e., not 12 noon): 8–10 p.m., 8:30 a.m.–noon; but, from 8 to 10 p.m., between 8:30 a.m. and noon.
 - Title [followed by Roman num.]: sections of the Higher Education Act of 1965 (e.g., Title IX)
 - titles (people): Capitalize official titles before names: Dean of Students JoNes VanHecke ("Dean" is also considered an official title), Associate Professor Jim Welsh. Lowercase (and note subtle differences in) occupational descriptions before names (geology professor Jim Welsh, department chair Jeanne Herman). Use lowercase for titles after names (JoNes VanHecke, dean of students) in text copy, although titles following names are often capitalized in display use (e.g., in programs, etc.).
 - titles, royal (Swedish): Proper form of address for the king or queen is His Majesty King Carl XVI Gustaf and Her Majesty Queen Sylvia. Swedish equivalents are HM (Hans Majestät) and HKH (Hans Kunglig Höghet): HM King Carl XVI Gustaf. (Note placement of Roman numerals between names.) HRH (His or Her Royal Highness) is properly used for addressing royals other than the king or queen (e.g., the prince and princesses).
 - Touring and Activity Period, touring week: the weeklong break following January Term
 - toward (not towards)
 - trustee(s), Gustavus Adolphus College Board of Trustees, board of trustees
 - *Twinklflower*: newsletter of Friends of Linnaeus Arboretum
- U**
- Uhler Hall
 - United States (not abbreviated when a noun: ". . . came to the United States in 1956"), U.S. (adjective: ". . . exchanged her U.S. currency")
 - UNIX
 - upperclassmen: Replace with a gender-neutral term such as "returning students" when practical. Consider, also, using "sophomores, juniors, and seniors," when this isn't too wordy. Do not use "upper class students," as it can be misconstrued as a reference to social class. (The adjective "upperclass" has been suggested, but be aware that it is not yet officially accepted by the folks at Webster's, although "upperclassmen" is!)
 - URL (Uniform Resource Locator): e.g., **gustavus.edu** (If a conventional "www" address, "http://" and "www" may be dropped when referring to a College URL; if not, include the "http://": **http://bookmark.gustavus.edu**. Follow site conventions for others.) Avoid using **gac.edu**. URLs may be boldfaced, italicized, or placed in angle brackets in running text to avoid confusion with other text or punctuation.
 - username (computer user ID)
 - Utah: Do not abbreviate.
- V**
- Va.: abbreviation for Virginia
 - varsity squad (in reference to intercollegiate athletics teams)
 - Vasa Wind Orchestra; formerly the Adolphus Band
 - VAX, VAX mail
 - vespers
 - vice president
 - Vickner Hall, Edwin J. Vickner Hall of Language Arts (first ref.)
 - Vt.: abbreviation for Vermont

W

- Wahlstrom Hall (razed in 2005)
- Walker House
- Wallenberg Auditorium (all refs.; named for the Knut and Alice Wallenberg Foundation), Nobel auditorium (formerly Carl Edvard Johansson Auditorium)
- Wallenberg Lecture/Lectureship, Raoul Wallenberg Memorial Lecture/Lectureship (first ref.)
- WAN: wide area network (computer network)
- Wash.: abbreviation for Washington; state of Washington or Washington state, to distinguish from the city (not Washington State—that’s the name of a university)
- Washington, D.C. (Set D.C. off with commas when using with Washington in a sentence.)
- the Web (short for World Wide Web); but, website, webcast, webcam, webmaster
- which (See “that/which.”)
- white (referring to race): “Black” is capitalized because it formally denotes a race; “white,” on the other hand, is more often used generically, i.e., to mean “not Black,” “not Hispanic,” etc.
- Wis.: abbreviation for Wisconsin
- women’s studies: now gender, women, and sexuality studies (major and minor), Gender, Women, and Sexuality Studies program (interdepartmental program)
- Womyn’s Awareness Center
- work-study: But “student employment” is preferred.
- writer-in-residence
- Writing Center
- WVa.: abbreviation for West Virginia
- Wyo.: abbreviation for Wyoming

X

- x: used occasionally to denote former students who are non-graduates in alumni references (e.g., Dennis Paschke x73), although the current practice of the Office of Alumni Relations is simply to list the expected class year for all attendees

Y

- yearbook, *the Gustavian*
- the *Yellow Sheet*, former name of weekly community newsletter, now *Inside Gustavus*
- Evelyn Young Dining Room
- Gus Young Court, performance court, basketball court

Z

- ZIP code (not zip code, Zip Code, or Zip code): It properly includes two capital letters designating the state and five or nine digits; when abbreviating state names in running text, use accepted AP abbreviations rather than the ZIP designations.

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NOTES



GUSTAVUS USAGE An Alphabetical Listing

NOTES



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