Introduction

Each person in the Creighton University community who writes for nonacademic internal and external audiences is faced with many writing-style decisions: Is university capitalized? Do titles go before or after a name? Is email spelled with or without a hyphen?

The Creighton University Editorial Style Guide is designed to help faculty, staff and students with their nonacademic writing by giving them clear standards. The purpose of the guide is to eliminate the guesswork and make writing for Creighton publications and websites easier.

The University’s official reference for nonacademic communications is the Associated Press (AP) Stylebook. Used by most newspapers and magazines, AP style is familiar to most people and is clear and easy to read.

Some writing-style preferences given here are unique to Creighton University. For example, the word university is lowercase except when referring to Creighton. This guide will address those words and phrases.

These alphabetically arranged guidelines focus on style issues frequently encountered by those writing about and for Creighton University. For spelling issues not addressed by AP style or Creighton University style, consult Webster’s New World College Dictionary.

If you cannot find what you need, or have suggestions for the editorial style guide, email sheilaswanson@creighton.edu or cindymcmahon@creighton.edu.
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abbreviations and acronyms
Avoid using abbreviations and acronyms on first reference unless they are widely recognized, such as FBI, NASA, ROTC, etc. Do not use periods with these familiar abbreviations and acronyms. If in doubt, check the AP Stylebook.

> The grant is funded by the National Institutes of Health (NIH). The NIH funds a majority of the researcher’s projects.

Avoid using acronyms for Creighton University colleges and schools for external publication. See colleges and schools.

See academic degrees for degree abbreviation rules.

Abbreviate “junior” and “senior” as part of a name; do not set off with commas.

> John Smith Jr., Michael Jones Sr.

academic degrees
The names of officially designated degrees should be capitalized.

> Bachelor of Arts; Master of Science; Master of Business Administration; Juris Doctor; Master of Science in Nursing; Doctor of Philosophy; Doctor of Nursing Practice, Master of Fine Arts, Doctor of Physical Therapy, etc.

He holds a Bachelor of Arts in psychology. She has a Master of Science degree in mathematics.

Abbreviations for these degrees can also be used. She has BA and MA degrees. He holds MSN and MBA degrees. She earned PhD and MD degrees. She has an MA in history.

In less formal uses, do not capitalize degree references.

> The student earned a master’s degree. He has a bachelor’s degree in journalism. She received a doctorate in education.

Do not use periods for abbreviations of degrees.

This is a change to previous editorial guidelines.

For Creighton graduates: Degrees follow a comma after the person’s name. Use no periods, an apostrophe and the last two digits of the graduation year. Begin with the earliest degree if more than one Creighton degree.

> Jane Smith, BA’99; Martin Jones, BSBA’04, JD’07; John Thomas, BS’79, MD’83

If a Creighton graduate has a PhD or MD from another institution, begin with the highest degree:

> Jane Smith, PhD, BA’99; Martin Jones, MD, BS’85, MS’87

Use of Dr.: Creighton University style does not use the title Dr. for people holding doctorates or dental or medical degrees. On first reference, the name is written John Jones, PhD, Marcia Jones, MD, Sally Jones, DDS, Mike Jones, PharmD. On second reference: Jones said ... .

Exception: When creating formal programs, event materials, internal messages or invitations, the courtesy title Dr. may be used.

Do not use both Dr. and MD (DDS, PharmD, PhD, DNP, etc.) with a name.

> Incorrect: Dr. Jane Williams, DDS; Dr. James Thomas, MD
> Correct: Jane Williams, DDS; James Thomas, MD

Also see credentials.

academic departments, divisions
Capitalize official names and their shortened versions:

> Department of Theology (Theology Department); Department of English (English Department); Department of Oral Biology (Oral Biology Department); Division of Cardiology (Cardiology Division)

academic programs
Capitalize academic program titles when the word program is part of the name.

> Energy Technology Program; Doctoral Program in Interdisciplinary Leadership

Generally do not capitalize when program is not part of the name.

> the MA in Christian Spirituality program at Creighton; the finance program

Exception: Some academic and degree programs are capitalized for marketing purposes.

> Backpack Journalism; Healthy Lifestyle Management; Health Administration and Policy

Also see majors and minors.

academic titles
Capitalize formal titles before a name and lowercase elsewhere:

> Dean John Smith, MD; John Smith, MD, dean of the School of Medicine

Professor should always be lowercase, even when preceding a name. See professor, associate professor, assistant professor, instructor.

Also see administrative titles, capitalization and titles.
administrative departments, offices
Capitalize full and shortened versions of the official names:
> Office of the Registrar (Registrar’s Office); Office of Admissions (Admissions Office or Admissions); Department of Human Resources (Human Resources); etc.

ad majorem Dei gloriaem (AMDG)
The Jesuit motto. The Latin translates to “for the greater glory of God.” Always italicize.

addresses (including states)
Use abbreviations Ave., Blvd. and St. with numbered addresses and abbreviate directional indications (see AP Stylebook for further details):
> 100 E. Main St.

Exception for formal invitations (spell out Avenue, Boulevard, Road and Street):
> 1700 East 12th Avenue, Denver, Colorado
524 Post Street, San Francisco, California

When giving locations with two streets, always lowercase streets.
> The Mike and Josie Harper Center is located at 20th and California streets.

Spell out the names of the 50 states when they stand alone:
> He lives in Kansas. She visited New Mexico.

Also spell out the names of states when used with a city, separated by a comma.
> He lives in Anchorage, Alaska.
> She traveled to Albany, New York, for the reunion.

For a list of cities that stand alone in text, without the use of a state name, see cities.

Only use the two-letter Postal Service abbreviations when you are giving a full address, including ZIP code. This situation most often occurs in lists:
> John Jones, 123 Main St., Omaha, NE 68144

Two-letter Postal Service abbreviations (in parentheses) are:

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Also: District of Columbia (DC)
administrative titles
Generally, titles are lowercase when not preceding a name, including such titles as president, vice president, provost, vice provost and dean.

> The president of Creighton University is the Rev. John Smith, SJ.

Likewise, use lowercase when the title follows a name:

> The Rev. John Smith, SJ, president of Creighton University, is attending.

Uppercase only when a title precedes a name:

> Creighton University President the Rev. John Smith, SJ

Also see capitalization, academic titles and titles.

advisor
Preferred spelling (a variation from AP style).

alma mater
Lowercase; nonitalicized.

alumna, alumnae, alumnus, alumni
Creighton University alumni are former students who have successfully completed 48 credit hours or more. They have not necessarily attained degrees. Check with the Office of the Registrar if you are not sure of a person’s status.

Use the following terms:

> alumna when referring to one female
> alumnae when referring to two or more former students, if all are female
> alumnus when referring to one male
> alumni when referring to two or more former students, if some or all are male

Reserve the words alum or alums for informal use.

> She is an alumna of Creighton University. He is an alumnus. They joined the other alumni. She joined the other alumnae in her sorority.

AJCU
Association of Jesuit Colleges and Universities. Spell out on first reference. A consortium headquartered in Washington, D.C., of which Creighton University is a member. For more information or a list of all members, visit ajcunet.edu.

a.m., p.m.
Always use lowercase letters and periods. Use without Os to designate hour:

> Incorrect: 9:00 a.m.; 10:00 p.m.
> Correct: 9 a.m.; 10 p.m.

Use figures except for noon and midnight.
Also see time element.

and, &
And is preferred to an ampersand. An ampersand should not be used as an abbreviation for and in reference to Creighton schools/colleges or offices. Ampersands should be used only when the name of a company, group or publication specifically uses it, such as AT&T or U.S. News & World Report.

Note: Limited use of ampersands is acceptable in digital copy.

athletics
It is the Creighton University Department of Athletics or the Athletics Department, not the Athletic Department.

Creighton Athletics is also acceptable.

Creighton sponsors 13 men’s and women’s varsity sports teams. The Creighton Bluejays are members of the NCAA Division I and compete in the BIG EAST Conference in baseball, basketball, cross country, golf, soccer, softball, tennis and volleyball. Creighton also sponsors a rowing program, which is not part of the BIG EAST Conference.

Also see BIG EAST Conference, Bluejays.

baccalaureate
Do not capitalize baccalaureate.

Bible, biblical
Bible verses
Use the following form to punctuate Bible chapters and verses:
> Proverbs 3:5–10 (note the use of a colon and spacing after colon)
> 1 Corinthians 2:16

BIG EAST Conference
Creighton University’s intercollegiate sports teams are in the BIG EAST Conference. Always capitalize BIG EAST and the “C” in Conference, per conference style guide.
> The Creighton men’s soccer team won the BIG EAST Conference championship.

Billy Bluejay
The name of Creighton’s athletic mascot. Always uppercase; do not place in quotes or italics.
> The dance team and Billy Bluejay performed at halftime.

Bluejays
The Creighton Bluejays refers to the athletic teams of Creighton University.
Do not use the term “Jays” when referencing Bluejays or Creighton athletic teams.
Note: Bluejays is always one word (not Blue Jays).
When referring to an athletic team, do not capitalize the type of sport.
> The men’s basketball team practiced at the CHI Health Center Omaha.
> The volleyball team will play Xavier on Friday.

Board of Trustees
When speaking of generic boards of trustees or directors, use lowercase. When speaking of the Creighton University Board of Trustees, use uppercase, using the full name upon first reference and Board thereafter.
> He was named to the Creighton University Board of Trustees in 2003.
> She was honored to serve on Creighton’s Board.
> He has been on the boards of many corporations and nonprofits.
The word trustee, even when referring to Creighton trustees, is not capitalized.
> She was named a trustee of Creighton University.

bulleted lists
Do not use punctuation (periods, commas or semicolons) at the end of each bulleted line. There is one exception. If at least one bullet consists of two sentences, all bullets should end in a period for consistency. Do not use “and” at the end of each bullet. Each line should stand on its own and work grammatically as an ending to the intro.
> The Career Center is here to help with:
  • Career assessments and coaching
  • Resumes and personal statements
  • Internship and job search assistance
> Students are encouraged to take advantage of:
  • Workshops and seminars that teach strategies to help students understand and manage the academic rigor of Creighton. One of the more popular options is the Hippocampus Success Seminar.
  • Our nationally certified tutoring program, offering drop-in math, biology, and chemistry tutoring; appointment-based individual tutoring for most subjects; and collaborative learning sessions.

campus buildings
In general, use the proper (complete and capitalized) name on first reference when writing for external publications. Subsequent references may be shortened. When writing for internal publications, you may use the second or internal reference. Make sure to verify names. See a listing of campus buildings and named areas on pages 20 and 21.
capitalization
As a general rule, lowercase is preferred in modern language usage over capitalization.

Capitalize job titles that immediately precede a person’s name. Do not capitalize job titles if the title follows the person’s name or is adapted from the title.

> John Smith, vice president, will speak at the meeting.
> Vice President John Smith will speak at the meeting.
> The vice president, John Smith, will speak.

In most cases, it is preferable to use sentence constructions that allow lowercase titles because these are easier to read.

Also see titles and professor, associate professor, assistant professor, instructor.

Lowercase the names of academic subjects in running text, unless it is a proper noun such as English, French, etc. However, capitalize a subject when it is the title of a specific class.

> She is enrolled in Advanced Written French.

Also see course, subject.

centers and institutes
Capitalize only when using the full and official name. Subsequent references may be shortened and in lowercase if the meaning is clear.

> Kripke Center for the Study of Religion and Society (first reference)
> Kripke Center (second reference)
> the center (third reference)

Do not capitalize “the” preceding the name of a center or institute.

chair, chairman, chairwoman
Chair is preferred. Jane Doe is chair of the Biology Department.

CHI Health
CHI Health is the primary teaching partner of Creighton University’s health sciences schools. Catholic Health Initiatives* has full sponsorship of CHI Health, which consists of 15 acute care hospitals, four behavioral health facilities, two specialty hospitals, more than 120 clinics, and multiple health services across Nebraska and Iowa.

The academic medical center, CHI Health Creighton University Medical Center, has two campuses with outpatient and emergency services at University Campus and inpatient and trauma services at the Bergan Mercy campus.

On first reference, the two campuses are referred to as: CHI Health Creighton University Medical Center–University Campus; CHI Health Creighton University Medical Center–Bergan Mercy. It is also acceptable to say the University Campus of CHI Health Creighton University Medical Center and the Bergan Mercy campus of CHI Health Creighton University Medical Center. On second reference, it is acceptable to say University Campus and Bergan Mercy campus.

Located at the CHI Health Creighton University Medical Center–University Campus, the CHI Health–Student Care Clinic provides clinical health care to Creighton students.

*CommonSpirit Health was created in February 2019 through the national alignment of Catholic Health Initiatives and Dignity Health. The names of local facilities and services are retained in the communities where they are located.

church
Capitalize church only when it is the formal name of a building or refers to a denomination; lowercase it in other uses.

> St. John’s Church, First Lutheran Church, Salem Baptist Church
> The pope addressed the Church worldwide.
> We drove by the church on our way out of town.
cities (U.S.)
For most cities, use the city name followed by the name of the state, set off by commas (see addresses). There are 30 well-known U.S. cities that do not need the state listed:

Atlanta    Houston    Philadelphia
Baltimore   Indianapolis Phoenix
Boston      Las Vegas   Pittsburgh
Chicago     Los Angeles St. Louis
Cincinnati  Miami      Salt Lake City
Cleveland   Milwaukee  San Antonio
Dallas      Minneapolis San Diego
Denver      New Orleans San Francisco
Detroit     New York   Seattle
Honolulu    Oklahoma City Washington

> Over the summer, the faculty member attended conferences in Denver, Philadelphia and Des Moines, Iowa.

In most communications, it is not necessary to add Nebraska after Omaha. Creighton audiences know where Omaha is located and the city has grown in national recognition by most other audiences as well.

Class
When referring to a particular class year, uppercase Class:

> The Class of 1999 made a gift to the scholarship fund.
> Jane Doe, Class of 2022, volunteers at the Omaha Food Bank.

colleges and schools
Do not capitalize college or school unless writing the whole name.

> He attended the School of Medicine.
> She graduated from the College of Arts and Sciences.
> The school’s administrators were united.
> The college hosted the conference.
> The dental school sponsored the lecture.

Avoid using acronyms such as CAS, SOD, SOM, etc., for external audiences.

Colleges and schools at Creighton University and their founding dates are:

College of Arts and Sciences (1878)
Heider College of Business (1926)
College of Nursing (1958)
College of Professional Studies (1983)
Graduate School (1926)
School of Dentistry (1905)
School of Law (1904)
School of Medicine (1892)
School of Pharmacy and Health Professions (1905)

Official URLs for schools and colleges can be found in the Creighton University Brand Guidelines.

commencement
Commencement is normally lowercase.

> She spoke at Creighton’s 2018 commencement.
> Where is Creighton’s commencement held?

composition titles
A deviation from AP Style, follow guidelines from Webster’s Dictionary.

Titles of newspapers, magazines, books, plays and movies should be put in italics.

Articles, essays, stories, chapters, poems, television and radio programs should be enclosed in quotation marks.
compound words
Compound modifiers that precede a noun generally should be hyphenated, except for the adverb very and adverbs ending in -ly:

> A well-spoken person; a full-time job; a very good time; an easily remembered rule.

course, subject
Capitalize a specific course such as BIO 201, General Biology.

Names of college studies, fields of study, options, curricula or subjects are not capitalized, except names of languages, unless a specific course name is noted.

> She is studying nursing. Creighton students must take classes in theology and English. He is majoring in business intelligence and analytics. She is enrolled in Philosophy 110.

coursework
One word in all cases.

credentials
Do not use periods for abbreviations of academic degrees, religious orders, licensures and other credentials (MD, PhD, DDS, MA, MBA, BA, SJ, RN, CPA, etc.)

> James Fitzgerald, PhD, spoke at the groundbreaking ceremony.

Also see academic degrees.

Creighton University
Use Creighton University on first reference when reasonable. Creighton or the University are acceptable upon second reference.

> She was thrilled to be accepted at Creighton University, and she immediately began packing her bags for Creighton.

The preferred use is Creighton University without an “’s” preceding schools, colleges, programs, departments, etc., upon first reference.

> Creighton University College of Nursing, NOT Creighton University’s College of Nursing
> He works for the Creighton University Office of Admissions, NOT Creighton University’s Office of Admissions.

There will be situations where this is not feasible, but this is the preferred usage. Do not use CU.

Creighton magazine
The magazine for alumni, friends, faculty, staff and donors of Creighton University, which has a circulation of more than 70,000. Always use the full name on first reference and always place in italics. Creighton magazine can be found online at creighton.edu/creightonmagazine.

Creighton Students Union
The Creighton Students Union is a student-government organization dedicated to the service of the Creighton University student and the enhancement of the educational, social and cultural environment on campus. Creighton Students Union (CSU) on first reference; thereafter, CSU is acceptable.

Creighton Today
Daily campus e-newsletter for faculty and staff. Always italicize.

cura personalis

dashes
For editorial purposes, use either a hyphen or an em dash:

Hyphens: Use hyphens ( - ) as joiners, such as for compound modifiers: small-business owner. Use hyphens for ranges, such as Sept. 1-5 or 8 a.m.-2 p.m. There is no space surrounding the hyphen.

Em Dash: Use Em dashes ( — ) to signal abrupt change; as one option to set off a series within a phrase; before attribution of an author or composer; and to start lists. Include a space on both sides of the em dash.

> About 30 medical volunteers — physicians, medical students, nurses and nursing students — provided services at the clinic.
> Interest in her talk — titled “Collaboration in Health Care: The Journey of an Accidental Expert?” — has helped spark several invitations to conferences far and wide.
**dates**
Spell out months when used alone or with the year only: *October 2018.*
Abbreviate the month — except for March, April, May, June and July — when used with a specific date: *Nov. 23.* Correct month abbreviations are: *Jan.* (January), *Feb.* (February), *Aug.* (August), *Sept.* (September), *Oct.* (October), *Nov.* (November) and *Dec.* (December).

Do not use a comma between the month and the year when no specific day is mentioned: *December 2018.* When referring to a month, day and year, place a comma between the day and year: *April 30, 2018.*

Place a comma after the year when a phrase is used with a month, day and year in a sentence.

> The commencement ceremony was held May 18, 2018, at the CenturyLink Center Omaha.

Do not use “st,” “rd” or “th” with dates:

> Sept. 23 NOT Sept. 23rd
> Jan. 11 NOT Jan. 11th

**days of the week**
Capitalize. Do not abbreviate.

> Mass will be held Sunday at St. John’s Church.
> NOT Mass will be held Sun. at St. John’s Church.

**Dean’s List**
Capitalize both words.

**dollars and cents**
Always lowercase. Use figures and the $ sign in all except casual references or amounts without a figure:

> The price of the book was $24.
> Please give a few dollars to the victims’ relief fund.

For amounts more than $1 million, use the $ and numerals up to two decimal places. Do not link the numerals and the word by a hyphen:

> The project will cost $6.33 million.
> The project is worth exactly $6,335,298.
> The $300 million budget has been approved.

The form for amounts less than $1 million: $5, $25, $500, $1,000, $350,000, etc.

For cents, spell out the word and lowercase, using numerals:

> 7 cents, 18 cents

Use the $ sign and decimal system for amounts $1 or greater:

> $2.06, $8.50

**dual heritage**
No hyphen for terms such as African American, Asian American and Filipino American, used when relevant to refer to an American person’s heritage.

**ellipsis ( … )**
When using an ellipsis to indicate omitted material, type three periods and include a space before the first period and after the last period. Do not include spaces between the periods.

> Incorrect: Once upon a time...and far away.
> Once upon a time . . . and far away.
> Correct: Once upon a time ... and far away.

**email, e-book, e-commerce, e-business, etc.**
Email is acceptable in all references for electronic mail. Use a hyphen with other e- terms: e-book, e-business, e-commerce, e-newsletter, etc.
emeritus, emerita
Emeritus (masculine) and emerita (feminine); plural, emeriti (masculine) or emeritae (feminine). When referring to a group that includes both men and women or speaking generically about the designation, use the masculine form. Capitalize only if used before a name.

> All of the professors emeriti will be there.
> Professor Emeritus Jack Jones is invited.
> She is a professor emerita.
> Janet Jones, professor emerita of biology, will be speaking.

endowed chairs
When writing about a person who is a chair holder, include the full name of the chair title, capitalized, upon first reference if possible.

> Jane Smith, the John C. Kenefick Faculty Chair in the Humanities, received the award.

In subsequent references and in headlines you can shorten the name of the chair.

> The Kenefick Chair is sponsoring a lecture series.
> Award-Winning Author to Deliver Kenefick Chair Lecture (headline)

Note: For more information about endowed chairs at Creighton and a listing of chair holders, visit creighton.edu/provost/endowed-chairs.

entitled, titled
Entitled means a right to do or have something. She’s entitled to a raise. It is not interchangeable with titled.

> Heather Jameson, EdD, is the author of a paper titled “Creighton: The History.”

faculty
Lowercase unless it is part of a proper name, such as Faculty Council.

Faculty Council
Oversees faculty issues; uppercase. The Faculty Council is the faculty committee sponsored by Creighton University.

fundraising, fundraiser, fundraise
One word in all cases.

GPA
Acceptable in all references for grade-point average.

health care
Use health care as two words.

Exception: Several Creighton academic programs use “healthcare” as one word in the program names.

> The Executive Healthcare MBA Program is designed for health care managers.

Heider College of Business
As a named college, always refer to the business college as the Heider College of Business on first reference. Heider or Heider College are acceptable on second reference.

Ignatian
Always capitalized. A descriptive term for those things of or relating to St. Ignatius of Loyola, founder of the Jesuits, or the Jesuit order.

iJay Store
The Apple® authorized campus store located at the Heider College of Business. Use lowercase for the “i” except at the start of a sentence. When starting a sentence, capitalize the “I” in iJay.

> The iJay store is the only student-run Apple® authorized campus store in the world.
> iJay Practicum is a two-semester class for juniors and seniors in the Heider College of Business.

IHS
The letters are a monogram of the name Jesus Christ in Greek and is used as a symbol by the Jesuits.

internet
Always lowercase.

> The internet is a decentralized, worldwide network.
**Jesuit, Catholic**
When describing the religious affiliation of Creighton University, use these terms — Jesuit, Catholic — in this order, with a comma.

**Jesuits**
The Catholic religious order of priests and brothers that sponsors Creighton University, also known as the Society of Jesus.

**lectures**
The full title of lectures should be in quotation marks.
> The topic of his lecture is “Teaching for Mission: An Exploration of Ignatian Pedagogy in Jesuit Education.”

**libraries**
The University has three libraries:
- Reinert-Alumni Memorial Library
- Health Sciences Library Learning Resource Center
- Klutznick Law Library

**logo**
Information about the use of Creighton University logos is available online at logo.creighton.edu.

**magis**
An Ignatian term meaning “striving for excellence.” Latin for “more.” Lowercase; italicized. Note: Do not italicize when used in a formal name of a program (Magis Clinic; Magis Core Curriculum; Magis Catholic Teacher Corps, etc.)

**Magis Catholic Teacher Corps**
Creighton’s Magis Catholic Teacher Corps is a two-year master’s degree program centered on community living, academic coursework and Ignatian spirituality that prepares and supports teachers to serve in under-resourced Catholic schools. Magis Catholic Teacher Corps on first reference, and as often as seems appropriate; Magis program can be used on subsequent references.

**Magis Clinic**
The Magis Clinic provides free health care and referrals to existing community services. It is the only free medical clinic in Omaha open on Saturdays to treat homeless men, women, children and the medically uninsured. The clinic is located at the Siena/Francis House and is run by Creighton medical students under the supervision of School of Medicine faculty.

**Magis Core Curriculum**
Creighton’s undergraduate core curriculum, created with input from students, is designed to allow students to earn a bachelor’s degree in any major and the prerequisites for graduate or professional school in four years.

**majors and minors**
Major and minor academic fields of study should be lowercase, with the exception of those disciplines that are proper nouns: sociology, biology, theology, English, economics, international political economy, Spanish and Hispanic studies, etc.

Also see academic degrees.

**the Mall**
The brick mall pathway that links major portions of the campus and extends from Morrison Stadium to Gallagher Hall is named in honor of Creighton benefactors. The Venteicher Mall, from Morrison Stadium to 20th Street, is named for George W. Venteicher, JD’62, and his wife, Susan J. Venteicher. The Skinner Mall, extending from 24th Street to Gallagher Hall, is named for Lloyd E. and Kathryn G. Skinner.

It is OK to use “the Mall” in casual and internal references.
> Students set up a table on Skinner Mall across from St. John’s Church.
> The Creighton Pathway concludes with the students walking down Venteicher Mall to touch the beak of the Billy Bluejay statue.
> Students flooded the Mall at noon.

**Mass**
Always capitalize Mass when referring to the ceremony or service. Mass is celebrated not said.
names
Use first and last names on first reference and last name only on second reference. In most cases do not use middle initial.

> Robert Smith has published several articles. Smith’s most recent article focused on seasonal allergies.
> Janet Jones is the keynote speaker. Jones is a banking executive in San Francisco.

No. (use to indicate rank or position, especially in sports)
Instead of using number or #, use No. when indicating rank or position in written copy. Limit the usage of # for advertising and infographics.

> Creighton was ranked No. 1 by U.S. News & World Report.
> The team is ranked No. 4 nationally and No. 2 in the BIG EAST.

nonprofit
One word, not hyphenated, whether used as an adjective or a noun.

numbers/numerals
Use figures for numbers 10 and larger, including ordinal numbers (12th, 22nd, etc., with the exception of dates).

> They had 10 dogs, six cats and 97 hamsters.
> He was the ninth recipient of the prestigious alumni award presented at the commencement ceremony on May 18.

Exceptions: Use numerals, even when the number is less than 10, to indicate age, quantities containing both whole numbers and decimals or fractions, statistics, voting results, sports scores, percentages, amounts of money, times of day, days of the month (when used after the name of the month, as in March 8), latitude and longitude, degrees of temperature, dimensions, measurements, proportions and distances. (Consult AP style for examples.)

See a.m., p.m.; dates; dollars and cents; percent, %; time elements.

Note: Web style and some business and scientific/research writing dictate the use of numbers for ease of reading.

on campus, off campus
When used as a compound modifier preceding a noun, hyphenate. When used as a noun, don’t hyphenate.

> On-campus housing
> Students living on campus
> An off-campus activity
> He moved off campus

on-site, off-site
Hyphenate both in all cases.

online
One word, lowercase, not hyphenated.

parking garage
Not capitalized.

> 24th Street parking garage; 20th Street parking garage

parking lot
Not capitalized.

> Parking is available in the parking lot next to the Lied Education Center for the Arts.

percent, %
Use the % sign when paired with a numeral, with no space:

> Average hourly pay rose 3.1% from a year ago.
> Her mortgage rate is 4.75%.
> About 60% of Americans agreed.
> He won 56.2% of the vote.

For amounts less than 1%, precede the decimal with a zero:

> The cost of living rose 0.6%.

In casual uses, use words rather than figures and numbers:

> She said he has a zero percent chance of winning.

persons
Substitute people or individuals.
Phoenix campus
(Creighton University Health Sciences – Phoenix Campus)
Creighton health sciences schools have dozens of formal and informal affiliations with clinical education partners locally and regionally, in addition to the primary partnership with CHI Health. In 2009, a Creighton campus was established in Phoenix in partnership with Dignity Health St. Joseph’s Hospital and Medical Center. The campus, originally established for Creighton medical students, expanded to other health sciences students in 2018. Construction began in 2019 on the Creighton University Health Sciences – Phoenix Campus, planned for completion in 2021 with enrollment of nearly 900 health sciences students.

The Creighton University Arizona Health Education Alliance is the name of the educational partnership among Creighton University, Dignity Health St. Joseph’s Hospital and Medical Center*, Valleywise Health, and District Medical Group, Inc. (On second reference: Creighton Alliance)

*CommonSpirit Health was created in February 2019 through the national alignment of Catholic Health Initiatives and Dignity Health. The names of local facilities and services are retained in the communities where they are located.

pre-medical, pre-dental, pre-professional, pre-health, etc.
Creighton has a variety of pre-professional study programs. For example, the pre-health advising program is offered for pre-medical (sometimes used as pre-med), pre-dental, pre-pharmacy, pre-physician assistant students and more. Both AP style and the dictionary say using a hyphen is optional. Creighton’s academic programs have chosen to use the hyphen, so for consistency, our editorial style uses the hyphen as well.

pregame, prerequisite
One word, not hyphenated.

president of Creighton University
The president of Creighton University is the Rev. Daniel S. Hendrickson, SJ.

Use lowercase when the title follows a name:
> The Rev. Daniel S. Hendrickson, SJ, president of Creighton University, is attending.

Use uppercase only when the title precedes the name:
> Creighton University President the Rev. Daniel S. Hendrickson, SJ

professor, associate professor, assistant professor, instructor
Professor, associate professor, assistant professor and instructor should always be lowercase, even when preceding a name. Do not continue in second reference unless part of a quotation.
> The lecture given by professor Jane Doe was held in Chicago. The local media interviewed Doe after her lecture.
> “The local media covered the lecture by professor Jane Doe,” John Smith said.

Professor, associate professor, assistant professor and instructor should never be abbreviated (e.g. prof. or Prof., assoc. prof., asst. prof., inst.).

Exception: Full titles are capitalized before a name, but the preferred way is the name followed by title, to avoid overuse of capitalization:
> Preferred: Mary Jones, PhD, associate professor of finance, spoke first.

provost
Creighton created the Office of the Provost in 2013. The provost is the University’s chief academic officer, overseeing all nine of Creighton’s schools/colleges as well as all areas related to student life, learning, assessment, research, enrollment and ministry.

See vice president and vice provost and vice presidential/vice provost divisions.

Radlab
Creighton’s Research and Development Lab (Radlab).
religious titles
See AP Stylebook for numerous citations. Use “the Rev.” before a Catholic priest or Protestant minister’s name on first reference. Creighton’s style differs from AP in that we use the abbreviated term Fr. (for Father) before a Catholic priest’s name on second reference. For Roman Catholic nuns, use the uppercase title Sister before the name and Sr. upon second reference. In signature and other stand-alone uses, use “Rev.” before the name.

> The Rev. John Smith, SJ, is the rector of the Jesuits on campus. Fr. Smith was named to that position in 2015.
> The Rev. Dan White is a Baptist minister. White will be at Creighton for 10 weeks.
> Sister Jane Doe is addressing the congregation. Sr. Doe is from Atlanta.

Other titles: Uppercase pope, rabbi, bishop, cardinal before a name on first reference. On second reference use the last name or just the title, lowercased. See the exception for pope below.

> Rabbi John Smith is heading the committee. Smith is looking forward to the assignment.
> Archbishop George Lucas will be there. Lucas (or, The archbishop … ) has come to Creighton three times this semester.
> Pope Francis has praised the measure. Francis (or, The pope … or, The pontiff … ) was especially proud of the Jesuits.

residence halls
Avoid the use of dorms or dormitories in all references. Use residence hall.

room and room numbers
Capitalize if followed by a number or if part of a proper noun. Do not abbreviate room.

> Spillane Reading Room
> Skutt Student Center, Room 105

RSVP
Uppercase and no periods. Do not include “please” in front of RSVP. Please is redundant, because the abbreviation stands for the French répondez s’il vous plaît, “please respond.”

If in doubt about whether your readers know the meaning of RSVP, use: Please respond or Please reply instead of RSVP.

St. Ignatius of Loyola
Founder of the Society of Jesus. Born Inigo Lopez de Loyola, he lived from 1491 to 1556.

St. John’s Church
Located on Creighton’s campus. Always capitalize and abbreviate “St.” (note that “St.” is not spelled out).

seasons
Lowercase winter, spring, summer and fall when describing a season of the year or a specific semester.

> The flowers on campus are in full bloom this summer.
> The fall semester begins in August.

semesters
Academic semesters are lowercase with no comma preceding a year:

> spring semester 2019
> spring 2019
> fall semester 2018
> fall 2018

Society of Jesus
The religious order of priests and brothers that sponsors Creighton University. Also known as the Jesuits. When referencing a Jesuit priest, use SJ set off by commas after the name on first reference:

> The Rev. John Smith, SJ, is the rector of the Jesuits on campus.

Creighton’s style differs from AP in that we use the abbreviated term Fr. (for Father) on second reference:

> Fr. Smith was named to the position in 2015.

spacing
Single space between sentences rather than double space.

There are no spaces between multiple initials in names:

> B.L. Smith

There are no spaces around either side of a slash in text materials.

> Faculty/staff are invited to the event.
Staff Advisory Council
Use Staff Advisory Council (SAC) on first reference; thereafter, SAC. Serves as an advocate for University staff members (classification E-M staff positions).

state names
See addresses.

student-athlete
Hyphenate and lowercase.

students
Don’t use M1, M2, L1, L2, etc., in external communications.

> First-year medical student, second-year law student, etc.

T-shirt
The “T” is always uppercase, the “s” is lowercase and the word is hyphenated.

telephone numbers
Use periods to separate area codes and prefixes not parentheses and dashes:

> Correct: 402.280.1740
> Incorrect: (402) 280-1740

Do not use the numeral 1 before area codes, including 800 numbers

> 800.282.5835

theater, theatre
Use theater, except when writing an official name that is spelled theatre. A few Creighton programs that use theatre in their official names are:

BA in theatre
BFA in performance theatre
BFA in technical theatre

> We were thrilled to see the remodeled theater.
> He earned his BFA in performance theatre from Creighton.

3D
No hyphen, no space.

time element
Information for events should be written in this order: time, date, place. When needed, use the day of the week for upcoming events.

> The group will meet at 3 p.m. Tuesday, Sept. 12, in Creighton Hall.

See a.m. and p.m.

Use figures, except for noon and midnight. Use a colon to separate hours from minutes. Do not use :00 if the time is on the hour. Examples:

> 10 a.m.
> 3:15 p.m.
> noon–1 p.m.

Also see dates.

titles
Always capitalized when they occur before the name. However, putting the title after the name, lowercased, is preferred when a less formal tone is desired.

> Creighton University President the Rev. John Smith, SJ, will speak. (more formal)
> The Rev. John Smith, SJ, Creighton president, will speak. (less formal)
> Dean Jane Jones was introduced.
> Jane Jones, dean of the school, was introduced.

Also see capitalization, academic titles, administrative titles and professor.

toward
Not towards.

underway
Spelled as one word.
University
University is capitalized when it refers to Creighton.
> Fr. Smith welcomed the group to the University.

University is lowercase when talking about other universities or universities in general:
> The group was invited to the University, but the members chose not to visit a university on their first trip.

Try to avoid using both in the same sentence if possible. For example, it would have been better to say:
> The group was invited to Creighton, but the members chose not to visit a university on their first trip.

vice president and vice provost
Always two words, not hyphenated. Do not capitalize in text unless the title precedes the name. This usually should be avoided except in formal communications such as invitations and programs. When the title follows the name, vice president and vice provost are lowercase and the division and area names are uppercase.

> John Smith, vice president for Information Technology, spoke at the groundbreaking ceremony.
> Mary Smith, vice provost for Learning and Assessment, announced the development of a new program.

vice presidential/vice provost divisions
On first reference, capitalize division names at Creighton. On second reference, uppercase the division/area name.

> Representatives from the Division of Mission and Ministry were there.
> The information is available on the Administration and Finance website.
> She represented Clinical Affairs at the conference.

For a listing of vice presidential and vice provost divisions, visit creighton.edu/org-divisions.

vitamin
Lowercase vitamin, use a capital letter and/or a figure for the type:
> vitamin D, vitamin B-12

web and email addresses
Italicize web addresses and email addresses in running text.
It is not necessary to include http:// or www. prefixes in web addresses in most cases:
> creighton.edu, omaha.com, jsmith@creighton.edu

Be sure to check the address links without the prefix. Some web addresses are secure and require https://.

When a web or email address appears at the end of a sentence in written copy, use a period. (If an address breaks between lines, split it directly after a slash or a dot that is part of the address and do not insert a hyphen.)

> You can access the Creighton website at creighton.edu.
> Send your registration information to janedoe@creighton.edu.

Note: If using a web or email address in advertising or invitations, it is not necessary to use a period at the end of the address.

web, website
Lowercase the word web; lowercase related words such as website, webpage.

well-being
One word, hyphenated.

X-ray
Capitalize the “X” on X-ray and hyphenate.
**years and decades**

Use figures, without commas: 1988. Only use commas with a month, day and year:

> Dec. 17, 1998, was a great day.
> The snowfall totals in December 2016 broke previous records.

Use an “s” without an apostrophe to indicate spans of decades or centuries:

> the 1960s, the 1700s

Use an apostrophe to indicate numerals that are left out:

> the ’90s, the ’20s

For the academic year, use full years with a hyphen (do not shorten to two digits):

> Correct: The 2019-2020 academic year began on Aug. 23.
> Incorrect: The 2019-20 academic year began on Aug. 23.

**ZIP code**

Use all-caps for ZIP; code is lowercase. Run the five digits together without commas, and do not put a comma between the state name and the ZIP code:

> Omaha, NE 68178

See addresses.

See Creighton University Graphic Standards for ZIP+4 information.
## Campus Building Names

<table>
<thead>
<tr>
<th>INFORMAL NAME OF BUILDING</th>
<th>FORMAL NAME OF BUILDING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ahmanson Law Center</td>
<td>Ahmanson Law Center</td>
</tr>
<tr>
<td>Becker Hall</td>
<td>Charles and Winifred Becker Hall</td>
</tr>
<tr>
<td>Beirne Tower</td>
<td>Beirne Research Tower</td>
</tr>
<tr>
<td>BIC</td>
<td>Bio-Information Center</td>
</tr>
<tr>
<td>Boyne Building</td>
<td>Dr. Harry N. and Maude Boyne School of Dental Science</td>
</tr>
<tr>
<td>Brandeis Dining Hall or Brandeis Hall</td>
<td>Mary Rogers Brandeis Hall</td>
</tr>
<tr>
<td>Campion House</td>
<td>Campion House</td>
</tr>
<tr>
<td>Cardiac Center</td>
<td>The Cardiac Center of Creighton University</td>
</tr>
<tr>
<td>Center for Health Policy and Ethics</td>
<td>Center for Health Policy and Ethics</td>
</tr>
<tr>
<td>Championship Center</td>
<td>Championship Center</td>
</tr>
<tr>
<td>Creighton Hall</td>
<td>Creighton Hall</td>
</tr>
<tr>
<td>Criss Complex I</td>
<td>Dr. C.C. and Mabel L. Criss Health Sciences Complex I</td>
</tr>
<tr>
<td>Criss Complex II</td>
<td>Dr. C.C. and Mabel L. Criss Health Sciences Complex II</td>
</tr>
<tr>
<td>Criss Complex III</td>
<td>Dr. C.C. and Mabel L. Criss Health Sciences Complex III</td>
</tr>
<tr>
<td>Davis Square Apartments or Davis Square</td>
<td>Davis Square</td>
</tr>
<tr>
<td>Deglman Residence Hall or Deglman Hall</td>
<td>Fr. Francis Deglman, SJ, Residence Hall</td>
</tr>
<tr>
<td>Dowling Hall</td>
<td>Dowling Hall</td>
</tr>
<tr>
<td>Eppley Building</td>
<td>Eugene C. Eppley Building</td>
</tr>
<tr>
<td>Gallagher Residence Hall or Gallagher Hall</td>
<td>Gallagher Residence Hall</td>
</tr>
<tr>
<td>Gaughan Pavilion</td>
<td>Kitty Gaughan Pavilion</td>
</tr>
<tr>
<td>Harper Center</td>
<td>Mike and Josie Harper Center</td>
</tr>
<tr>
<td>Heider Residence Hall or Heider Hall</td>
<td>Charles and Mary Heider Hall</td>
</tr>
<tr>
<td>Hitchcock Building</td>
<td>Hitchcock Communication Arts Building</td>
</tr>
<tr>
<td>Hixson-Lied Building</td>
<td>Hixson-Lied Science Building</td>
</tr>
<tr>
<td>Ignatius House</td>
<td>Ignatius House Jesuit Residence</td>
</tr>
<tr>
<td>Jahn Building</td>
<td>Walter R. Jahn Building</td>
</tr>
<tr>
<td>Jelinek Building</td>
<td>Frank T. Jelinek, SJ, Building</td>
</tr>
<tr>
<td>Kenefick Residence Hall or Kenefick Hall</td>
<td>Kenefick Residence Hall</td>
</tr>
<tr>
<td>Kiewit Fitness Center</td>
<td>Kiewit Physical Fitness Center</td>
</tr>
</tbody>
</table>
# Campus Building Names

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<tr>
<th>INFORMAL NAME OF BUILDING</th>
<th>FORMAL NAME OF BUILDING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kiewit Residence Hall or Kiewit Hall</td>
<td>Kiewit Residence Hall</td>
</tr>
<tr>
<td>Labaj Building</td>
<td>Fr. Joseph Labaj, SJ, Building</td>
</tr>
<tr>
<td>Lied Education Center</td>
<td>Lied Education Center for the Arts</td>
</tr>
<tr>
<td>Linn Building</td>
<td>Fr. Henry Linn, SJ, Building</td>
</tr>
<tr>
<td>Markoe Hall</td>
<td>Markoe Hall</td>
</tr>
<tr>
<td>McGloin Residence Hall or McGloin Hall</td>
<td>Fr. Richard D. McGloin, SJ, Residence Hall</td>
</tr>
<tr>
<td>Morrison Stadium</td>
<td>Michael G. Morrison, SJ, Stadium</td>
</tr>
<tr>
<td>Murphy Building</td>
<td>Edward D. Murphy Building</td>
</tr>
<tr>
<td>Observatory</td>
<td>Observatory</td>
</tr>
<tr>
<td>Opus Hall Apartments or Opus Hall</td>
<td>Opus Hall</td>
</tr>
<tr>
<td>Pittman Building</td>
<td>Judge Elizabeth D. Pittman Building</td>
</tr>
<tr>
<td>Rasmussen Center</td>
<td>Rasmussen Fitness and Sports Center</td>
</tr>
<tr>
<td>Rigge Science</td>
<td>Rigge Science Building</td>
</tr>
<tr>
<td>ROTC Building or Military Science Building</td>
<td>ENS John J. Parle – ROTC Building</td>
</tr>
<tr>
<td>The Ruth</td>
<td>Ruth Scott Training Center</td>
</tr>
<tr>
<td>Ryan Athletic Center/DJ Sokol Arena</td>
<td>Wayne and Eileen Ryan Athletic Center/DJ Sokol Arena</td>
</tr>
<tr>
<td>Schneider Hall</td>
<td>Schneider Hall</td>
</tr>
<tr>
<td>Skutt Student Center</td>
<td>V.J. and Angela Skutt Student Center</td>
</tr>
<tr>
<td>Sports Complex</td>
<td>Sports Complex</td>
</tr>
<tr>
<td>St. John's Church</td>
<td>St. John's Church</td>
</tr>
<tr>
<td>Stuppy Greenhouse</td>
<td>Susan Tracy Stuppy Greenhouse</td>
</tr>
<tr>
<td>Swanson Residence Hall or Swanson Hall</td>
<td>W. Clarke Swanson Residence Hall</td>
</tr>
<tr>
<td>Vinardi Center or Old Gymnasium</td>
<td>Joseph J. Vinardi Center</td>
</tr>
<tr>
<td>Wareham Building</td>
<td>Wareham Building</td>
</tr>
</tbody>
</table>