

Communications and Marketing Office

Writing Style Guide

A

abbreviations and acronyms.

In general, spell out names of organizations and companies on first reference and then use a shortened form (e.g., the committee or the agency) in later references. Commonly used abbreviations (e.g., MCC for Mennonite Central Committee and SST for Study-Service Term) are also acceptable on second reference. The only exception is if using an abbreviation on first reference helps avoid complicated leads. If in such situation, use the organization's name at the next possible reference. For multiple references, spell out the full name of an organization or program the first time it is used, followed by the abbreviation in parenthesis. Refer to the abbreviation throughout the rest of the document.

Use abbreviations sparingly since writing easily turns choppy and the reader is liable to get lost.

When referring to Goshen College, on first reference use *Goshen College* and then prefer *the college* or *GC*.

Academic Affairs Committee.

academic courses. Capitalize official college course titles; do not use quotation marks (e.g., Expository Writing; Chemical World). If referring to a type of class rather than a specific course, use lowercase (e.g., He is taking a chemistry course this semester.)

academic degrees. When academic degrees are mentioned, the preferred form is to avoid the abbreviation and use a phrase (e.g., Shirley Showalter has a doctorate in literature; Jason Samuel has a master's degree in communication). The standard abbreviations include B.A., M.A., LL.D. and Ph.D. Degrees are

presented in lowercase except for proper nouns and adjectives (e.g., She has a degree in psychology; he has a degree in English education). Use an apostrophe in *bachelor's degree* and *master's degree*. *Bachelor of arts* and *master of science*, however, are written without the s. A Ph.D. can be referred to as a *doctorate* or *doctoral degree* but not as a *doctorate degree*. For a list of Goshen College undergraduate degrees, visit www.goshen.edu/academics/majors-minors/. See also *academic degree abbreviations* and *doctor*.

academic degree abbreviations.

B.A./bachelor of arts/bachelor's [degree]

B.S./bachelor of science/bachelor's [degree]

D.B.A./doctor of business administration/doctorate/doctoral degree

D.Min./doctor of ministry/
doctorate/doctoral degree

Ed.D./doctor of education/
doctorate/doctoral degree

M.A./master of arts/master's
[degree]

M.A.T./master of arts in teaching/
master's [degree]

M.A.T.S./master of arts in
theological studies

M.B.A./master of business
administration/master's [degree]

M.Div./master of divinity/master's
[degree]

M.Ed./master of education/
master's [degree]

Psy.D./doctor of psychology
[degree]/doctorate/doctoral degree

academic departments.

Capitalize when using complete, official name; lowercase all derivations and shortened forms except words that are proper nouns or adjectives (e.g., Ryan Sensenig is a professor in the Goshen College Biology Department; Ryan Sensenig is a professor in the biology department. Ann Hostetler works in the Goshen College English Department; Ann Hostetler works in the English department). See also *administrative divisions*.

Academic Resource and Writing Center.

ARWC acceptable on second reference. See also *Writing Center*.

academic titles. Capitalize and spell out formal titles such as *professor* and *chair* when used before a name (e.g., Professor Kathy Meyer Reimer). When a department affiliation is also

mentioned, several options are available. All parts of a title that come after the name should be lowercase except for proper nouns (e.g., Professor Kathy Meyer Reimer of the education department; Kathy Meyer Reimer, professor of education). Never abbreviate *professor*. The position of dean or academic dean should be capitalized only in the shortened form (e.g., Dean Anita Stalter; Anita Stalter, the academic dean; the academic dean for the college).

academic year. Write as 2013-14, not 2013-2014.

addresses. Addresses should be formatted in the following manner:

Name
Street address
City (no comma) State
abbreviation (no comma)
Postal Code

Example:
Goshen College
1700 S. Main St.
Goshen IN 46526

Use the abbreviations *Ave.*, *Bld.* and *St.* only when used with a numbered address. Never abbreviate similar words, such as road, drive and alley. Abbreviate directions, using periods, only when used with a numbered address (e.g., The college is located on South Main Street; the address is 1700 S. Main St.). See *states* entry for a list of two-letter state abbreviations. Use the abbreviation *P.O.* for P.O. box numbers. *ZIP* is an abbreviation for Zoning Improvement Plan and should always be capitalized (e.g., the ZIP code for Goshen College is 46526).

Adelphian House.

admissions. In reference to the formal unit, the Goshen College Admission Office, use uppercase.

Administration Building.

administrative divisions.

Capitalize when using complete, official name; lowercase all derivations and shortened forms except words that are proper nouns or adjectives (e.g., Jodi Beyeler works in the Goshen College Communications and Marketing Office; Jodi Beyeler works in the communications and marketing office. James Townsend is a member of the Goshen College President's Council; James Townsend is a member of the president's council). Never capitalize the names of sports teams (e.g., She is a member of the Goshen College women's basketball team). Generally, when the name of an administrative division or subdivision appears within an individual's professional title, it is lowercased because it is interpreted as describing the person's role rather than naming his or her administrative division or subdivision (e.g., He serves as the vice president for student life and dean of students). See also *academic departments*.

Advent. In the Christian church, Advent is a period of expectant waiting in preparation for the celebration of the birth of Jesus. Advent begins on the fourth Sunday before Christmas. To view Goshen College's advent devotions, visit: www.goshen.edu/devotions/Advent_Devotions.

Advocates. A Goshen College club whose mission is to educate and promote open lines of communication between LGBTQ and straight students, faculty and communities on campus.

adviser. *Adviser* is preferred over *advisor* when referring to an expert who gives advice, such as a professor who assists students with course selection or a consultant for a firm.

African-American, black. Both are acceptable, but try to determine and use the term preferred by the group or person being described. When no preference is known, the writer should choose. Use *black* when the reference is not only to people of African descent but also to those who have more immediate roots in the Caribbean or South America. Use more specific terms (e.g., Jamaican-American) when possible. See also *discriminatory words* and *ethnicity, race*.

ages. Always use figures rather than spelling out numbers (e.g., a 12-year-old girl; a man in his 90s; the woman, 26, has a daughter 2 months old; the activity is for 5-year-olds).

ALANA. An abbreviation that stands for African American, Latino American, Native American and Asian American.

alma mater. Lowercase, two words. The phrase has two meanings: a school or college that one attended or from which one graduated and the song or hymn of the school.

alumna (fem. sing.), **alumnae** (fem. pl.), **alumnus** (masc. sing.), **alumni** (masc. pl. and for a mixed group). The terms *alums(s)* and *graduate(s)* are nice alternatives for general references.

American Sign Language (ASL) Club. A Goshen College club whose mission is to allow student to socialize with each other and the Deaf Community through events the club organizes.

Amish church.

ampersand. Avoid the use of & in sentences and program names, unless there is a good reason for the ampersand, such as in a tight-fitting headline or for website navigation.

Anabaptists. Christians who led a radical movement of the 16th century Reformation who viewed baptism as a central part of a believer's faith. They rejected infant baptism and believed in the separation of church from state and simplicity of life. Mennonites are one type of Anabaptist.

and/or. Prefer a more conversational "teaching or preaching, or both" to "teaching and/or preaching."

anti(-). Use a hyphen only if words would be hard to understand without it, as when the second element begins with the letter *i* or when the second element is capitalized (e.g., anticlerical,

antiwar, anti-European, anti-
iconic, anti-Semitic). An
exception: Antichrist.

apostles. The Twelve or the Twelve Apostles; the apostles; the apostle Thomas but Thomas the Apostle.

army. Capitalize in a formal name (e.g., United States Army, British Army, French Army). In later references, the United States Army can be referred to as *the Army*, but the shorthand for foreign armies should be placed in lowercase (e.g., In France, the army is being downsized).

American Sign Language. Refer to an ASL major as an "American Sign Language major," not an "American Sign Language interpreting major." Start using ASL on second reference.

Anabaptist Mennonite Biblical Seminary. The seminary, based in Elkhart, can be abbreviated as AMBS on second reference. It was formerly known as Associated Mennonite Biblical Seminary.

Asian-American. A person of Asian birth or descent who lives in the United States. When possible, refer to a person's country of origin (e.g., Filipino-American, Chinese-American). Follow the person's preference. See also *ethnicity, race*.

Athletic department: *Athletic department*, not *athletics department*, is preferred for Goshen College.

AVI Fresh. Goshen College's food service provider. See also *Rott* and *Westlawn Dining Hall*.

B

baccalaureate. This can be used to refer to a bachelor's degree; to a religious service given at an academic institution, usually on the Sunday before commencement; and to the sermon given at such a service.

bachelor's degree. See *academic degrees* and *academic degree abbreviations*.

believer's baptism. Lowercase, with an apostrophe.

believers church. Lowercase, no apostrophe.

Bible, biblical. The noun (Bible) is capitalized; the adjective (biblical) is not. When a specific Bible verse is mentioned in parenthesis, the book should be abbreviated (e.g., Eph. 1:1); otherwise, spell out the name of the book.

Bible versions. Citations should be from the New Revised Standard Version (NRSV) unless otherwise stated. Capitalize names of versions of the Bible and use

roman typeface: Authorized or King James Version (KJV), The Geneva Bible (TGB), Gospels (but the gospel), Holy Bible, Jerusalem Bible (JB), (The) Living Bible (TLB), (The) Message (The Message), New American Bible (NAB), New American Standard Bible (NASB), New English Bible (NEB), New International Version (NIV), New Jerusalem Bible (NJB), New Revised Standard Version (NRSV), New Testament in Modern English (Phillips), Pseudepigrapha, Revised Standard Version (RSV), Scripture(s) (i.e., the Bible); scriptural, Septuagint, Vulgate.

biennial. The term means occurring every two years. Climbing the numerical ladder brings triennial (3), quadrennial (4), quinquennial (5) and so forth.

Black Student Union. A Goshen College club whose mission is to enlighten the campus and the community about the college's African-American students and to take strides to make the Goshen family proud and take part in this wonderful atmosphere.

bold. Use bold if you need an item to *particularly* stand out (web addresses in copy are often put in bold). Generally, however, if you want to emphasize something within a line of text, italicize it rather than using bold, as was done in the preceding sentence. Exception: Use bold within the content of select web pages to increase readability and draw attention to key phrases.

blogs and blog entries. Titles of blogs should be capitalized.

book titles. See *composition titles*.

boy. Refer to males in college as men, not as boys. Refer to males in high school as boys.

Brenneman, Jim. The current president of Goshen College. In informal contexts, it is acceptable to say President (Jim) Brenneman. In more formal contexts (e.g. on campus with guests present, or especially in scholarly and periodical publications where he has authored a book or article), Dr. James E. Brenneman, president of Goshen College, is preferred. For alumni publications, newsletters, donor letters and invitations, President Jim Brenneman is acceptable.

Broadside. About 10 times a year the Broadside committee — composed of both faculty and students from the English department — publishes a piece of original creative writing in placard, or broadside, format. Each piece is individually signed by the author and distributed free of charge to a subscription list of about 130 people on campus. Poems, songs and short fiction by students, faculty and visiting writers are welcome in the series.

“Broken Shield.” The sculpture by John Mishler that is located in the lawn southeast of the Administration Building. The name should be both capitalized and in quotation marks.

building names. Capitalize the names of college buildings, churches, governmental buildings, hotels, specially designated

rooms and so forth (e.g., the Administration Building, City Hall, Newcomer Center, Rieth Recital Hall, the Science Hall, Wyse Hall). When writing about a named building, refer to it by its formal name on first mention (e.g., the Harold and Wilma Good Library). In subsequent references, using an uncanceled shortened version of the name is acceptable (e.g., the library). A list of Goshen College building names is provided below. See also *rooms*.

Adelphian House
Administration Building
Church-Chapel
Coffman Residence Hall
East Hall
Harold and Wilma Good Library
Hospital House
Howell House
Kenwood House
Kratz Residence Hall
Kulp Residence Hall
Miller Residence Hall
Music Center
Newcomer Center
Physical Plant
Rieth Recital Hall
Roman Gingerich
Recreation-Fitness Center
Science Hall
Student Apartments
Umble Center
Union Building
Valesco House
Vita House
Visual Arts Building
Westlawn Dining Hall
Wyse Hall
Yoder Residence Hall

Bulletin, the. The magazine of Goshen College, which is published three times per year.

C

C. Henry Smith Peace

Oratorical Contest. A yearly speech contest funded by the trust of C. Henry Smith, a Mennonite historian and former professor at Goshen and Bluffton colleges. Cash prizes are awarded, and the first-place winner is entered in the U.S./Canada national contest, which is sponsored by Mennonite Central Committee. Can be referred to as *the contest* or *the oratorical contest* on second reference.

Camping Inquiry Program. CIP acceptable on second reference.

campuswide. No hyphen.

Campus Activities Council

(CAC). CAC acceptable on second reference.

Campus Center for Young Children. CCYC acceptable on second reference. Established in 1998 and based in the Church-Chapel, the center provides child care services for children of students, faculty, staff and community members.

capitalization. In general, avoid unnecessary capitals. Capitalize nouns that constitute the unique identification for a specific person, place or thing (e.g., America, Goshen, Mary, Robert). Common nouns and various shortened forms of official names are generally not capitalized. Do capitalize common nouns, such as *party* and *street*, when they are an integral part of

the full name for a person, place or thing (e.g., Republican Party, Main Street). Lowercase the common-noun elements of names when they are plural (e.g., Main and 8th streets). In copy, titles are lowercase unless it is a formal one denoting authority, preceding the name. (e.g., President Jim Brenneman; Provost John Yordy; editor Jane Smith; news director John Smith; Jim Brenneman, president of Goshen College). As a general rule, only capitalize when a job or position title is used in stand-alone copy, such as business cards, web headers, job titles on personnel web pages and name badges. Many words and phrases are listed separately in this style guide. See also *academic departments*, *administrative divisions*, and *titles*, among others.

Caucasian, white. Both are acceptable, but try to determine and use the term preferred by the group or person being described. When no preference is known, the writer should choose. See also *ethnicity*, *race*.

Center for Intercultural and International Education

(CIIE). Centrally located in the Union Building, the Center for Intercultural and International Education offers: Study-Service Term, Diverse Student Support, Master's of Arts in Intercultural Leadership, the Institute for Latino Educational Achievement, and community outreach and education. Some of the functions of the former Center for Intercultural Teaching and Learning (CITL), which was grant funded by the Lilly Endowment, are now incorporated in CIIE.

centuries. Use hyphens when centuries serve as modifiers (e.g., late-19th and early-20th-century period; 16th-century Anabaptism; mid-16th-century sources). See also *numbers* and *years*.

chair. Use *chair* rather than chairperson or chairman/woman. Generally not used as a title before a name.

Chamber Choir. Refers to the upper-level choir in Goshen College's music department. Use the full title, Goshen College Chamber Choir, on first reference only.

chapel. Lowercase unless referring to a specific chapel.

chief executive officer. Can be shortened to *chief executive*. In quotes or informally, the abbreviation *CEO* is acceptable. The title should always follow rather than precede a name (e.g., Phil Bontrager, the chief executive officer of Sauder Manufacturing, will be on campus tomorrow).

Chorale. Once referred to the lower-level choir in the Goshen College Music Department, this choir no longer exists as of 2013.

church. Capitalize in full references both to the institution (the Mennonite Church, the Catholic Church) and a congregation (College Mennonite Church). In abbreviated second reference, both the institution and

the congregation may be referred to as *the church*.

Church-Chapel. Houses College Mennonite Church. When referring to a campus activity in the Church-Chapel sanctuary or fellowship halls, refer to it as "Church-Chapel" and not "College Mennonite Church." If the function is sponsored by the church itself, then use "College Mennonite Church." See also *College Mennonite Church* and *building names*.

cities. No state is needed with nearby Indiana towns and cities (including Goshen, Elkhart and South Bend), and the following major cities: Atlanta, Baltimore, Boston, Chicago, Cincinnati, Cleveland, Dallas, Denver, Detroit, Honolulu, Houston, Indianapolis, Las Vegas, Los Angeles, Miami, Milwaukee, Minneapolis, New Orleans, New York, Oklahoma City, Philadelphia, Phoenix, Pittsburgh, St. Louis, Salt Lake City, San Antonio, San Diego, San Francisco, Seattle, Washington.

city council. Capitalize the name of the governing body when the reference is to a specific body (e.g., Goshen City Council). Retain capitalization if the reference is to a specific council but the context does not require the city name. In abbreviated form — *the council* — use lowercase. Also lowercase in plural and generic uses.

city hall. Capitalize with the name of a city, or without the name of a city if the reference is to a specific city hall. Lowercase in plural and generic uses (e.g.,

the Goshen and Mishawaka city halls; you can't fight city hall). Goshen's City Hall houses mainly the mayor's office and the clerk/treasurer's office. It is located at 202 S. 5th St.

class identifiers.

- Always give the abbreviated year of graduation of Goshen College alumni after their printed names in campus publications but not usually in official publications for the larger public. (e.g. Karen Yoder '98)
- Graduates of the master's degree programs receive their own section in The Bulletin alumni news notes. When writing about graduate students, designate the year followed by their area of study in parentheses, as in *Karen Yoder '08 (environmental science)*
- Graduates of the degree completion and adult education programs receive their own section in The Bulletin news notes. Do not designate their major. (e.g. Karen Yoder '98)
- A current student's anticipated graduation year is not always listed after his or her name because the student may not graduate during the anticipated year. However, students' class years (freshman, sophomore, junior and senior) generally follow their names when students are being quoted or honored in printed material.
- When referring to a body of students or alumni whose year of graduation is the same, use "class of 20XX." (e.g.

members of the class of '99 are planning a reunion).

- Use a space to separate the class year from the name. The apostrophe is a contraction, so must curl to the left. (e.g. Roger Taylor '63)
- Alumni couples: Generally, list the year with each of their names. Typically list the man's name first, acknowledging that exceptions may be appropriate. Include each person's full name when part of a list, as well as the woman's maiden name, such as in Bulletin news notes and the Annual Report. (e.g. Roger Taylor '63 and Anne Zweifel Taylor '63)
 - Be sensitive to exceptions. If just the man is an alumnus, do not list the woman's maiden name (unless her married name is different). Right: John '45 and Jane Smith; John Smith '45 and Jane Taylor
 - If just the woman is an alumna, list the couple as follows: Jane Taylor '46 and John Smith (woman kept her maiden name), or Jane Taylor '46 and John Taylor.
- Use all four digits of the class year when referring to alumni who graduated in 1920 and before. Include one space between the name and class year, but do not use an apostrophe (e.g. John Doe 1919)

classes. See *academic courses*.

clubs and organizations.

Below is a list of longstanding Goshen College student clubs and organizations. Check this webpage for current list of clubs:

goshen.edu/campuslife/clubs

Advocates
American Sign Language (ASL) Club
Black Student Union (BSU)
Campus Activities Council (CAC)
Commuter / Nontraditional Student Club
Eco-PAX Club
GC Nursing Student Association (GCNSA)
GC Players
Goshen Student Women's Association (GSWA)
International Student Club (ISC)
Latino Student Union (LSU)
PAX Club
Pre-Med Club
Social Work Action Association (SWAA)
Student Senate

Coffman Residence Hall.

Not currently occupied as of fall 2013. Coffman Hall acceptable on second reference.

college. Do not capitalize unless listing the full name of a college (e.g., She applied to several colleges; Goshen College is an outstanding institution). The same rules apply to *university*.

College Mennonite Church.

Located inside the Church-Chapel. A congregation of Goshen community members, including some Goshen College faculty and students, the church meets regularly at 9:30 a.m. in the sanctuary.

College Relations.

College Relations is a department located on the first floor of the Administration Building on the Goshen College campus. Though this department has many responsibilities, its primary focus is keeping the college connected with alumni, community and churches.

comma. See *serial comma*.

commencement. lowercase.

Commuter / Nontraditional Student Club. A Goshen College club.

composition titles. Put quotation marks around the names of book titles, computer game titles, movie titles, opera titles, play titles, poem titles, song titles, television program titles and the titles of lectures, speeches and works of art. All primary words in the title should be uppercase. Given the quotation marks, there is no need for italics. Reference works like dictionaries are presented uppercase, without quotation marks or italics. See *newspaper and magazine names*.

Connector, the. Connects Kratz, Miller and Yoder residence halls and includes Java Junction.

contractions. In most non-academic writing, contractions make your text easier to read with a more conversational tone. Unless a more formalized construction helps emphasize the meaning of a sentence or phrase, use contractions and use them consistently.

convention (biennial Mennonite gathering). The Mennonite Church USA meets every two years for a national convention. In Pittsburgh, this event was officially called Mennonite Church USA Convention 2011, or Convention 2011. In second or subsequent references, *convention* is the preferred shorthand. Before 2009, the church referred to multiple simultaneous conventions (e.g., the adult and youth conventions in Charlotte, N.C.). Now, the church refers to multiple gatherings at a single convention (for example, the adult and youth gatherings at Convention 2011).

convince, persuade. You can be convinced *of* something or *that* something. You must be persuaded to *do* something. (e.g., The police officer failed to convince her of the fairness of the fine, but he did persuade her to pay the ticket anyway).

convocation. Except in direct quotations, avoid using the shorthand “convo.”

core values. Goshen College has five core values: Christ-centeredness, passionate learning, servant leadership, compassionate peacemaking and global citizenship.

Correspondent, The. A biweekly news program produced by GCTV, a division of the Goshen College Communication Department. The show, and the rest of the GCTV programming, is broadcast in HD on channel 18.1 and in SD on channel 17.1. The Correspondent is the new name for GC Journal, which was also a one point called Alternative Maple.

countercultural.

courses. See *academic courses*.

credit hours. Use figures for all numbers (e.g., He is signed up for 14 credit hours this semester).

credit/no credit.

cross(-). Some compounds formed with cross are one word, some are hyphenated and some are two words: cross-cultural, cross-examine, crossover, cross-reference, cross section.

Crossroads League.

Goshen College is one of 10 colleges whose athletic teams compete in the Crossroads League, formerly called the Mid-Central College Conference. On second reference, use *the league*. The league is part of the National Association of Intercollegiate Athletics.

cum laude. With distinction. Lowercase.

curriculum (s.), curricula (pl.)

D

dashes. Use an em-dash in a dateline and to set off distinct thoughts within a sentence. Put a space on both sides of the dash in all uses except the start of a paragraph and sports agate summaries.

dates. In text and in citations, prefer month-day-year sequence, with the year set off by commas (e.g., The events of April 18, 1775, have long been celebrated). Abbreviate most months when they are followed by numerals (e.g., Jan. 15). Avoid the use of *th* except in unusual cases, most often in quotes, when the day precedes the month (e.g., the 29th of February). Do not use *on* before a date or day of the week unless it begins a sentence or its absence would cause confusion (e.g., *Goshen plays Southern Nazarene on Friday* is preferable to *Goshen plays Southern Nazarene Friday*, which suggests the university name consists of three words). Avoid strained possessives like *Friday's Festival of Carols* or *Tuesday's meeting*; prefer the *Festival of Carols on Friday* or *the meeting on Tuesday*. See also days of the *week*, *decades*, *months*, *time elements*, and *years*.

days of the week. Capitalize all days of the week (e.g., Monday). Do not abbreviate except when necessary in tabular format. See also *dates* and *time elements*.

deaf, Deaf. The former is often referred to as “little d” deaf and is term used to describe a person who has partial or complete loss of hearing. The later is often referred to as “big d” deaf and is a term used to describe a person who closely associates with and accepts the Deaf culture, including its customs and cultural norms, and uses American Sign Language (ASL) as a native language. Members of the Deaf community may find the use of lowercase *deaf* to be disrespectful.

dean’s list. Lowercase when alone; capitalize when with a formal title (e.g. Fall 2013 Dean’s List; he made the dean’s list.)

decades. When including the century, no apostrophe (e.g., 1920s). When abbreviated, use an apostrophe (e.g., '90s). See also *years*.

degrees. See *academic degrees*.

departments. See *academic departments*.

discriminatory words. Avoid words that reinforce ethnic, racial, gender or ageist stereotypes. Avoid referring to someone’s ethnicity, race, gender or age unless it’s essential for the clarity of the story. (e.g., race might be relevant when a criminal is at large; referring to ethnicity, race, gender, age or disability might be appropriate when an achievement or event is a first.) Use the substitution test: If you wouldn’t say it about a Caucasian man, then don’t say it about women,

people of other races or people with disabilities.

doctorate. See *academic degrees* and *academic degree abbreviations*.

dollars and cents. Sums of dollars and cents should be given in figures, even when the sum is less than 10 (e.g., 2 cents, \$15, \$18.21). Use the dollar sign with specific sums (e.g., \$25 in cash). The cent symbol may be used in headlines and charts, but spell out the word in news articles (*20 cents*). For large monetary sums, write out the word *million* or *billion* (e.g., \$2 million, not \$2,000,000).

dorm, dormitory. Avoid in favor of *residence hall*.

Dr. Use Dr. in first reference as a formal title before the name of an individual who holds a doctor of dental surgery, doctor of medicine, doctor of osteopathy or doctor of podiatric medicine degree (e.g., Dr. Jonas Salk). If appropriate in the context, Dr. also may be used on first reference before the names of individuals who hold other types of doctoral degrees. Generally do not use a title unless it is requested by the individual.

E

e.g., i.e. Use *e.g.* to replace the words “for example.” Use *i.e.* to replace the words “that is.” Always follow with a comma (e.g., Java Junction sells many refreshing drinks, e.g., smoothies and iced

coffee; He’s not one to follow the rules, i.e., he’s a rebel). Avoid the use of *e.g.* or *i.e.* in formal communication or correspondence.

East Hall.

Eash, Orus (1919-2010). Eash was a Goshen College alumnus and the architect of nine college buildings. A plaque in his honor is mounted in the Union and a tree in his honor is on the lawn north of the residence halls, near the labyrinth.

Eco-PAX Club. A Goshen College club focused on the environment and sustainability.

Eigsti Track and Field Complex. This complex is the home field for the college’s track and field team. The annual Goshen Invitational is held here, and the 2004 and 2008 Mid-Central College Conference Championships took place at the complex as well. The complex is located to the east of the Recreation-Fitness Center, at the southern end of 12th Street. The complex was completed in 2003; in 2008 an outdoor press box was added. The complex is named after Orie “O.J.” Eigsti, the inventor of the seedless watermelon.

Electric Brew, The. A popular place for college students and community members to relax, drink coffee and talk. Commonly referred to as The Brew, this corner cafe is located at 136 S. Main St.

Electronic Music Club. A Goshen College club.

Elkhart Institute. While the Goshen College campus dates from 1903, the school itself began in Elkhart in 1894 as the Elkhart Institute of Science, Industry and the Arts.

ellipsis. Use an ellipsis to indicate the deletion of one or more words in quotations. Be careful to avoid deletions that would distort the meaning. Do not use an ellipsis at the beginning or end of a quote. An ellipsis may also be used to indicate a thought that the speaker or writer does not complete. Substitute a dash, however, if the context also uses ellipses to indicate that words have been deleted. Use a space before and after an ellipsis (e.g., I think ... I will go to the party). Use a period and then an ellipsis after complete sentences (e.g., I went to class. ... Then I went to soccer practice). Do not use to denote a pause.

email, emailed. One word, no hyphen.

emerita, emeritus. A retired female professor may earn emerita status; a retired male professor may earn emeritus status. Prefer a construction that links the words *professor* and *emeritus* (e.g., professor emeritus of history; emeritus professor of history; NOT professor of history emeritus). Capitalize when the title is preceding a name; lowercase when following a name (e.g., Professor Emeritus Rafael Falcon; Mary Oyer, professor emerita of music).

Eric Yake Kenagy Visiting Artist Program. This program honors the late Eric Yake Kenagy, who was a gifted ceramics student at Goshen College from 1984 until his death in 1986.

ethnicity, race. Capitalize the proper names of ethnicities, races, nationalities, etc. (e.g., Arab, African, American, Caucasian, Cherokee, Chinese, Eskimo, French Canadian, Japanese, Jewish, Nordic, Sioux, Swede). Identification by race is pertinent in stories that involve a feat or appointment not routinely associated with members of a particular race or when it provides the reader with a substantial insight into conflicting emotions known or likely to be involved in a demonstration or similar event. When referring to specific individuals, use the term he or she prefers. See also *African-American, Asian-American, black, Caucasian, white, discriminatory words, Hispanic, Latino,* and *Native American*.

Everence. The primary financial institution serving the Mennonite Church, formerly known as Mennonite Mutual Aid (MMA). Originally started in 1945 for Mennonites only, it has grown and is now open to all people who are aligned with Anabaptist teachings. The agency was renamed in 2010.

exclamation points. Use sparingly, and use only one at a time.

Executive Board of Mennonite Church USA. On second reference use *Executive Board* or *the board*.

F

Facebook. A social networking website launched on Feb. 4, 2004. The Goshen College Facebook page can be accessed here: www.facebook.com/goshencollege.

FAFSA. Free Application for Federal Student Aid. On first reference, follow with full name in parentheses.

firstly, secondly, thirdly. Prefer *first, second, third*.

first-year. Avoid in favor of *freshmen*, except in internal or on-campus publications. See also *freshmen*.

FiveCore Media. Video production unit of Goshen College Communications Department that serves on- and off-campus needs and is meant to give students the opportunity to serve real-world clients and give local establishments a low-cost video service in the growing media-based market. Est. 2011.

foreign words and phrases. Italicize a word or phrase from a foreign language. Commonly borrowed expressions remain in roman type. If a definition follows a word or phrase, the definition

should be enclosed in parentheses or quotation marks (e.g., The word she used was not *une poele* (frying pan)). For titles, when it is desirable to provide a translation, enclose it in parentheses in roman type, without quotation marks: *Schilderboeck* (Book on Picturing). Put quotation marks around anything longer than a word or phrase.

freshman. For the class and a member of that class, use *freshmen* and not *first-year* for public, external publications.

FTE. Full-time equivalency.

full time, full-time. Write as two separate words without a hyphen when used as an adverb (e.g., I attend school full time). Hyphenate when used as an adjective (e.g., I am a full-time student).

fundraiser. One word; refers to an event. Also, fundraiser/ing (adj.); fundraising (v.).

G

GC. Abbreviation for Goshen College. Acceptable on second reference.

GC Journal. A former video news program produced by GCTV. The news program has changed its name to *The Correspondent*. See *Correspondent, The*.

GC Nursing Student

Association. A Goshen College club whose purpose is to provide a contribution to nursing education for quality health care, aid in developing the whole person, and to provide a program to nursing students and all other Goshen College students concerning health care. GCNSA acceptable on second reference.

GC Players. A Goshen College club whose mission is to encourage students and faculty of all fields of study to get involved with the Goshen College Theater Department.

GCTV. GCTV (Goshen College Television) refers to any television or video work done at Goshen College, by both students and faculty. The team films college activities and local news stories and does in-house and outside video production work for both *The Correspondent* and *FiveCore Media*.

girl. Refer to females in college as women, not as girls. Refer to females in high school as girls.

Globe, The. WGCS, better known as 91.1 The Globe, is the college radio station. WGCS began broadcasting in 1958. On first reference, use 91.1FM The Globe (WGCS). On second reference use *The Globe* or *WGCS*.

Goshen College. The college was founded in 1894 as the Elkhart Institute of Science, Industry and the Arts. The private preparatory school relocated, establishing the Goshen campus in 1903. *GC* or

the college can be used on second reference unless the context means that doing so could lead to confusion with another college.

Goshen Core. The set of courses and requirements that applies to all Goshen College students no matter what major they choose (comparable to general education at other schools).

Goshen Family Physicians.

Goshen Farmers Market. The farmers market is situated at 212 W. Washington Ave., near Second Street. The market carries vegetables, fruit, meat, crafts, baked goods and more. The hours are Saturday 8 a.m. to 1 p.m. (year round) and Tuesday 3 p.m. to 6 p.m. (May through October).

Goshen Student Women's Association. A Goshen College club whose mission is to build community and create a safe space to discuss women's issues and other concerns. GSWA acceptable on second reference.

Gospel. Capitalize when referring to any or all of the first books of the New Testament or when using the word in the sense of the Christian message. Lowercase *gospel* is used in broader and secular senses (e.g., gospel truth).

grade point average. GPA acceptable on second reference.

H

half time, half-time. Write as two separate words with no hyphen when used as an adverb (e.g., She works half time). Hyphenate when used as an adjective (e.g., She is a half-time employee).

Harold and Wilma Good Library, The. The Goshen College library, whose mission is to sustain the Goshen College curriculum by providing quality sources, services, and instruction to cultivate intellectual inquiry and information literacy. *Good Library* is acceptable on second reference.

headlines. Use sentence-style capitalization.

Hershberger Art Gallery.

Hispanic. This is the preferred term for those whose ethnic origin is in a Spanish-speaking country. *Latino* is acceptable for Hispanics who prefer it (the feminine form is *Latina*). Use a more specific identification when possible (e.g., Cuban, Mexican-American). See also *discriminatory words*, *ethnicity*, *race*, and *Latino*.

historic peace churches.

holidays. Ash Wednesday, Christmas (Eve), Columbus Day, Easter Day or Easter Sunday, Father's Day, Good Friday, Groundhog Day, Halloween, Holy Week, July Fourth, Labor Day, Lent, Lincoln's Birthday, Martin

Luther King Jr. Day, Maundy Thursday, Memorial Day, Mother's Day, New Year's Eve, Pentecost, Presidents Day*, Veterans* Day (*note no apostrophe).

homecoming. Lowercase in running text. Capitalize when referring to a specific event (e.g., Homecoming Weekend).

Hospital House.

Howell House.

hyphen. As a general rule, all compound modifiers and numbers should be hyphenated (e.g., fast-sailing ship, pre-1900). An exception is that no hyphen is needed with adverbs ending in -ly (e.g., highly trained professional). Do not use auto hyphenation.

i.e. See *e.g.*

inbox.

Indiana University. For campuses, prefer this form: *Indiana University at Bloomington*.

Information Technology Services. *ITS* acceptable on second reference. This college office includes ITS Media, the ITS Help Desk and the Schertz Computer Lab.

initials. There is no space between initials in a name (e.g.,

J.R. Burkholder) unless a space is preferred by the nameholder.

International Student Club.

A Goshen College club whose mission is to provide a good environment for international students while supporting them and doing activities to keep them involved on campus.

I

Internet.

intramural sports. Not *intermural*.

italics. Quotation marks, rather than italics, are generally used for all headlines and titles of works. Italics can be used for emphasis, but do not combine them with another graphic element such as bold or underline.

J

Java Junction. Java Junction is a student-run coffee bar located on the first-floor Connector of the Kratz-Miller residence hall. Java Junction provides an atmosphere that allows students, faculty, staff and the Goshen community to enjoy food, beverages, live music and fellowship.

Jr. Both *Jr.* and *Sr.*, like *II* and *III*, are not to be set off by commas (e.g., Martin Luther King Jr.).

K

Kauffman, Allan. Kauffman, a Democrat and a 1971 graduate of Goshen College, is the mayor of Goshen.

Kenwood House.

kindergarten. Lowercase unless used as part of the name of a specific kindergarten.

Kratz Residence Hall. This residence hall was named in honor of Clayton Kratz, a Goshen College senior in the 1920s who disappeared while he was serving as a Mennonite relief worker in war-torn Russia. *Kratz Hall* acceptable on second reference.

Kick-Off.

Kulp Residence Hall. Built in 1906, Kulp Hall is the oldest residence hall on the Goshen College campus. *Kulp Hall* acceptable on second reference.

L

Laboratory Kindergarten. The kindergarten, in operation since 1959, is based in the Church-Chapel.

Lady Leafs. The Goshen College women's sports teams may be referred to as the Lady Leafs, with both words capitalized.

Latino Student Union. A Goshen College club whose mission is to offer support to student of Latin American backgrounds by providing time and space to talk about issues and plan campus events. LSU acceptable on second reference.

Latino Studies. The college launched the Latino Studies program, also known as Domestic SST, in the spring of 2010. Students live on campus but take classes related to the Latino Studies program. They study Latino history, culture, arts and literature, and work on a service project. See also *Study-Service Term*.

Lavender Jazz. The college's big band.

Leaf Raker. The college's snack shop, which is situated at the north end of the Union.

LGBTQ. Acronym for "lesbian, gay, bisexual, transgender, queer" when referring to the group of people who identify with any of these descriptors. Spell out in parentheses on first reference. Use as a more inclusive term versus homosexual.

LinkedIn.

long time, longtime. Write as two words without a hyphen when used as an adverb (e.g., They have known each other for a long time). Write as one word without a hyphen when used as an adjective (e.g., They are longtime friends).

M

magazine names. Capitalize the name of a magazine but do not place it in italics or quotation marks. Lowercase the word *magazine* unless it is part of the magazine's formal title (e.g., Harper's Magazine; Time magazine).

magna cum laude. With great distinction. Lowercase.

mailman. Avoid in favor of the gender-neutral *mail carrier*.

mainstage. One word, not two. Generally lowercase (e.g. fall mainstage).

majors. Lowercase except for proper nouns (e.g., She is a sophomore psychology major; he is a Bible and religion major).

Maple Leaf, The. Goshen College's yearbook.

Maple Leafs. Goshen College's sports teams are referred to as the Maple Leafs.

Martin Luther King Jr. All-Campus Study Day. Acceptable to omit “All-Campus.”

Maple Scholars.

master’s degree. See *academic degrees* and *academic degree abbreviations*.

May term.

MCC. See *Mennonite Central Committee*.

Men’s Chorus. Use full title, *Goshen College Men’s Chorus*, on first reference only.

MennoMedia. The official publisher of Mennonite Church USA and Mennonite Church Canada. The agency formed in 2011 through a merger of Mennonite Publishing Network (formerly the Mennonite Publishing House) and Third Way Media.

Mennonite Central Committee. Use MCC on second reference. MCC is the development and relief agency of the Mennonite and Brethren churches in North America. It deals with peace and justice issues, disaster services, and health and development in countries around the world.

Mennonite Church. The designation can refer to a historical branch of the denomination known as the

“Old” Mennonites, as distinct from another major branch, General Conference Mennonites. They merged to form Mennonite Church USA and Mennonite Church Canada. The name can also refer more generally to the worldwide Mennonite communion or, in the United States, the Mennonite Church USA. Specific congregations have *church* capitalized if the word is part of the formal name (e.g., College Mennonite Church).

Mennonite Church USA. The official name of this Anabaptist denomination in the United States. Mennonite Church USA came into existence with the merger of General Conference and Mennonite Church in 2001. Mennonite Church USA has 109,000 members in 44 states which are made up by 21 area conferences. There are 939 churches that are part of Mennonite Church USA.

Mennonite Church USA Convention, the. See *convention*.

Mennonite Historical Library. Housed on the third floor of the Good Library, the Mennonite Historical Library contains more than 60,000 volumes, including an unrivaled collection of published works by and about Anabaptists.

Mennonite jargon. Do not assume that your audience is Mennonite. Spell out references to common Mennonite groups in the first reference, followed by the acronym in parenthesis (e.g., GC alumni sometimes serve with Mennonite Central

Committee (MCC). MCC is the relief, development and service agency of Mennonites in Canada and the United States). If linking or footnoting items pertaining to Mennonites, refer to gameo.org rather than Wikipedia.org.

Mennonite Mission Network. This mission agency of the Mennonite Church USA, which was formed in 2002 and supports ministries in more than 50 countries. According to the Mennonite Mission Network website, they seek to lead, mobilize and equip the church to participate in holistic witness to Jesus Christ in a broken world. In an article, the first reference should be fully spelled out as above. Later references can repeat the full name or can use *the Mission Network* or *the agency*.

Mennonite World Conference.

Menno Pause. A satirical and controversial underground newspaper established by Goshen College students in 1967. The newspaper resulted in the expulsion of the four students who served as editors and writers. Copies of Menno Pause are available in the Mennonite Historical Library.

Menno Tea. Bottled tea produced by a company that was founded in 2011 by two Goshen College students, Hans Weaver and Niles Graber Miller.

Mennonite, The. A Mennonite magazine devoted to news within the Mennonite denomination.

Mennonite Quarterly Review, The. Be careful not to confuse The Mennonite Quarterly Review with another Mennonite publication, Mennonite World Review. Professor John D. Roth edits only The Mennonite Quarterly Review. *MQR* acceptable on second reference.

Mennonite World Conference. A global community of Anabaptist-related churches.

Mennonite World Review. Formerly Mennonite Weekly Review; the name was changed in 2012. *MWR* acceptable on second reference.

Merry Lea Environmental Learning Center. The center is a 1,150-acre complex of fields, forest, bogs and meadow situated 30 miles south of campus. On second reference, prefer *Merry Lea* or *the center*.

Michiana. Refers to the area surrounding the Indiana-Michigan border, including Berrian, Cass, St. Joseph and Van Buren counties in Michigan and Elkhart, Fulton, Kosciusko, LaGrange, Lake, Porter, La Porte, Marshall, Noble, St. Joseph and Starke counties in Indiana.

Mid-Central College Conference. The former name for the athletic conference of which Goshen College is a member. The conference is now called the Crossroads League. See *Crossroads League, the*.

Middle East, Mideast.

Midwest.

Miller Residence Hall. Built in 1966, this residence hall is named for Orie O. Miller, who graduated from Goshen College in 1915. Miller Hall acceptable on second reference.

Millrace. Trail located near the college, next to the canal.

Ministry Inquiry Program. *MIP* acceptable on second reference.

mission, missions. The adjective is *mission*. The noun can be *mission*, but it is often the plural *missions* in the sense of organized missionary work.

missional. This is a relatively new term now widely embraced in Mennonite Church USA as well as in other Christian denominations. Because dictionaries have not followed suit with their own embrace, use sparingly.

MMA. See *Everence*.

money. See *dollars and cents*.

months. Spell out the names of months when they stand alone in the text and appear with the year (e.g., October; October 1998). Abbreviate most months (exceptions are March, April, May, June and July) when accompanied

by numerals (e.g., Oct. 16, 1926; March 4, 1991).

more than, over. *More than* is preferred with numerals (e.g., We raised more than \$3.3 million for the project.) *Over* generally refers to spatial relationships (e.g., The kiteboarder sailed over the water).

Multicultural Affairs Office.

This office no longer exists. Functions of this office are now incorporated into Diverse Student Support, which is part of the Center for Intercultural and International Education (CIIE) in the Union Building.

Music Center. Opened in 2002, the Music Center contains the 1,000-seat Sauder Concert Hall, the 300-seat Rieth Recital Hall and the Hershberger Art Gallery. Regularly scheduled programs at the Music Center include the Performing Arts Series, the Faculty Recital Series, the Chamber Music Series and the Church Music events, which include a Hymn Sing Series.

music titles. Capitalize and use quotation marks for song titles. Capitalize, but do not use quotation marks, on descriptive titles for orchestral works. If a work has a special title, use quotation marks around it. (e.g., The song “Beat It” is sung by Michael Jackson; The orchestra played Bach’s Suite No. 1 for Orchestra and “Rhapsody in Blue”).

musical ensembles. Musical ensembles at Goshen College include:

Chamber Choir
Men's Chorus
Women's World Music Choir
Symphony Orchestra
Lavender Jazz

N

National Association of Intercollegiate Athletics. NAIA acceptable on second reference. Goshen College is part of the NAIA. See also *Crossroads League*.

names. Use a person's full name on first reference. In subsequent references, use the last name only, with full name again occasionally for special effect or clarification. In foreign names, the particles like *de*, *du*, *le*, *la*, *van* and *von* are usually lowercased (e.g., Thieleman van Bracht); for U.S. citizens, the names are usually uppercase (e.g., Martin Van Buren). Follow individual, or historical, preferences. On second reference, a lowercase particle remains lowercase when it appears midsentence but should be capitalized when it begins a sentence. In stories involving juveniles, generally refer to them on second reference by surname if they are 16 or older and by first name if they are 15 or younger.

national anthem. This general reference is lowercase, without quotation marks. The title of a specific anthem takes quotation marks (e.g., "The Star-Spangled Banner"). Grounded in Mennonite pacifist convictions, Goshen College traditionally did not play the national anthem

before sporting events. This received national attention on Nov. 10, 2008 from the Mike Gallagher Show. On Jan. 22, 2010, President Jim Brenneman announced that Goshen College would begin playing an instrumental version of "The Star-Spangled Banner" before some home games, followed by a prayer. In 2011, the college's board of directors decided that the anthem would no longer be played at college games and asked the administration to find an appropriate alternative, which was America the Beautiful.

Newcomer Center. Formally Goshen College's seminary building, it currently is home to the English, communication, and business departments.

newspaper names. Capitalize *the* in publication names only if it appears as such in the flag or nameplate (e.g., The Goshen College Record, The Goshen News, The Elkhart Truth, the Los Angeles Times). Do not place the name in quotes or italics. Lowercase *the* before newspaper names if a story mentions several papers, some of which use *the* as part of the name and some of which do not.

Nite @ the RFC.

non(-). Close up compound words formed with non- unless a capitalized word follows (e.g., nonpartisan, non-Mennonite). The *non-Mennonite* example is a reminder of a tendency on the part of Mennonites to divide the world into Mennonites and non-Mennonites, or other-than-Mennonites. Whenever possible, others should be

specifically identified (e.g., Catholics, Christians, Methodists, Presbyterians, Protestants) rather than presented in terms of what the person or the group is not. Failing that, the author should try to find another graceful alternative to the *non-* construction.

northern. Capitalize in front of "Indiana" when referring to the region.

numbers. Spell out the first nine cardinal and ordinal numbers; use figures for numbers 10 and above (e.g., she is taking four courses this semester; he needs 14 more courses to graduate). Exceptions include ages (e.g., 3 years old); sports points (e.g., she scored 8 points), scores (e.g., Goshen College won, 4-2), percentages (e.g., 9 percent) and time of day (the game started promptly at 7 p.m.). When two or more round numbers appear together as joint modifiers for a noun and one of them is 10 or higher, use figures for both (e.g., The films range from 5 to 30 minutes in length).

For large monetary sums, write out the word *million* or *billion* (e.g., \$2 million, not \$2,000,000). All numbers should be spelled out if they begin a sentence; the only exception is that a numeral that identifies a calendar year never needs to be spelled out (e.g., Fifteen students are in the class. 2013 was a great year).

O

Old Bag Factory. Goshen's historic Old Bag Factory, built in 1896, is now home to artists, antique and specialty shops, and a cafe.

One-Acts. Produced by the theater department once a semester. When used as a title, the department prefers the hyphen to be included (e.g., the Winter One-Acts).

online. One word, no hyphen.

P

Parables. A student worship ensemble from Goshen College that travels to area churches and groups to present biblical stories and themes through song and theater.

PAX Club. A Goshen College peace and justice club.

peace-building.

percent. Figures should be used and the term *percent* spelled out (e.g., 6 percent, 17 percent) except when the number begins a sentence (e.g., Twelve percent of students are running for leadership positions with the Student Senate).

Performing Arts Series.

period. The period always goes inside quotation marks (e.g., He said, "That's the end of class.")

perspective, prospective. A *perspective* is a point of view (or opinion piece in *The Record*); a *prospective*, as used informally on campus, is a high school senior who is here for a visit. In writing, *prospective* should not be used as a noun; *prospective student* should be used instead.

Physical Plant, Goshen

College. The main offices are situated south of College Avenue and east of the railroad tracks. Can be referred to as *physical plant* on second reference.

Pinchpenny Press.

PLA. See *President's Leadership Award*.

plurals. When a word ends in an *s*, do not add an *s* to its plural form (e.g. Jesus' robes were long).

Pre-Med Club. A Goshen College club whose purpose is to provide resources to aspiring medical students and foster an environment of learning and fellowship on the Goshen College campus. The club is open to students who are interested in any health-related field.

President's Council, Goshen

College. The current members of the President's Council are: President Jim Brenneman; Scott Barge, director of assessment and institutional research; Bill Born, vice president for student life and dean of students; Jim Caskey, vice president for institutional advancement; Rebecca Hernandez, associate dean for intercultural development and educational partnerships; Jim Histan, vice president for finance; Anita Stalter, vice president for academic affairs and academic dean; and James Townsend, vice president for enrollment management and marketing.

President's Leadership Award.

Use PLA on second reference.

professor. Capitalize when used as a title before the name (e.g., Professor of History Jan Bender Shetler). Lowercase in other instances (e.g., she was a professor; the professor, Jan Bender Shetler, of the history department; a professor of history). See also *emerita*, *emeritus*, and *academic titles*.

professional titles. In rare cases where we wish to note a person's academic credentials (not press releases), it is best to put the abbreviation of the degree after the first mention of the person's full name (not after just the last name). Set off the degree with commas and periods within it (i.e. *Stan Yoder, Ph.D.*). This is preferable to writing *Dr. Stan Yoder*, since "Dr." can mean anything from a chiropractic doctor to a doctor of ministry. We do not use Mr./Mrs./Miss/Ms.

In general, list the full name (including any initials; see Names)

in the first reference and use the last name in subsequent references. In running copy, capitalize job titles only when they immediately precede the individual's name or when they are named positions or honorary titles, as in *Roman J. Miller, Daniel B. Suter Endowed Professor of Biology*. (e.g. *It's common knowledge that President Jim Brenneman loves to golf. The president, Jim Brenneman, is in his third term at Goshen College. The president of Goshen College travels frequently. Have you taken a course from Professor Stoltzfus?*)

pronouns. Although doing so is becoming increasingly popular in colloquial communication, do not use plural pronouns (e.g., they, their) to refer to a singular subject (e.g., a student). Instead, change the sentence so the subject is plural or otherwise adapt the sentence to eliminate the issue (e.g., Good students turn in their homework on time). The gender-sensitive but awkward constructions *he/she* and *his/her* are acceptable but should be avoided when possible.

Protestant. Any member of one of the groups, or descendant groups, that broke away from the Catholic Church during the Reformation.

Public Relations Student Society of America, Goshen College. A national organization in which Goshen College has a chapter. The organization seeks to advance the public relations profession by nurturing generations of future professionals. PRSSA acceptable on second reference.

Q

question marks. Use following a direct question. Never use more than one.

quotations. Every word between quotation marks should be what the speaker or writer said. If a passage is awkwardly stated, it's best to paraphrase. Except for special effect with certain feature articles, every quotation needs attribution. If a quotation consists of several sentences, attribution should either precede the quotation or follow the first sentence (e.g., "Don't say the old lady screamed," Mark Twain said. "Bring her on and let her scream"). A natural pause can allow for attribution midway (e.g., "In general," she said, "we prefer to take classes in the early afternoon.") When quoting phrases, no comma is needed (e.g., She said she was "saddened by the closing of the newspaper").

Commas and periods always go inside quotation marks. Colons, dashes, exclamation points, question marks, and semicolons go within the quotation marks when they apply to the quoted matter only. They go outside when they apply to the whole sentence. When one or more words are omitted from a quote, use an ellipsis in place of the missing word(s). When inserting clarifying information into a quote, use brackets.

R

radio stations. Present stations using this format: WVPE-FM (88.1).

Reading Day. Refers to the day (typically a Tuesday) during finals week in which all Goshen College classes are cancelled so that students can study for exams. Capitalize when referring to the specific day (e.g., Tomorrow is Reading Day) but lowercase in other instances (e.g., Goshen College offers a reading day for students).

Record, The Goshen College.

Use *The Record* on second reference. The Record, which is published weekly in the fall and spring semesters, is distributed in news boxes across campus on the Thursday of a publication week. The paper is also available online at www.goshen.edu/record.

Recreation-Fitness Center.

See *Roman Gingerich Recreation-Fitness Center*.

regions. Region names are capitalized when they stand alone and are widely understood to designate a specific geographic and/or cultural area but are lowercase in other instances (e.g., Western Illinois, the West Coast, the Midwest, the east coast of Florida, the Midwestern United States).

residence hall. Do not use the word *dormitory* or *dorm* to refer to the buildings on campus where students live. Always use *residence hall*. Capitalize the names of specific residence halls; lowercase on other usages (e.g., Kratz Residence Hall, the residence hall). When referring to a specific floor of a residence hall, use lowercase ordinal numbers (e.g., Yoder third, the second floor of Kulp).

resume. Preferred usage is without acute accents.

Rieth Recital Hall. Located in the Music Center, Rieth Recital Hall has 300 seats and is an outstanding venue for solo and chamber music.

Roman Gingerich Recreation-Fitness Center. *Recreation-Fitness Center* is acceptable on first reference; avoid the shorthand *Rec-Fit Center* except in direct quotations. On second reference, prefer *Recreation-Fitness Center*, *RFC* or *the center*. The center, built in 1993, was named after Roman L. Gingerich, the first varsity basketball coach at Goshen and a professor of physical education from 1941-86. See also “*Sky Waltz*.”

rooms. Capitalize when used with a number and/or building name. In combination with a building name, use the number only (e.g., The class meets in AD 20; we’ll be in Room 20; we’ll be in the training room), except for external publications. See also *building names*.

Rott. As a reference to the cafeteria, this is acceptable only in direct quotations (e.g., “We met at the Rott for lunch,” she said). The standard reference is to *Westlawn Dining Hall*, *the cafeteria* or *the dining hall*. Food services have been provided by AVI Fresh since fall 2009. Food services were previously provided by Sodexho, which was formerly known as Sodexho Marriott (hence, *the Rott*). See also *AVI Fresh* and *Westlawn Dining Hall*.

rugball.

S

S.A. Yoder Memorial Lecture.

SALT. See *Summer Academic Leadership Training*.

Sauder Concert Hall.

Schrock Annex.

Science Hall.

scholarships. Capitalize formal names of scholarships. Lowercase words like *award*, *fellowship*, and *scholarship* when referring to more than one of them (e.g., the John J. Doe and Jane A. Jones scholarships).

Scripture. Capitalize when referring to all the books of the Old and New Testament. Lowercase the adjective *scriptural*.

sculptures. The title of a sculpture should be capitalized and placed in quotation marks (e.g., The students held a vigil in front of the “Broken Shield” sculpture at sunrise).

seasons and semesters: Lowercase seasons, semesters and terms. Examples: *spring semester*,

fall 2014, *the summer 2014 term*. One exception is Study-Service Term.

semicolon. A semicolon is used to link independent clauses, which are clauses that could stand alone as sentences. A semicolon is also used to separate items in a series when they are long or when individual items contain material that includes commas. In a series in which semicolons are used between items, use a semicolon even before the final *and* (e.g., I am interested in studying sociology; peace, justice and conflict studies; and psychology).

serial comma. Use commas to separate elements in a series, but do not put a comma before the conjunction in a simple series (e.g., Awards were given to the communication, nursing and sociology departments). However, use a comma before the final item in a series if one of the elements in the series contains a conjunction (e.g., I had orange juice, toast, and ham and eggs for breakfast.)

Service Inquiry Program. *SIP* acceptable on second reference.

sexual orientation. “Gay” is acceptable and preferable as a synonym for homosexuals, primarily males. “Lesbian” is preferred for women. When possible, use “gay and lesbian.” Only use “gay” as an adjective, not a noun, for example, “gay man,” “gay people.” Where space is an issue, “gay” is acceptable to include both gay men and lesbians. See also *LGBTQ*.

“Sky Rhythms.” The sculpture by John Mishler that is located in the plaza in front of the Recreation-Fitness Center. The name should be capitalized and in quotation marks.

small group housing. Goshen College offers small group housing to single students who are juniors, seniors or at least 20 years of age. Facilities are in residence hall units or houses for six to 12 students per group. Students form their own group and apply to Student Life for housing facilities. Do not abbreviate to SGH.

Social Work Action

Association. A Goshen College club whose purpose is to inform students of the social work issues on a local, national and international level, as well as provide opportunities for students to create positive change through advocating, serving and informing. SWAA is acceptable on second reference; *the club* is preferable.

spaces. Use only one space between sentences. There is no space between initials in a name (e.g., J.R. Burkholder) unless a space is preferred by the nameholder.

spring break.

Sr. Both *Jr.* and *Sr.*, like *II* and *III*, are not to be set off by commas (e.g., Martin Luther King Sr.).

states. Use traditional state abbreviations when the state is preceded by a town or city (e.g., Sturgis, Mich.) and spell out in

other instances. For commonly known cities across the country, there is no need to refer to the state. The same is true of commonly known cities and towns in Indiana (e.g., She drives home to Mishawaka every weekend). Use a closing comma in place references with a town or city and a state (e.g., The company, which has its corporate headquarters in Lima, Ind., plans to hire 10 students).

The names of eight states are never abbreviated: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah.

Here are the standard abbreviations for the 42 other states, with ZIP code abbreviations in parentheses:

Ala. (AL)	Neb. (NE)
Ariz. (AZ)	Nev. (NV)
Ark. (AR)	N.H. (NH)
Calif. (CA)	N.J. (NJ)
Colo. (CO)	N.M. (NM)
Conn. (CT)	N.Y. (NY)
Del. (DE)	N.C. (NC)
Fla. (FL)	N.D. (ND)
Ga. (GA)	Okla. (OK)
Ill. (IL)	Ore. (OR)
Ind. (IN)	Pa. (PA)
Kan. (KS)	R.I. (RI)
Ky. (KY)	S.C. (SC)
La. (LA)	S.D. (SD)
Md. (MD)	Tenn. (TN)
Mass. (MA)	Vt. (VT)
Mich. (MI)	Va. (VA)
Minn. (MN)	Wash. (WA)
Miss. (MS)	W.Va. (WV)
Mo. (MO)	Wis. (WI)
Mont. (MT)	Wyo. (WY)

The Postal Service abbreviations should only be used when providing addresses that include a ZIP code.

Student Apartments. Can be referred to as *the apartments* on second reference. No longer called the Senior Apartments.

Student Senate. A Goshen College club whose purpose is to listen, understand and represent students' ideas, questions and concerns; improve students' satisfaction and life on campus, to support campus clubs and organizations, and to foster community and promote communications between students, administration, faculty and the board.

Study-Service Term. *SST* acceptable on second reference. Do not omit the hyphen. *SST* programs begin with faculty-led orientation sessions before students leave campus. Once students arrive in the host country, the first half of the semester, about six weeks, is spent living with a local host family, listening to guest lecturers and studying language, culture, politics and history. See also *Latino Studies Semester*.

SSTer, SSTers. Prefer “student on *SST*” or “*SST* participant.” Only use *SSTer* in a direct quotation or for internal audiences.

summa cum laude. With highest distinction. Lowercase.

Summer Academic Leadership Training. *SALT* acceptable on second reference. A program that assists African American, Latino American, Native American and Asian American (ALANA) students with the transition to college.

Sunday school.

Sustainability Semester in Residence. *SSR* acceptable on second reference. Sustainability Semester acceptable in all references. *SSR* is a program at Merry Lea for undergraduate students.

Symphony Orchestra, Goshen College. A group that presents concerts of major orchestral works each semester and accompanies the choirs, operas, and student winners of the Concerto-Aria competition.

T

telephone numbers. Write as (574) 535-700, not 574-535-700. Drop the “1-” prefix from phone numbers when the area code is included, unless writing for an international audience. Use periods rather than dashes when creating business cards.

TESOL (Teaching English to Speakers of Other Languages).

that, which. Use *that*, not *which*, in a restrictive clause — a clause necessary to understand a sentence (e.g., The city that the students live in is a hub for trains). Note the absence of commas around *that*. In a nonrestrictive clause — one that provides information that is not essential to make sense of the sentence — use *which*, preceded by a comma (e.g., Goshen, which is the county seat, has a population of about 32,000).

theater, theatre. The former is the standard U.S. spelling; the latter is the British one. *Theater* should be used. Some people in the field prefer *theatre*. The department should be referred to as the Goshen College Theater Department.

Third Culture Kids.

timbrel. Lowercase. The publication of Mennonite Women USA.

time elements. Use the day of the week (Monday, Tuesday, etc.) for days of the week within seven days before or after the date of publication. Use the month and a figure for dates beyond this range. Avoid redundancies such as *last Tuesday* or *next Tuesday*. You can simply write *on Tuesday*; the past, present or future tense usually makes clear which Tuesday.

In a summary news lead, the best place for the time element is immediately after the verb (e.g., The dean announced yesterday that students would be required to complete 10 hours of community service each year); if the verb takes a direct object, the object should follow the verb, and then give the time element (e.g., Mayor Allan Kauffman ordered the police yesterday to ticket students who ride their bicycles on sidewalks). In general, a time element should not be used to begin a summary news lead since there is more compelling information to share first. The preposition *on* adds clarity and euphony when introducing days of the week (e.g., “Goshen plays Southern Nazarene on Friday” rather than “Goshen plays Southern Nazarene Friday,” which suggests that the university name consists of three words).

times. Use figures except for *noon* and *midnight*, and use lowercase *a.m.* and *p.m.* with periods following the letters. Omit unnecessary 0s (e.g., The class will meet from 11 a.m. to 12:30 p.m.). Avoid redundancies like *9 a.m. this morning*. The *o'clock* construction is acceptable, but time listings with *a.m.* and *p.m.* are preferred.

times less than. A can of Coke may cost twice as much as a bottle of water, but that doesn't mean that a bottle of water is twice as cheap as a can of Coke. One time is 100 percent of the cost, size, distance or some other measure. “Two times cheaper” is impossible. If you take away “one time something,” that's all there is to take away.

titles. Lowercase titles except when they are formal titles that appear before names. Only brief official titles, and not descriptions, should be attached to names. (e.g., President Shirley Showalter will speak in chapel). However, *Physical Plant Utilities Manager and Conservation Director Glenn Gilbert will speak in convocation on Monday* should become *Glenn Gilbert, utilities manager and conservation director at the Physical Plant, will speak in convocation on Monday*. A formal title is one that could be used in greeting a person on the sidewalk (e.g., Good morning, Professor Reese).

Class rankings (e.g., sophomore, junior) are preferably set off with commas (e.g., Mary Long, a junior, said she would run for Student Senate). In reference to someone who is well known, a descriptive phrase preceded by *the* is acceptable (e.g., the poet

Julia Kasdorf). Long titles should generally be listed after names. In any event, titles short or long can always be set off by commas either before or after a name, but only a select few can comfortably appear before a name capitalized. When set off by commas, a formal title is changed to lowercase (e.g., The president of Goshen College, Jim Brenneman, serves a four-year term).

Sportswriting, by tradition, takes place in a grace zone. An elective or appointed sports title is allowed (e.g., Leafs Coach Jewel Lehman). Even team names and playing positions can precede names, but positions should be lowercase (E.g., Leafs forward Scott Wilkinson). Still, the most graceful approach is usually to place a descriptive title after the name, set off by commas (e.g., Scott Wilkinson, a senior forward, scored the first goal). See also *composition titles*.

Tumblr.

Twitter. The verb is *tweet*. Past tense is *tweeted*. A Twitter message is known as a *tweet*.

U

Umble Center. Formally known as the John S. Umble Center, the center features a 400-seat theater.

Umble Master Class. Formally known as the Roy H. Umble Master Class in Communication and Theater, the annual lecture series is organized by the communication and theater departments. Each year, a speaker

gives several presentations, some of which are open to the public and others of which are reserved for classes. The Umble Master Class began in honor of Roy H. Umble (1913-1996), a former professor of speech and son of John H. Umble, who likewise taught at the college.

Union Building.

United States. The abbreviation U.S. is acceptable as an adjective in all references. Spell out United States when using it as a noun.

university. Do not capitalize unless listing the full name of a university (e.g., She applied to several universities; Eastern Mennonite University is a Mennonite institution). The same rule applies to the word *college*.

U.S. Acceptable as an adjective, but not as a noun, for United States.

V

Valesco House.

Visual Arts Building.

Vita House.

W

web. This is the shortened form of *World Wide Web* and refers to a service, or set of standards, that enables publishing documents on the Internet. Prefer *web address*, *web page* and *web feed*, but *website*, *webcam*, *webcast* and *webmaster*. This is not consistent with AP style at this time. See also *web addresses*.

web addresses. Provide an address whenever an article refers to a site that readers might want to visit. When indicating an address, tell readers what they need to type to get to the site. Don't include *http://* or *www.* at the beginning; web software should automatically supply it. When a sentence ends with a web address, put a period at the end. The web address is technically a URL, or uniform resource locator. Try to keep an address on a single line. If you must break up the address, place the split before a slash or a dot that is part of the address (without inserting a hyphen, which would throw off the searcher). Avoid long URLs in print. When writing for the web, make relevant text within the article a hyperlink.

west. Capitalize when referring to the region of the United States, to Europe and the Americas, or to a specific region so named (e.g., the American West, the West, West Texas).

western. Western Christendom, Western Hemisphere, but western Pennsylvania, western France.

Westlawn. A former dormitory now used for storage. The dining hall is situated on the ground floor of *Westlawn*. See also *Westlawn Dining Hall*.

Westlawn Dining Hall. The main dining hall for Goshen College students. Do not use the colloquial *Rott* except in direct quotations. See also *AVI Fresh* and *Rott*.

widows. Do not leave one word stranded on its own at the beginning of a line or at the top of a column of text. Rewrite the sentence or change formatting to eliminate the stranded word. This can be difficult on the web, because different browsers and screen sizes will wrap text differently. One trick that often works is to replace the space before the last word with a non-breaking space in the code.

Women's World Music Choir. Refers to the women's choir in the Goshen College Music Department. The *women's choir* is acceptable on second reference. Do not abbreviate as WMMC.

worldview.

Writing Center. Located in the Good Library in front of the Academic Resource and Writing Center. Staffed by peer writing mentors who can help with brainstorming for paper topics, developing a thesis, organizing, revising and final polishing.

Wyse Hall. Building on the Goshen College campus between the Umble Center and the Science Hall. Houses the admissions; Bible and religion; history; nursing; peace, justice and conflict studies; and sociology departments.

Y

years. Use commas only with a month and a day (e.g., Dec. 26, 1955). Use *s* without an apostrophe to indicate a span of decades or centuries (e.g., 1900s, 1980s). Use an apostrophe when shortening a reference to a decade (e.g., She grew up during the '90s). Years are the lone exception to the rule that a figure should not be used to start a sentence (e.g., 2013 was a great year).

Yoder Residence Hall. Dedicated in 1961, the C.Z. Yoder Residence Hall was named for a minister from Smithville, Ohio, who served on the Elkhart Institute and Goshen College board of directors from 1902 to 1905. Can also be referred to as Yoder Hall.

Yost room. The classroom in the John S. Umble Center.

YouTube.
