

Editorial Style Guide Millersville University of Pennsylvania

To achieve a consistent and high quality standard of writing, the Office of University Communications and Marketing (UC&M) developed an editorial style guide for faculty, staff and students at Millersville University. This guide addresses style issues specific to Millersville including the official names of campus buildings/locations, lecture titles and more. UC&M recommends following the Associated Press Stylebook as a secondary reference source for writing. For questions, or to make a suggestion, contact Patricia Coulson, assistant director of communications, at 871-5826 or Pat.Coulson@millersville.edu.

Helpful Links

- About Millersville University: millersville.edu/about/index.php
- MU fast facts: millersville.edu/about/fastfacts.php
- Campus map: millersville.edu/directions/index.php

Millersville University: Divisions, Schools and Programs

Divisions

- Academic Affairs (millersville.edu/provost/)
- Finance and Administration (millersville.edu/finadmin/)
- Information Resources (millersville.edu/infotech/)
- Student Affairs (millersville.edu/studentaffairs/)
- University Advancement

Schools and Departments

- School of Education (millersville.edu/education/)
 - Applied Engineering, Safety & Technology
 - Educational Foundations
 - Elementary & Early Childhood Education
 - Psychology
 - Special Education
 - Wellness and Sport Sciences
- School of Humanities and Social Sciences (millersville.edu/~deanhmss)
 - Accounting & Finance
 - Art & Design
 - Communication & Theatre
 - Economics
 - English
 - Foreign Languages

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- Geography
- Government & Political Affairs
- History
- Management & Marketing
- Music
- Philosophy
- Social Work
- Sociology/Anthropology

- School of Science & Mathematics (millersville.edu/scienceandmath/)
 - Biology
 - Chemistry
 - Computer Science
 - Earth Sciences
 - Mathematics
 - Nursing
 - Physics

Colleges and Other Programs

- Civic & Community Engagement & Research Project (millersville.edu/ccerp/)
- College of Graduate & Professional Studies (millersville.edu/gps/)
 - Corporate University (corpu.millersville.edu/)
 - Nonprofit Resource Network (www.nonprofitresourcenetwork.org/)
- Global Education & Partnerships (millersville.edu/globaled/)
- Honors College (millersville.edu/~honors)
- Lancaster Partnership Program (millersville.edu/~lpp/)
- Migrant Education (millersville.edu/migrated/)

For a complete list of academic degrees offered:
millersville.edu/currentstudents/academics.php.

For more information, check out Millersville University's organizational charts:
millersville.edu/about/pdfs/AllCampusOrg.pdf.

Millersville University of Pennsylvania

- When writing for a **formal or outside audience** (e.g., news release) use the full name, "Millersville University of Pennsylvania," on first reference. Subsequent references may be "Millersville University" or simply "Millersville" if the meaning is clearly understood to be the institution, not the town.
- If using "University" to refer to Millersville University, capitalize University.
- When writing for **internal publications**, there is no need to write "Millersville University of Pennsylvania."

Academic Degrees

See Degree

- For bachelor's and master's degree, lower case and use an apostrophe.
Examples: She has a bachelor's degree in English. He has his master's degree in biology. She is taking a master's level course.
- There is no possessive in Bachelor of Arts, Master of Science or associate degree.
- Use caps for proper names of degrees.
Example: The student was awarded a Master of Education degree in special education.
- Use such abbreviations as A.A., B.A., B.S., M.A., M.Ed. and Ph.D. only when the need to identify many individuals by degree on first reference would make the preferred form cumbersome. Use these abbreviations only after a full name – never after just a last name, and set off by commas.

Academic Departments

See Department

- When “department” comes *first*, capitalize.
Example: Department of History.
- When “department” *follows*, do not capitalize, except for words that are proper nouns or adjectives.
Examples: history department; English department.
- At Millersville University, academic units are called departments.

Academic Sessions

- Do not capitalize; write sessions as follows:
 - spring semester
 - summer session
 - fall semester
 - winter session

Academic and Administrative Titles

- Capitalize and spell out formal titles such as chancellor, chairman, dean, etc., when they precede a name. Lowercase elsewhere.
Examples: Chairman Richard Smith will conduct the meeting. Richard Smith, chairman, will conduct the meeting.
- Instructor in (not *of*).
- Professor of (not *in*).
- Research associate in (not *of*).

Acronyms

- Spell out full name on first reference and place the acronym in parentheses only if the full name will be referenced again.
Example: Office of University Communication and Marketing (UC&M).

Acting/Interim

- When an individual is still in a position and assuming another title, “acting” is used.
- When no one else is in the position, the term “interim” is used.
- Always lowercase, but capitalize any formal title that may follow before a name.
Example: acting Mayor Peter Barry.

Addresses

- Use the abbreviations *Ave.*, *Blvd.* and *St.* only with a numbered address.
Example: 207 N. George St.
- Spell out and capitalize when the address is part of a formal street name without a number.
Example: Pennsylvania Avenue.
- Lowercase and spell out when used alone or with more than one street name.
Example: Massachusetts and Pennsylvania avenues.
- All similar words (alley, drive, road, terrace, etc.) are always spelled out. Capitalize them when part of a formal name without a number; lowercase when used alone or with two or more names.
- Always use figures for an address number.
Example: 207 N. George St.
- Use periods in the abbreviation P.O. for box numbers.
Example: P.O. Box 1002

Advisor

- Use *advisor* not adviser; however, both references are acceptable.

Affect/Effect

See *Effect/Affect*

- Affect, as a verb, means to influence.
Example: The game will affect the standings.
- Avoid affect as a noun.
- Effect, as a verb, means to cause.
Example: He will effect many changes in the company.
- Effect, as a noun, means result.
Example: He miscalculated the effect of his actions. It was a law of little effect.

Ages

- Always use figures for people and animals.
- Use hyphens for ages expressed as adjectives before a noun or as substitutes for a noun.
Examples: A 5-year-old boy; the boy is 5 years old. The boy, 7, has a sister, 10. The woman is in her 30s (no apostrophe).

Alumnus

- Alumnus, alumni, alumna, alumnae.
- Use alumnus (alumni in the plural) when referring to a male or when the gender is unknown.
- Use alumna (alumnae in the plural) for similar references to a female.
- Use alumni when referring to a group of men and women.

Buildings/Locations

The following is a list of buildings/other locations on and “off” campus. Major rooms are included under the building in which they reside.

Adams House	Byerly Hall
Allegheny House	Cambria House (Ann Street House)
The Anchor	The Campus Grill
Armstrong Auditorium	Caputo Hall
Armstrong House	Armstrong Auditorium
Dr. James P. and Tasia K. Argires	Cyber Cafe
Science Complex	Carpenter-Trout Athletic Training
Brossman Hall	Center
Caputo Hall	Chester House
Nichols House	Chryst Field
Roddy Hall	Chryst Hall
The Atrium (The Ware Center)	Club de 'Ville
Audobon Room	Columbia House
Bard Hall	The Cove
Bassler Hall	Cumberland House
Bedford House	Cyber Cafe
Berks House	Dauphin House
Biemesderfer Center	Delaware House
Sherts Boardroom	Diehm Hall
Biemesderfer Stadium	Dilworth Building
Binns Room (The Ware Center)	Dixon University Center (Harrisburg)
Bishop Service Building	Duncan Alumni House
Blair House	Dutcher Hall
Bolger Conference Center	Rafters Theatre
Boyer Building	Ford Atrium
Breidenstine Hall	Franklin House
Swift Gallery	Fulton House
Sykes Gallery	Gaige Hall
Brooks Hall	The Galley
Brooks Field	Ganser Grind
Brooks Tennis Courts	Helen A. Ganser Library
Brookwood Court Apartments	Ganser Grind
Brossman Hall	Gerhart Hall
Bucks House	Gilbert Hall
Burrowes Hall	Gordinier Hall

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Bolger Conference Center
 Lehr Room
 Audobon Room
 Matisse Room
 Old Main Room
 Kline Room
 University Room
The Anchor
The Campus Grill
The Upper Deck
Grand Salon (The Ware Center)
Harbold Hall
Hash Building
Healthy Living Apartments
Hobbs Hall
Hull Hall
Huntingdon House
Jefferson Hall
Juniata House
Kline Room
Lancaster House
Lebanon House
Lehr Room
Lenhardt Hall
Luzerne Building
Lyle Hall
 The Cove
 North Side Bistro
Lyte Auditorium/ Alumni Hall
Lyet Lobby (The Ware Center)
Marauder Court (SMC)
Marauder Park (baseball field)
Matisse Room
Marine Science Consortium (Virginia)
McCullough Communications Complex
 Hash Building
 Bassler Hall
McComsey Hall
 Myers Auditorium
 Ford Atrium
McComsey Tennis Courts
Mercer House
Mifflin House
Montgomery House
Montour House
Myers Auditorium
Newman House
Nichols House
Northampton House
Northumberland House
North Side Bistro
Old Main
Osburn Hall
Palmer Building
Perry House
Philadelphia House
Pike House
Potter House
Pucillo Athletic Field #1 and #2
Pucillo Gymnasium
Rafters Theatre
Regitz Gallery (The Ware Center)
Reighard Hall
The Robert L. Slabinski Clock Tower
and Atrium
Roddy Hall
Ropes Course
Schuylkill House
Shenks Hall
Sherts Boardroom
Softball Field
Somerset House
Stayer Hall
 Stayer Multipurpose Room
Stayer Tennis Courts
Steinman Hall (The Ware Center)
Student Memorial Center (SMC)
 Club de 'Ville
 The Galley
 Marauder Court
 Reighard Multipurpose Room
 The Robert L. Slabinski Clock
 Tower and Atrium
 SMC Promenade
Susquehanna House
Swift Gallery
Sykes Gallery
Tanger House
The Pond
The Quad
University Room
The Upper Deck

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The Ware Center, Millersville
University Lancaster
The Atrium
Binns Room
Lyet Lobby
Grand Salon
Regitz Gallery

Steinman Hall
Washington House
Wickersham Hall
Witmer Building (Health Services)
York House

For directions, to view the campus map or for more information on the buildings, visit:
millersville.edu/directions/index.php.

Cancel

- Use one “l” for cancel, canceled and canceling; use two for cancellation.

Capitalization

- Avoid unnecessary capitals.
- Use a capital letter for proper nouns and proper names.
- Lowercase common nouns when they stand alone in subsequent references and in plural uses.

Example: The Susquehanna River is flowing rapidly. The river continues to amaze me.

Catalog

- *Catalog* not catalogue.

Centers

- **Center for Academic Excellence**
 - Website: millersville.edu/cae/.
- **Center for Disaster Research & Education (CDRE)**
 - Includes the following components:
 - Environment Hazards and Emergency Management
 - Master of Science in Emergency Management
- **Center for Economic Education**
 - Website: millersville.edu/economics/cee.php.
- **Center for Environmental Sciences**
 - Website: millersville.edu/ces/.
- **Center for Pennsylvania German Studies**
 - Website: millersville.edu/forlang/germanstudies.php.
- **Center for Public Impact**
 - Website: millersville.edu/ccerp/cpi/index.php.
- **Center for Public Scholarship**
 - Includes the Polling & Research Office.
 - Website: millersville.edu/ccerp/cps/index.php.
- **Center for Student Involvement and Leadership**
 - Formally known as Student Programs.
 - Website: millersville.edu/sprogram/.

Chairman/Chairwoman

- Chair acceptable as reference to chairman/chairwoman.

Civic & Community Engagement & Research Project (CCERP)

- Includes the following components:
 - Center for Public Impact
 - Center for Public Scholarship
 - Polling & Research Office
 - Entrepreneurial Leadership Center
 - Office for Experiential Learning and Career Management
 - Robert and Sue Walker Center for Civic Responsibility & Leadership
 - Policy Research Shop

Comma (,)

- Use commas to separate elements in a series, but do not put a comma before the conjunction in a simple series.
Example: The flag is red, white and blue. He would nominate Tom, Dick or Harry.

Commencement

- Millersville University holds three commencement ceremonies:
 - One commencement ceremony in December (undergraduate only).
 - Two commencement ceremonies in May (graduate and undergraduate).

Composition Titles

- Capitalize the following: Newspapers, computer game titles, movie titles, opera titles, play titles, poem titles, album and song titles, radio and television program titles and works of art.
- Italicize book titles, journal titles.
- Use quotation marks around lecture, speech and song titles, journal articles and books that are primarily catalogs, which include almanacs, directories, dictionaries, encyclopedias, gazetteers, handbooks and similar publications.
- Capitalize the principal words including prepositions and conjunctions of four or more letters.
- Capitalize an article—*the, a, an*—or words of fewer than four letters if it is the first or last word in the title.
- Translate a foreign title into English unless a work is known to the American public by its foreign name.

Example: Rousseau's *War*, not Rousseau's *La Guerre*

Corporate University (CorpU)

- Website: millersville.edu/gps/corpu/index.php.

Council of Trustees (COT)

- The trustees are responsible for making recommendations to the chancellor for the appointment and dismissal of the president and to approve the University budget, new academic programs, contracts and fees other than tuition.
- Website: millersville.edu/about/trustees.php.

Course Titles

- For official course titles, capitalize the principal words and use quotation marks.
Example: Students enrolled in the “Civil War and Reconstruction” course traveled to Gettysburg to experience the Civil War first-hand. In the “Advanced Reporting” course, students learn the history of journalism.

Courtesy Titles

- Refer to both men and women by first and last name, without courtesy titles, on first reference.
Example: *Susan Brown* or *Robert Brown*.
- Refer to both men and women by last name, without courtesy titles, in subsequent references.
- When it is necessary to distinguish between two people who use the same last name, as in married couples or brothers and sisters, use the first and last name on all references.
- Use *Mr.*, *Miss*, *Ms.* or *Mrs.* only in direct quotations or in special situations, such as mailings and name tags.
- When a woman specifically requests it, for example, where a woman prefers to be known as *Mrs. Susan Brown* or *Ms. Susan Brown*.
- In cases where a person’s gender is not clear from the first name or from the story’s context, indicate the gender by using *he* or *she* in subsequent references.

Dates

- Use month followed by day: October 10.
- Do *not* use European style: 10 October (day, month).
- Do *not* use comma between month and year.
Example: In December 2007, he graduated.

Degree

- For *internal* publications, such as the Exchange Newsletter and the Review Magazine: When referencing someone who has graduated from Millersville, write as follows: John Foster ’78 (apostrophe followed by year of degree).
- If the individual also received their master’s degree from Millersville, write as follows: John Foster ’78, ’82M (separate bachelor’s and master’s degrees with a comma; apostrophe followed by year of master’s degree followed by an “M”).
- Do *not* use this format for news releases or external publications, with the exception of the Exchange Newsletter and the Review Magazine (*See Academic Degree*).

Department

See *Academic Departments*

- When “department” comes *first*, capitalize.
Example: Department of History
- When “department” *follows*, do not capitalize, except for words that are proper nouns or adjectives.
Examples: history department, English department
- At Millersville University, academic units are called departments.

Doctor

- In first reference, use Dr. as a title when someone has earned a Ph.D. In second and subsequent references, use last name only.

Dixon University Center

- Website: www.dixonuniversitycenter.org/learning/millersville.asp.

Dutcher Hall

- Used for University Theatre performances, classes and similar projects.
- Includes Rafters Theatre.

Effect/Affect

See *Affect/Effect*

- Affect, as a verb, means to influence.
Example: The game will affect the standings.
- Avoid affect as a noun.
- Effect, as a verb, means to cause.
Example: He will effect many changes in the company.
- Effect, as a noun, means result.
Example: He miscalculated the effect of his actions. It was a law of little effect.

e.g. and i.e.

See *i.e and e.g.*

- Use e.g. when designating *for example*.
- Use i.e. when designating *such as*.

Email

- One word, not e-mail. Use lowercase.

Emeritus

- Added to formal titles to denote individuals who have been awarded emeritus status by the Council of Trustees.
- When used, place emeritus after the formal title, in keeping with the general practice of academic institutions.
Example: Professor Emeritus Samuel Eliot Morison.

OR: Samuel Eliot Morison, professor emeritus of economics.

- Plural: emeriti.
- Male/Female: emeritus (male); emerita (female).

Entrepreneurial Leadership Center

- Website: millersville.edu/ccerp/elc/index.php.

Facebook

- One word, always capitalize.
- Official Millersville University Facebook pages:
 - **Millersville University:** www.facebook.com/millersville.university.
 - **Alumni:** www.facebook.com/pages/Official-Millersville-University-Alumni-Page/63989775597.
 - **Admissions:** www.facebook.com/pages/Millersville-University-Admissions/143248305879.
 - **Athletics:** www.facebook.com/MillersvilleAthletics?ref=ts.

Figure

- The symbol for a number.
Example: The figure 5.

Freshman, freshmen

- Freshman (noun): A student in the first year of college.
Example: Shelly is a freshman at Millersville University.
- Freshmen (noun plural).
Example: Patricia and Patrick are freshmen at Millersville; the incoming freshmen class bonded during orientation.
- Freshman (adjective), always singular.
Example: Megan took an interesting freshman seminar course on ethnic studies at Millersville University.

Gardens

- **Aggie's Garden** – Named for Agnes Schober, a secretary of the Department of Earth Science for 38 years until her retirement in 2005. Located near the Nichols House, across from Caputo Hall.
- **Desert Garden** – Located in the courtyard between Roddy and Caputo Halls, just outside the glass wall of the lecture hall in Caputo 210.
- **Diana Lin Durand Spirit Garden** – Named for Diana Lin Denenberg Durand '67; created by Dr. Dennis Denenberg, professor emeritus of education. Located outside Stayer Hall.
- **Doug Herr Garden** – A memorial to the late Doug Herr, grounds supervisor from 1989 to 2003. Located across the street from the parking lot at Pucillo Gymnasium.
- **Dr. Syd Radinovsky Butterfly Garden** – Named for Dr. Syd Radinovsky, faculty in the biology department from 1964 until his retirement in 1998. Located in the Steinman Courtyard of the Argires Science Complex.

- **Linda Caputo Garden** – Named for Linda Caputo, former Millersville University first lady, who was actively involved around campus and the community. Located at Wickersham Green, behind Lyle Hall.
- **Kathryn J. Albright Garden** – A memorial to the late Kathryn J. Albright, administrative manager, School of Science and Mathematics. Located in the Steinman Courtyard of the Argires Science Complex.
- **Ruthie’s Place**– Named for Ruth Baker, an elementary school teacher and long-time supporter of higher education. Located just around the bend from the Argires Science Complex between the Nichols House and Brossman Hall, next to the Lancaster House.
- **Sarah Vanderslice Garden** – Named for Sarah N. Vanderslice, member of the board of directors for Student Services, Inc., and former chairperson of the council of trustees. Located behind Reighard Hall and the Healthy Living Apartments.

Google

- Always capitalize.

Governance and Policies

- Website: millersville.edu/about/administration/policies/index.php.

GPA

- Grade-point average.
- Do *not* use punctuation (GPA – correct; G.P.A. – incorrect).

Graduate courses

- Use graduate courses, not postgraduate courses.

Graduate-level

- Hyphenate only when used as a compound adjective.
Example: He is an excellent candidate for graduate-level courses.

Homecoming

- The parade that is held during Millersville University’s homecoming should be referred to as the Millersville Community Parade.

Honorary Alumnus, Honorary Degree

- Honorary alumnus is an award given by the Millersville University Alumni Association. Spell out award when using with a name.
- Honorary degree is given by Millersville University. Write as follows: John Smith ’08H (year of degree followed by H).
- All references to honorary degrees should specify that the degree was honorary.

Hyphens

- Use the hyphen to avoid ambiguity.
Example: The professor spoke to small-business owners.

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- Use hyphen when compound modifiers (two or more words that express a single concept) precedes a noun.
Example: She secured a full-time job.
- Many combinations that are hyphenated before a noun are not hyphenated when they occur after a noun.
Example: She works full time.
- Retain the hyphen after a form of the verb *to be*.
Example: She is quick-witted. The movie was second-rate.
- The following words do not require a hyphen: nontraditional, fundraising, fundraiser, nonprofit, interdisciplinary, multipurpose.

i.e. and e.g.

See *e.g.* and *i.e.*

- Use *i.e.* when designating *such as*.
- Use *e.g.* when designating *for example*.

Internet

- Capitalize on all references.

It's, its

- It's is a contraction for *it is* or *it has*.
Examples: It's up to you. It's been a long time.
- Its is the possessive form of the neuter pronoun.
Example: The company lost its assets.

Latin Honors

- Lowercase, no italics.
 - cum laude – with distinction
 - magna cum laude – with great distinction
 - summa cum laude – with highest distinction

Lectures

Named lectures and lecture series at Millersville University include:

- Anna Funk Lockey Lecture
- Brossman Science Lecture
- Carter G. Woodson Lecture
- Conrad Nelson Lecture
- Frederick Douglass Celebration of Black Culture
- Glenna A. Hazeltine Women in Science & Mathematics Conference
- Harriet W. Kenderdine Lecture
- Hazel I. Jackson Lecture
- Holocaust Conference
 - Keynote speech is the Aristides De Sousa Mendes Lecture
- Robert A. Christie Lecture in Economics
- Robert A. Christie Lecture in Business

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- Lecture alternates every year between business and economics
- Rosario Caminero Latino Celebration

Marauders

- Both male and female sports teams are designated as Marauders.
 - Millersville University usage no longer includes Lady Marauders.
- Always plural unless referring to singular mascot (see Mascot entry).

Marine Science Consortium

- Millersville University is a charter member of the Marine Science Consortium at Wallops Island, Va.
- Website: msconsortium.org/.

Mascot

- The Millersville Marauder, a land-bound pirate, and Skully, the Marauder's parrot side-kick, are the University's official mascots.

Months

- Capitalize the names of months in all uses.
- When a month is used with a specific date, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov. and Dec.
- Spell out when using alone, or with a year alone.
Examples: July 18; Dec. 12; December 1997.

More than

See over

- More than is preferred with numerals.
Example: The students raised more than \$3,000 for charity.
- Over generally refers to spatial relationships.
Example: The plane flew over the city.

Multipurpose

- One word, no hyphen.
- Capitalize when used as a formal name of a specific location.
Examples: Reighard Multipurpose Room; Stayer Hall Multipurpose Room.

Name References

See Courtesy Titles

- Use last name only on second reference.
- When referencing people with degrees, use Dr. Jim Jones on first reference; use Jones on subsequent references.
- Do not use Mr. or Mrs. except as listed under "Courtesy Titles."

Nonprofit Resource Network (NRN)

- Website: www.nonprofitresourcenetwork.org/.

Numerals

- A numeral is a figure, letter, word or group of words expressing a number.
- Spell out the numbers one through nine; use figures for numerals 10 and over.
Example: Out of 27 students, only three did not attend the study session.
- If the number is at the beginning of a sentence, write it out using words.
- Use a hyphen to connect a word ending in y to another word
Example: thirty-one, twenty-seven.
- When referring to era, use an apostrophe only to replace missing numerals.
Example: '40s, '50s, 1950s.
- Percent: Preference is to spell out in text.
Example: The study shows that 50 percent of the population eats chocolate.

Online

- One word, lowercase.

Office

- Non-academic offices: When “office” comes first, capitalize.
Example: Office of Admissions, Office of Community Affairs.
- When “office” follows, do not capitalize.
Example: admissions office, community affairs office.

Office for Experiential Learning and Career Management

- Includes the following components: Internships, career services and Volunteer Central.
- Website: millersville.edu/ccerp/oelcm/index.php.

Over

See More Than

- Over generally refers to spatial relationships.
Example: The plane flew over the city.
- More than is preferred with numerals.
Example: The students raised more than \$3,000 for charity.

Pennsylvania

- PA is a post office designation; capitalize both letters for mailings.
- In prose, write Pa.
Example: She is traveling from Lancaster, Pa., to Hartford, Conn., to receive an award.

Pennsylvania State System of Higher Education

- Spell out on first reference; PASSHE is acceptable abbreviation on subsequent references.
- PASSHE designation: “A member of the Pennsylvania State System of Higher Education.”

- Materials produced by Millersville University that go to the general public (i.e. videos, CDs, etc.) should include the PASSHE designation.
- Website: www.passhe.edu/.

Policy Research Shop

- An initiative of the Robert and Sue Walker Center for Civic Responsibility and Leadership.
- Website: millersville.edu/ccerp/walker-center/policy-research-shop/index.php.

Polling & Research Office

- A component of the Center for Public Scholarship.
- Website: millersville.edu/ccerp/cps/polling-research/index.php.

Quotation Marks and Punctuation

- Periods always go inside quotation marks.
- Commas always go inside quotation marks.
- Quotes within quotes: Alternate between double quotation marks and single marks.
- Semicolons are placed outside quotation marks.
- Colons go outside quotation marks unless they are part of the quotation.

QPA

- Quality-point average.
- Do *not* use punctuation (QPA – correct; Q.P.A. – incorrect).

Residence Halls

- Referred to as residence halls, not dormitories.
- On campus residence halls include Bard Hall, Borrowes Hall, Diehm Hall, Gaige Hall, Gilbert Hall, Harbold Hall, Hobbs Hall, Hull Hall and Lenhardt Hall.
- Theme areas include First Year Experience, Honors College, International and Service Learning and Leadership.
- Housing options adjacent to the University include Shenks Hall, Reighard Hall, Healthy Living Apartments and Brookwood Court Apartments (*see Student Lodging, Inc. entry*).

Spacing

- One space (not two) between sentences.

State Names

- Spell out the names of the 50 U.S. states when they stand alone in textual material. Any state name may be condensed; however, to fit typographical requirements for tabular material.
- The names of eight states are never abbreviated in datelines or text: *Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah*.

- Following are the state abbreviations. ZIP code abbreviations used in mailings are in parentheses:

Ala. (AL)	Md. (MD)	N.D. (ND)
Ariz. (AZ)	Mass. (MA)	Okla. (OK)
Ark. (AR)	Mich. (MI)	Ore. (OR)
Calif. (CA)	Minn. (MN)	Pa. (PA)
Colo. (CO)	Miss. (MS)	R.I. (RI)
Conn. (CT)	Mo. (MO)	S.C. (SC)
Del. (DE)	Mont. (MT)	S.D. (SD)
Fla. (FL)	Neb. (NE)	Tenn. (TN)
Ga. (GA)	Nev. (NV)	Vt. (VT)
Ill. (IL)	N.H. (NH)	Va. (VA)
Ind. (IN)	N.J. (NJ)	Wash. (WA)
Kan. (KS)	N.M. (NM)	W. Va. (WV)
Ky. (KY)	N.Y. (NY)	Wis. (WI)
La. (LA)	N.C. (NC)	Wyo. (WY)

- Punctuation: Place one comma between the city and the state name and another comma after the state name, unless ending a sentence or indicating a dateline.

Student Lodging, Inc.

- A private, non-stock, nonprofit corporation which manages alternative housing opportunities located adjacent to Millersville’s campus including Brookwood Court Apartments, Healthy Living Apartments, Reighard Hall and Shenks Hall.
- Website: www.studentlodginginc.com/.

Student Memorial Center

- The Student Memorial Center (SMC, pronounced “Smack”) is the main center for student activities on campus.
- The Student Memorial Center Promenade is the “official” name for the area between the Student Memorial Center and Gordinier Hall.
- Services located inside the SMC include meeting rooms, dining facilities, the University Store, textbook room, fitness center, ticket office, copy shop, technical operations and a banking center, which provides student organization banking. There is also a credit union (PSECU).

Student Services, Inc. (SSI)

- A private, non-stock, nonprofit corporation that was established to provide services to students not readily available through Millersville University and/or the State System of Higher Education.
- Services include the Student Memorial Center building, which SSI operates out of; the University Store, banking center, textbook room, fitness center, copy shop, ticket office and technical sales.

Swans

See The Pond

- Miller and S’Ville, male and female swans, are Millersville University’s unofficial mascots.
- Miller and S’Ville reside in The Pond, which is also known as “The Lake” and/or “Swan Pond.”
- Swans have been present on campus since 1966. They were first named Fred and Ethel, voted by the students in 1978, until they became Miller and S’Ville in 1987.

Telephone Numbers

- Use figures and hyphens, not periods.
- Do not use parentheses with area code.
Example: 800-111-1000 (form to follow for any number).
- If extension numbers are used, use a comma to separate the main number from the extension, and use *ext.*
Example: 800-111-1000, ext. 1000.

That/Which

See Which/That

- Use *that* and *which* in referring to an inanimate object/animals without a name.
- Use *that* for essential clauses important to meaning of the sentence, and without commas.
Example: I can’t remember the day that we met.
- Use *which* for nonessential clauses, where the pronoun is necessary, and use commas.
Example: The library, which is open to the public, has thousands of books.
TIP: If you can drop the clause and not lose the meaning of the sentence, use *which*; otherwise, use *that*.

The Pond

See Swans

- Scenic destination on campus.
- Also known as “The Lake” and/or “Swan Pond.”
- Home to Millersville University’s unofficial mascots, Miller and S’Ville, male and female swans.
- Swans have been present on campus since 1966. They were first named Fred and Ethel, voted by the students in 1978, until they became Miller and S’Ville in 1987.

The Quad

- Used to refer to the grassy area surrounded by Borrows, Diehm, Hull and Lenhardt residence halls.
- Commonly used for student activities, etc.

Theater

- Use this spelling (theater) unless the proper name is Theatre.
Example: Department of Communication & Theatre; Rafters Theatre.
- Do not capitalize *theater* or spell as *theatre* unless referring to a proper name.

Their/There/They're

- *Their* is a possessive pronoun.
Example: They went to their house.
- *There* is an adverb indicating direction.
Example: We went there for dinner.
- There is also used with the force of a pronoun for impersonal constructions in which the real subject follows the verb.
Example: There is no food on the table.
- *They're* is a contraction for they are.
Example: They're going on vacation next week.

Time

- Use figures except for noon and midnight.
- Use a colon to separate hours from minutes.
Examples: 8 a.m., 1 p.m., 3:30 p.m., 9-11 a.m., 9 a.m. to 5 p.m.

Titles

- Capitalize formal titles when they are used immediately before an individual(s) name.
Examples: President McNairy; Vice President Gerald C. Eckert.
- Context determines use of formal title or degree.
- Lowercase and spell out titles when they are not used with an individual's name or in constructions that set them off from a name by commas.
Example: The president issued a statement; Dr. Francine G. McNairy, president of Millersville University, spoke at commencement.

NOTE: Capitalize only when referring to the President of the United States.

T-shirt

- Not tee shirt or t shirt.

United States/U.S./USA

- The abbreviation U.S., set off by periods, is acceptable as a noun or adjective for United States.
- No periods in the abbreviated form for United States of America, USA.

URL

- Use millersville.edu/ for Millersville University.
- Include punctuation after a URL.
- When the URL does not fit entirely on one line, break it into two or more lines without adding a hyphen or another punctuation mark.

Walker Center for Civic Responsibility and Leadership

- Includes the Policy Research Shop.
- Website: millersville.edu/ccerp/walker-center/index.php.

The Ware Center, Millersville University Lancaster

- Millersville University's downtown Lancaster campus, located at 42 N. Prince St.
- Use The Ware Center, Millersville University Lancaster on first reference; use The Ware Center on second and subsequent references.
- Website: millersville.edu/lancaster/index.php.

Website

- Use as one word – website.
- Do not capitalize.

Which/That

See That/Which

- Use *that* and *which* in referring to an inanimate object/animals without a name.
- Use *that* for essential clauses important to meaning of the sentence, and without commas.
Example: I can't remember the day that we met.
- Use *which* for nonessential clauses, where the pronoun is necessary, and use commas.
Example: The library, which is open to the public, has thousands of books.
TIP: If you can drop the clause and not lose the meaning of the sentence, use *which*; otherwise, use *that*.

Who/Whom

- Use *who* and *whom* when referring to people.
- *Who* is used when someone is the subject of a sentence, clause or phrase.
Example: Professor Smith, who is known for her expertise, delivered a speech at the convention.
- *Whom* is used as the object of a verb or preposition.
Example: Whom do you wish to speak to? To whom was the package addressed?

YouTube

- One word; capitalize both the “Y” and “T.”
- Millersville's YouTube website: www.youtube.com/millersvilleu.