

Writing
**STYLE
GUIDE**

Overview

The “Regis University Writing Style Guide” establishes a set of writing standards for marketing and communications collateral, including all print, digital, web and media-related content. This guide was developed from “The Associated Press Stylebook,” the “Webster’s New World College Dictionary” and long-standing editorial practices within higher education. “The Associated Press Stylebook” is a foundation because of its wide use and readers’ familiarity and comfort level with this kind of writing.

A style guide, by nature, is constantly changing, so please check back regularly. Questions relating to this guide should be directed to [**editor@regis.edu**](mailto:editor@regis.edu).

For details on Regis University’s visual style guidelines, including details on logo usage and other components tied to the University’s brand, visit [**marcom.regis.edu**](http://marcom.regis.edu).

A

abbreviations/acronyms In general, avoid alphabet soup. Acronyms should be used sparingly and only after spelling out words on first reference. In print, web and advertisement copy going to external audiences, only use them when spelling out isn't an option (usually for space reasons) or when the acronym is more recognized by the audience than the full name. It is more acceptable to use acronyms in internal communications. When spelling out a formal name on first reference, put its acronym in parentheses following the name. Use the acronym on second reference. If a second reference isn't made, there is no need to follow the first reference with its acronym in parentheses.

Students with disabilities as outlined by the Americans with Disabilities Act have a great resource in Student Disability Services (SDS). Students have the right to choose when or whether to access SDS.

The Rueckert-Hartman College for Health Professions is made up of three schools: Nursing, Pharmacy and Physical Therapy. (no acronym needed)

Alumnus Jack Danger is CEO of Aardvark Enterprises Inc. (commonly recognized acronym)

Regis plays a pivotal role with Jesuit Commons: Higher Education at the Margins. The global partnership has helped hundreds of refugees begin online work that will lead to a diploma. (Example of avoiding a long and unfamiliar acronym, in this case JC:HEM)

Only abbreviations that are commonly known should be used on first reference: *NBA* (in a

sports story), *FBI* and *CIA*. Use periods in most two-letter abbreviations: *U.S.*, *U.N.*, *B.C.*, etc. (*AP*, a trademark, is an exception to this rule). Use all caps, but no periods, in longer abbreviations when the individual letters are pronounced: *ABC*, *NBC*, *GOP*, etc. In headlines, do not use periods in abbreviations, unless required for clarity. See **academic degrees, addresses, courtesy titles, dates, doctor, states and titles.**

academic degrees Lowercase degrees when used in a general/informal way. Examples: *bachelor's degree*, *master's degree* and *doctorate*. Capitalize when the full degree is spelled out. Examples: *Bachelor of Arts in Religious Studies* or *Master of Science in Biology*. Acronyms in print may appear throughout once the full degree name is established: *B.A.*, *M.A.*, *Ph.D.*, *Ed.D.*, *M.Ed.*, *Pharm.D.* When used after a name, an academic abbreviation is set off by commas: *Jeremiah Smith, Ph.D., exists*. In narrative, it is recommended that acronyms not follow an individual's name. It is preferred someone's area of expertise/study is explained in a clearer way and as it relates to the topic. Example (in a story about Jeremiah Smith's latest research finding): *Jeremiah Smith, who holds a doctorate in environmental science, is the latest to provide significant findings pertaining to climate change.*

Common acceptable abbreviations that do not include periods between letters: *Bachelor of Science in Nursing (BSN)*, *CHOICE (Connecting Health Occupations with Innovative Curriculum and Experience) Bachelor of Science in Nursing (CHOICE BSN)*, *Master of Business Administration (MBA)* and *Master of Science in Nursing (MSN)*.

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academic titles Capitalize and spell out formal titles such as *Professor*, *Associate Professor*, *Dean*, *President* and *Professor Emeritus* only when they precede a name on first reference: *Professor Sara Smith*; *Dean Emmanuel Jones*. A title used after a name is lowercased: *Sara Smith, history professor*; *Tim Jones, vice president of academic affairs*. Lowercase modifiers: *department Chairman John Smith*.

In ads, business cards, formal invitations, etc., or in stand-alone situations (like a quote attribution), titles may be capitalized. See **doctor**.

addresses Use the abbreviations *Ave.*, *Blvd*, *St.* only with a specific, numbered address: *502 E. Reynolds Ave*. Spell them out and capitalize when part of a formal street name or no address number is used: *Washington Street* or *West 63rd Street*. Lowercase and spell out when used alone or with more than one street name: *Cedar and Washington streets*.

All similar words are spelled out: *road*, *alley*, *drive*, *terrace*, *suite*, etc.

Use numerals with an address number: *6 W. 23rd Ave*. Spell out and capitalize *First* through *Ninth* when used as street names: *East First Street*. Always put the direction indicator between the address and the street: *222 E. 42nd St.*, *562 W. 43rd St*. When using *SE*, *SW*, *NE*, *NW* in an address do not use periods.

Do not use a zip code unless it is being provided as part of a mailing address. It would not be used with a location for an event, for example. Similarly, avoid the postal abbreviations for states unless it is part of a mailing address. Spell out Colorado if the city by itself leaves any uncertainty for the reader.

For the official names and addresses of all Regis

University campuses, see **campus names and addresses** (appendices).

advisor Not adviser.

adult students The preferred term is post-traditional and that term is only to be used in internal communications. Outward facing communications should refer to students by their programs. See **nontraditional students**.

alumnus, alumni, alumna, alumnae An *alumnus* (*alumni* in the plural) is a man who has attended a school. An *alumna* (*alumnae* in the plural) is the corresponding reference to a woman (or women). *Alumni* are groups of men and women. Avoid using “alum” whenever possible.

To assign class years to alumni, set off with commas. Include a space after the abbreviated college name and an apostrophe: *Jerry Begley, RC '87, arrived*; *Jim Smith, RHCHP '03, exists*.

ampersand (&) The only officially approved use universitywide is for the College of Computer & Information Sciences. Do not use to abbreviate “and” particularly in prose. The ampersand also is acceptable in cases where it is in an official name. Examples: *U.S. News & World Report*, *Crate & Barrel*.

annual An event cannot be described as *annual* until it has been held in at least two successive years. Do not use the term *first annual*. Instead, use *inaugural* or *first* or say that sponsors plan to hold the event annually.

apostrophe Use apostrophes to show possession or in contractions: *Cindy's dog*; *It's time for class to begin*. Do not use an apostrophe when forming plurals of dates or acronyms: *1890s*, *the mid-1920s*, *1990s*, *M.D.s*, *Ph.D.s*. Use an apostrophe when abbreviating decades: *She was born in the '50s*.

Athletics Use *Regis University Athletics Department* on first reference. On second reference, use either *Regis University Athletics* or *Athletics*, but always capitalize.

Lowercase team names: *the men's basketball team*, *the Regis softball team*, *the Regis University women's lacrosse team*.

B

bachelor's degree

Board of Trustees, Board of Regents When referring specifically to Regis University's policymaking and advisory boards, capitalize *Board of Trustees* and *Board of Regents*. On second reference capitalize the *Board*. When referring to these bodies in general, lowercase: *She serves on the board of trustees for many nonprofit organizations*.

buildings In formal communication or with audiences unfamiliar with campus, use the official names of campus facilities and capitalize them on first use. On second use, less formal

C

campuses Regis University has four campuses in Colorado. Avoid calling the Northwest Denver Campus our main or flagship campus.

Other campuses include: *Colorado Springs Campus*, *Denver Tech Center Campus* and *Thornton Campus*. See **campus names and addresses** (appendices).

capitalization Aside from headlines and titles of publications, the use of capitalization should be limited to proper nouns, which includes formal names of programs and organizations. See **job**

Athletics titles Field positions and general titles are lowercased: coach John Calipari; outfielder Bryce Harper; tennis player Serena Williams. Some other informal titles commonly used in sports include general manager, trainer, team doctor, manager and captain.

names are acceptable. See **Regis University buildings, facilities and grounds** (appendices) for official names and usage.

bullet style Make bullet points consistent in structure and punctuation. Only use periods at the end of the text following a bullet if it is a complete sentence. Capitalize the first letter after each bullet. Avoid ending bullet points with a semicolon. Never start each bullet with the same word. Place the most important bullet at the top of the list followed by the second most important bullet, and so on. Standard bullet shapes (circles, squares) are preferred.

titles, clerical titles, majors/programs and offices.

cities and towns Capitalize official names, including separate political entities such as East St. Louis, Illinois, or West Palm Beach, Florida. The preferred form for the section of a city is lowercase: the west end, northern Los Angeles. But capitalize widely recognized names for the sections of a city: South Side (Chicago), Lower East Side (New York).

classes, courses Uppercase only when referring to a specific class: *Psychology of*

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the Human Mind, or Law and Ethics in the 21st Century. Lowercase when making a general reference to courses: *He is taking a philosophy class this semester.*

classroom-based See **on campus**.

clerical titles When referring to a Catholic priest, the first reference should include the title *Father (preferred) or the Rev.* preceding his name: *Father Edward Tattle; the Rev. James Martin.* If he is a Jesuit, use the initials, *S.J.*, afterward: *Father Edward Tattle, S.J.*

The *S.J.* always is set off by commas if followed by more copy: *Father John P. Fitzgibbons, S.J., is the president of Regis University or Father President John P. Fitzgibbons, S.J., talked with me after Mass on Sunday.* On second reference, use only the last name. Do not abbreviate Father as Fr.

For Jesuits in training, omit the use of *father* and use only the *S.J.* after their name.

For Catholic sisters, same rules apply: *Sister Phyllis Brown, S.N.J.M.,* and *Brown* on second reference.

When referring to cardinals, bishops, archbishops and Monsignors, their title is preferred to *Most Reverend or Very Reverend*: *Archbishop Samuel J. Aquila will visit campus in January.*

Pope is lowercased unless used as a title before a name: *Pope Francis will be on Regis University Northwest Denver Campus in July. This marks the pope's first visit to Colorado.*

For buildings named after Jesuits, the *S.J.* should be set off by commas: *The class meets in David M. Clarke, S.J., Hall.* See **provinces and provincials**.

coach Lowercase in all uses, including head coach, except as the first word of a sentence. *The honor went to men's basketball coach Brady Bergeson.* See **Athletics titles** and **titles**.

colleges When referring to academic programs, centers or initiatives, tie them to Regis University as opposed to the college, particularly for outward-facing communications. *Regis University's Master of Development Practice.*

comma (in a series) Use commas to separate elements in a series, but do not put a comma before the conjunction in a simple series: *The flag is red, white and blue; He would nominate Tom, Dick or Harry.* However, use a comma before the concluding conjunction in a series if an integral element in the series requires a conjunction: *I had tea, juice, and ham and eggs for brunch.* Use a comma before the concluding conjunction in a complex series of phrases: *The employment decision will be based upon whether the candidate is professionally sound, whether she can deftly respond to questions proposed by the search committee, and whether she has an impressive knowledge of grammar techniques as expressed in The AP Stylebook.*

Commitment Program

composition titles Capitalize and place quotation marks around titles of articles, books, computer games, lectures, movies, operas, plays, poems, radio shows, song titles, speeches, TV shows and works of art. Do not use quotation marks around the Bible. See **publication titles** for newspapers, magazines and special printed materials.

Core Curriculum When addressing Regis' *Core Curriculum*, capitalize. It is acceptable to refer to the *Core* on second reference.

course work

courtesy titles Do not use courtesy titles if possible: *Mr., Mrs., Ms.* To assign a title to someone with a doctorate, *Ph.D.* after his or her name is preferred over *Dr.* since the general public associates *Dr.* with a medical doctor: *Jane Smith, Ph.D.* See **academic titles**.

D

dashes Put a space on both sides of a dash in all uses except the start of a paragraph. *He listed the characteristics — kind, intelligent and well-spoken — that he liked in a professor.*

dates When giving a specific date, abbreviate the month. Spell out all months with five or fewer letters: *March 17.* Do not use “st,” “rd” or “th” with dates. When adding the year, use a comma: *Dec. 23, 2007.* Never use a comma between month and year when a specific day is not mentioned and always spell out the month: *November 1998.* The same is true for seasons: *fall 1991.* For specific dates always set the date off with commas: *Jan. 1, 2012, is a wonderful day.* If referencing a span of years during the same century, the second year may be shortened: *2012-13.*

David M. Clarke, S.J., Hall

degree See **academic degrees**.

Denver metro area

departments, offices, schools Capitalize the name of a department, school or office, and the words “department,” “office” or “school” when they appear as part of an official name: *School of Education, the Department of Biology, the Office of Admissions.* Lowercase when making a more general or casual reference: *the science departments.*

credit hours, semester hours Either of these is appropriate, but strive to be consistent with whichever is used. Always use numerals (an exception to the numbers entry.) *She is taking 12 credit hours this fall.* If modifying the word “degree,” it should be written with two hyphens: *36-credit-hour degree.*

Lowercase departments, offices or schools in plural uses, but capitalize the proper noun element: *the schools of Engineering and Business Administration, the departments of Chemistry and Biology.* Do not abbreviate “department.”

directions/regions Lowercase compass directions. *The event was held east of Main Hall. The warm front is moving southeast. The western United States is beautiful. There are a lot of good restaurants in northwest Denver.* Uppercase only when referring to a region: *Regis is the best in the West. The students are headed to the East Coast.* An exception is Regis’ Northwest Denver Campus. Capitalize compass points when part of a proper name or denoting widely known sections: *North Dakota; West Virginia; the South Pole; the Middle East; the South Side of Chicago.*

doctor In general, this title is reserved for medical doctors because the public frequently identifies *Dr.* only with physicians. Use only on first reference and use the individual’s last name on second reference. *Dr. John Smith has been named Physician of the Year. Smith will be honored at a Sept. 6 ceremony.* In the case of individuals who hold a doctorate, their formal title is preferred. *Jan Smith, assistant professor of communications, will give introductory remarks.* See **academic titles**.

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dormitories See **residence halls**.

E

email Lowercase except when used to start a sentence. Never use a hyphen, as in *e-mail*. All other “electronic” items, such as *e-books*, *e-readers*, *e-businesses*, do use a hyphen. Always lowercase letters within an email address: *jdoe001@regis.edu*. See **RegisNET email**.

emeritus, emeriti Emeriti professors are those who retain their rank or title after retirement. *Emeritus* is used for both men and women; *emeriti* is plural. Not all retired faculty retain

F

faculty Lowercase faculty unless the word is part of a specific name or title: *One of the department's faculty members was part of the Faculty Senate*. Collective nouns take singular verbs: *The faculty was persuaded by the argument*.

Father General The formal title for the leader of the Society of Jesus: *Father General Arturo Sosa, S.J.* Capitalize the title when it precedes a name; lowercase elsewhere.

financial aid Lowercase in general use and capitalize when referring to the Office of Financial Aid. *The deadline to apply for financial*

G

GPA Acceptable in all references for grade-point average.

doctoral/doctorate Doctorate is a noun; doctoral is the adjective: You may have a doctorate, or a doctoral degree, but not a doctorate degree.

their rank or earn this title. Place this title after the formal title. *Bud Pagel, associate professor emeritus of journalism; Associate Professor Emeritus Betty Doe; Bud Pagel and Betty Doe, associate professors emeriti, spoke at the event*.

entitled, titled The former means one has the right to have or the right to do something: *He is entitled to the settlement*. The latter introduces a publication, music composition and so forth: *His paper was titled “How to Win a Fair Settlement.”*

aid is Feb. 1. Students are directed to the Office of Financial Aid. See **capitalization**.

first-year student This term is generally preferable to freshman.

flier When referencing a handout/handbill, never use flyer.

foreign words or phrases Italicize foreign language words and phrases if they are likely to be unfamiliar to readers. When the surrounding text is already italicized, set the title or word in regular type (no italics).

ground-based Do not use this term to describe traditional classes. See **on campus**.

H

headlines In most cases, including the majority of marketing materials and web copy, capitalize major words only. In traditional, journalistic-style print pieces, capitalize first word and proper nouns only.

health care This is the preferred term, as

I

IHS This stands for the first three letters of Jesus' name when written in Greek.

institutes Capitalize proper names, otherwise lowercase. *The Institute on the Common Good is an institute that does important work.*

internet Lowercase

J

Jesuits The order of Roman Catholic priests who founded Regis University. Always capitalize. See **clerical titles, Jesuit phrases, mottos and slogans** (appendices) or **Society of Jesus**.

Jesuit, Catholic Use the word "Jesuit" first. Use of the comma is preferred.

L

learning formats

5- and 8-week accelerated classes

Delivered online and on campus

opposed to written as one word.

honors Lowercase and italicize *cum laude*, *magna cum laude* and *summa cum laude*. Capitalize specific honors, such as the *Law Medal* or the *DeSmet Medal*.

Honors Program

italics In general, avoid italics in prose where possible. Italics are used in this style guide to highlight examples. Italicize foreign words or phrases, including Jesuit mottos like *cura personalis*, *magis* and *ad maiorem Dei gloriam*. See **Jesuit phrases, mottos and slogans** (appendices).

job titles Lowercase when following a name: *Janet Houser, provost*. Uppercase when formal title is used before a name: *Vice President for Enrollment Management Roby Blust; Professor Quyen Hart*. Unless it leads a sentence, lowercase nonofficial titles that are more descriptive in nature: *alumna, student, political activist Charlene Smith, etc.*

Self-directed study – Lowercase the first letter of each word in copy. Uppercase is fine in advertisements.

less/fewer In general, use *fewer* for individual

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items, *less* for bulk or quantity.

Fewer than 10 applicants called. (Individuals)

I had less than \$50 in my pocket. (An amount)

M

majors/programs Do not capitalize majors, programs, specializations or concentrations of study, unless they are part of a designated degree or used in the formal name of a program:

She received a Bachelor of Arts in History.

She is a member of the Honors Program.

He is seeking a bachelor's degree in a science discipline.

He is studying for his Master of Education with an emphasis in instructional technology.

In May, he earned a Master of Science in Organization Leadership with a specialization in project management.

She has a Master of Science in Nursing degree and is now pursuing a post-master's certificate to become a neonatal nurse practitioner.

When referring to a subject area, always lowercase: *He loves studying biology.*
She is majoring in business. She is excited about

N

National Collegiate Athletic Association NCAA is so well known that its use on first and subsequent references is acceptable.

But: I had fewer than 50 \$1 bills in my pocket.
(Individual items)

licensure or non-licensure See **with Licensure/without Licensure.**

a career in nursing.

Mass Always capitalize *Mass* and other Catholic sacraments.

master's degree

MBA Use the article "an" with MBA: *He finished an MBA program in January.*

mission statement This term is lowercased in all uses, as is *mission*.

money Use figures and the \$ sign for most references to specific amounts of money: *He spent \$1,550 on a used car.* In casual references, spell out: *He's worth millions; He made big bucks.* For numbers greater than \$1 million, unless an exact figure is necessary, round off and use million spelled out: *She raised more than \$2 million in the last quarter; The building was purchased for \$17.6 million.*

more than/over Acceptable in all uses to indicate greater numerical value. *Salaries went up more than \$20 a week. Salaries went up over \$20 a week..*

nonprofit *Nonprofit* is preferred over *not-for-profit*. It doesn't take a hyphen.

nontraditional students The preferred term

is post-traditional and it is only to be used in internal communications. Outward-facing communications should refer to students by their programs. See **adult students**.

numbers Spell out whole numbers below 10 except when used in headlines or statistical data. Use numerals (figures) for 10 and above: *They had four cats; They had 10 dogs*. Same rule applies to ordinals: *He was ranked first chair in the band; He placed 10th in the race*. Spell out all numbers at the beginning of sentences except for a year: *1998 was a banner year for*

O

online

offices Capitalize when using the formal name: *The Office of Counseling and Personal Development or Auxiliary and Business Services*. Lowercase when using an unofficial name: *the counseling center or the business office*. Use acronyms sparingly; they are more acceptable

P

percent Spell the word *percent* instead of using % except in headlines. Always use figures with *percent*: *The teacher said that 75 percent was a decent grade. The professor felt that 50 percent of the book was not worth reading. She said that only 30 percent of students were there.*

periods Use a single space after a period at the end of a sentence. Use periods with no spaces between for abbreviated degrees: *B.S., Ph.D.*, etc. See **abbreviations/acronyms** and **academic degrees**.

Pope Use uppercase when the title comes before a name. Lowercase in all other

Regis. Use numerals for statistics and all forms of measurement, including ages of humans and animals: *A 5-year-old-boy took top prize*. Use numerals when referring to credit hours and term lengths: *Philosophy 101 is a 3-credit class. Regis offers 5- and 8-week terms.*

When numbers modify like elements and are grouped within a sentence or series of related sentences, use numerals for all numbers if any one of the numbers is 10 or more: *The average number of graduates per semester rose from 7 to 12*. See **credit hours, semester hours**.

for internal communications. See **abbreviations/acronyms**.

on campus Preferred to *classroom-based*. *Campus-based* is acceptable as well. Only use *on-campus* as a modifier: *She likes to attend on-campus programming.*

references. *Observers lined up to see Pope Francis. The pope acknowledged the crowd.*

prefixes In general, do not use a hyphen when using a prefix with a word starting with a consonant: *multidisciplinary*. Except for *cooperate* and *coordinate*, use a hyphen if the prefix ends in a vowel and the word that follows begins with the same vowel: *anti-intellectual*. Retain a hyphen when forming nouns, adjectives and verbs that indicate occupation or status: *co-worker, co-sponsor, co-owner*, etc. Use a hyphen to join doubled prefixes: *sub-subspecialty*. Add a hyphen if the word following the prefix is

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capitalized: *anti-American*. Spellings of prefixed words listed in the “Webster’s New World Collegiate Dictionary” are acceptable.

pre-licensure

professor Capitalize *professor* and other academic ranks only when they are part of titles preceding names. Do not capitalize disciplines or departments in such titles unless they are proper nouns: *He studied with German Professor Bob Jones and English Professor Sarah Smith. Associate Professor Gladys Knight, psychology, gave a lecture.* See **academic titles**.

Q

quotation marks The period and comma always go inside quotation marks: *“I’m leaving,” he said.* The dash, semicolon, question mark and exclamation point go inside the quotation marks when they apply to the quoted matter only: *He yelled, “Stop!” Can you believe he actually yelled “Stop”?* They go outside when they apply to the whole sentence.

When reporting the exact words of speakers or writers, surround their words with quotation marks: *“I have no intention of leaving,” she said.*

R

regions See **directions/regions**.

RegisNET email See **email**.

Regis University Use full name in first reference. *Regis* or *University* is acceptable on second use. Use full name where there could be confusion with Regis Jesuit High School or Regis College (Massachusetts).

programs See **majors/programs**.

provinces and provincials Each province (U.S. geographic region) in the Society of Jesus is run by a provincial. Regis belongs to the Missouri Province. *Father Douglas W. Marcouiller, S.J., is the provincial of the Missouri Province.*

publication titles Capitalize titles of journals, magazines, newspapers, newsletters, and gallery and museum exhibitions: *Abstraction and Isolation is showing at the Denver Art Museum. The story ran in Regis University Magazine.* Do not use italics or quotes. See **composition titles**.

For dialogue or conversation, place each person’s words in a separate paragraph with quotation marks at the beginning and the end of each person’s speech. If a person speaks continuously for more than one paragraph, place quotation marks at the beginning of every paragraph in the speech, but do not place quotation marks at the end of paragraphs until the final paragraph in the speech. Use single quotation marks only when quotes appear inside a quotation: *“He told her, ‘I don’t need this class.’”*

Regis University Athletics Department Use the formal name on first reference. On second reference, use either *Regis University Athletics* or *the athletics department*. See **athletics**.

residence halls Use *residence halls*, not *dormitories* or *dorms* when referring to Regis’ undergraduate living spaces.

rooms and room numbers Capitalize when

referring to specifically designated rooms: *the Mountain View Room*. Use figures for room numbers and capitalize: *Room 211 in Carroll Hall; Main Hall Room 135*.

RMAC Abbreviation for the Rocky Mountain

S

seasons Lowercase fall, winter, spring and summer, and all derived words such as “springtime” when not used as part of a formal name: *It was a beautiful spring*. Uppercase when used as part of a formal name: *Winter Olympics; Fall Family Weekend*. See **semester**.

semester Lowercase semester names: *spring semester 2013*. See **credit hours, semester hours**.

semester hours See **credit hours, semester hours**.

Society of Jesus Use *S.J.* following the last name on first reference to a priest or brother of the Society of Jesus: *Father John P. Fitzgibbons, S.J., is the president of Regis University*. However, do not insert *S.J.* into a quote: *“Father Michael Sheeran was a man of immense vision,” said historian John Branch*. See **clerical titles, Father General, Jesuits, Jesuit phrases, mottos**

T

team-based learning Always lowercased.

telephone numbers In all publications, include a period between area code and prefix, and a period between prefix and the last four digits: *205.934.0186*.

theater, theatre Use *theater* except in proper

Athletic Conference. Spell out on first reference. RMAC may be used on second reference.

ROTC Abbreviation acceptable on all (including first) references with no periods. Stands for *Reserve Officers Training Corps*.

and slogans (appendices), and **provinces and provincials**.

states The names of U.S. states are spelled out when used in the body of a story, whether standing alone or in conjunction with a city. Use the two-letter form (AL, GA, TN) only in postal addresses.

St. Ignatius of Loyola

St. Peter Claver, S.J., Hall Avoid shortening to PCH, particularly in external uses.

student-athletes Always hyphenated.

student classifications Use *first-year student, sophomore, junior and senior*. Only capitalize when part of a formal title: *Senior Speaker Week*.

symbols Don’t use to abbreviate. Use “No.” in place of #. Use “percent” in place of %. Write out “at” in place of @.

names: *Regis Ramblers Theatre Troupe*.

times Use figures for times except *noon* and *midnight*. Use a colon to separate hours from minutes: *11:15 a.m., 3:30 p.m.* Only use the hour, not the minutes when referring to the top of the hour. Use *8 a.m.*, not *8:00 a.m.* Use *noon* instead

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of *12 p.m.*, and *midnight* instead of *12 a.m.* For time blocks, use: *9-11 a.m. or 9 a.m. to 5 p.m.*

titles In general, lowercase a title when it appears after a name, even *president*, *vice president* or *pope*. Uppercase a title when it appears before a name. Abbreviate titles when

U

university Capitalize *Regis University*. On second reference, when referring to Regis University specifically, capitalize *University*: *He is new to the University*. Lowercase for all other instances.

universitywide One word, no hyphen. See **-wide**.

W

web Short form of World Wide Web, it is a service, or set of standards, that enables the publishing of multimedia documents on the internet. The web is not the same as the internet, but is a subset; other applications, such as email, exist on the internet. Also, website, webcam, webcast, webfeed, webmaster, webpage. But web address, web browser. See internet.

website Not Web site. When writing out web

Y

years Use numerals for years: *2006*. Use an “s” without an apostrophe to indicate a span of years, decades or centuries: *the 1920s*; *the 1800s*. If abbreviated, use an apostrophe before the decade: *the '70s*.

used before a full name: *Dr.*, *Gov.*, *Rep.*, etc. See **academic titles**, **athletics titles** and **clerical titles**.

toward Not *towards*.

trustees, regents See **Board of Trustees**, **Board of Regents**.

URLs All words in URLs are lowercased and neither “http://” nor “www” are needed, except in cases with audiences who aren’t as web savvy. See **website**.

U.S. News & World Report

addresses “http://” is not required.

with Licensure/without Licensure Use *Master of Education with Licensure* or *Master of Education without Licensure* on first use. On second use, *M.Ed. with Licensure* is acceptable. Do not use “non-licensure.”

-wide No hyphen needed when adding this to the end of words. Some examples: *campuswide*, *universitywide*, *worldwide*, *citywide*.

APPENDICES

Campus names and addresses

Jesuit phrases and mottos

Names of Buildings, facilities and grounds

Campus names and addresses

Colorado Springs Campus

7450 Campus Drive, Suite 100
Colorado Springs, CO 80920

Denver Tech Center (DTC) Campus

6380 S. Fiddlers Green Circle, Suite 200
Greenwood Village, CO 80111

Northwest Denver Campus

3333 Regis Blvd.
Denver, CO 80221

Thornton Campus

500 E. 84th Ave.
Thornton, CO 80229

Jesuit phrases, mottos and slogans

ad majorem Dei gloriam The Latin motto of the Society of Jesus, *ad majorem Dei gloriam* means “for the greater glory of God.” Italicize the entire phrase and capitalize the word *Dei*.

cura personalis A Latin phrase often used in Jesuit circles that translates as “care of the whole person.” *Cura personalis* suggests individualized attention to the needs of the other, respect for his or her unique circumstances and an appropriate appreciation for his or her distinct gifts and insights. This phrase is italicized.

magis A Jesuit phrase that means “greater good,” *magis* suggests a lifelong commitment to continuous improvement and generous excellence in the service of others. “Seek the *magis*” is a common expression that challenges people to do more and be more. Always italicize.

Regis University buildings, facilities and grounds

Northwest Denver Campus	
First Use	Second or Informal Use
Arboretum Kiosk	
Boettcher Commons	The Quad or Quad
Carroll Hall	Carroll
Regis Room	
Aspen Room	
Coors Life Directions Center	Coors Center

Regis University buildings, facilities and grounds

Northwest Denver Campus	
First Use	Second or Informal Use
David M. Clarke, S.J., Hall	Clarke Hall
Dayton Memorial Library	Library
Tracy Learning Center	
DeSmet Hall	DeSmet
Felix Pomponio Family Science Center	Science Center or Pomponio Center
Grotto of Our Lady of Lodes	The Grotto or Grotto
Hopkins Garden	
Jesuit House	
Newland Center	
Loyola Hall	Loyola
Main Hall	Main
Main Hall 333	
O'Connell Hall	O'Connell
O'Sullivan Fine Arts Center	Fine Arts Center or O'Sullivan Center
Regis baseball field	baseball field
Regis Field House	Field House
Regis soccer and lacrosse field	soccer and lacrosse field, soccer pitch or match pitch
Regis University Fitness Center	Fitness Center
Ranger Dome	
The Residence Village	townhomes
RHCHP School of Pharmacy Teaching Laboratory	pharmacy lab
St. John Francis Regis Chapel	chapel
St. Peter Claver, S.J., Hall	Claver Hall
Claver Café	
Claver Recital Hall	Recital Hall
Mountain View Room	Mountain View
Student Center	
Main Café	
West Hall	
Ranger Den	

1877



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