

# Editorial Style Guide Office of University Relations

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# Editorial Style Guide Office of University Relations

## About the Editorial Style Guide

APU's Editorial Style Guide provides specific guidelines for writing and editing based on *The Chicago Manual of Style*. It determines the standards and style of communications filtered through the Office of University Relations (UR). UR encourages the rest of the university to use the guide as a helpful reference in university-wide efforts to maintain consistency in our language and thus properly demonstrate our commitment to precision in communication. UR's editorial staff (typically the most senior editor) updates the guide twice a year per institutional changes and industry trends.

## APU Editing, Proofreading, and Grammar Guidelines

### Proofreading/Editing Marks











It is imperative that corrections can be clearly understood by everyone working on a publication. To ensure this, the chart below lists common editorial marks and serves as not only a reference guide for those implementing edits but also as the standard to which APU writers/editors should adhere.

### Proofreaders' Marks







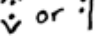




#### OPERATIONAL SIGNS

-  Delete
-  Close up; delete space
-  Delete and close up (use only when deleting letters *within* a word)
-  Let it stand
-  Insert space
-  Make space between words equal; make space between lines equal
-  Insert hair space
-  Letterspace
-  Begin new paragraph
-  Indent type one em from left or right
-  Move right
-  Move left
-  Center
-  Move up
-  Move down
-  Flush left
-  Flush right
-  Straighten type; align horizontally
-  Align vertically
-  Transpose
-  Spell out

#### TYPOGRAPHICAL SIGNS

-  Set in italic type
-  Set in roman type
-  Set in boldface type
-  Set in lowercase
-  Set in capital letters
-  Set in small capitals
-  Wrong font; set in correct type
-  Check type image; remove blemish
-  Insert here or make superscript
-  Insert here or make subscript

#### PUNCTUATION MARKS

-  Insert comma
-  Insert apostrophe or single quotation mark
-  Insert quotation marks
-  Insert period
-  Insert question mark
-  Insert semicolon
-  Insert colon
-  Insert hyphen
-  Insert em dash
-  Insert en dash
-  Insert parentheses

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### Most Common Spelling and Grammatical Errors

#### 15 Most Common Spelling Errors

Accommodate

A lot – never “alot”

Argument

Conscience vs. conscious – “conscience” refers to a sense of right and wrong; “conscious” refers to awareness or in the normal waking state

Definitely

Its/it’s – the apostrophe marks a contraction of “it is”; “its” is the possessive for “it”

Judgment

Liaison

License

Millennium

Noticeable

Occasionally

Privilege

Receive/receipt

Their/they’re/there – “their” is the possessive form; “they’re” is the contraction of “they are”; “there” indicates a location

#### 10 Most Common Grammatical Errors

**Affect vs. effect:** “Affect” is a verb meaning to act upon something or someone; *Adverse criticism of the book did not affect the author.* “Effect” is a noun indicating occurrence, situation, or condition; *Every cause produces more than one effect.*

**Comma splices:** A comma can never be used to indicate a complete thought or sentence.

Incorrect: *The book was really interesting, it had important ideas.* Correct: *The book was really interesting. It had important ideas.*

**Full-time vs. full time:** When functioning as an adjective before a noun, hyphenate “full-time”; *I am a full-time student. I worked on the farm full time.*

**Lack of agreement:** The subject and its corresponding verb must agree. For instance, if the subject is plural, the verb should indicate plurality. Incorrect: *The hills near the valley has never been explored.* Correct: *The hills near the valley have never been explored.*

**Misplaced modifiers:** A modifier used correctly modifies the intended subject. Incorrect: *Watching the sunset, the sky was breathtaking.* Correct: *Watching the sunset, I thought the sky was breathtaking.*

**Misuse of the possessive case:** An apostrophe typically indicates possession. Incorrect: *Those are the boys toy cars.* Correct: *Those are the boys’ toy cars.*

**Over vs. more than:** “Over” typically refers to above, upon, or during; “more than” indicates greater in amount or degree, or additional or further. *The bicyclist rode over the bridge; APU offers more than 50 areas of undergraduate study.*

**Overuse of the passive voice:** Passive voice tends to make language sound uncertain and less convincing. Try to change passive statements to active ones. Passive: *It is through this essay that the symbolism in Hamlet will be examined.* Active: *This essay will examine the symbolism in Hamlet.*

**Punctuation and Quotation marks (“ ”):** Quotation marks go inside semicolons and colons, outside commas and periods. Question marks and exclamation points go inside the quotation

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marks if they are part of the quote and outside if they are not. *Ex: Did you watch "The Civil War"?; then she asked, "Did you paint the entire fence?"*

- The guidelines for quotations on the first reference to the person being quoted are as follows: *"Our programs are very strong," said Thomas A. Smith, Ph.D., dean of the School of Theology.* After the quote on subsequent references, simply use the person's last name. *Ex: "Students really enjoy the classes we offer," Smith said.*
- Items that should be in quotation marks include: direct quotes, short poems, essays, article titles appearing within a journal, and short story titles. For more information, refer to the most recent version of *The Chicago Manual of Style*. Also, when editing, check for "smart quotes." When documents are transferred from email, sometimes quotations appear like "this." Just retype the quotation marks to reformat for the correct shape. However, smart quotes will not render correctly in most eblasts, so avoid them in that medium.

**Sentence fragments:** A complete sentence must be independent with a subject and a verb. Incorrect: *Because it was raining very hard.* Correct: *It was raining very hard.* Or, *Because it was raining very hard, the car skidded off the road.*

### Abbreviations

#### Abbreviating Numbers

When abbreviating numbers, follow these examples of numerical ranges. Omit implied digits where applicable: *3–10; 96–113; 107–9; 705–24; 1,005–9; 14,643–98.*

#### Academic Abbreviations

Use the traditional/conservative approach and abbreviate degrees with periods and without spaces: *B.A., M.A., Ph.D., etc.* However, for abbreviations with three or more capital letters, periods are generally omitted: *BSN, MSN, MBA, MAOM, MFA, DPT, MHROD, ABD, DMA, and DBA.* See below for other exceptions and definitions. **Please note that there is an exception for the School of Nursing. Do not use any periods for any degrees when listed in the School of Nursing.**

**A.B.**—artium baccalaureus (Bachelor of Arts)

**A.M.**—artium magister (Master of Arts)

**B.D.**—Bachelor of Divinity

**C.Phil.**—Candidate in Philosophy (**Note:** This intermediate degree may not be awarded simultaneously with or after the Ph.D.)

**D.B.**—divinitatis baccalaureus (Bachelor of Divinity)

**D.C.**—Doctor of Chiropractry

**D.D.**—divinitatis doctor (Doctor of Divinity)

**DDS**—Doctor of Dental Surgery

**D.O.**—Doctor of Osteopathy

**D.S.O.**—Distinguished Service Order

**DVM**—Doctor of Veterinary Medicine

**Esq.**—Esquire

**F.R.S.**—Fellow of the Royal Society

**J.P.**—Justice of the Peace

**J.D.**—juris doctor (Doctor of Law, Doctor of Jurisprudence), jurum doctor (Doctor of Laws)

**Kt.**—Knight

**LHD**—litterarum humaniorum doctor (Doctor of Humanities)

**Litt.D.**—litterarum doctor (Doctor of Letters)

**LL.B.**—legum baccalaureus (Bachelor of Laws)

**LVN**—Licensed Vocational Nurse

**M.A.Ed.**—Master of Arts in Education

**M.Arch.**—Master of Architecture

**M.P.**—Member of Parliament

**Ph.B.**—philosophiae baccalaureus (Bachelor of Philosophy)

**Ph.D.**—philosophiae doctor (Doctor of Philosophy)



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**Ph.G.**—Graduate in Pharmacy  
**RN**—Registered Nurse  
**S.B.**—*scientiae baccalaureus* (Bachelor of Science)  
**S.J.**—Society of Jesus  
**S.T.B.**—*sacrae theologiae baccalaureus* (bachelor of sacred theology)

### Acronyms

As a general rule, the letters of an acronym should not be separated by periods. For example: *UTCC*, *MAS*, *CAPS*. If an organization is not associated with APU, please check online for the correct abbreviation as some companies/offices may use periods.

**APU:** The acronym “APU” is an acceptable abbreviation for the university. For publications where the audience may not be familiar with APU, use Azusa Pacific University on the first reference and then APU in subsequent references.

**Note:** College Headed and Mighty Proud (C.H.A.M.P.) still currently uses the periods in its acronym because all of it is known in the community that way and all of its printed materials use the periods. See also “Special Exceptions by College, School, or Department.”

### Grade-point Average

GPA is acceptable on second reference or in an informal context, such as a list.

### Jr., Sr., and the Like

The abbreviations Jr. and Sr. as well as roman or Arabic numerals used after a name are part of the name and do not require a separating comma. These abbreviations are used only with the full name. Incorrect: *John Doe, Jr.* Correct: *John Doe Jr.*

### Capitalization

#### Academic Degrees

(See also “Program names”)

Capitalize the first letter of each abbreviated part of an academic degree. Use periods and do not use spaces between the letters for most degrees: *B.A.*, *M.A.*, *M.S.* See also “Academic abbreviations.”

Capitalize only the “official” (full proper) name of a degree program: *Bachelor of Arts in History*, *Master of Science in Nursing*, *Doctor of Education*, but *bachelor’s program in history*, *master’s degree in nursing*, *Ph.D. in education*. Use uppercase initials when the degree follows the individual’s name: *John Doe, Ph.D.*, *Jane Doe, MFCC*. Use an apostrophe to abbreviate the full proper name: *bachelor’s degree* or *master’s program*.

#### Academic Departments

Capitalize in all usages: *Department of History and Political Science*, *Department of Exercise and Sport Science*. Never use partially: *Department of History*.

#### Academic Term

Lowercase in all usages: *fall semester*, *spring semester*, *fall 1990*, and *spring 1991*. The exception is when used as part of an official name of a program: *The 1995 Fall Banquet*.

#### Accreditations

Capitalize when using the proper name. Azusa Pacific University’s various schools/departments are accredited by the following educational and professional associations. Do not use periods with the acronyms.

American Association of Intensive English Programs (AAIEP)  
American Psychological Association (APA)  
Association of Theological Schools (ATS)  
Board of Registered Nursing (BRN)  
California Commission on Teacher Credentialing (CCTC)  
Commission on Accreditation in Physical Therapy Education (CAPTE)  
Commission on Accreditation of Athletic Training Education (CAATE)

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Commission on Collegiate Nursing Education (CCNE)  
Council on Social Work Education (CSWE)  
International Assembly for Collegiate Business Education (IACBE)  
National Association of Schools of Art and Design (NASAD)  
National Association of Schools of Music (NASM)  
National Council for the Accreditation of Teacher Education (NCATE)  
Western Association of Schools and Colleges (WASC)

#### **Astronomical Terms**

Capitalize the names of stars, satellites, planets, etc. Capitalize “earth” when it is used as the proper name of our planet; lowercase when it is used to indicate soil, or when preceded by “the” or used in phrases such as *down to earth*.

#### **Assembly**

Capitalize when used as a proper name (i.e. *the California Assembly*) or if the state name is dropped but the reference is specific.

#### **Bible, Biblical**

Capitalize “Bible” in all references to the Old and New Testament writings, but lowercase biblical. (See also Scriptures, scriptural.)

#### **Board of Trustees**

Uppercase in all usages. “The board” is also acceptable.

#### **Brand Names**

Brand names and registered trademarks are capitalized: *Band-Aid, Kleenex, Xerox, Styrofoam*. But whenever possible, use the generic term: *adhesive bandage, tissue, photocopy, plastic foam*.

#### **Campus**

Lowercase when used alone; uppercase when used as part of a specific name: *East Campus and West Campus; I barely made it to campus in time*.

#### **CD-ROM**

Acronym for a compact disc acting as a read-only memory device. Always capitalize.

#### **Chapel**

Do not capitalize when referring to APU’s thrice-weekly chapel program.

#### **College and University Names**

For names of colleges and universities other than APU, consult *American Universities and Colleges*, available in the library or [online](#), or the school’s own website.

#### **Commencement**

The word “commencement” is lowercased, as is the semester (*spring commencement, fall commencement*) except when functioning as a title.

#### **Committees, Councils, Teams**

Uppercase in all references to specific university task forces or committees appointed for specific purposes: *Incident Command Team; Staff Council; Task Force on the Adult Learner*.

#### **Community Meeting**

This refers to the regular meeting of APU faculty and staff. Lowercase in all usages.

#### **Constitution**

Capitalize all references to the U.S. Constitution; in references to constitutions of other nations or states, capitalize only with the name of a nation or a state: *the California Constitution, the state constitution*.

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### Cornerstones

Capitalize when referring to APU's *Four Cornerstones* or just *Cornerstones*. *APU's Cornerstones* is also acceptable.

### Course Names

Uppercase when referring to specific courses: *Microcomputer Hardware Technology*, *Introduction to Nursing Science*. Lowercase when making general reference (except when referring to languages): *a political science class taught by Chris Jones*; *an English class taught by Pat Smith*.

### Dean

Capitalize when used as a formal title before a name: *Dean John Smith*; lowercase in other uses: *John Smith*, *dean of students*, *will speak in chapel*.

### Deans' List

Lowercase in general uses: *She is on the deans' list*. Uppercase when referring to the Azusa Pacific University Deans' List. The apostrophe should follow the "s".

### Deity

Uppercase references to deity: *God the Father*, *Son*, and *Holy Spirit*. Also uppercase direct pronouns: *What did Jesus Christ mean when He said, "Come unto Me, all who are weak"?* Other examples include: *Word of God*, *Body of Christ*, *Him*, *His*.

### Directional Terms

North, south, east, west, central, southeastern, northwestern are all lowercased. Capitalize when referring to a widely known section: *Pacific Northwest*, *the West Coast*, *Southern California*.

### Divine, Divinity

Capitalize only when used in direct reference to God, Jesus Christ, or the Holy Spirit, or when used as part of a proper noun: *The Divinity of Christ was not in question*. *The chocolate mousse was divine*.

### Editor, Editor in Chief

Capitalize editor before a name only when it is an official corporate/organizational title. Do not hyphenate "editor in chief."

### Extension

Capitalize and abbreviate when it appears before a number: *Contact the Office of University Relations, Ext. 4500*.

### Faculty Meeting

Lowercase in all usages.

### God-honoring, Godly

Capitalize the "g" in God-honoring but lowercase all uses of godly: *APU strives for God-honoring excellence*. *That staff member conducts himself in a godly manner*.

### Gospel

Capitalize in general reference, and when referring to the books of the Bible. Do not capitalize in reference to the music genre: *She wanted to share the Gospel*. *The topic was the Gospel of John*. *He enjoys gospel music*.

### Holidays

Religious and secular holidays are capitalized: *Good Friday*; *Labor Day*. APU has a Christmas break/vacation and an Easter break/vacation (not Spring Break).

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### Internet

Capitalize as shown in both text and in address listings.

### Judge

Capitalize before a name when it is the formal title.

### Majors, Minors

(See also “Academic degrees”)

Do not capitalize unless it is the full proper name of an academic program: *APU’s psychology major; a minor in accounting; Bachelor of Science in Chemistry*

### National Guard

Capitalize when referring to U.S. or state-level forces: *the National Guard, the Guard, the California National Guard.*

### Office Names

Capitalize the formal name of the office and avoid using partial names in first reference: *Jim had an appointment in the Office of Graduate Admissions, but did not know where Graduate Admissions was located. Linda was late leaving the School of Nursing.*

### Old Testament/New Testament

Both are always capitalized, but not italicized.

### Olympics

Capitalize all references to the international athletic contests held every four years: *the Olympic Games, the Games, an Olympic-sized pool.*

### Political Parties

Names of national and international political organizations, movements, and alliances, and members of political parties are capitalized (*Democratic party, Republican party*), but not the words party, movement, platform, etc.

### President

Capitalize only as a formal title before name of APU’s president, but use lowercase in all other uses: *President Wallace; the president said today.* On second reference, use only the last name of the person.

### Professional Titles

(Refer to 8.21-35 in the *Chicago Manual of Style* for further clarity)

Titles are capitalized only when they immediately precede a personal name and are thus used as part of the name in essence. Titles should be lowercased when following a name or used in place of a name: *Director of Human Resources Jane Doe; Jane Doe, director of human resources; Jane Doe, director, Office of Human Resources; the director of human resources.*

**Exception:** Names and titles displayed in list format such as on a “Meet the Staff” Web page or on an Academic Cabinet list in an annual report:

*Jane Doe*  
*Director of Human Resources*

### Professor

Never abbreviate. Capitalize when used as a formal title before a full name: *Professor Tom Smith.* Lowercase elsewhere: *John Smith is an assistant professor in the School of Music.*

### Program Names

(See also “Academic degrees”; refer to 8.21-35 in the *Chicago Manual of Style* for further clarity)

When the official name of a degree or its correct abbreviation is used, the subject of the degree must be capitalized. When referring to a “master’s in...” the subject need not be capitalized. For example: *M.A. in History, master’s in history, and Master of Arts in History program.* When identifying programs, be

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specific: *a degree program (as in the above example); a certificate program (Certificate in TESOL program); or a credential program (Preliminary Administrative Services Credential program).*

**Note:** Please note that the word “program” is not capitalized.

### Regional Center

Lowercase when used alone; uppercase when used as part of a specific name: *Inland Empire Regional Center.*

### Seasons

The four seasons are always lowercased except when used in a proper noun or to denote an issue of a publication: *summer solstice; fall 2011 semester; APU Life, Summer 2011*

### Scripture(s), Scriptural

Capitalize “Scripture(s)” in all references to the Old and New Testament writings, but lowercase scriptural. (See also Bible, biblical.)

### Social Security

Capitalize the words “Social Security” only. Do not cap number, tax, office, etc.

### The

Do not capitalize “the” as part of a campus title. It is *the School of Music*, not *The School of Music*. Using “the” in front of a campus name depends on the judgment of the writer, the meaning of the sentence, and the way the sentence reads. Most of the time, “the” is appropriate but not always necessary. It is best to use “the” if distinguishing one campus from another: *She attended the Orange County Regional Center for one year and the Los Angeles Regional Center for another.*

### University

Do not capitalize university when it stands alone, even in obvious references to Azusa Pacific University: *Jon Wallace, president of Azusa Pacific University, said, “As president of this university . . .”*

### Web

Short for World Wide Web; always capitalize unless part of the compound word “website”

**Note:** It is preferable to use “the Internet” instead of “the Web.”

### Website, Webmaster

Lowercase unless first word in a line

### Word of God

Capitalize as shown when referring to the Bible.

### ZIP Code

Always use all caps for ZIP, but lowercase code.

## First References and Subsequent References

### Azusa Pacific University

The first reference typically should be “Azusa Pacific University” or “Azusa Pacific,” particularly for audience groups unfamiliar with the university. For subsequent references, “APU” is acceptable. It is no longer essential to include “APU” in parenthesis after the first reference to Azusa Pacific University.

- When referring to an APU regional center, use the full name on first mention and partial name on subsequent mentions: *She takes classes at APU’s Murrieta Regional Center. It’s the closest regional center to her house.*

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### Campus addresses

Always use formal names on first reference. Use figures and capitalize “room” and the formal building name: *The Board of Trustees will meet at 8 a.m. on Friday in Room 103, Wilden Hall.* See also the Campus Locations and Addresses section of this guide.

### Cardinals, archbishops, bishops

Use these titles before the individual’s name: *Cardinal Roger Mahoney* on first reference; *Mahoney* or *the cardinal* on second.

### Courtesy titles

In second references, courtesy titles such as Mr., Mrs., Miss, and Ms. are not to be used. Use only the last name in second (and subsequent) references.

### Resident advisor, resident director

RA and RD are acceptable on second reference for internal publications.

### Titles of Groups

On first reference, use the full name of group, department, etc., and capitalize all words except prepositions. On subsequent reference, when only a partial name is used, lowercase: *The School of Business and Management prepared this manual. The school offers bachelor’s and master’s programs in business.*

## Gender-based Word Usage

### Animals

Be careful not to assume an animal is male unless the word (buck, bull, etc.) makes this clear. Refer to animals with the neuter gender pronoun “it.”

### Athletics

Be careful not to refer to a male team as a men’s team and a female team as a girls’ team. Incorrect: *The men’s basketball team won by 12 points; the girls’ team won by 17.* Correct: *The men’s basketball team won by 12 points; the women’s team won by 17.*

### Generic “He” Pronoun

Today, the use of the generic “he” may be perceived as promoting sexism. Use the following helpful hints to avoid causing concern:

Group words to use a plural pronoun properly.

**Yes:** Typical Americans know their history. **No:** The typical American knows his history.

**Yes:** Nurses should have their salaries raised. **No:** Every nurse should have her salary raised.

Delete or omit the pronoun.

**Yes:** A politician likes to offer opinions. **No:** A politician likes to offer his opinions.

**Yes:** Homework is important to the lawyer who wants to win a case. **No:** A lawyer who wants to win his case will do his homework.

Use the word “the” in place of the pronoun.

**Yes:** An accountant can get used to the detailed work. **No:** An accountant can get used to his detailed work.

**Yes:** A teacher never tires of the nurturing duties. **No:** A teacher never tires of her nurturing duties.

Recast the sentence to change the subject.

**Yes:** A reader who needs a good book goes to the library. **No:** If a reader needs a good book, he goes to the library.

### Glossary of Non-gender-specific Terms

**Yes:** flight attendant, **No:** airline stewardess

**Yes:** business executives, **No:** businessmen

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**Yes:** chair, **No:** chairman  
**Yes:** legislators, **No:** congressmen  
**Yes:** council members, **No:** councilmen  
**Yes:** homemaker, householder, **No:** housewife  
**Yes:** average person, **No:** man on the street  
**Yes:** humankind, humanity, people, **No:** mankind  
**Yes:** journalists, **No:** newsmen  
**Yes:** sales agents, sales associates, **No:** salesmen  
**Yes:** leader, diplomat, politician, **No:** statesman  
**Yes:** worker, **No:** working man  
**Yes:** skillful, **No:** workmanlike

### **Girl, Boy**

“Girl” can be demeaning when referring to an adult woman, and “boy” can be demeaning when referring to an adult man. If the genders represented are of a similar young age, reference to girls and boys may be acceptable.

### **Personal Names and Titles on Mailings**

Whenever possible, use full names, including initials. Also, use the individual’s preferred prefix: *Mr., Mrs., Ms., Dr., Rev., Hon.* When doubt exists as to a female’s marital status, always use *Ms.* For formal invitations, use classic references. Use the following as guidelines:

Mr. and Mrs. John A. Doe Jr.  
Dr. and Mrs. John A. Doe Jr.  
Drs. John A. and Jane B. Doe (**Note:** Jr. is dropped here)  
Mr. John A. and Dr. Jane B. Doe  
Rev. and Mrs. John A. Doe  
Rev. John A. and Dr. Jane B. Doe  
Mr. John A. and Rev. Jane B. Doe  
Mr. John A. Doe  
Dr. John A. Doe  
Ms. Jane B. Doe  
Rev. Jane B. Doe

Double titles are not acceptable. Incorrect: *Rev. Dr. John A. Doe*

For parents of APU students, it is critical to have both the mother’s and the father’s full names included. Newspapers typically request a mother’s full name and will not accept classic references as listed above. In those cases, the following usually appears: *John A. and Jane B. Doe*

### **Wife, Husband**

The opposite of “wife” is “husband.” Husband and wife should be used instead of man and wife. Be careful to avoid terms that may imply a wife as an appendage or as chattel: *the little woman, just a wife, ball-and-chain.*

### **Woman, Man**

Be careful to avoid using “man” to refer to all of humanity. Many alternatives are available. Incorrect: *Man has inhabited the earth for thousands of years.* Correct: *Humans have inhabited the earth for thousands of years.*

### **Ethnicity-based Word Usage**

According to the Census Bureau’s 2010 Census, race has these classifications:

- White
- Black/African American/Negro
- American Indian/Alaska Native
- Asian Indian
- Chinese
- Filipino

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- Other Asian (Hmong, Laotian, Thai, Pakistani, Cambodian, etc.)
- Japanese
- Korean
- Vietnamese
- Native Hawaiian
- Guamanian/Chamorro
- Samoan
- Other Pacific Islander (Fijian, Tongan, etc.).

Ethnicity is classified as Hispanic/Latino/Spanish origin (Mexican/Mexican American/Chicano, Puerto Rican, Cuban, Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, etc.) or non-Hispanic/Latino/Spanish origin. Hispanic origin is considered separately from race and Hispanics may identify with any race.

As a general policy, reference to a specific individual's race is not appropriate. However, in those instances that involve a conflict, it is equally important to specify that an issue may cut across racial lines. Identification by race may also be pertinent when providing the reader with a substantial insight into conflicting emotions known or likely to be involved in a demonstration or similar event. Generally, do not use "minority," but rather "underrepresented ethnicities" or "students of color."

### **African American/Black American**

Use either African American or Black American. Remember to always capitalize. When black is used as a descriptive color term for anything other than people or things related to people lowercase: *black-and-white movie*.

### **American Indian**

American Indian is preferred over Native American. Be precise and use the name of the tribe if possible: *He is a Navajo commissioner*. Spellings are published by the Bureau of Indian Affairs, *The Reference Encyclopedia of the American Indian* (Todd University Publications), and in various tribal publications. Many words historically associated with the American Indian are now deemed disparaging and offensive: *wapath, powwow, brave, squaw*. Be careful of their usage.

### **Asian, Asian American**

Use Asian American for an American of Asian descent (Filipino, Korean, Thai, Pakistani, etc.). The word Asian alone usually refers to international students. "Oriental" refers to food or items only, never people.

### **Caucasian**

Caucasian, White, or European American may be used. Remember to capitalize.

### **Filipino, Philippines**

Note the different spellings.

### **Latino, Hispanic American**

Use either Latino/Latina or Hispanic American for those who identify as Mexican, Mexican American, Chicano, Cuban, Colombian, Dominican, etc. Regional designations and nationalities should be used when they are more accurate and specific than a general designation would be: *Mexican, Puerto Rican, Bolivian, Peruvian, etc.*

### **Pacific Islander**

Use for those individuals from the smaller Pacific Islands. For Americans with this background, use Asian Pacific American. Specify regional designation or nationality when possible: *Native Hawaiian, Guamanian/Chamorro, Samoan, Fijian, Tongan, etc.*

### **Media Titles**

Generally, use italics when referring to book titles, movie titles, play titles, song titles, and television program titles. Articles, speech titles, conference titles, works of art, sermon titles, and lecture titles should be put in quotation marks. Examples: I just read the latest *U.S. News & World Report* (note that



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there is no space after “U.S.”). He chose to watch *Nightline*. Rodin’s sculpture “The Thinker” is on display. Where italics are not available, underlining is acceptable.

**Note:** The Princeton Review is the name of an organization and not a publication. It is not italicized.

### Passive Voice

Passive voice tends to make language sound uncertain and less convincing. Try to change passive statements to active ones. Passive voice includes using a version of “to be” instead of a specific verb. Passive: *It is through this essay that the symbolism in Hamlet will be examined.* Active: *This essay will examine the symbolism in Hamlet.* Passive: *Students are capable of a lot in a nurturing learning environment.* Active: *Students excel in a nurturing learning environment.*

### Usage of Website Addresses/URLs

In printed materials, the full URL should generally be written out. “Http://” is not needed unless the URL will not function without it. The “www.” may be dropped in specific cases for design-related needs. If the URL is an extended directory (i.e., [www.apu.edu/athletics/](http://www.apu.edu/athletics/)) rather than a base site ([www.apu.edu](http://www.apu.edu)), and is followed by a punctuation mark, add a final slash at the end. However, do not include a slash after a PDF file name. Examples: *For more information, please visit [www.apu.edu/admissions/undergraduate/](http://www.apu.edu/admissions/undergraduate/). Log on to Cougars’ Den at <http://den.apu.edu> to view your student account information. You can find our style guide at [www.apu.edu/universityrelations/downloads/Editorial\\_Style\\_Guide.pdf](http://www.apu.edu/universityrelations/downloads/Editorial_Style_Guide.pdf).*

- In online/web-based copy, avoid writing out URLs when possible. Instead, choose a word set that can function as the hyperlink. Example: *To begin the audition process, please complete an [application](#) no later than January 10.*

**Exception:** Email addresses should always be written out and hyperlinked: *Should you have any questions, please email [universityrelations@apu.edu](mailto:universityrelations@apu.edu).*

## Numbers

### Abbreviating Numbers

When abbreviating numbers, follow these examples of numerical ranges. Omit implied digits where applicable: 3–10; 96–113; 107–9; 705–24; 1,005–9; 14,643–98.

### Age

Use numerals at all times to describe a person’s age, even if the age is a single digit. For ages expressed as adjectives before a noun or as substitutes for a noun, use hyphens. *John is 5 years old. She met 4-year-old Natalie. Tom is in his 30s (no apostrophe).*

### Course Numbers

Use the department abbreviation and the three-digit Arabic numerical course code and capitalize the subject when used with the number: *CHEM 351 Organic Chemistry.*

### Dates

Always use numerals except on certain formal invitations or programs. Do not use ~st, ~nd, ~rd, or ~th, except in reference to centuries from the 10<sup>th</sup> forward.

### Decades

When describing a decade, do not use an apostrophe: *the 1990s*. It is proper to shorten a decade title by using an apostrophe: *the '70s*.

### Millions

In giving numbers above 999,999, it is preferable to use the word million, preceded by the appropriate number: *The United States population now totals more than 250 million. The APU budget exceeds \$50 million.*

**Note:** In giving ranges with this construction, always include the word million after both numbers in the range: *The new residence hall will cost \$3.5 million to \$4 million.*

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### Money

In giving prices, it is not necessary to give the numbers after the decimal when the amount is in dollars only: \$125, not \$125.00.

### Numerals vs. Words

- **Whole numbers:** Generally, spell out only single-digit numbers and use numerals for all others. Avoid, however, awkward locutions such as: *Complete your degree in 15 months at one of eight Southern California locations*. Also, an exception is made when stating a person's age (see "Age" above). *They had three sons and two daughters. He had 15 parking tickets and 2 late fees. Jane is now 9 years old.*
- **Large numbers:** When large numbers must be spelled out, use a hyphen to connect a word ending in "y" to another word, but do not use commas between other separate words: *twenty-one, one thousand one hundred fifty-five*.
- **Sentence start:** Spell out a numeral at the beginning of a sentence, with the exception of a numeral identifying a calendar year: *1991 was a very good year. Six people attended the party.*
- **Ordinal numbers:** Spell out "first" through "ninth" when they indicate sequence in time or location: *first base, he was first in line*. Starting with 10<sup>th</sup>, use figures. Use 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc. when the sequence has been assigned in forming names. Examples of this are geographic, military, or political designations: *7<sup>th</sup> Fleet; 1<sup>st</sup> Sgt.*
- **In a series:** In a series of numbers, use numerals instead of spelling them out: *She had 10 dogs, 6 cats, and 97 hamsters.*

### Percent

Always use numerals but spell out "percent" in text: *5 percent; 17.3 percent*. Use the "%" symbol in charts, graphs, and scientific and mathematical material.

### Phone Numbers

Space once between an area code enclosed in parentheses and a phone number: *(800) 825-5278*.

**Note:** Due to evolving telecommunication trends, it is no longer necessary to indicate "toll free" before or after an 800, 866, or 877 number as most readers now understand these to be feeless lines.

### Project Code

For UR staff only, the project list number should be printed at the bottom of each project. It should be in a very small typeface and in an inconspicuous location determined by the designer. This helps us track the project in subsequent years should we need information.

### Times of Day

When giving the time, if an event begins on the hour, it is sufficient to give the hour only: *8 p.m.*, not *8:00 p.m.*

### Units

Always use numerals when referring to credits or units: *18 credits; a 3-unit course*.

### Possessives

Make singular nouns possessive by adding "'s" and make plural nouns possessive by adding only an apostrophe: *The bird's wing was broken. The birds' refuge was the ledge of a building*. If a singular noun ends in an "s," add only an apostrophe to make it possessive. Use the same rule for proper names (see 7.23 in the *Chicago Manual of Style*): *Every space was empty at that campus' parking lot. Sherlock Holmes' reasoning abilities did not fail him*.

### Conjunctions

According to the *Chicago Manual of Style*, it is NOT an error to begin a sentence with a conjunction. However, "but" can be unclear at the beginning of a sentence unless the idea it introduces directly

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contrasts with what precedes. Pay special attention to meaning when choosing to begin a sentence with a conjunction.

### Compounds

A common editorial concern is whether to spell compounds as two words, hyphenate, or close up as a single word. In general, hyphenation is usually only necessary before a noun (see “Symbols, Hyphens” below). Readability and pronunciation are the overall goals. Err on the side of not using hyphenation unless clearly needed: *nonprofit*, *re-enroll*. For a helpful guide to compounds, refer to 7.90 of the *Chicago Manual of Style*, 15<sup>th</sup> Edition, page 302. *Webster’s Collegiate Dictionary* is our definitive resource for spelling words, including compounds with or without hyphens.

- **Adverbs ending in “ly”:** Not hyphenated before or after a noun
- **Hyphen with word space:** When the second part of a hyphenated expression is omitted, the hyphen is retained, followed by a word space. *University- and college-bound students*; *five- to ten-minute intervals*
- **Christ follower, decision maker, difference maker:** Do not hyphenate these commonly used phrases.

### Punctuation

#### Contractions

Beware of the contraction form “s” when it makes the long form unclear: *What’s the problem? What’s been going on? He’s the president. He’s been here 30 years.* In these cases, write out “what is,” “what has,” “he/she is,” and “he/she has.”

**Note:** In most formal APU publications, contractions are not used.

#### Spaces After Punctuation

Use one typeset space, not two, after all marks of punctuation that end a sentence, whether a period, colon, semi-colon, question mark, exclamation point, or closing quotation marks.

#### Symbols

- **Ampersand (&):** Use ampersands only in charts, tables, lists, and names of companies where the ampersand is part of the company’s official name. In text, use “and.”  
**Exception:** The Center for Global Learning & Engagement has special permission to use an ampersand in their title.
- **Apostrophes (’):** Apostrophes are used to show possession and to indicate missing letters or numerals: *Joe’s car is red. Jane called the ’60s her decade.* Use apostrophes in the names of abbreviated academic degrees: *bachelor’s degree; master’s degree.* Do not use an apostrophe for plurals of multiple-letter combinations or numerals: *She practiced her ABCs. Thousands of TVs tuned into that program.* Also, when editing, check for “smart apostrophes.” When documents are transferred from email, sometimes apostrophes appear like ‘this.’ Just retype the apostrophe to reformat for the correct shape. However, smart apostrophes will not render correctly in most eblasts, so avoid them in that medium.
- **Brackets ([ ]):** There are several uses for brackets: Use brackets for parentheses within parentheses and editorial additions or word substitutions in quotations. Use brackets to enclose editorial explanation. Use brackets to set off phonetic transcripts of words.
- **Colon (:):** A colon is commonly used to introduce a series or list, even in paragraph format. The terms “as follows” or “the following” require a colon if followed directly by the illustrating items, or if the introducing clause is incomplete without those items:
  - If a colon introduces a complete sentence, more than one sentence, a formal statement, quotation, or speech in a dialogue, capitalize the first word of the sentence: *There was one rule: Everyone must have fun.*
  - If the colon introduces a sentence fragment, do not cap the first letter: *The lecture covered three areas: banking, law, and ethics.*
- **Commas (,):** The comma denotes a slight pause and is used to separate items in a series, including the next-to-last item: *Azusa, Glendora, and La Verne.* For dates with a month and year

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only, do not use a comma: *June 1983; the meeting had taken place in November 1986*. Since the comma is one of the most misused punctuation marks, it is helpful to resist overuse and consult the *Chicago Manual of Style* when in doubt.

- When an ampersand is used instead of the word “and”, the serial comma is omitted. The ampersand, however, should be avoided unless it is part of a name or title.
- A phrase that is nonessential to the meaning of the noun it modifies should be set off by commas: *The student, wearing a hat, is walking to Darling Library*.
- **Copyright (©):** This is the preferred symbol for giving notice. For the most part, it should be followed by the year the piece is published and then the name of the copyright owner.
- **Dollars (\$):** Use figures and “\$” sign in all cases except casual references (*please give me a dollar*) or amounts without a figure (*dollars are flowing here*). Do not use zeros for exact amounts: \$5, instead of \$5.00. For amounts more than \$1 million, use the “\$” and numerals up to two decimal places: *It is worth \$4.27 million. It is worth exactly \$1,384,932*.
- **Ellipsis ( . . . ):** The ellipsis should have a space before the first period, between each period, and after the last period. The ellipsis is used to indicate that one or more words have been deleted from a quote, text, or document: *Azusa Pacific University exists . . . to advance the work of God in the world*.
  - If the part before the ellipsis is a complete sentence, a period (or other appropriate punctuation mark) precedes the ellipsis: *Blessed are the poor in spirit, for theirs is the kingdom of heaven. . . . Blessed are the merciful, for they shall be shown mercy*.
- **Hyphens (-), en dashes (–), and em dashes (—):** (See also “Compounds” above) Remember that generally, hyphens link items and dashes separate them. Do not use spaces before or after any of these symbols.
  - Hyphens join words to form compound adjectives or attach certain prefixes or suffixes to words. The hyphen should be used for compound words, word division, and to separate characters/numbers. *Some students are non-English speakers. My phone number is 555-2315*.
  - The en dash signifies “up to and including” or “through” and should be used to connect numbers. *In Genesis 6:13–22, we find God’s instructions to Noah. The School of Music event takes place Saturday, 11:30 a.m.–4 p.m.*
  - Use the em dash to set off an amplifying or explanatory element (although commas, parentheses, or a colon may be clearer). Usually, parentheses are used when the information is nonessential, whereas dashes are used for emphasis. *It is a long-standing favorite among APU students—the Blackout t-shirts. The professor’s students—that is, former students—still keep in touch with her*.
- **Quotation marks (“ ”):** Quotation marks go inside semicolons and colons, outside commas and periods. Question marks and exclamation points go inside the quotation marks if they are part of the quote and outside if they are not. *Ex: Did you watch “The Civil War”?; then she asked, “Did you paint the entire fence?”*
  - The guidelines for quotations on the first reference to the person being quoted are as follows: *“Our programs are very strong,” said Thomas A. Smith, Ph.D., dean of the School of Theology*. After the quote on subsequent references, simply use the person’s last name. *Ex: “Students really enjoy the classes we offer,” Smith said*.
  - Items that should be in quotation marks include: direct quotations, short poems, essays, article titles appearing within a journal, short story titles, and Web pages. For more information, refer to the most recent version of *The Chicago Manual of Style*.
  - Also, when editing, check for “smart quotes.” When documents are transferred from email or HTML files, sometimes quotations appear like “this.” Just retype the quotation marks to reformat.
- **Ratio (:):** Spell out a ratio description instead of using the ratio symbol. Example: *The student-to-faculty ratio is 14 to 1*.
- **Semicolon (;):** Use a semicolon when separating items within a series that have commas: *The invitation list included Jane Smith, professor of English; John Doe, dean of the Graduate School of Theology; and John Jones, noted attorney*. The following words should be preceded by a semicolon when used between clauses of a compound sentence: *then, however, thus, hence, indeed, yet, so*.

### Religious Terminology

#### **Antichrist, Anti-Christ**

Antichrist is the proper name for the individual the Bible says will challenge Jesus Christ. Anti-Christ is an adjective applying to someone or something opposed to Christ.

#### **Bible, Biblical**

Capitalize Bible in all references to the Old and New Testament writings, but lowercase biblical. (See also Scriptures, scriptural.)

#### **Bible References**

Where possible, use whole words: *Matthew 6:33*. Cardinal numbers are used in book names: *1 Timothy*; *2 Kings*.

#### **Cardinals, Archbishops, Bishops**

Use these titles before the individual's name: *Cardinal Roger Mahoney* on first reference, *Mahoney* or *the cardinal* on second.

#### **Chapel**

Do not capitalize when referring to APU's thrice-weekly chapel program.

#### **Deity**

Uppercase references to deity: *God the Father, Son, and Holy Spirit*. Also uppercase direct pronouns: *What did Jesus Christ mean when He said, "Come unto Me, all who are weak"?* Other examples include: *Word of God, Body of Christ, Him, His*.

#### **Divine, Divinity**

Capitalize only when used in direct reference to God, Jesus Christ, or the Holy Spirit, or when used as part of a proper noun: *The Divinity of Christ was not in question. The chocolate mousse was divine.*

#### **God-Honoring, Godly**

Capitalize the "g" in God-honoring but lowercase all uses of godly: *APU strives for God-honoring excellence. That staff member conducts himself in a godly manner.*

#### **Gospel**

Capitalize in general reference, and when referring to the books of the Bible: *She wanted to share the Gospel. The topic was the Gospel of John.*

#### **Jesus Christ**

Always use His full name in first references. Use Christ by itself only in subsequent references. Capitalize the names of major events in the life of Jesus Christ in references that do not use His name: *The doctrines of the Last Supper, the Crucifixion, the Resurrection, and the Ascension*

#### **Lord, LORD**

When quoting the Bible, pay careful attention to the word "lord." When referring to God in the Old Testament, use LORD; when referring to Jesus in the New Testament, use Lord; and when referring to a ruler, use lord.

#### **Ministers and Priests**

Use "the Rev." before a name on first reference. Substitute Monsignor before the name of a Roman Catholic priest who has received this honor. Do not routinely use words like "father" or "pastor" before an individual's name. If they appear before a name in a quotation, capitalize them.

#### **Nuns**

Always use Sister or Mother if applicable before a name: *Mother Teresa*.

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#### **Old Testament/New Testament**

Both are always capitalized, but not italicized.

#### **Reverend**

In many cases, “the Rev.” is the designation that applies before a name on first reference. On second reference to members of the clergy, use only a last name if he/she uses a surname: *the Rev. Billy Graham* on first reference, *Graham* on second.

#### **Scripture(s), Scriptural**

Capitalize Scripture(s) in all references to the Old and New Testament writings, but lowercase scriptural. (See also Bible, biblical.)

#### **Usage of A.D. and B.C.**

The rules for A.D. (anno Domini, year of our Lord) and B.C. (before Christ) are not the same. The rule for A.D.: Because the full phrase should read “in the year of our Lord 1998,” the abbreviation goes before the figure for the year: *A.D. 1998*. The rule for B.C.: The opposite of the A.D. rule is true. Because the full phrase should read “in the year 200 before Christ,” the abbreviation goes after the figure for the year: *200 B.C.*

#### **Word of God**

Capitalize as shown when referring to the Bible.

#### **Style/Tone**

In general, the style/tonal of the copy should match the intentions of the piece. The goal is to produce accurate, consistent, and concise communication that captures the reader’s interest or informs him/her appropriately.

#### **Formal/Academic**

Most content for the university requires a collegiate level of formality with strict adherence to this guide and the *Chicago Manual of Style*. As an academic institution, APU must uphold standards of grammatical accuracy, clear sentence structures, and detailed descriptions. Form and mode should communicate scholastic precision and care.

#### **Informal/Conversational**

In some contexts, a more conversational approach is appropriate, particularly content intended specifically for an undergraduate audience. Some of our other publications (e.g., *APU Life*) are moving towards a more informal style in order to present the relational, familial side of the university. This tone should maintain proper grammar and spelling but may bend formal “rules” for the sake of a more colloquial delivery.

#### **Internet**

Because the APU website encompasses both formal and informal content, and serves a very broad audience base, appropriate style/tonal should be determined on a case-by-case basis. Expectations for consistency and precision tend to be less rigid because of the volume of copy online generated from multiple constituents. That said, stylistic rules from this guide and the *Chicago Manual of Style* are still applicable and should be used whenever possible, even retroactively when appropriate. Writers/editors must remember that the website is one of APU’s primary venues for mass communication and can theoretically be viewed by the whole world. Thus, the image we convey visually and verbally is essential for properly branding the university as a sound academic institution and honoring its mission and purpose.

#### **Special Word Usage**

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### Affect vs. Effect

“Affect” is a verb meaning to act upon something or someone; *Adverse criticism of the book did not affect the author.* “Effect” is a noun indicating occurrence, situation, or condition; *Every cause produces more than one effect.*

### Alumni

Alumni are identified by the year in which they graduated, contracted by an apostrophe: *Jim Smith '76.* If a student enrolled but did not graduate, he/she is simply identified as a former APU student.

- An alumna is a woman who has attended or graduated from a school.
- An alumnus is a man who has attended or graduated from a school.
- Alum is acceptable when the singular form is necessary but the gender is unknown.
- Alumnae is the plural form for women who have graduated from a school and alumni is plural for men or both genders together.

### America

Use United States instead of America where applicable. America is more than just the United States—North, Central, and South America are made up of a number of countries.

### Comprise

The use of “comprised of” is not only passive voice, it is also a faulty construction. Comprise means “include.” *Haydn’s Piano Sonata No. 6 comprises four movements.*

**Note:** The use of “composed of” is an acceptable substitute, but note that it is passive voice and should be avoided if possible: *Haydn’s Piano Sonata No. 6 is composed of four movements.*

### Corporation

Abbreviate as “Corp.” when a company/government agency uses it at the end of its name: *Gulf Oil Corp.*; spell it out when it occurs elsewhere in a name: *Corporation for Public Broadcasting.*

### Coursework

Spelled as one word in all instances

### Curriculum, Curricula

Use curriculum when referring to a single educational program. Curricula is the plural form. The same rule applies to other Latin nouns of this type: *datum, data, etc.*

### Curriculum Vitae

The singular and plural are the same.

### District

Always spell it out. Use a figure and capitalize when forming a proper name: *the 2<sup>nd</sup> District.*

### District Attorney

Do not abbreviate. Capitalize when used as a formal title before a name: *District Attorney John Smith.* Use DA (no periods) only in quoted material.

### Emeritus

Added to formal titles, emeritus denotes individuals who have retired and retain their rank or title: *Professor Emeritus John Doe* or *John Doe, professor emeritus of history.*

- Emeriti is the plural form.
- Emerita is used when referring to a woman.

### E.g. or I.e.

The latter is used to mean “in other words” and e.g. means “for example.”

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### Each Other, One Another

Two people look at each other. More than two look at one another. Either phrase can be used when the number is indefinite: *We help each other. We help one another.*

### Either

Use it to mean “one or the other”, not “both.” Correct: *She said to use either door.* Incorrect: *There were lions on either side of the door.*

### Email, Ebook, Eblast

Use as shown in both text and in address listings. No hyphen is needed.

### Entitle, Title

Entitle means to give title to; title means to provide a title for or call by a title: *The author entitled the book last week. The book, titled Walden, is here.*

### Faculty Awards

Each year the Office of the Provost presents two awards to two faculty members. These awards are the Chase A. Sawtell Inspirational Faculty Award and the Teaching Excellence and Campus Leadership Award.

### Farther, Further

Farther refers to physical distance: *He walked farther into the woods.* Further refers to an extension of time: *She will look further into the mystery.*

### Fax

Short for facsimile; always lowercase unless included in contact line. Capitalize first letter only if beginning of sentence and never use all caps

### Forego, Forgo

To forego means to go before, as in *foregone conclusion*. To forgo means to abstain from.

### Fractions

Hyphenate when used in writing fractions: *one-half, one-third.*

### From APU

Students earn their degree “from APU” if it is an online program and “at APU” if it is an on-campus program. Do not use “with APU.”

### Handicapped, Disabled

Handicap should be avoided in describing a disability. “Disabled” is a general term used for a physical or cognitive condition that substantially limits one or more of the major daily life activities.

### Health Care

Per the School of Nursing’s request and according to nursing industry trends, “health care” should be written as two words rather than one, regardless of its function in the sentence. No hyphen is necessary.

### ID Card

Refers to APU student identification card. Capitalize ID, with no periods or spaces. Do not capitalize card. Faculty/staff card is not capped.

### Imply, Infer

Writers or speakers imply in the words they use. A listener or reader infers something from the words.



## Editorial Style Guide Office of University Relations

### Include, Comprise

Use “include” to introduce a series when the items that follow are only part of the total: *The price includes breakfast. The zoo includes lions and tigers.* Use comprise when the full list of individual elements is given: *The zoo comprises 100 types of animals, including lions and tigers.*

### Initials as a Name

When a person uses two initials and a last name, no space is needed between the initials: *C.P. Haggard, J.R.R. Tolkien.* Please note that this is in contrast to the *Chicago Manual of Style*. When a person uses his/her initials as a first name and last name, no periods and no spaces should be used: *JFK, LBJ.*

### Inner City

Two words used without a hyphen

### Like, Such as

Not interchangeable. The preposition “like” implies that what follows is not necessarily the same: *Students should read books by great authors like F. Scott Fitzgerald.* This implies that students do not necessarily need to read books by Fitzgerald, but by authors of the same stature. The prepositional phrase “such as” denotes a more direct relationship: *Students should read books by great authors such as F. Scott Fitzgerald.* In this usage, Fitzgerald is definitely included on the list.

### Long Distance, Long-distance

Hyphenate in reference to telephone calls (*he called long-distance*), but in other uses, hyphenate only when used as a compound modifier. *She traveled a long distance. She made a long-distance trip.*

### Months

When a month is used with a specific date, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov., and Dec. Spell out when using alone or with a year alone. In formal publications, refrain from abbreviating any months.

### Musical Notes and Keys

For musical notes and keys, use roman caps. For clarity, use the words major and minor with the letters when naming keys. *One of Mozart’s best-known symphonies is in G minor; middle C; key of G major; the D triad.* As part of a piece title, make sure to capitalize “major” and “minor”: *Cantata in A Major; Sonata in E Minor*

### Nicknames

Use in place of a person’s given name only if it is the way the person prefers to be known: *Jimmy Carter.* When a nickname is inserted into the identification of an individual, use quotation marks: *Jimmy “Scoop” Olsen.* In sports stories, commonly used nicknames may be substituted for a first name without quotation marks: *Air Jordan, Bubba Smith.* But in sports stories where the given name is used and in all news stories: *Earvin “Magic” Johnson.*

### On-campus and Off-campus

Hyphenate only when functioning as an adjective in front of a noun: *Engstrom Hall is an on-campus residence hall. The baseball game takes place off campus.*

### Online

One word when referring to the Internet. No hyphen needed

### Over vs. More Than

“Over” typically refers to above, upon, or during; “more than” indicates greater in amount or degree, or additional or further. *The bicyclist rode over the bridge; APU offers more than 60 areas of undergraduate study.*

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### Parents' Association

The proper name is Azusa Pacific University Parents' Association. Note the apostrophe after the "s" in Parents.

### Service Learning

Only hyphenate when used as an adjective before the noun or when part of an official title: *service-learning project*; *Center for Academic Service-Learning and Research*.

### State Names

Follow these guidelines: State names are always spelled out unless in list form. If preceded by a California city or a well-known city, the state name can be omitted: *Oceanside, Merced, San Diego, New York City, Dallas*. State abbreviations are listed below:

Alabama (AL), Alaska (AK), Arizona (AZ), Arkansas (AR), California (CA), Colorado (CO), Connecticut (CT), Delaware (DE), Florida (FL), Georgia (GA), Hawaii (HI), Idaho (ID), Illinois (IL), Indiana (IN), Iowa (IA), Kansas (KS), Kentucky (KY), Louisiana (LA), Maine (ME), Maryland (MD), Massachusetts (MA), Michigan (MI), Minnesota (MN), Mississippi (MS), Missouri (MO), Montana (MT), Nebraska (NE), Nevada (NV), New Hampshire (NH), New Jersey (NJ), New Mexico (NM), New York (NY), North Carolina (NC), North Dakota (ND), Oklahoma (OK), Ohio (OH), Oregon (OR), Pennsylvania (PA), Rhode Island (RI), South Carolina (SC), South Dakota (SD), Tennessee (TN), Texas (TX), Utah (UT), Vermont (VT), Virginia (VA), Washington (WA), West Virginia (WV), Wisconsin (WI), and Wyoming (WY).

### Temperatures

Use figures for all except zero. Use a word, not a minus sign, for temperatures below zero: *The day's low was minus 10* or *the day's low was 10 below zero*.

### That, Which

"That" introduces a clause crucial to the reader's understanding: *The car that is red is in the parking lot*. Here, the restrictive clause "that is red" is crucial to the reader's understanding; there may be many other cars in the parking lot. "Which" introduces a clause that is not crucial to the reader's understanding. For example, if only one car was in the parking lot, the sentence would read: *The car, which is red, is in the parking lot*. The nonrestrictive clause "which is red" is not crucial to the reader's understanding.

**Exception:** If using the word "that" would produce two "that's" in a row, you may substitute the word "which": *That which is good . . .*

### Through

"Thru" is not acceptable.

### Union of Soviet Socialist Republics (USSR)/The Soviet Union

The Soviet Union no longer exists. The Commonwealth of Independent States is a federation made up of 11 of the former republics of the USSR. Three former republics, Latvia, Lithuania, and Estonia, became independent nations in 1991. The republics are: Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Russia, Tajikistan, Turkmenistan, Ukraine, and Uzbekistan.

### United States of America

Use periods in U.S.; however, periods are not necessary in USA.

### URL

This is the abbreviation for Universal Resource Locator, a computer protocol used to locate addresses on the Web. "URL" is appropriate to use on first reference but only for an informed audience. For readers not familiar with Web terminology, consider using "website address."

### Vice President/Provost for . . .

It is never vice president of, but vice president **for**: *Vice Provost for Academic Affairs, Vice President for Enrollment Management*

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### Whom

“Whom” refers to the object of the sentence. Prepositional phrases will always use “whom” rather than “who.” *We are not sure by whom this was written.*

### World Wide Web

Alternate spellings include World-wide web and World-Wide Web, but are not used at APU. Use “the Web” sparingly, substituting “the Internet” when applicable (capitalize “the Internet” and “the Web” when they are used alone). Avoid WWW. and such terms as “surfing the net” and “cyber–” as well.

### Titles

(Refer to 8.21-35 in the *Chicago Manual of Style* for further clarity.)

### Cardinals, Archbishops, Bishops

Use these titles before the individual’s name: *Cardinal Roger Mahoney* on first reference, *Mahoney* or *the cardinal* on second.

### Courtesy Titles

In second references, courtesy titles such as Mr., Mrs., Miss, and Ms. are not to be used. Use only the last name in second (and subsequent) references.

### Dean

Capitalize when used as a formal title before a name: *Dean John Smith*; lowercase in other uses: *John Smith, dean of students, will speak in chapel.*

### Directors

Regional center directors are referred to simply as “directors”, not “executive directors”.

### District Attorney

Capitalize when used as a formal title before a name: *District Attorney John Smith.*

### Dr.

Those who have an earned or honorary doctorate should be referred to as individuals with a Ph.D., DBA, Ed.D., D.Min., LHD, etc.: *Laura C. Lastname, title*, on first reference, and *Lastname* in later references. It is redundant to refer to someone as, for example, *Dr. Michael Lastname, Ph.D.* Use *Michael Lastname, Ph.D.*

- If the person has earned an M.D., it is acceptable to refer to the individual as *Dr. Lastname*. On second reference, use only the last name of the individual.

### Editor, Editor in Chief

Capitalize “editor” before a name only when it is an official corporate/organizational title. Do not hyphenate “editor in chief.” Capitalize when used as a formal title before a name.

### Judge

Capitalize before a name when it is the formal title.

### President

Capitalize only as a formal title before the name of APU’s president, but use lowercase in all other uses: *President Wallace; the president said today.* On second reference, use only the last name.

### Professional Titles

(refer to 8.21-35 in the *Chicago Manual of Style* for further clarity)

Titles are capitalized only when they immediately precede a personal name and are thus used as part of the name in essence. Titles should be lowercased when following a name or used in place of a name: *Director of Human Resources Jane Doe; Jane Doe, director of human resources; Jane Doe, director, Office of Human Resources; the director of human resources.*

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**Exception:** Names and titles displayed in list format such as on a “Meet the Staff” Web page or on an Academic Cabinet list in an annual report:

*Jane Doe*  
*Director of Human Resources*

### Professor

Never abbreviate. Capitalize when used as a formal title before a full name: *Professor Tom Smith*. Lowercase elsewhere: *John Smith is an assistant professor in the School of Music*.

### Program Titles

(see also “Academic degrees”; refer to 8.21-35 in the *Chicago Manual of Style* for further clarity) When the official name of a degree or its formal abbreviation is used, the subject of the degree must be capitalized. When referring to a “master’s in...” the subject need not be capitalized. For example: *M.A. in History*, *master’s in history*, and *Master of Arts in History program*. When identifying programs, be specific: *a degree program (as in the above example)*; *a certificate program (Certificate in TESOL program)*; or *a credential program (Preliminary Administrative Services Credential program)*.

**Note:** Please note that the word “program” is not capitalized.

### Resident Advisor/Residence Director

RA and RD are acceptable on second reference for internal publications only.

### Titles of Groups

On first reference, use the full name of the group, department, etc., and capitalize all words except prepositions. On subsequent reference, when only a partial name is used, uppercase designated area, but not generic office: *The School of Business and Management prepared this manual. The school also offers bachelor’s and master’s programs in business.*

## APU Reference Information and Resources

### Campus Locations, Addresses, and Phone Numbers

#### Naming Criteria

The following is to serve as a definitive guide for departments, offices, and facilities located on Azusa Pacific’s main campus and regional centers. As a general rule, most areas are titled “Office of” for nonacademic constituents, “Department of” for academic ones, “Services” for provisional areas, and “Center for” for support or research services.

- The “Office of” designation is applied when there is a director and a unique location. For example, the Office of Auxiliary Services is an “Office of,” but Duplicating Services, Hospitality Services, Mail Services, and Warehousing Operations are not because they are under the direction and the location of the Office of Auxiliary Services. Likewise, the Office of University Advancement encompasses Estate Planning, Development, and Event Planning.

**Exception:** *Business Office*

- Centers and institutes denote both function and location and do not require “Office of.”
- “Department of” only applies to academic departments, with the exception of “the Department of Campus Safety” and “the Athletics Department.”

#### Addresses

For “branding” addresses that accompany our logo, use the office/department title with the appropriate physical address only: *Office of Chapel Programs, 901 E. Alostia Ave.*; *School of Nursing, 701 E. Foothill Blvd.* For pieces that will be mailed or require mail correspondence, use the P.O. Box address only.

**Exception:** Copy for the International Center and its offices must include both 901 E. Alostia Ave. and P.O. Box 7000 for international postal purposes.

#### Format:

## Editorial Style Guide Office of University Relations

*[Specific office/room name]*

*[Building], [Room number], [Campus] -or- [Regional center name]*

*Azusa Pacific University*

*[Street address]*

Default to the abbreviated version (E., W., Blvd., Ave.) unless the situation calls for more formality, such as letterhead or invitations, or if used in a complete sentence. Complete addresses like the one above are the exception. They are necessary for online calendar items or pieces where a reader needs specific directions.

### **Azusa Pacific University's Azusa Campus (mailing address):**

PO Box 7000

Azusa, CA 91702-7000

Phone: (626) 969-3434

(800) 825-5278 or (800) TALK-APU

Fax: (626) 969-7180

### **Other physical addresses that comprise the Azusa campus:**

East Campus

Azusa Pacific University

901 E. Alostia Ave.

Azusa, CA 91702

Community Counseling Center (University Promenade)

Azusa Pacific University

918 E. Alostia Ave.

Azusa, CA 91702

Galileo Film Studio (University Promenade)

392 N. Citrus Ave.

Azusa, CA 91702

Citrus Edge

511 W. Citrus Edge St.

Glendora, CA 91740

West Campus

Azusa Pacific University

701 E. Foothill Blvd.

Azusa, CA 91702

Alostia Center

Azusa Pacific University

680 E. Alostia Ave.

Azusa, CA 91702

Foothill Community Church

777 E. Alostia Ave., Bldg. D

Azusa, CA 91702

Administration West

Azusa Pacific University

568 E. Foothill Blvd.

Azusa, CA 91702

Neighborhood Wellness Center

Azusa Pacific University



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795 N. Dalton Ave.  
Azusa, CA 91702

### East and West Campuses

The Azusa Pacific University East Campus and West Campus are located in the city of Azusa, a suburb in the San Gabriel Valley, 26 miles northeast of Los Angeles.

- First mention: *Azusa Pacific University's [or APU's] East Campus*, Second mention: *East Campus*
- First mention: *Azusa Pacific University's [or APU's] West Campus*, Second mention: *West Campus*

### Regional Centers

Lowercase when used alone; uppercase when used as part of a specific name: *Inland Empire Regional Center*. Use the full name on first mention and partial name on subsequent mentions. *First mention: Azusa Pacific University's [or APU's] Inland Empire Regional Center*, *Second mention: Inland Empire Regional Center*. Including the Azusa campus, APU consists of "eight convenient Southern California locations":

High Desert Regional Center  
Azusa Pacific University  
Victor Valley College–West Campus, LP6  
18422 Bear Valley Rd.  
Victorville, CA 92395  
Phone: (760) 952-1765, (760) 952-2965  
(877) 247-3462  
Fax: (760) 952-1734  
Email: [highdesert@apu.edu](mailto:highdesert@apu.edu)

Inland Empire Regional Center  
Azusa Pacific University  
685 E. Carnegie Dr., Ste. 100  
San Bernardino, CA 92408  
Phone: (909) 888-9977  
(800) 964-8807  
Fax: (909) 888-8739  
Email: [inlandempire@apu.edu](mailto:inlandempire@apu.edu)

Los Angeles Regional Center  
Azusa Pacific University  
3580 Wilshire Blvd., Ste. 200  
Los Angeles, CA 90010  
Phone: (213) 252-0962  
(866) 491-9083  
Fax: (213) 385-5891  
Email: [lacenter@apu.edu](mailto:lacenter@apu.edu)

Orange County Regional Center  
Azusa Pacific University  
1915 Orangewood Ave., Ste. 100  
Orange, CA 92868  
Phone: (714) 935-0260  
(800) 272-0111  
Fax: (714) 935-0356  
Email: [orangecounty@apu.edu](mailto:orangecounty@apu.edu)

San Diego Regional Center  
Azusa Pacific University  
5353 Mission Rd., Ste. 300

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San Diego, CA 92108  
Phone: (619) 718-9655  
(877) 210-8839  
Fax: (619) 718-9659  
Email: [sandiego@apu.edu](mailto:sandiego@apu.edu)

Murrieta Regional Center  
Azusa Pacific University  
39573 Los Alamos Rd.  
Murrieta, CA 92563  
Phone: (951) 304-3400, (626) 815-2176  
(877) 210-8841  
Fax: (951) 304-3388, (626) 815-2198  
Email: [murrieta@apu.edu](mailto:murrieta@apu.edu)

Ventura County Regional Center  
Azusa Pacific University  
445 E. Esplanade Dr., Ste. 200  
Oxnard, CA 93036  
Phone: (805) 988-1267  
(877) 210-8840  
Fax: (805) 604-1581  
Email: [ventura@apu.edu](mailto:ventura@apu.edu)

### Location Details

Always use formal names on first reference. Use figures and capitalize “room” and the formal building name: *The Board of Trustees will meet at 8 a.m. on Friday in Room 103, Wilden Hall.*

### Zip Codes

For “business reply” mailings (BRCs), the usual 91702-7000 zip code is NOT used. For a standard size mailing (usually #9 or #10 envelope), use 91702-9982. For a postcard size mailing, use 91702-9959.

### Phone Numbers

The main number is (626) 969-3434. The toll free number is used for recruiting, primarily admissions: (800) 825-5278.

- As of fall 2009, we are moving away from listing “TALK-APU” as the toll free number because some modern cell phones do not associate letters with the numbers on the keypad. However, “TALK-APU” can be used for radio or television spots, or anywhere else there is a need for an easy-to-remember number.

For websites and print pieces created for a specific office/department, use that office’s phone number. These can be written as: (626) 815-4519 or (626) 815-6000, Ext. 4519 depending on whether or not it is a direct dial extension (see “Direct dial prefixes” below).

For pieces specific to an internal audience, especially faculty and staff, just the extension may be used: Ext. 4519 (*not x4519*). For a complete campus phone list, see the Outlook Public Folders under All Public Folders → APU Public Folders → APU Forms and Paperwork.

**Area code:** The area code is always (626)

**Exception:** Because parentheses denote a country code in many parts of the world, we should avoid them in our phone number for the International Center: +1-626-812-3055.

### Direct dial prefixes:

812 applies to all 30XX extensions

815 applies to these extensions: 20XX, 21XX, 38XX, 45XX, 46XX, 50XX, 53XX, 54XX

804 applies to these extensions: 25XX, 26XX, 27XX

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387 applies to all 57XX extensions

857 applies to all these extensions: 22XX, 24XX

Any other extension not represented above is considered a non-direct extension and requires the caller to dial (626) 815-6000 and then enter the extension.

### Colleges, Schools, Departments, and Their Programs

For the most up-to-date list, refer to the current undergraduate and graduate catalogs available in print or online at [www.apu.edu/academics/catalog/](http://www.apu.edu/academics/catalog/). Because some updates occur throughout the year, please ALWAYS crosscheck what is listed in the catalog with what is listed online using the program finder at [www.apu.edu/programs/](http://www.apu.edu/programs/). If discrepancies exist, please check with the applicable department.

**Note:** University Relations is NOT permitted to advertise/publish academic information (program titles, admission requirements, course descriptions, unit totals, etc.) that does not align with the current year's catalog. The editorial team is responsible for ensuring that such information is consistent with the catalog. Should a "client" on campus wish to depart from what is listed in catalog, UR and/or that client must consult with Rebecca Knipplemeyer (graduate) or Jeanette Wong (undergraduate) for approval.

### University Leadership

Refer to the "Organizational Listing" document in Outlook Public Folders → All Public Folders → APU Public Folders → Organizational Charts for a comprehensive list.

### Special Exceptions by College, School, or Department

#### Center for Global Learning & Engagement

This center has special permission to use an ampersand in their title.

#### Center for Academic Service-Learning and Research (CASLR)

Make sure that "Service-Learning" is hyphenated in the title.

#### College Headed and Mighty Proud (C.H.A.M.P.)

Use periods between letters of the acronym.

#### Hospitality Services

Use the words "dining venues" as opposed to "eateries" when referring to on-campus facilities.

#### School of Education

Do not use periods in CLAD, the acronym for Cross-Cultural Language and Academic Development.

#### School of Nursing

Do not use any periods for any degrees.

#### School of Music

- For musical notes and keys, use roman caps. For clarity, use the words major and minor with the letters when naming keys. *One of Mozart's best-known symphonies is in G minor; middle C; key of G major; the D triad.* As part of a piece title, make sure to capitalize "major" and "minor": *Cantata in A Major; Sonata in E Minor*
- Include a musician's performance instrument (always lowercased) preceded by a comma when listing his/her name (e.g. *David Beatty, trombone; Patricia Edwards, soprano*)
- Capitalize all abbreviations such as Op. and No.
- Italicize all foreign words and titles of all symphonies, movements, opuses, numbers, masses, etc. Examples: *Cantatas No. 51, Mass in F Major, Piano Concerto in D Minor, Bach Woche, Soli Deo Gloria*

### Standard Copy



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### Call to Action

For more information [To learn more]:

Call:

Click:

Email:

Visit: [optional]

### Disclaimers

The following disclaimers should be used with careful consideration of legal implications and consistency of messaging. Please remember to involve General Counsel (Mark Dickerson) whenever there is new disclaimer/legal language to consider or doubt about making changes to current language.

- **Catalog:** The information included in this catalog is accurate as of the date of publication. Azusa Pacific University reserves the right to make changes of any kind whenever necessary or desirable without prior notice. Additional information may be available online at [www.apu.edu](http://www.apu.edu). For clarification regarding specific information, please contact the applicable office or department.
- **Printed document:** All content in this document is accurate at the time of publication. To verify information or policies that are time sensitive or subject to change, please consult the appropriate department or office.
- **Academic content online:** This information is current for the XXXX–XX academic year; however, Azusa Pacific University reserves the right to make changes of any kind whenever necessary or desirable without prior notice. Additional information may be available in the current [Academic Catalog](#). For clarification regarding specific information, please [contact](#) the applicable office or department.
- **Nondiscrimination:** Azusa Pacific University, in compliance with federal laws and regulations, does not discriminate on the basis of race, color, gender, age, disability, national origin, or status as a veteran in any of its policies, practices, or procedures.
- **Non-APU content:** The following document [or website, PDF, paragraph, etc.] is published and maintained by XXXX company [or university, institution, organization, etc.] and is used with permission here. APU is not responsible for the information provided. Should you have any questions, please contact XXXX company directly.

**Note:** Any material listed in an APU publication that does not belong to APU should be properly cited per *Chicago Manual of Style* guidelines. In some cases, permission to reprint may be required.

### Boiler Plate

Azusa Pacific University is an evangelical, Christian university committed to *God First* and excellence in higher education. With 53 [undergraduate majors](#), 37 [master's degrees](#), 21 [credentials](#), 7 [doctoral programs](#), and 5 [certificates](#), the university offers its more than 9,200 students a quality education on campus, [online](#), and at seven [regional centers](#) throughout Southern California.

### Motto

*God First* is always italicized; “*God First* Since 1899” should use title case when standing alone as a design element and should not include a period.

## University Descriptions

### Description Standards

- Acceptable concepts:
  - Adjectives: Comprehensive, Christian, Evangelical
  - APU is “regionally accredited by WASC”
- Unacceptable concepts or phrases:
  - The use of either “liberal arts” or “professional programs” separately as general descriptors of the university or the undergraduate programs
  - Coeducational
  - Inter-, trans-, or non-denominational
  - APU is “nationally accredited by WASC”

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- For institutional descriptions of different word counts and styles, refer to M:\Office Files\Guides and Procedures\Content Guides\Institutional Documents\Institutional Descriptions\.

### **University Philosophies and Historical Information**

For information about APU's Cornerstones, faith statement, mission statement, essence statement, history, etc., please refer to [www.apu.edu/about/](http://www.apu.edu/about/).

### **Additional Information**

Keep in mind that all content that comes across an editor's desk can be improved. Whether it is a grammatical or stylistic error, a structure or organization issue, or outdated/inaccurate data, the UR editorial team is responsible for making the necessary adjustments in order to position the university well via the written word. Please consider checking all facts, figures, dates, requirements, data, numbers, etc. against a secondary source such as the University Fact Sheet, the university website, or the catalogs, or by contacting a department/office that can help.

Remember that this guide is a supplement to *The Chicago Manual of Style, 15<sup>th</sup> Edition* on which our editorial style is comprehensively based. Anything that requires clarity or is not found in this guide can be located in *The Chicago Manual of Style*, of which we have many copies throughout the office, or online at [www.chicagomanualofstyle.org](http://www.chicagomanualofstyle.org).