

# Editorial Style Guide



For endowed chairmanships or professorships, use the proper name and capitalize it: **John Smith is the Norman and Ruth Carroll Endowed Chair in Business and Economics.**

#### **acronyms and abbreviations**

Acceptable in certain contexts and depending on the audience. But in general, **avoid alphabet soup.**

#### **advisor**

Not **adviser.**

#### **African American**

No hyphen for this and other dual heritage terms. **Black** (lowercase) is also acceptable as an adjective.

#### **alumni**

The plural masculine form. Use **alumnae/i** when referring to both male and female graduates as a group. Other forms: **She is an alumna of Dominican. The three women are Dominican alumnae. He is an alumnus of Dominican.**

#### **Board of Trustees**

Capitalize when an integral part of the full name: **Dominican University Board of Trustees.** Lowercase when the word stands alone in subsequent references: **the board made the decision Tuesday, or the trustees rejected the proposal.**

#### **campuswide**

No hyphen. Other examples: **citywide, nationwide, statewide, industrywide,** etc.

#### **Caritas Veritas**

The university's Latin motto is translated as Love and Truth. Italicize the phrase in body copy: ***Caritas Veritas,*** or ***Caritas et Veritas,*** but not when used in the title of events or awards such as **Caritas Veritas Symposium** or **Caritas Veritas Award.**

#### **chairman, chairwoman**

Capitalize as a formal title before a name: **committee Chairwoman Janet Jones.** Use **chairperson, chair** or **co-chair** if preferred by an organization. Chair is acceptable as a verb: **She chaired the meeting.**

#### **church**

Capitalize as part of the formal name of a building, a congregation or a denomination; lowercase in other uses: **St. Mary's Church, the Roman Catholic Church, the**

#### **Catholic and Episcopal churches, a Roman Catholic church, a church.**

Lowercase in phrases where the church is used in an institutional sense: **She believes in the separation of church and state. The pope said the church opposes abortion.**

#### **classes**

Lowercase names of classes: **freshman, sophomore, junior, senior.** Capitalize **Class of 2020.**

#### **coed, coeducation**

No hyphen.

#### **commas**

In general, for nonacademic writing, do not use the series comma, except where needed for clarity of meaning.



### **committees**

Capitalize when part of a formal name: **Faculty Honors and Awards Committee**. Lowercase when using a shortened version: **He served on the awards committee**.

### **composition titles**

Italicize the titles of books, movies, plays, poems, albums, songs, operas, radio and TV programs, lectures, speeches and works of art. Exceptions include holy books such as the Bible and the Quran and reference materials such as dictionaries and encyclopedias.

### **course names**

Capitalize official course names: **Financial Accounting, History of Western Civilization**, etc. Lowercase subjects: **She studied accounting**.

### **coursework**

One word, no hyphen.

### **data**

Typically takes a singular verb and pronoun when writing for general audiences: **The data is sound**. In scientific and academic writing, plural verbs and pronouns are preferred.

### **dean's list**

Lowercase in all uses: **He is on the dean's list. She is a dean's list student**.

### **dietitian**

Not dietician. **He became a registered dietitian nutritionist**.

### **doctoral, doctorate**

A student is a **doctoral candidate** and is working on a **doctoral degree**, or **doctorate**. Do not say doctorate degree because a doctorate is a degree. Do

not say **Bill Jones has a PhD from Dominican**. (see **academic degrees**)

### **ellipses (...)**

Use three periods with a space on either side to indicate the deletion of one of more words in condensing quotes, texts and documents.

### **emerita, emeritus, emeriti**

Added to formal titles for individuals who have retired but retain their rank or title. Place the word after the person's title: **Professor Emeritus Jim Jones, Dean Emerita Sally Smith**. Or: **Jim Jones, professor emeritus of history**. The plural is emeriti: **Jim Jones and Sally Smith, professors emeriti of English**.

### **faculty**

Use a singular verb or pronoun when this or other collective nouns (team, board, class, committee, etc.) denote a single unit operating together: **The faculty is meeting to set its agenda. The jury reached its (not their) verdict**. Use a plural verb or pronoun if the noun is used in the sense of a group acting as individuals or in disagreement: **The faculty (acting separately) have published papers in peer-reviewed journals**.

### **fellow**

Lowercase in all uses, as in **Jim Jones is a fellow of the American College of Surgeons**. Exception: Capitalize when part of a proper name such as **Fulbright Fellow**. Note: Write fellow of (not fellow in) an organization.

**fewer, less**

In general, use fewer for individual items, less for bulk or quantity: **You can complete your degree in less than two years.** (Years in this sense refers to a period of time, not individual years.) **Fewer than 10 applicants called.** (Individuals).

**Founders' Court**

The name for the plaza in front of Parmer Hall featuring the *Inspiring Minds* sculpture is plural (note the s-apostrophe), as it includes Fr. Samuel Mazzuchelli and the Sinsinawa Dominican Sisters.

**Founder's Day, Founder's Week**

This week of special events in early November celebrates the Nov. 4 birthday of Fr. Samuel Mazzuchelli.

**freshman, freshmen**

Freshman is a singular noun or adjective: **a college freshman, the freshman class.** Freshmen is a plural noun: **The freshmen assembled quietly.**

**full-time, full time**

Hyphenate when used as a compound adjective, but not as a compound adverb: **She is a full-time student. He studies full time.**

**GPA**

Acceptable in all references for **grade-point average.**

**grade, grader**

No hyphen in most cases: **a fourth grade student, first grader, she is in the fifth grade.**

**health care****high-tech****Hispanic**

A person from or whose family background is in a Spanish-speaking land or culture. **Latino, Latina or Latinx** are sometimes preferred.

**Hispanic-Serving Institution (HSIs)**

A federal government designation for eligible institutions with an undergraduate enrollment of at least 25% Hispanic students. Note the hyphen.

**honorary degrees**

All references to honorary degrees should specify that the degree was honorary. Do not use **Dr.** before the name of an individual whose only doctorate is honorary.

**honors program**

Lowercase when used in a general sense: **Dominican's honors program, the honors student, she graduated with honors.** Capitalize when part of a formal name: the **Mazzuchelli Scholars Honors Program.**

**Ivy League**

Brown University, Columbia University, Cornell University, Dartmouth College, Harvard University, Princeton University, the University of Pennsylvania and Yale University.

**junior, senior**

Abbreviate as **Jr.** and **Sr.** and do not precede by a comma: Martin Luther King Jr.



**keynote address**

Also: keynote speech

**land-grant**

Hyphenate as an adjective. The University of Illinois is a land-grant institution.

**Latino**

Often the preferred noun or adjective for a person from or whose family background is in Latin America. **Latina** is the feminine form. Some prefer the gender-neutral term **Latinx**. Follow the person's preference.

**LGBT, LGBTQ**

Acceptable in all references.

**login, logon, logoff (n.)**

But use as two words in verb form. You will need your Dominican **login** in order to **log in** to the university's computer system.

**mid-**

No hyphen unless followed by a capitalized word: **mid-Atlantic, midsemester, midterm.**

**nongraduates**

Use the abbreviation **(NGA)** in parenthesis after the name of a non-graduating alumna or alumnus. (Those who attended Dominican even for just a semester are alumnae/i).

**office**

Capitalize when used formally: **Office of the President, Office of the Provost**. Lowercase subsequent references such as: **president's office, provost's office.**

**OP**

An abbreviation used to signify a person's membership in the Order of Preachers, the Catholic community founded by

St. Dominic de Guzmán and also known as the Dominican Order. Place it after the individual's name and set it off with commas: **Fr. Samuel Mazzuchelli, OP, founded the Sinsinawa Dominican Sisters in 1847.**

**part time, part-time**

Hyphenate when used as a compound adjective, but not as a compound adverb: **She is a part-time student. He studies part time.**

**percent, percentage, percentage points**

Use the % sign when paired with a numeral, with no space, in most cases: **At Dominican, 100% of incoming students receive some form of financial aid.** In casual uses, use words rather than figures: **He had a zero percent chance of winning.**

Be careful not to confuse **percent** with **percentage point**. A change from 10% to 13% is a rise of 3 percentage points. This is not equal to a 3% change; rather, it's a 30% increase.

**periods**

Use a single space after a period at the end of a sentence.

**physician assistant**

No possessive form in this medical profession title.

**postdoctoral**

**postgraduate**

**professor**

Never abbreviate. Capitalize as a title before a name, but lowercase after names: **Professor Susan Smith; Susan Smith, a professor of history.** Do not refer to a faculty member as a professor unless the



person has been awarded that academic rank. Instead, use assistant professor, associate professor, instructor, lecturer, visiting professor, etc.

For endowed professorships or chairmanships, use the proper name and capitalize it: **John Smith is the Norman and Ruth Carroll Endowed Chair in Business and Economics.**

#### **Q&A format**

Use **Q&A** (no spaces) within the body of a story.

#### **religious titles**

Capitalize religious titles before a person's name: **the Rev. John Smith, Fr. Samuel Mazzuchelli, Sr. Jeanne Crapo, OP, Pope Francis.** For a

more general audience, consider spelling out **Father** and **Sister**. Note that in some cases only the first name is used on second reference: **Sister Jeanne, Francis, Father Samuel, Saint Dominic.** With cardinals, archbishops, bishops and reverends, use only the last name on subsequent reference: **Cardinal Cupich**, or just **Cupich**.

#### **résumé**

Not resume and not resumé. In academia, job candidates typically submit a *curriculum vitae*, or *CV*, a longer, full accounting of one's education and professional experience.

#### **Rosary College**

The name of the university prior to 1997. Always refer to the

university as **Dominican University** and graduates of Rosary College as **graduates of Dominican University**, except in special historical situations.

#### **SAT**

Use only the initials in referring to the previously designated Scholastic Aptitude Test or the Scholastic Assessment Test.

#### **seasons**

Lowercase **winter, spring, summer** or **fall** unless part of a formal name: **Winter Olympics.**

#### **Sinsinawa Dominican Sisters**

Or the **Dominican Sisters of Sinsinawa.** Both are acceptable on first reference for the congregation that

sponsors Dominican University. Its full, formal name is: the **Sinsinawa Dominican Congregation of the Most Holy Rosary of the Order of Preachers.**

#### **spring break**

Lowercase in all uses.

#### **state names**

In general, only use postal abbreviations in addresses. In other uses, spell out and set off with commas: **Jessica Jones, a sophomore from Johnstown, Ohio, is studying chemistry.**

#### **STEM**

Acceptable on first reference for **science, technology, engineering and math.** Consider using the full phrase on a subsequent reference, depending on your



audience.

**student-athlete**

Note the hyphen

**teachers college**

No apostrophe

**titles**

In general, limit capitalization to formal titles used directly before an individual's name:

**Pope Francis, Associate Professor John Smith.**

Lowercase and spell out titles when they are not used with an individual's name: **The president issued a statement. The pope gave his blessing.**

Lowercase and spell out titles when they're set off from a name by commas: **Pope Francis, the current pope, was born in Argentina. John Smith, the university's president, met with the**

**faculty Tuesday.**

Lowercase modifiers, as in **history Professor Sally Smith.**

**underway**

One word in all uses.

**university**

Lowercase when used as a common noun: **Jeffries attended the university.** Capitalize as part of a proper noun: **Jeffries attended Dominican University.**

**URSCI**

Acceptable on first reference for some internal audiences. But consider spelling out **Undergraduate Research, Scholarship and Creative Investigations Exposition** on a subsequent reference.

**U.S. News rankings**

The publication's full name is *U.S. News & World Report's Best Colleges 2020* (note the ampersand). Dominican is ranked among regional universities, a category that includes institutions with a full range of undergraduate programs and some master's programs but few doctoral programs. These rankings are split into four geographical regions; Dominican is among about 160 schools in the Midwest that the publication examines. Dominican's rankings in the 2020 edition are:

**#1 in Social Mobility**

In its newest category, U.S. News & World Report recognized Dominican's success in enrolling and graduating large proportions

of economically disadvantaged students, placing the school first out of more than 160 regional universities in the Midwest.

**#11 in Midwest**

Dominican ranked 11th overall among more than 160 master's-level universities in the Midwest.

**#1 Best Value**

Dominican is #1 on the publication's list of "Best Value Schools" in Illinois. In the Midwest, Dominican is #3. This study looks closely at each school's academic quality and average cost of attendance.

**#14 in Best Undergraduate Teaching**

This designation recognizes the Dominican faculty's unusually strong



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commitment to high-quality teaching, not just research and publishing, at the undergraduate level.

### **Washington**

For the U.S. capital, use **Washington, D.C.**, (with the added abbreviation set off by commas) only if the city might be confused with the state.

### **web addresses**

In general, omit **http://** **www** for brevity and bold the rest of the URL in print pieces: **dom.edu**. In online or email pieces, consider hyperlinking relevant terms rather than spelling out URLs in copy.





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