

Editorial Style Guide

Creighton
UNIVERSITY

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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 nearly all newspapers and magazines, AP style is familiar to most people and is clear and easy to read. Although a few AP rules differ from those taught in English classes (e.g., the final comma in a simple series is eliminated), this is done intentionally for brevity and clarity.

Some writing-style preferences given here are unique to Creighton University and may deviate from AP style. 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.

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*.

CU (no periods) is permissible in informal writing. See *Creighton University*.

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.*

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 (BA, MA, MD, PhD, MBA, MSN, MFA, OTD, DDS, BSBA, etc.). *This is a change to previous editorial guidelines.*

For Creighton graduates: The style is to use no periods, immediately followed by the graduation year. Begin with the earliest degree if more than one degree.

- > *Jane Smith, BA'99; Martin Jones, MBA'84, JD'87*

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 courtesy 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, etc.) with a name.

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

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 Allergy and Immunology (Allergy and Immunology 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 promotional purposes.

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

academic titles

Capitalize formal titles before a name and lowercase elsewhere:

- > *Dean John Smith, PhD; John Smith, PhD, 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 *titles*.

administrative departments, offices

Capitalize shortened versions of the official names:

- > *Office of the Registrar (Registrar's Office); Office of Admissions (Admissions Office); Department of Human Resources (Human Resources); etc.*

ad majorem Dei gloriam (AMDG)

The Jesuit motto. The Latin translates to “for the greater glory of God.” Always place in italics.

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:

- > *1700 East 1st Avenue, Denver, Colorado*
524 Post Street, San Francisco, California

When giving locations with two streets, always lowercase streets.

- > *The 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.*

Otherwise, when a city is named, use state abbreviations, not postal abbreviations (a variation from AP style):

- > *The two students were from Kansas City, Mo., and Pueblo, Colo.*

Only use the two-letter Postal Service abbreviations when you are giving a full address, including ZIP code:

- > *John Jones, 123 Main St., Omaha, NE, 68144*
This above situation most often occurs in lists.
- > *Otherwise: John Jones lives at 123 Main St. in Omaha, Neb.*

State abbreviations and two-letter Postal Service abbreviations (in parentheses) are:

Alabama	Ala.	(AL)	Nebraska	Neb.	(NE)
Arizona	Ariz.	(AZ)	Nevada	Nev.	(NV)
Arkansas	Ark.	(AR)	New Hampshire	N.H.	(NH)
California	Calif.	(CA)	New Jersey	N.J.	(NJ)
Colorado	Colo.	(CO)	New Mexico	N.M.	(NM)
Connecticut	Conn.	(CT)	New York	N.Y.	(NY)
Delaware	Del.	(DE)	North Carolina	N.C.	(NC)
Florida	Fla.	(FL)	North Dakota	N.D.	(ND)
Georgia	Ga.	(GA)	Oklahoma	Okla.	(OK)
Illinois	Ill.	(IL)	Oregon	Ore.	(OR)
Indiana	Ind.	(IN)	Pennsylvania	Pa.	(PA)
Kansas	Kan.	(KS)	Rhode Island	R.I.	(RI)
Kentucky	Ky.	(KY)	South Carolina	S.C.	(SC)
Louisiana	La.	(LA)	South Dakota	S.D.	(SD)
Maryland	Md.	(MD)	Tennessee	Tenn.	(TN)
Massachusetts	Mass.	(MA)	Vermont	Vt.	(VT)
Michigan	Mich.	(MI)	Virginia	Va.	(VA)
Minnesota	Minn.	(MN)	Washington	Wash.	(WA)
Mississippi	Miss.	(MS)	West Virginia	W.Va.	(WV)
Missouri	Mo.	(MO)	Wisconsin	Wis.	(WI)
Montana	Mont.	(MT)	Wyoming	Wyo.	(WY)

Eight states' names are never abbreviated in text:

Alaska	Maine
Hawaii	Ohio
Idaho	Texas
Iowa	Utah

Their postal abbreviations are:

AK (Alaska)	ME (Maine)
HI (Hawaii)	OH (Ohio)
ID (Idaho)	TX (Texas)
IA (Iowa)	UT (Utah)

Also: District of Columbia (DC)

administrative titles

Generally, titles are lowercase when not preceding a name, including such titles as president, vice president, provost and vice provost.

- > *The president of Creighton University is the Rev. Daniel Hendrickson, S.J.*

Likewise, use lowercase when the title follows a name:

- > *The Rev. Daniel Hendrickson, S.J., president of Creighton University, is attending.*

Uppercase only when a title precedes a name:

- > *Creighton University President Rev. Daniel Hendrickson, S.J.*

advisor

Preferred spelling (a variation from AP style).

alma mater

Lowercase; non-italics.

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.

The plural word alumni includes both men and women. Use alumnus for singular references to men and alumna for singular references to women. The plural alumnae refers to a group solely composed of women.

- > *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 0s to designate hour:

- > *9 a.m.; 10 p.m.*

and, &

And is preferred to an *ampersand*, and should not be used as an abbreviation for *and* in reference to Creighton schools/colleges, buildings 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 can be used in Web and electronic copy.

baccalaureate

Do not capitalize baccalaureate.

Bible, biblical

Capitalize Bible, but not biblical. Also capitalize New Testament, Old Testament, Gospel. Do not italicize.

Bible verses

Use the following form to punctuate Bible chapters and verses:

- > Proverbs 3:5–10 (note the use of a colon, en dash 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.

- > *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. Creighton competes in NCAA Division I athletics, BIG EAST Conference. Creighton fields 14 teams in eight sports: men's sports — baseball, basketball, cross country, golf, soccer, tennis; women's sports — basketball, crew, cross country, golf, soccer, softball, tennis, volleyball.

When referring to an athletic team, do not capitalize the type of sport.

- > *The men's basketball team practiced at the CenturyLink 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 our Board.*
- > *He has been on the boards of many corporations and nonprofits.*

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 on pages 16 and 17.

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 office's 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.

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. 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)*

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. In 2012, Catholic Health Initiatives accepted full sponsorship of CHI Health, bringing together 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, will be co-located, with outpatient and emergency services at 24th and Cuming streets (2016) and inpatient and trauma services on the Bergan Mercy campus (2017).

CHI Health Creighton University Medical Center (CUMC) on first reference; thereafter, CUMC is acceptable.

cities (U.S.)

For most cities, use the city name and then the state abbreviation (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 or Neb. after Omaha. Creighton audiences know where Omaha is located and the city has grown in national recognition by most other audiences as well.

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 was not prepared.*
- > *The law school sponsored the lecture.*

Avoid using acronyms such as CCAS, 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 (Established as University College in 1983)
Graduate School (1926)
School of Dentistry (1905)
School of Law (1904)
School of Medicine (1892)
School of Pharmacy and Health Professions (1905)

commencement

Capitalize commencement when in reference to a specific Creighton graduation ceremony. Otherwise commencement is always lowercase.

- > *She spoke at Creighton's 125th Commencement.*
- > *Where is Creighton's commencement held?*

compound words

Compound modifiers that precede a noun generally should be hyphenated, except the adverb *very* and adverbs that end 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 149, Human 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.*

Creighton University

Always use Creighton University on first reference and as often as is 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.

CU is acceptable on second reference in informal communications.

Creighton University Magazine

The magazine for alumni, friends and donors of Creighton University. Always use the full name. Always place in italics. *Creighton University 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 electronic newsletter for faculty, staff and students found at creightontoday.com.

cura personalis

Latin meaning “care for the [individual] person.” A hallmark of Ignatian spirituality and therefore of Jesuit education. Always place in italics and lowercase.

dates

Spell out months when used alone or with the year only: *October 1989*. 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 2003*. When referring to a month, day and year, place a comma between the day and year: *April 19, 2014*.

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 10, 2013, 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.

dollars and cents

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

- > *The book cost \$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 larger amounts:

- > *\$2.06, \$8.50*

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.

- > **Correct:** *Once upon a time ... and far away.*
- > **Incorrect:** *Once upon a time...and far away.*
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/about/endowedchair.

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 the University.

fundraising, fundraiser

One word in all cases.

GPA

Acceptable in all references for grade-point average.

health care

Use health care as two words.

Heider College of Business

As a named college, always refer to the business college as the Heider College of Business.

Ignatian

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

IHS

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

Internet

Always capitalize.

> *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. See *boilerplate* for other correct University language.

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.” Always lowercase.

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.

Mass

Always capitalize Mass when referring to the ceremony or service.

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.*

No. (use to indicate rank or position, especially in sports)

Instead of using number or #, use No. when indicating rank or position.

- > *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.

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.

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 numerals and spell out “percent”

- > *8 percent, 39 percent*

If used in tables/charts/graphs, the % symbol is acceptable.

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

persons

Substitute people or individuals.

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.*

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

Exception: Full titles and endowed professorships are capitalized:

- > *Clare Boothe Luce Faculty Chair for Women in Science*
- > *Associate Professor of Finance Mary Jones spoke at the symposium.*
- > *Professor of Exercise Science John Young offered fitness testing to faculty and staff.*

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*.

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.

- > *The Rev. John Smith, S.J., 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, archbishop, 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.*

room and room numbers

Capitalize if followed by a number or if part of a proper noun.

- > *Spillane Reading Room*
- > *Harper Center, Room 3023*

RSVP

Uppercase and no periods. Use this abbreviation with a telephone number or address and a deadline to request a response. Do not include “please” in front of RSVP. Please is redundant, because the abbreviation stands for the French *répondez s’il vous plait*, “please respond.”

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

St. Ignatius 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 capitalized.

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 2015*
- > *fall semester 2016*

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 S.J. set off by commas after the name on first reference:

- > *The Rev. John Smith, S.J., 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 in all uses.

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:

- > *402.280.1740*

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

- > *800.282.5835*

time element (also see dates)

Information for events should be written in this order: time, date, place. When possible, 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.*
- > *from noon to 1 p.m. (use "to" when the phrase includes "from")*
- > *noon-1 p.m.*

titles

Always capitalized when they occur before the name:

- > *University President the Rev. Daniel Hendrickson, S.J.*
- > *Dean Jane Smith*

They are never capitalized when occurring after the name or in no direct relation to a name:

- > *The Rev. Daniel Hendrickson, S.J., president of Creighton University*
- > *The vice provost position is open.*

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

underway

Spelled as one word.

University

University is capitalized when it refers to Creighton.

- > *Fr. Hendrickson 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/vice provost is lowercase and the division/area name is 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 second reference of divisions/administrative areas of the University, uppercase the division/area name.

- > *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 bitly.com/cu-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.

In most instances, it is no longer necessary to include `http://` or `www.` in web addresses:

- > *creighton.edu, cnn.com, omaha.com, jsmith@creighton.edu*

However, be sure to check the address links without the prefix. Some Web addresses are secure and require `https://`.

If an Internet/Web address or email address falls at the end of a sentence, 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*.

Web, website

Uppercase the word Web; lowercase related words such as website, webpage.

X-ray

Capitalize the “X” on X-ray in all uses.

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 2009 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*

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*.

Campus Buildings

Full Name of Building

Ahmanson Law Center
CHI Health Creighton University Medical Center
Charles and Winifred Becker Hall
Beirne Research Tower
Bio-Information Center
Dr. Harry H. and Maude Boyne School of Dental Science
Boys Town National Research Hospital
Mary Rogers Brandeis Hall
Eugene C. Eppley Building
Campion House
The Cardiac Center of Creighton University
Center for Health Policy and Ethics
Championship Center
Charles and Mary Heider Hall
Dr. C.C. and Mabel L. Criss Health Sciences Building
Davis Square
Dowling Hall
Fr. Francis Deglman, S.J., Student Residence Hall
Edward D. Murphy Building
Fr. Henry Linn, S.J., Building
Fr. Joseph Labaj, S.J., Building
Fr. Richard D. McGloin, S.J., Student Residence Hall
Frank T. Jelinek, S.J., Building
Gallagher Student Residence Hall
Kitty Gaughan Pavilion
Mike and Josie Harper Center
Hitchcock Communication Arts Building
Hixson-Lied Science Building
Ignatius House Jesuit Residence
Walter R. Jahn Building

Second and Internal Reference

Ahmanson Law Center
CUMC
Becker Hall
Beirne Tower
BIC
Boyne Building
Boys Town National Research Hospital
Brandeis Hall
Eppley Building
Campion House
Cardiac Center
Center for Health Policy and Ethics
Championship Center
Heider Hall
Criss I or Criss Science (for Criss II and III)
Davis Square
Dowling Hall
Deglman Hall
Murphy Building
Linn Building
Labaj Building
McGloin Hall
Jelinek Building
Gallagher Hall
Gaughan Pavilion
Harper Center
Hitchcock Building
Hixson-Lied Building
Ignatius House
Jahn Building

continued on next page

Campus Buildings

Full Name of Building

Judge Elizabeth D. Pittman Building
Kenefick Student Residence Hall
Kiewit Student Residence Hall
Kiewit Physical Fitness Center
Lied Education Center for the Arts
Markoe Hall
Michael G. Morrison, S.J., Soccer Stadium
Observatory
Opus Hall
ENS John J. Parle – ROTC Building
Rasmussen Fitness and Sports Center
Rev. Carl M. Reinert, S.J., Alumni Memorial Library
Rigge Science Building
Schneider Hall
St. John's Church
Sports Complex
Susan Tracy Stuppy Greenhouse
V.J. and Angela Skutt Student Center
W. Clarke Swanson Student Residence Hall
Joseph J. Vinardi Athletic Center
Wareham Building
Wayne and Eileen Ryan Athletic Center/D.J. Sokol Arena

Second and Internal Reference

Pittman Building
Kenefick Hall
Kiewit Hall
Kiewit Fitness Center
Lied Center
Markoe Hall
Morrison Stadium
Observatory
Opus Hall
ROTC Building
Rasmussen Center
Reinert-Alumni Library
Rigge Science
Schneider Hall
St. John's Church
Sports Complex
Stuppy Greenhouse
Skutt Student Center
Swanson Hall
Vinardi Center or Old Gymnasium
Wareham Building
Ryan Athletic Center/D.J. Sokol Arena