

EDITORIAL

# STYLE

GUIDE

# Editorial Style Guide

## A

Ace CARE

Academic Honor Code, also Honor Code

Aces; Purple Aces (school nickname)

AceLink (UE intranet)

Aces Haven (food pantry in Neu Chapel)

adjunct faculty

admission (no s at the end)

Admission Ambassador, the ambassador

Adopt-a-Student (music/FUEM initiative)

advisor (not adviser)

African American (noun or adjective, no hyphen, Chgo 8.41-42)

African American Alumni Association, University of Evansville  
(UEAAA)

All-America (athletics, when referring to a team, e.g., the All-America team, the All-America selection, AP style)

All-American (athletics, when referring to a person, e.g., All-American Pat Ewing, AP style)

alumna (singular feminine), alumnus (singular masculine);  
alumnae (plural feminine), alumni (plural masculine or both genders). Do not use the words *alum* or *alums* in writing

Alumni Association

Alumni Association Board of Directors

Alumni Research and Scholarly Activity Fellowship (ARSAF)

Andiron Lectures in Liberal Arts and Sciences (name of series),  
Andiron Lecture (name of any given talk in the series)

application for admission and scholarship

artist faculty

artificial intelligence (AI)

Arts, Research, and Teaching Grant

Asian American (noun or adjective, no hyphen, Chgo 8.42)

AshokaU

audition (music audition, theatre audition – not capitalized)

### Abbreviations

Do not abbreviate the following:

assistant, associate, association, department, institution,  
avenue, street, boulevard, or similar address words, campus  
department names, campus building names, months, state  
names

### Academic Degrees

For standard abbreviations, please refer to the lists found under **D - Degrees**. You may choose to spell out full academic degree names or abbreviate them, so long as you apply your choice consistently within any given printed piece. Do not use periods in the abbreviated form, e.g., BA, DMA, MS, PhD.

### Addresses

When writing street addresses, do not include periods after directions or streets.  
e.g., 1302 N Indiana St

### Businesses

Use *Corp.* or *Co.* in text only if it is officially part of the company name. For example: Black and Veach Co. Otherwise, spell out the words *corporation* and *company*.  
*doing business as* may be abbreviated *d/b/a* if its meaning is clear.

For other business-related abbreviations, refer to the *AP Stylebook*.

### Miscellaneous Abbreviations

ID for identification (no periods)  
pp. for pages; p. for page  
states (see **S - States** in this guide)

### Affirmative Action Statement

The University operates under a nondiscriminatory policy with regards to race, color, gender, gender identity and expression, sexual orientation, creed or religion, national origin, age, disability, veteran status, and all federally protected groups/classes.

### Ages

Use numerals to express persons' ages. Do not use a space on either side of the hyphen (not a dash) when indicating an age spread (this is UE style.)  
e.g., The children were ages 5-15.  
Sammy is 5 years old.  
Her daughter, 9-year-old June, swims in the lake.

Ampersands

Do not use ampersands unless they are officially part of a company name.  
RIGHT: Tom and Dave went riding.  
WRONG: Tom & Dave went riding.  
RIGHT: Mr. and Mrs. Smith donated a painting.  
WRONG: Mr. & Mrs. Smith donated a painting.  
RIGHT: We shopped at Briar & Bean.

Apostrophes

Be sure to use actual apostrophes and quotation marks rather than foot and inch marks. This applies to both serif and sans-serif fonts.  
RIGHT (in serif): Tom said, "Doesn't that table measure 4'2"?"  
WRONG (in serif): Tom said, "Doesn't that table measure 4'2'?"  
RIGHT (in sans-serif): Tom said, "Doesn't that table measure 4'2"?"  
WRONG (in sans-serif): Tom said, "Doesn't that table measure 4'2'?"  
An 's indicates possession; do not use it to indicate something is plural.  
RIGHT: In the 1960s we had fun.  
WRONG: In the 1960's we had fun.  
RIGHT: The Lambda Chis held a fundraiser.  
WRONG: The Lambda Chi's held a fundraiser.  
Use an apostrophe to abbreviate a 4-digit year using just the last two digits. Do not use an opening single quotation mark.  
RIGHT: In the '60s we had fun.  
WRONG: In the '60s we had fun.

Asterisk

An asterisk in your text signals the reader that there is a reference note at the bottom of the page. Make sure there is; if not, delete the asterisk in your text. If you require more than one reference note on a page, there is a series of symbols to be used in the following order: \*, †, ‡, §, \*\*, ††, ‡‡, §§.

Award Names

Awarded by the Alumni Association:

- Distinguished Alumnus(a) Award
- Distinguished Young Alumnus(a) Award
- Edie Bates Volunteer Service Award
- Samuel Orr Honorary Alumnus(a) Award
- Outstanding Teacher of the Year

Awarded by the Berger family:

- Sydney and Sadelle Berger Award for Service
- Sydney and Sadelle Berger Award for Scholarly Activity

Awarded by each college:

- Dean's Teaching Award

Awarded by the Department of Athletics:

- Ralph H. Coleman Award
- Ida M. Stieler Award

Awarded by the College of Education and Health Sciences:

- Outstanding Educators Awards
- Administrator of the Year
- Elementary School Teacher of the Year
- Middle School Teacher of the Year
- High School Teacher of the Year

Awarded by the Eykamp Family:

- Eykamp Prize

Awarded by the General Board of Higher Education and Ministry of The United Methodist Church:

- Exemplary Teacher Award

Awarded by the Offices of the President and of Human Resources:

- Monthly Employee Excellence Award
- Staff Employee of the Year
- Administrator of the Year

Awarded by the Offices of Student Life:

- Mark R. Simpson Award
- Outstanding Senior Service Award

B

- benefiting
- bimonthly (one word, no hyphen)
- biannual (occurs twice a year, compared to semiannual, which occurs every six months)
- Bible
- biblical
- biennial (occurs every two years)
- Bower-Suhrheinrich
- Bristol-Myers Squibb (now Mead Johnson Nutrition)
- bus, bused, busing (verb)
- businessperson
- Business Scholar Days
- bylaws (not by-laws)

Boards

- Alumni Association Board of Directors
- Board of Trustees
- Board of Visitors
- PAC Board (Purple Aces Club)

## Building Names and Codes

When listing a room and a building together, always list the room first, then the building.

e.g., Room 200, Hyde Hall

When listing a room with a name, list the name first, next the room number, then the building

e.g., Eykamp Hall, Room 253, Ridgway University Center.

The following abbreviations are used to identify campus buildings and locations on maps. In text, always use full names of buildings, as shown here.

(See “Campus Locations” and “Colleges/Schools Departments/Offices” under C for other names.)

CC	Carson Center
FA	Krannert Hall of Art and Music
FC	Student Fitness Center
FT	Fifth Third Bank Basketball Practice Facility
GH	Graves Hall
GS	General Services
HAL	Hale Residence Hall
HH	Hyde Hall
IB	Igleheart Building
JH	Jones Hall
KC	Koch Center for Engineering and Science
LA	Art and Engineering Annex Melvin Peterson Gallery
LC	Lincoln Commons
LI	University of Evansville Libraries Bower-Suhrheinrich Library Clifford Memorial Library
MOO	Moore Residence Hall
MHC	UE Mental Health and Wellness Clinic and Emily M. Young Assessment Center
MS	Arad McCutchan Stadium
MT	May Studio Theatre
NC	Neu Chapel
NRH	New Residence Hall
OH	Olmsted Administration Hall
PC	Panhellenic Center
POW	Powell Residence Hall
PP	Physical Plant
SB	Schroeder Family School of Business Administration Building McCurdy Wing
SCH	Schroeder Residence Hall
SF	Stone Family Center for Health Sciences
SH	Sampson Hall
ST	Shanklin Theatre
UC	Ridgway University Center

## C

campus-wide (adjective)

cancel, cancelled, cancelling, cancellation

catalog

Center for Career Development (Career Center; the Center)

Center for Supply Chain Management

Center for Inclusive Excellence (CIE)

Center for the Advancement of Learning (CAL)

chair (use in lieu of chairman, chairwoman, or chairperson)

Chartwells (UE’s food service contractor)

check-in (noun), check in (verb)

checkout (noun), check out (verb)

checkup (noun)

childcare (one word)

Class of ’45; Pam Smith ’72; Pam Smith, Class of ’72

clearinghouse (one word)

cocurricular

coed

college – use lowercase unless part of a name of a college

e.g., Indiana College, the college

comprises (not “is comprised of”)

concertmaster (one word)

co-op student or co-op program

cooperative education

corequisite (one word)

coursework (one word)

*Crescent Magazine* (student publication)

Crick Lecture in the Cognitive and Neural Sciences

curriculum vitae (singular); curricula vitae (plural)

## Campus Locations

(see “Building Codes,” “Colleges/Schools/Departments/Offices,” and “Rooms” for other names)

Alcoa Foundation Court

Alan and Sharon Braun Men’s Basketball Gymnasium (FT)

Andrew Goebel ’74 M’78 Seminar Room (SB)

Ann Cooper Garden

ARC Construction Student Lounge (SB, second floor)

Barbara Kolb Price Classroom (HH)

Beeler Family Academic Center (CC)

Black Beauty Field (soccer field)

Bowen Engineering Corporation Laboratories (KC)

Bradley E. Coomer ’93 Classroom (HH)

Bowen Engineering Corporation Laboratories (KC)

Burkley and Sharon McCarthy Classroom/Greenhouse (SB)

Bussing-Koch Entry (SB)

### Campus Locations (continued)

Cabinet of President Stephen G. Jennings Room within Eykamp Hall (UC)  
Charles H. Braun Stadium (baseball)  
Gene Christian '51 E-mail Lounge  
Class of 1957 Atrium and Grand Lobby (UC)  
Class of 1959 Gallery and Lounge (UC)  
Dr. Dana D. Clayton Student Affairs Suite (UC)  
Dr. Melvin M. Peterson Classroom (SF)  
Dunigan Family Department of Nursing and Health Sciences (GH)  
Dunigan Lounge (SB)  
Dunigan Movement Analysis Laboratory (GH)  
Dunigan Nursing Laboratory (GH)  
Ellerbrook Family Hallway (FT)  
EXCEL Student Academic Success Center  
Eykamp Center for Teaching Excellence (GH)  
Eykamp Chemistry Lecture Hall (KC)  
Eykamp Hall (UC)  
Fifth Third Bank Basketball Practice Facility  
Freeland Clubhouse  
George V. Ridgway Room within Eykamp Hall (UC)  
G. Richard and Rita Eykamp Theatre Suite (HH)  
Gerontology Center  
Grabill Lounge (NC)  
Greek Garden  
Harkness Hall (SB)  
Internet Applications Laboratory  
J. Henry Schroeder Board Room (LI)  
James and Dorothy Cooper Stadium  
John David Lutz Theatre Lab (HH)  
John C. and Diane Schroeder Corridor (HH)  
John Trainor Student Study Lounge (UC)  
Keith and Linda Phillips Study Alcove  
Krannert Gallery (FA)  
Kell Interfaith Prayer Room (NC)  
Larry and DiAnne Kremer Project Laboratory 3 (KC)  
Larry '67 M'72 and DiAnne Kremer Information Desk (LI)  
Larry '67 M'72 and DiAnne Kremer Student Lounge (SB)  
Maikranz Family Practice Gym (CC)  
Maikranz Family Walkway (FT)  
Maj. Gen. Verna Fairchild '72 and Byrnes Fairchild Office of Veterans Affairs (OH)  
Major General Verna Fairchild '72 Lounge for Veterans (LI)  
Margaret Bennett Alsman M'69 and Lavaun Clark Corn '69 Seating Area (LI)  
May Studio Theatre  
McCarthy Greenhouse  
Mead Johnson Nutrition President's Suite (SB)  
Melvin M. Peterson Gallery  
Melvin M. Peterson H'91 & '14 Interactive Learning Area (LI)  
Melvin M. Peterson Video Production Lab (HH)  
M. Stephen '70 H'06 and Shelly Harkness Study Gallery (LI)  
Memorial Plaza (not fountain)

Music Technology Laboratory  
Nick '70 and JoAnne '71 Rutigliano Classroom (SB)  
Nick '70 and JoAnne '71 Rutigliano Computer Laboratory (SB)  
Nick '70 and Jo Anne '71 Rutigliano Dean's Suite (HH)  
Nick J. '70 and Jo Anne '71 Rutigliano Grand Entry (LI)  
Niel and Karen Ellerbrook Theatre Conference Room (HH)  
Niel H'06 and Karen H'06 Ellerbrook Resource Room (SB)  
Patricia Kishline Room within Eykamp Hall (UC)  
Patricia '61 M'70 and Spiro Mitsos Conference Room (SB)  
Paul '71 and Patricia Jones Information Commons (LI)  
President's Conference Room (Room 218, OH)  
Rademacher's Café  
Richard H'10 and Rita '59 Eykamp Hall (UC)  
Robert M. Kent Family Sportswalk  
Roger '69 and Ann Beck International Students Conference Room (UC)  
Rutigliano Patio  
Sally G. Rideout '91 Interactive Learning Area (LI)  
Sesquicentennial Oval (not front or south oval)  
Schroeder Family School of Business Administration Building (SB or SOBA)  
Shanklin Theatre  
Sidney and Nadine Kolb Interactive Learning Area (LI)  
Smythe Lecture Hall (SB)  
Steve '86 and Kathie Bugg Reception Area  
Steve and Susan Worthington Department of Theatre Chair's Office (HH)  
The Eatery  
Thomas M. and Greta C. Smythe Amphitheatre (SF)  
Toyota Motor Manufacturing Indiana, Inc. Room within Eykamp Hall (UC)  
Traylor Bros. Terrace (KC)  
Tri-State Orthopaedics Field at James N. and Dorothy M. Cooper Stadium (softball)  
UE Cross Country Course (located near I-64 and U.S. 41)  
UE Mental Health and Wellness Clinic and Emily M. Young Assessment Center  
University Bookstore (UC)  
Virginia G. Schroeder Interactive Learning Area (LI)  
Writing Center  
Wytenbach Pool

### Capitalization

Rules for what to and what not to capitalize are extensive. Refer to the *AP Stylebook* for specifics.

#### Capitalizing Academic and Job Titles

Capitalize if the title is used in narrative text.  
e.g., John Doe, Associate Professor of Biology, is teaching a class.

The President made an announcement.

Titles are capitalized when they precede a person's name and become part of the proper noun.

e.g., The recital will include original music by Professor Doe.  
The address was given by President Pietruszkiewicz.

Capitalize titles if they are in list or program format, used independently of narrative text.

e.g., **Program Speakers**

John Doe, Professor of Chemistry

Jane Doe, Professor Emerita

John Smith, President

### Capitalizing Academic Subjects

Academic subjects and programs are capitalized.

e.g., I take several Chemistry courses.

He teaches in the Department of Mathematics.

She is majoring in Public Health.

### Capitalizing Committees and Boards

Capitalize complete, proper names:

e.g., Board of Trustees, Board of Directors, Building and Grounds Committee

Do not capitalize general references to committees and boards, nor shortened versions of the name.

e.g., He serves on the board.

The trustees made a decision.

The committee has taken it under review.

### Capitalizing Department, Office, and Company Names

Capitalize references that use the full name of a department, office, or company.

e.g., She works for the Office of Student Financial Services.

Do not capitalize shortened versions.

e.g., The department will provide tutors.

### Capitalizing Degree Names

Capitalize complete names of specific degrees, but do not capitalize degrees when used generally. (Chgo 8.28) Also capitalize the major field of study if mentioned after the degree. For a complete list of degree names, please refer to **D - Degrees** in this guide.

e.g., She has a Master of Arts in History.

He has a bachelor's degree in History.

### Capitalizing Headlines and Titles

Refer to the *APStylebook*.

### Capitalizing Words with a Prefix

When a prefix (with hyphen), such as Pre-, is used in a headline, title, or list, the letter immediately following the hyphen is capitalized.

e.g., Pre-Medicine, On-Campus

### Capitalizing the Word *University*

Capitalize *University* in mid-sentence when it refers specifically to the University of Evansville. (This is UE style).  
e.g., The University [meaning UE] offers a strong liberal arts curriculum.

Do not capitalize *university* if it is a general reference.

e.g., A university education should be challenging.

### Centuries

AP style offers two recommendations based on number value: (1) single-digit centuries should be written as lowercased words and (2) double-digit centuries should be written as numerals:

e.g., fifth century

the 18th-century poet

21st Century Scholars

### Certificates

Formatting should follow this consistent format:

Year/Certificate name

Awarded to

Name, credentials

Title

In recognition of...

Signature lines w/ name, credentials, and title

### Colleges

In your first reference, use the full name and capitalize it. Subsequent references may be shortened to the college, using lowercase letters.

William L. Ridgway College of Arts and Sciences

College of Education and Health Sciences

College of Business and Engineering

Harlaxton

### Commas

UE uses a serial comma in a list of nouns.

e.g., She chose purple, white, and orange for her bedroom colors.

An introductory adverbial phrase is often set off by a comma but need not be unless misreading is likely. Shorter adverbial phrases are less likely to merit a comma than longer ones.

e.g., After reading the note, Henrietta turned pale.

On the other hand, his vices could be considered virtues.

After 1956 such complaints about poor fidelity became far less common.

but

Before eating, the members of the committee met in the assembly room.

To Anthony, Blake remained an enigma.

Use a comma before and after a state name (or nation) when it follows a town.

e.g., Evansville, Indiana, is a good place to live.

When three or more elements of a date are used, set the year off with commas.

e.g., On October 6, 2003, we had an open house.

In October 2003 there were three open houses.

A comma or period should be placed inside a closing quotation mark.

e.g., "I cannot attend," she said.

Do not use a comma before an abbreviation that is part of a person's name. Chicago style allows some latitude on this rule. UE follows the examples below.

e.g., Martin Luther King Jr.

Dexter Harrison III

Do not use a comma before or after Inc. or Ltd. in a business name.

e.g., University Productions Co. Inc.

Lilly Endowment Inc.

If an alumnus has multiple degrees, add a comma between graduation years. e.g., John Doe '94, M'03

### Committees

Capitalize committee names when used in their full form. Lowercase the letters when shortening the term after first using the correct full name.

### Computer-Related Terminology

For computer technology terms, the Chicago Manual recommends following style guidelines found in *The New Hacker's Dictionary*, "Hacker Writing Style," by Eric S. Raymond.

email (do not use a hyphen for e-anything, unless it is a company name that does)

homepage

internet

intranet (an organization's internal network of HTML pages; they are not on the Internet, but rather are accessible from the company's LAN or WAN, and usually require password authorization)

login (noun) e.g., My login is whosonfirst.

log on (verb) e.g., I am authorized to log on to that website.

logon (adj) e.g., The logon process requires authorization to access a site.

logon (noun) e.g., My logon is yoeditthis.

log off (verb) e.g., She logged off as soon as he walked into the room.

online (one word, no hyphen)

web

webmaster (one word)

webpage

website

World Wide Web

### Contractions

Contractions are allowed when appropriate. This decision will be ultimately made by the editor.

### Course Names

Use initial capitals in the name of a course. Refer to the most recent course catalog to verify correct name and number.

e.g., The History of Religion will be offered next year.

Do not capitalize if reference uses general terms:

e.g., A course on the history of religion will be offered next semester.

Use Roman numerals for sequential numbering in name of a course.

e.g., Calculus I, Calculus II, Calculus III

### Credit Lines

Do not capitalize the b in by for an author's byline.

e.g., by Susan Smith

Credit must be given to photographers when the work is done by off-campus or professional photographers

Be sure you have written documentation for reproduction permission.

e.g., Photograph by Chris Berneking Photography

### Currency

When it is appropriate to spell out an amount of money, do so for both the number and the currency.

e.g., The class has a materials fee of five dollars.

If only even dollar amounts are used, do not include .00 with the numeral figures. If one figure requires the use of cents numbers, consistently use on all.

e.g., In addition to the \$135 activity fee, you will be assessed a \$30 health fee.

Your residence hall fee is \$2,100.50 and your meal plan costs \$2,200.00.

Very large amounts may be expressed as a mixture of numerals and words.

e.g., Lilly awarded UE \$15 million to enhance its business school.

## D

datum (singular); data (plural)

e.g., The data are shown in the graph.

Davidson Academic Scholarship Days

daycare (one word)

d/b/a – doing business as



Dean's Council  
 Dean's List  
 decision making (noun), decision-making (adjective)  
 direct entry  
 dormitory – Do not use this word. Use residence hall instead.  
 downtown Evansville

## Dates

Use cardinal, not ordinal, numbers for dates.

RIGHT, May 2; June 20, 2010

WRONG, May 2nd; May 2nd; June 20th, 2010

Academic years are referenced with six digits except when appropriate in a headline or cover page. Use a hyphen with no word spaces.

e.g., 2009-10 (usual);

2003-2004 (for cover pages or in headlines)

Use *Fall 2010* instead of *in the fall of 2010* when referring to specific semesters. (UE style)

Months should be spelled out, not abbreviated.

UE uses the "month day, year" format for dates.

e.g., December 23, 1984

When three or more elements of a date are used in a sentence, set the year off with commas.

e.g., The lecture took place on Monday, October 6, 2009, on the UE campus.

When only two elements of a date are used, no comma is needed.

e.g., She will graduate in May 2012.

Use a word space on both sides of a hyphen (not a dash) when indicating a spread of dates. (UE style)

e.g., June 23 - 28

## Degrees

You may choose to spell out full academic degree names or abbreviate them. Apply your choice consistently within any given printed piece. Do not use periods in the abbreviated form.

Capitalize specific degree names.

e.g., He earned a Doctor of Musical Arts.

Jane's Bachelor of Arts in Marketing was useful in landing her dream job.

Do not capitalize general terms: associate's, bachelor's, master's, doctorate.

e.g., She earned a bachelor's degree in Chemistry.

## Academic degrees offered by University of Evansville

(updated December 2024)

BA	Bachelor of Arts
BFA	Bachelor of Fine Arts
BM	Bachelor of Music

BMME	Bachelor of Music in Music Education
BMMT	Bachelor of Music in Music Therapy
BS	Bachelor of Science
BSA	Bachelor of Science in Accounting
BSBA	Bachelor of Science in Business Administration
BSCE	Bachelor of Science in Civil Engineering
BSCoE	Bachelor of Science in Computer Engineering
BSCS	Bachelor of Science in Computer Science
BSEE	Bachelor of Science in Electrical Engineering
BSME	Bachelor of Science in Mechanical Engineering
BSN	Bachelor of Science in Nursing
DNAP	Doctor of Nurse Anesthesia Practice
DPT	Doctor of Physical Therapy
MSAT	Master of Science in Athletic Training
MS	Master of Science
MSL	Master of Science in Leadership
MSPA	Master of Physician Assistant Science
MPH	Master of Public Health
MSHSA	Master of Science in Health Services Administration
PsyD	Doctor of Psychology in Clinical Psychology

## For a list of common academic degrees, check the AP Stylebook

### Other degrees we run across frequently:

DBA	Doctor of Business Administration
DMA	Doctor of Musical Arts
DMus	Doctor of Music
DPS	Doctor of Professional Studies
EdD	Doctor of Education
JD	Juris Doctor
MEd	Master of Education
ThD	Doctor of Theology

## Departments

In your first reference, use the full name and capitalize it.

Subsequent references may be shortened to *the department*, using lowercase letters.

## Advancement/Alumni and Engagement Terms

Clifford Circle  
 Alumni Awards Celebration  
 John Collins Moore Society  
 Harlaxton Society  
 Harlaxton Society Board  
 Parents' Fund  
 President's Club  
 President's Club GOLD  
 Sponsor-a-Student program  
 UEAAA Executive Committee  
 UEvansville Fund



# E

Earth (when used as proper noun for our planet); the earth (when used in nontechnical contexts)

Easter Break

e.g., – *exempli gratia*, means for the sake of example (use comma, do not italicize)

email

emerita (singular, feminine)

emeritae (plural, feminine)

emeritus (singular, masculine)

emeriti (plural, masculine or both genders)

Enduring Foundations General Education

e-newsletter

Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology (this terminology is important for accreditation purposes)

English Coffee Hour

ensure (use this word unless you are writing specifically about an insurance policy, in which case you should use insure)

Esports

études (use the diacritic)

*Evansville Courier & Press*

Evansville Museum of Arts, History, and Science (Evansville Museum for subsequent usage)

EXCEL Student Academic Success Center

extracurricular

Eykamp Center for Teaching Excellence

Eykamp Hall (conference room in Ridgway University Center)

Eykamp Chair in Chemistry

## Ellipsis

An ellipsis (...) is a single character, not three consecutive periods, that indicates the omission of text from a quoted passage. On a Mac computer it can be generated by pressing option while typing a semicolon. In Microsoft Word you can set your preferences to automatically convert three periods, when typed, into an ellipsis.

## Email Addresses

Be careful not to introduce a hyphen into an email address when it breaks onto two lines. Try to reword your sentence to avoid breaking the address.

e.g., Send your query via e-mail to [whatyourname@whatsite.org](mailto:whatyourname@whatsite.org), for attention.

or,

Email [whatyourname@whatsite.org](mailto:whatyourname@whatsite.org) for answers to your questions.

## Endowed Faculty Chairs

Eykamp Chair in Chemistry

Guthrie May Chair in Business

Igleheart Chair in Political Science

John David Lutz Distinguished Professorship in the Theatre Arts

Mead Johnson Nutrition Endowed Chair in Business Administration

Melvin M. Peterson Endowed Chair in Literature and Writing

Nancy McFadin Mueller Endowed Chair in Nursing

Oramay Cluthe Eades Distinguished Professorship in Music

Schroeder Family Endowed Deanship

Wargel Endowed Chair in Chemistry

Wargel Endowed Chair in Physician Assistant Science

Weller Endowed Chair in Chemistry

White Family Endowed Professorship in Nursing

## Events *(also see Programs)*

Academic Scholar Days

Bike Race, the race

Business Scholars Day

Engineering Scholarship Day

Fall Faculty and Administrators Conference, the fall conference

Family Weekend

Founders Day (no apostrophe)

Gumberts Award Competition (Music)

High School Changemaker Challenge

Holiday Pops

Homecoming

International Banquet and Variety Show

International Bazaar

Li'l Sibs Weekend

Make a Difference Day (no hyphens)

Martin Luther King Jr. Day

Musical Madness

PC Day at the Aces

Pep and Vim, Day of Giving

President's Club Dinner

Purple Palooza

Recruitment, Sorority or Fraternity

Reunion Weekend

Road Trip (Admission)

Senior Send-Off

SOAR (Student Orientation and Academic Registration)

## Events (continued)

STAR (Student Transfer Advising and Registration)  
Thomas C. Fiddick Memorial Lecture  
UE Gives Back  
University worship service, worship service  
Welcome Week  
Winter on Walnut  
(William G. and Rose M.) Mays Martin Luther King  
Jr. Lectureship  
Winter on Walnut

## F

façade (use a cedilla under the c)

faculty (This is a collective noun that refers to UE's entire academic staff. It takes a singular verb. If referring to an individual, use *faculty member*. If referring to several individuals but not the whole, use *faculty members*.)

Fall Break

Family Weekend

fieldwork

Financial Aid Offer

first annual – **Do not use.** Use first or inaugural.

First Choice Award, First Choice Program (financial aid)

first come, first served (means those who come first are the first to be served)

first-time (adjective)

First Tuesday Concert Series

first-year (adjective)

fl. (abbreviation used in place of a birth and death year when those are unknown)

Fly-In Reimbursement Program (admission)

follow up (verb), follow-up (noun or adjective)

Ford Center (downtown arena)

Founders Day (no apostrophe)

Fraternity Recruitment

freshman (singular form when used as an adjective – the freshman class)

Friends of UE Music (FUEM)

Friendship Family Program

Fulbright, Fulbright award, Fulbright

fellowship, Fulbright Program, Fulbright Association (Fulbright alumni organization)

full time (noun – She dropped below full time.)

full-time (adjective and adverb - she is taking a full-time course load.)

fundraiser, fundraising

## Financial Aid - Scholarships and Grants (partial list)

Academic Achievement Award  
Academic Alumni Scholarship (need)  
Academic Scholarship (merit)  
Aces Award  
Aces Achieve Award  
Aces Opportunity Grant  
Altha Warren Plane Scholarship  
American Corporate Scholarship  
Arad McCutchan Scholarship (Men's Basketball)  
Art Portfolio Scholarship  
Associate Accelerated Program (ASAP) Scholarship  
Athletic Scholarship (merit)  
Baccalaureate to Doctor of Medicine (B/MD) Program  
Scholarship  
Basketball Memorial Scholarship (Men's Basketball)  
Bennighof Scholarship  
Bobby Watson Evansville Jaycees Scholarship (Men's Basketball)  
Carol Ann Kittinger Scholarship (Men's Basketball)  
Changemaker Scholarship  
Charles M. Shike Scholarship (Athletics)  
Co-op Engineering Scholarship  
Dale D. Campbell Scholarship (Men's Basketball)  
Dean's Scholarship  
Donald Wright Scholarship (Women's Basketball)  
Early Application Scholarship  
Early College High School Scholarship  
Eggers Scholarship  
Ensemble Participation Award (EPA) (merit)  
Essay Scholarship  
Faculty Scholarship  
FAFSA Filing Award  
FEE Scholarship (merit)  
Federal Nursing Loan  
Federal Pell Grant  
Federal Perkins Loan  
Federal PLUS Loan (Parent Loan for Undergraduate Students)  
Federal Direct Loan  
Federal Supplemental Educational Opportunity Grant (SEOG)  
Fellows Scholarship  
Foreign Language Contest Scholarship  
Frank Scholarship  
IN Freedom of Choice Grant  
Friends of Steve and Sally Jennings Scholarship  
Friends of UE Music Scholarship

Higher Education Award

### **Financial Aid - Scholarships and Grants** *(continued)*

Honors Program Scholarship

Hoosier Aces Scholarship

Hoosier Scholarship

International Baccalaureate Diploma Scholarship

International Student Scholarship

James A. Byers Athletic Student Scholarship  
(Athletics)

Jeffrey Bohnert, Mark Kirkpatrick, Mark Kniese  
Scholarship (student manager or trainer)

John C. Moore Scholars Program

Legacy Award

Logistics and Supply Chain Management Scholarship

Manager and Trainer Grants

Margery Florence Kahn Scholarship

Martin Luther King Jr. Scholarship

Mary Jane and Joe Theby Scholarship

Marv and Edie Bates Scholarship

Math Award

Medical Professions Academy Scholarship

Methodist Scholarship

Minister's Dependent Grant

Mose Strouse Scholarship

Music Scholarship

National Merit Scholarship

National Need for Nursing Scholarship

National Recognition Scholarships

O'Shea Foundation Scholarship

Pauline and Roy Grimm Scholarship (Men's or Women's  
Basketball)

Phi Theta Kappa Scholarship (transfers)

Phillip Drachman Scholarship

Pott Foundation Scholarship

Pre-Ministerial Scholarship

Presidential Scholarship

Purple Award

Purple Pack Award

Rerick Scholarships

Ridgway Scholarship

Sanderson-Gyger Scholarship

Scouting Scholarship

Sponsor-a-Student Award

Theatre Scholarship

Toyota Scholars

Trent Zueshow Memorial Scholarship

Trustee Scholarship

Twenty-first Century Scholars Award

United Methodist Scholarship

UE Grant (need)

UE Kentucky Excellence Award

UE Tuition Exchange

UE Tuition Remission

UE Scholar Award

UE Teaching Fellows Scholarship

Valedictorian Scholarship

Veteran Dependent Scholarship

Vinson Scholarship

Visit Scholarship

Warren and Roberta Crews Scholarship (men's basketball)

Wayne and Dorothy Edwards Scholarship

Wilfred O. (Gus) Doerner Scholarship (men's basketball)

William Carson Scholarship

William L. Ridgway Award (Ridgway Scholar)

Zerah Priestly Carter University of Evansville African  
American Scholarship

### **Financial Aid - Form Names**

Early Estimator Form

Financial Aid Offer – The word "letter" often follows this  
form name; it is not part of the form name

Free Application for Federal Student Aid (FAFSA)

### **Fractions**

Spell out amounts less than one in text, using hyphens  
between the words. Use numerals for precise amounts  
greater than one.

e.g., More than two-thirds of the citizens voted.

The image is 3½ inches wide.

Whenever possible use case (also called split or piece)  
fractions. When this is not possible, use the  
following style: 8-3/5 for eight and three-fifths.

## **G**

general education program (see E-Enduring Foundations)

general education requirements

Gerontology Center

global leadership (adult education program)

goodbye

Grabill Lounge

grade point average, GPA

Greek Life

Gumberts Award Competition

Guthrie May Chair in Business

### **Grades**

A, B, C, D, F, W, I, P (do not use quote marks)

e.g., While he earned an A in Chemistry without trying, he  
received an I in Philosophy.

### **Grants**

See: **Financial Aid – Scholarships and Grants**

hands-on

Harlaxton, UE's study abroad center in England

Harlaxton Manor, the Manor

healthcare

homepage

Homecoming 20XX Reunion Weekend

homeschool (one word)

homework

Honor Band, Wesley Shepard

Honor Code, Academic Honor Code

Honors Program, the program

Hulman Lecture Series in Economics

### Harlaxton

Following is a list of proper nouns used in conjunction with Harlaxton. Please refer to the latest version of the Harlaxton Student Handbook for additional terms.

Bistro

Boutique

Carriage House

Carriage House Courtyard

Great Hall

Greg's (small tuck shop)

Harlaxton Finance Office

Harlaxton Manor; the Manor

Harlaxton village

Lion Terrace

Long Gallery

McCarthy Gate House of Harlaxton

Office of the Dean

Pegasus Courtyard

Reception/Security Office

Student Experience Office (SEO)

### Honor Code

"I understand that any work I submit for course credit will imply that I have adhered to this academic honor code: I will neither give nor receive unauthorized aid, nor will I tolerate an environment that condones the use of unauthorized aid."

ID (capitals, no periods)

i.e., – id est, that is (to say)(use comma, do not italicize)

Igleheart Chair in Political Science

in-depth

Indiana, state of Indiana (geographical reference),

State of Indiana (in reference to the governmental entity)

Indiana Reading Corps (part of AmeriCorps, formerly known as America Reads)

Indianapolis Regional Office, University of Evansville

inpatient, outpatient

Institute for Banking and Finance

Institute for Global Enterprise (business)

insure (use if you are writing specifically about an insurance policy; otherwise use ensure)

intercultural

interdisciplinary

interlibrary

International Banquet and Variety Show

International Bazaar

International Speaker Series (Schroeder School of Business)

International Studies Program

internet

intranet

interprofessional

### Inc.

Do not use commas before and after Inc. in a company name.

### Invitations – Basic Format

Name of host(s)

Phrase of invitation

Type of event

Purpose of event

Date

Time

Place/address

RSVP request

Special Instructions

Invitations – Example

President Christopher and Siobhan Pietruszkiewicz  
cordially invite you to a  
reception  
to celebrate/in honor of Granny’s accomplishments  
Monday, May 3, 2008  
7:00 p.m.  
May House  
1234 S Lombard Street  
Evansville, Indiana  
Please respond by June 1  
812-456-7890 Black Ties

Italics

Items that should be italicized include: titles and subtitles of published books, pamphlets, proceedings, periodicals, newspapers, and sections of newspapers published separately; titles of long poems, plays, motion pictures, podcasts, television, and radio programs if they are continuing series (*Sesame Street*), operas, oratorios, tone poems, long musical compositions (see Music Appendix, p. 45), titles of CD recordings; titles of regularly appearing comic strips; titles of paintings, drawings, statues, works of art, and video games. (For more instructions regarding titles, see **T-Titles**.)

J

UE JobLink (career development)  
John David Lutz Distinguished Professorship in the Theatre Arts  
Junior or Jr. (do not use a comma in name before Jr., e.g., Martin Luther King Jr.)

K

Kennedy Center American College Theater Festival  
kickoff (noun), kick off (verb)

L

Latin American, Latina, or Latino  
LEAGUE (Leading Edge Alumni Guiding UE)

LEED; LEED-certified  
lifestyle (one word)  
Lilly Endowment Inc.  
Li'l Sibs Weekend  
live-in (adjective or noun), live in (verb)  
livestream, livestreamed  
login (noun)  
log off (verb)  
logon (noun, adjective), log on (verb)  
longstanding  
longtime (adjective)  
lowercase

M

main stage (two words)  
Make a Difference Day (no hyphens)  
makeup (noun, type of exam or class)  
make up (verb)  
Margery Florence Kahn Scholarship  
Mastercard  
master class (two words, a type of music lesson)  
masterwork  
Mathematics Placement Assessment  
Mays Martin Luther King Jr. Lectureship, William G. and Rose M.  
Mays Martin Luther King Jr. Lectureship (on initial reference)  
McCarthy Wireless [Technology] System  
Meet-a-Family program (Harlaxton)  
Melvin M. Peterson Endowed Chair in Literature and Writing  
Melvin Peterson Gallery  
Methodist church, The United Methodist Church  
mezzo-soprano  
microcomputer  
Midwest  
minicomputer  
minicourse  
Missouri Valley Conference (MVC)  
Missouri Valley Conference Tournament Championship  
(MVC Tournament Championship)  
month-end  
monthly payment plan  
move in (verb)

multicultural  
 main stage (two words)  
 multidisciplinary  
 multilevel  
 multimedia  
 multinational  
 multiple-choice (adjective, a multiple-choice test)  
 Murlo Summer Program (Archaeology)  
 Musical Madness

### Measurements

For examples of styles, refer to Chgo 9.16. For abbreviations and symbols of measurement units, see Chgo 10.67-71.

### Mission Statement

To empower each student to think critically, act bravely, serve responsibly, and live meaningfully in a changing world.

**Do not put quotes around the mission statement.**

### Music

First Tuesday Concert Series

Guidance on printing music titles can be found in Music Conservatory Recital Guidelines (p. 20).

### Music Performing Ensembles

Aces Pep Band  
 Chamber Jazz  
 Clarinet Ensemble  
 Eykamp String Quartet (faculty)  
 Flute Ensemble  
 Harlaxton Quintet (faculty)  
 Horn Ensemble  
 Jazz Band  
 Kantorei  
 Low Brass Ensemble  
 Opera Main Stage  
 Percussion Ensemble  
 Shepard Brass Quintet (faculty)  
 String Ensemble  
 Suzuki Violin Program  
 Trumpet Ensemble  
 UE Choral Society  
 University Band  
 University Choir  
 University Symphony Orchestra  
 Wind Ensemble  
 Woodwind Chamber Ensemble

## N

Native American  
 NCAA Tournament  
 nonprofit, not-for-profit  
 nonrefundable  
 nontraditional

### Numbers

Style rules for numbers are as varied as the uses of numbers in text. Please refer to the *APStylebook* for situations not described below.

In general, UE uses the Associated Press style, not Chicago style, to determine whether or not to spell out a number in text.

**One** through **nine**, spell out; use numerals for **10** and above

For ordinal numbers, spell out first through ninth.

Use numerals for 10th and above.

Spell out any number that begins a sentence.

### Ages and School Grades

Use numerals to express ages and grade levels in school. Do not use a space on either side of the hyphen (not a dash) when indicating an age or grade spread. (UE style)  
 e.g., The children were ages 5-15. They attended a K-12 school.

### Centuries

AP style offers two recommendations based on number value: (1) single-digit centuries should be written as lowercased words and (2) double-digit centuries should be written as numerals:  
 e.g., fifth century  
 the 18th century poet  
 21st Century Scholars

### Currency

When it is appropriate to spell out an amount of money, do so for both the number and the currency.  
 e.g., The class has a materials fee of five dollars.  
 If even dollar amounts only are used, do not include .00 with the numeral figures. If one figure requires the use of cents numbers, consistently apply to all.  
 e.g., In addition to the \$300 activity fee, you will be assessed a \$30 health fee.  
 Your residence hall fee is \$2,750.50 and your meal plan costs \$2,500.00.

Large amounts may be expressed as a mixture of numerals and words.

e.g., Lilly awarded UE \$15 million to enhance its academic programs.

Numbers (continued)

Dates

Use cardinal, not ordinal, numbers for dates.

RIGHT: May 2; June 20, 2005  
WRONG: May 2nd; May 2nd; June 20th, 2005

Use a space on both sides of a hyphen (not a dash) when indicating a spread of dates. (UE style)  
e.g., June 23 - 28

Use *Fall* 2010 instead of *in the fall of 2009* when referring to specific semesters (UE style)

Academic years are referenced with six digits except when appropriate in a headline or cover page. Use a hyphen with no spaces.  
e.g., 2009-10 (usual);  
2009-2010 (for covers or as headlines)

Fractions

Spell out amounts less than one in text, using hyphens between the words. Use numerals for precise amounts greater than one.  
e.g., More than two-thirds of the citizens voted for him.  
The image is 3½ inches wide. Whenever possible, use case (also called split or piece) fractions. When this is not possible, use the following style: 8-3/5 for eight and three-fifths.

Numerals

Use numerals for dates and measurements.  
e.g., On December 4 the table measured 43" tall.

Use numerals for ages, credit hours, fees, and page numbers.  
e.g., I have a 2-year-old son.  
See page 4 for an explanation.  
The class is worth 3 credits.  
A student activity fee of \$130 will be assessed.

Use numerals when a series of numbers is mentioned.  
e.g., Music was taught in grades 6, 7, and 8.  
The students' ages range from 5 to 12.

Telephone Numbers

Always type telephone numbers with the area code, no parentheses: 812-488-2143. Do not allow a telephone number to break onto two lines.

Abbreviate the word extension and set it off with commas.  
e.g., Dial 812-423-8633, ext. 2468, for information.

Time

Time should be given in hours and minutes, with a.m. or p.m. in lowercase.  
e.g., 7:00 p.m.; 8:00 a.m. - 4:00 p.m.

Use a word space on both sides of a hyphen (not a dash) when indicating a span of time. (UE style)  
e.g., 10:00 - 11:30 a.m.

Do not use numerals to express noon or midnight

(12:00 p.m.). Rather, spell out *noon* and *midnight*.  
e.g., Luncheon: 11:00 a.m. - noon

O

off-campus (adjective), off campus (adverb, e.g., I am off campus right now.)  
on-campus (adjective), on campus (adverb)  
one-on-one  
online  
Oramay Cluthe Eades Distinguished Professorship in Music  
Organizational Leadership (adult education program)  
orthopaedic  
Osnabrück, Germany (sister city of Evansville); Universität Osnabrück  
outpatient, inpatient  
Outstanding Teacher of the Year (award given by Education)

Offices

In first reference, use the full name and capitalize it; subsequent references may be shortened to *the office*, using lowercase letters.

Organizations

Admission Ambassadors  
Alumni Association  
Alumni Association Board of Directors  
Board of Trustees  
Evansville Philharmonic Orchestra (EPO)  
Faculty Senate  
Friends of UE Music (FUEM)  
Harlaxton Society  
Indiana Reading Corps (part of AmeriCorps, formerly known as America Reads)  
LEAGUE (Leading Edge Alumni Guiding UE)  
Orientation Leaders (OLs)  
Parents Association  
Parents Council



# P

Parent Orientation Program  
 Parents Association  
 Parents' Club (giving category)  
 Parents Council  
 parliament, British parliament  
 part-time (adjective, adverb), part time (noun)  
 past due (noun), past-due (adjective)  
 Patricia H. Snyder Concert and Lecture Series  
 person, persons (people is not the plural of person)  
 pickup (one word, noun), pick up (verb)  
 preeminent (one word)  
 Pre-Physical Therapy  
 pre-professional (hyphen)  
 preregistration (no hyphen)  
 prerequisite (no hyphen)  
 President's Conference Room (Room 218, Olmsted Administration Hall)  
 President's Club (giving category)  
 President's Club Dinner  
 President's Club Executive Committee  
 program (lowercase when used after an academic major; e.g., Physical Therapy program)  
 Purple Ace; Purple Aces; Aces (school nickname)  
 Purple Aces Club  
 PurplePulse (the UE e-newsletter)

## Percentages

Spell out the word percent, rather than use the symbol %, unless it is in a table of figures.  
 e.g., Of the student body, 30 percent like eggplant.

Table 1

### Classmates with Test Jitters

Freshmen	90%
Sophomores	85%
Juniors	80%
Seniors	42%

## Prefix and Capitalization

When a prefix, such as *pre-*, is used with a hyphen, the letter immediately following the hyphen is uppercase.  
 e.g., Pre-Veterinary, Pre-Medicine

## Programs (see also Events)

Andiron Lectures in Liberal Arts and Sciences  
 British Studies Programme (Harlaxton)  
 Communication Scholars Series  
 Creative Writing Coffee Hour  
 Crick Lecture in the Cognitive and Neural Sciences  
 Enduring Foundations General Education Program  
 Engineers for Indiana (financial aid/admission)  
 First Choice Program (financial aid)  
 First Tuesday Concert Series  
 Fly-In Reimbursement Program (admission)  
 Founders Day  
 Harlaxton College Employee Program  
 High School Bridge Program  
 Honors Program, the program  
 Host Family Program  
 Hulman Lecture Series in Economics  
 International Speaker Series (business)  
 International Studies Program  
 Legal Studies Program  
 Meet-a-Family (Harlaxton)  
 Murlo Summer Program (archaeology)  
 OPTIONS for High School Girls  
 OPTIONS for Middle School Girls  
 Parent Orientation Program  
 Patricia H. Snyder Concert and Lecture Series  
 Religious Life Program  
 RN to BSN program  
 Sankt Nikolaus Fest  
 Sponsor-a-Lion Program  
 Sponsor-a-Student Program  
 Student-Alumni Mentoring Program  
 Suzuki Violin Program  
 Transition to Teaching program  
 UExplore Undergraduate Research Program  
 UE Class Agent Program  
 Wesley Shepard Honor Band  
 William G. and Rose M. Mays Martin Luther King Jr. Lectureship (on first reference); Mays Martin Luther King Jr. Lectureship (on subsequent references)

## Publications

*Crescent Magazine* (student magazine)  
*Evansville Courier & Press* (local newspaper)  
*From Institute to University* by Ralph Olmsted (history of UE)  
*LinC* (student yearbook)  
*Profiles of Excellence* by Martin L. McAuliffe Jr. (bios of 50 1970 Medal of Honor awardees)  
 Richard Wilbur Award series (poetry, each volume has its own title)  
*UE Magazine* (alumni magazine)  
*We Face the Future Unafraid: A Narrative History of the University of Evansville* by George Klinger

Publications (continued)

Undergraduate and Graduate Catalog (coordinated by Office of the Registrar)

Internal publications such as booklets and handbooks are capitalized, but not italicized or put in quotation marks. These include: Fact Book, Student Handbook, Parent Handbook, etc.

Q

Quotation Marks

Punctuation – Ending periods and commas are placed inside quotation marks.  
e.g., He read the poem “Little Red Wagon.”

Question marks and exclamation marks are placed outside quotation marks, unless part of the quoted selection.

The following appear in quotation marks: Blog entries; chapters; dissertations; essays; individual episodes of television and radio series; individual podcast episodes; lecture titles; manuscripts; papers read at meetings; periodical and newspaper articles; short poems; short stories; songs; theses; titled selections, pages, or special features on a website; vocal pieces cited by incipit.

R

Rademacher’s  
readmission  
reapply  
recruitment, sorority and fraternity (formerly called rush)  
reenter, reentry  
Resident Assistant (RA)  
Residential Coordinator (RC)  
résumé (use both diacritics)

Regions

The following local regional names are capitalized.  
Midwest  
Southwest Indiana (but, southwestern Indiana)  
Tri-State

Reverend/the Reverend

If preceded by *the*, spell it out: the Reverend Harry Smith or the Reverend Mr. Smith If abbreviated, do not use *the*: Rev. Harry Smith

Room Names

When listing a room and a campus building together, the room is listed first. Room is capitalized when mentioning a specific room in a specific building.  
e.g., Room 213, Olmsted Administration Hall

S

Schroeder Family Endowed Deanship, Schroeder Family Dean  
Schroeder [Family] School of Business [Administration]  
(academic unit)  
Schroeder [Family] School of Business [Administration] Building  
(physical facility)  
screenwriter, screenwriting  
SEARCH Retreat  
Self-Service  
self-sufficient  
semimonthly (twice per month)  
Senior Send-Off  
sight singing  
skateboards  
skill set  
SOAR (Student Orientation and Academic Registration)  
Social Security number (SSN)  
Southwest Indiana (but, southwestern Indiana)  
Special Student Application  
Sponsor-a-Lion (Harlaxton)  
Sponsor-a-Student Program  
Spring 2024 (but *spring semester* if used more generally)  
Spring Break  
STAR (Student Transfer Advising and Registration)  
Staff and Administrators Assembly (SAA)  
state-of-the-art (adjective)  
state of the art (noun)  
statewide  
stay-at-home mom  
stepparent (stepmother, stepfather)  
Stratford-upon-Avon  
student-athlete  
Student Association, University of Evansville  
Student Congress  
Student Government Association (SGA)  
supplemental instruction (SI)

## Scholarships

See: **Financial Aid – Scholarships and Grants**

## Schools

In first reference, use the full name of the school and capitalize it; subsequent references may be shortened to *the school*, using lowercase letters.

Dunigan Family School of Nursing

School of Education

School of Engineering and Computer Science

School of Health Sciences

Schroeder Family School of Business Administration

## Seasons

winter, spring, summer, fall are not capitalized unless coupled with a specific year to denote a specific semester – Fall 2023 (UE style) – or used in quoted material.

## Senior Administration Team

- Christopher M. Pietruszkiewicz, Esq., President  
Do not use Esq. in publications or press releases
- Mary Kessler, PT, MHS, Interim Executive Vice President for Academic Affairs, Provost
- Rachel Carpenter, DPS, Vice President of Student Affairs and Dean of Students
- Jill Griffin, PhD, Vice President for Enrollment and Marketing
- Rob Shelby, PhD, Vice President for Talent & Community and Chief Inclusion & Equity Officer
- Kenneth “Ziggy” Siegfried, EdD, Director of Athletics
- Donna Teague, Executive Vice President for Fiscal Affairs and Administration
- Abigail Werling M’09, Vice President for University Advancement

## Sporting Events

Purple Aces (on the first reference); Aces or Purple Aces (on subsequent references)

Purple Aces vs. Bulldogs

UE NCAA Division I teams

Baseball

Men’s Basketball

Women’s Basketball

Men’s Cross Country

Women’s Cross Country

Men’s Golf

Women’s Golf

Men’s Soccer

Women’s Soccer

Softball

Men’s Swimming and Diving

Women’s Swimming and Diving

Women’s Volleyball

Men’s Track and Field

Women’s Track and Field

## States

Spell out the full name of states in all but two situations

1. Addresses on envelopes and postcards require the two-letter postal abbreviations.
2. In *UE Magazine* Class Notes and in lists, use standard (not postal) abbreviations.

<b>Long Form</b>	<b>Postal</b>	<b>Standard</b>
Alabama	AL	Ala.
Alaska	AK	Alaska
American Samoa	AS	Amer. Samoa
Arizona	AZ	Ariz.
Arkansas	AR	Ark.
California	CA	Calif.
Colorado	CO	Colo.
Connecticut	CT	Conn.
Delaware	DE	Del.
District of Columbia	DC	D.C.
Florida	FL	Fla.
Georgia	GA	Ga.
Guam	GU	Guam
Hawaii	HI	Hawaii
Idaho	ID	Idaho
Illinois	IL	Ill.
Indiana	IN	Ind.
Iowa	IA	Iowa
Kansas	KS	Kans.
Kentucky	KY	Ky.
Louisiana	LA	La.
Maine	ME	Maine
Maryland	MD	Md.
Massachusetts	MA	Mass.
Michigan	MI	Mich.
Minnesota	MN	Minn.
Mississippi	MS	Miss.
Missouri	MO	Mo.
Montana	MT	Mont.
Nebraska	NE	Neb.
Nevada	NV	Nev.
New Hampshire	NH	N.H.
New Jersey	NJ	N.J.

States (continued)

New Mexico	NM	N.Mex.
New York	NY	N.Y.
North Carolina	NC	N.C.
North Dakota	ND	N.Dak.
Ohio	OH	Ohio
Oklahoma	OK	Okla.
Oregon	OR	Ore.
Pennsylvania	PA	Pa.
Puerto Rico	PR	P.R.
Rhode Island	RI	R.I.
South Carolina	SC	S.C.
South Dakota	SD	S.Dak.
Tennessee	TN	Tenn.
Texas	TX	Tex.
Utah	UT	Utah
Vermont	VT	Vt.
Virginia	VA	Va.
US Virgin Islands	VI	V.I.
Washington	WA	Wash.
West Virginia	WV	W.Va.
Wisconsin	WI	Wis.
Wyoming	WY	Wyo.

Student Organizations

For correct names of organizations, please contact the Center for Student Engagement..

T.....

- teamwork
- Thanksgiving Break
- theatre
- Tokoha Gakuen University (Japan)
- travel, traveling, traveled
- traveler’s check(s)
- Tri-State
- T-shirt
- 21st Century Scholar (use Twenty-first Century Scholar only when starting a sentence)

Telephone Numbers

Always print telephone numbers with the area code; do not use parentheses.  
e.g., 812-488-2143

Do not break a telephone number onto two lines.

For extensions, abbreviate ext. and set it off with commas.  
e.g., Dial 812-488-8573, ext. 2468, for information. Toll-free telephone numbers: Printing these numbers is restricted. The Offices of Study Abroad and Student Financial Services must approve use of their respective numbers. For the general toll-free number, the publications editor has been given guidelines for limited use. Any use beyond these guidelines requires approval by the vice president of fiscal affairs and administration.  
800-423-8633 (general)  
800-UK-MANOR (study abroad)  
800-424-8634 (Student Financial Services)

The

Do not italicize or capitalize the word *the* as part of the name of a school or company or as part of the name of a newspaper or magazine when in text. This rule applies even if *the* appears on the masthead of the publication or in the school or corporate logo.  
e.g., He studied at the University of Chicago.  
She reads the *Crescent* regularly.  
UE makes one exception to the above rule: The United Methodist Church

Time

Time should be given in hours and minutes, with a.m. or p.m. in lowercase.  
e.g., 7:00 p.m.; 8:00 a.m. - 4:00 p.m.

Use a word space on both sides of a hyphen (not a dash) when indicating a span of time. (UE style)  
e.g., 10:00 - 11:30 a.m.

Do not use numerals to express noon or midnight. Rather, spell out *noon* and *midnight*.  
e.g., Luncheon: 11:00 a.m. - noon

Titles

Italicize the following publication titles: albums, works of art, books, collections, drawings, electronic file names, magazines, movies, newspapers, paintings, pamphlets, periodicals, plays, podcasts, long poems, poetry collections, proceedings, statues, television and radio series

The following appear in quotation marks: Blog entries; chapters; dissertations; essays; individual episodes of television and radio series; individual podcast episodes; lecture titles; manuscripts; papers read at meetings; periodical and newspaper articles; short poems; short stories; songs; theses; titled selections, pages, or special features on a website; vocal pieces cited by incipit.

Titles of Musical Pieces

Guidance on printing music titles can be found the Music Conservatory Recital Guidelines on p. 20.

Personal Titles

See: Capitalization: Academic and Job Titles  
Avoid using Mr., Mrs., Ms., or Dr. with surnames, especially in a list of names. These titles are only allowed in invitation copy.  
Do use: Christopher M. Pietruszkiewicz, Esq.  
President Christopher M. Pietruszkiewicz  
President Christopher M. Pietruszkiewicz, Esq.  
President Pietruszkiewicz

U

- UE Gives Back (Center for Student Engagement)
- UE Global Scholars
- UE JobLink (Center for Career Development)
- UExplore Undergraduate Research Program
- United States, US, USA
- University of Evansville African American Alumni Association (UEAAA)
- University of Evansville Indianapolis Regional Office
- University of Evansville Libraries
- University of Evansville Music Therapy Association (UEMTA)
- University Square (across campus)
- University Worship
- upper-class (adjective)
- upperclassman

University of Evansville

Give entire name of school on first reference. On subsequent references you may use any of the following: UE, the University, or Evansville (rarely used)

Capitalize *University* when used on subsequent references, even though this is contrary to standard editorial rules. Do not implement this style for similar situations with other names.

Never use *U of E*

V

- versus, vs. (spell out in narrative copy, abbreviate only for athletics matches)
- Veterans Day
- vice president (no hyphen)
- the Victory Theatre (use “the Victory” for subsequent usage)
- vita (singular); vitae (plural): See also “curriculum vitae” entry

Vacation Terms

- Fall Break, Thanksgiving Break, Winter Break, Easter Break, Spring Break

Vanity URLs

- When using vanity URLs in publications, capitalize only if there are two or more words.  
e.g., evansville.edu/visit  
evansville.edu/ApplyToday

W

- web
- webinar
- webmaster
- website
- Welcome Week
- well-being
- John Wesley Gallery and Methodist Commemorative Collection
- Winter Break
- Winter on Walnut
- Writing Placement Test
- World Wide Web, the web
- workforce

work-study  
world-class  
worldwide  
worshipping  
Wyttenbach Pool

### Web

Names of websites are printed in standard style, without an underscore, not italicized, not in quotation marks. Titled sections, pages, or special features on a website should be placed in quotation marks. (Chgo 8.186)

### Web Addresses

Do not include *http://* or *www.* at the beginning of the address. Be careful not to introduce a hyphen into the address when it breaks onto two lines. Try to reword your sentence to avoid breaking the address.

e.g., Upon visiting *petetownshend.co.uk/petet-bio.html*, he discovered a musical utopia.  
or, He discovered a musical utopia upon visiting *petetownshend.co.uk/petet-bio.html*.

UE web address: *evansville.edu*

Check all web addresses before publishing.

Web and email addresses are punctuated normally.

## Z

Zerah Priestly Carter University of Evansville  
African American Scholarship

zipline

ziplining

### Zip Codes

1800 Lincoln Avenue – 47722-0002

Other UE street addresses – 47714

Other zip codes apply to special mailing situations.

The mailroom will make sure you are using the correct zip code when appropriate.

## Y

### Years

When a year is indicated, print all four digits of the number representing that year.

e.g., 1999 or 2005

When a span of years is written, remove the first two digits of the second year.

e.g., 2010-11

When used after a name to refer to the graduation year of a UE alumnus, use an apostrophe followed by the last two digits of the year.

e.g., John Doe '04

When used after a name to refer to multiple graduation years of a UE alumnus, use an apostrophe followed by the last two digits of the year, and use commas to separate each year.

e.g., John Doe '04, M'10

When used to refer to an alumnus who has not graduated (and is no longer enrolled), use an apostrophe followed by the last two digits of the last year of attendance and a lower case x.

e.g., John Doe '71x

**If you have questions or would like more information on the University of Evansville Style Guide, please contact the Office of Marketing at [jb855@evansville.edu](mailto:jb855@evansville.edu) or 812-488 2236.**

# University of Evansville Music Conservatory

## Recital Program Guidelines

### Titles of Compositions

Generic titles, such as symphony, concerto, and sonata, are in Roman type and are capitalized. Do not use boldface, italics, or quotation marks.

Toccata and Fugue in D Minor

Symphony No. 1 in C Major

Generic titles of Latin liturgical works are capitalized and in roman type.

Mass

Requiem

Distinctive titles of other complete entities, such as an opera or other large work, are in italics and in the original language. Do not use anglicized versions of titles (except when works are performed in English).

*Rigoletto*

*Symphonie fantastique*

*Porgy and Bess*

*Le nozze di Figaro* rather than *The Marriage of Figaro*

*Eine Alpensinfonie* rather than *An Alpine Symphony*

Popular titles or subtitles, if used, follow the formal title and appear in quotation marks within parentheses.

Symphony No. 41 in C Major ("Jupiter")

Piano Concerto No. 5 in E-flat Major ("Emperor")

When the words "major" or "minor" are part of a title, both are capitalized.

Sonata in A Major

Sonata in A Minor

In titles that include a key with sharps and flats, the words "sharp" and "flat" should be written out in lower case and preceded by a hyphen.

Sonata in F-sharp Major

Concerto in E-flat Minor

When opus and number are part of a title, they are abbreviated and capitalized.

String Quartet in F Major, Op. 18, No. 1

Thematic catalog citations appear in the titles of some works, most commonly those of Bach, Mozart, and Schubert. These should comprise a capital letter followed by a period, a space, and a number. (An exception is BWV, which is abbreviated without periods.)

BWV signifies Schmieder's Bach catalog.

Bach: Toccata and Fugue in D Minor, BWV 565

K or KV signifies Köchel's Mozart catalog

Mozart: Fantasy in C Minor, K. 475 (or KV. 475)

D signifies Deutsch's Schubert catalog.

Schubert: Mass No. 6 in E-flat Major, D. 950

If the work does not have an opus or catalog number, the date of the composition's completion or first performance should be included in parentheses after the title, if available.

Piano Concerto (1945)

Music of Changes (1951)

Listed movements in a foreign language are italicized.

Movements in English are not.

Sonata in G Major

*Allegro*

*Adagio*

*Allegro*

*Afro-American Symphony*

Longings

Sorrows

Humor

Aspirations

Individual song titles are not italicized and do not need quotation marks. The title of a song collection or cycle is italicized if it is in a foreign language, but individual songs are not.

*Après un Rêve*

*Ariettes oubliées*

C'est l'Extase

Il Pleure dans Mon Coeur

Arias are not italicized but are enclosed in quotation marks, whether in a foreign language or not, and are followed by "from" and the title of the opera or oratorio in italics.

"Where'er You Walk" from *Semele*

"Non so più" from *Le nozze di Figaro*

### Composer Names

Use transliterated, Americanized names for composers.

Transliteration from Cyrillic script is problematic, resulting in multiple accepted name spellings for some composers. The preferred spellings for some include Sergey Prokofiev, Serge Rachmaninoff, Igor Stravinsky, and Pyotr Il'yich Tchaikovsky. When in doubt, consult *Grove Music Online*.

Schoenberg is the preferred spelling for the twentieth-century Austrian composer; do not use the umlaut (ö).



Regarding possessives (if necessary), use an apostrophe and an s for all composers' names, even those ending in "s" and "z."  
e.g., Berlioz's; Brahms's; Boulez's

### Capitalization

Capitalization for titles in various languages is as follows:

English: Capitalize all words except conjunctions, prepositions, and articles (a, an, the) and capitalize those exceptions if they are the first words in the title.

*A Quiet Place*

*Peter and the Wolf*

**French:** Capitalize words through the first noun.

*La Bonne Chanson*

*L'Enfant prodigue*

*Rapsodie espagnole*

**German:** Capitalize the first word and all subsequent nouns.

"Meine Liebe ist grün"

**Italian and Spanish:** Capitalize the first word and proper names of people and places.

*Così fan tutte*

*Il barbiere di Siviglia*

*La vida breve*

*La casa de Bernardo Alba*

**Latin:** Capitalize all words but conjunctions and prepositions, as in English.

*Vesperae Solennae de Confessor*

*In Dulci Jubilo*

Again, when in doubt, consult *Grove Music Online*.