Millersville University Editorial Style Guide

University Marketing & Communications

Director of Communications: Janet Kacskos

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Millersville University Editorial Style Guide

To achieve a consistent and high quality standard of writing, the Office of University Communications 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. The Office of University Communications recommends following the Associated Press Stylebook as a secondary reference source for writing. For questions, please contact Katelynn Hartman, assistant director of communications at Katelynn.Hartman@millersville.edu.

Helpful Links
- About Millersville University: millersville.edu/about/index.php
- MU fast facts: millersville.edu/about/fastfacts.php

Millersville University: Divisions, Colleges and Programs

Divisions
- Academic Affairs (millersville.edu/provost)
- Finance and Administration (millersville.edu/finadmin)
- Information Technology (millersville.edu/infotech/)
- Student Affairs and Enrollment Management (millersville.edu/studentaffairs/)
- University Advancement (millersville.edu/advancement)

Colleges and Departments

College of Education and Human Services (millersville.edu/education/)
- educational foundations
- elementary & early childhood education
- psychology
- social work
- School of Social Work
- special education
- wellness and sport sciences

College of Arts, Humanities and Social Sciences (millersville.edu/hss)
- accounting & finance
- art & design

- communication & theatre
- economics
- English
- foreign languages
- government & political affairs
- history
- management & marketing
- music
- philosophy
- sociology/anthropology

College of Science and Technology (millersville.edu/scienceandmath/)
- applied engineering, safety & technology (AEST)
- biology
- chemistry
- computer science
- earth sciences
- geography
- mathematics
- nursing
- physics

Programs

- Civic & Community Engagement & Research Project (millersville.edu/ccerp/)
- College of Graduate Studies and Adult Learning (millersville.edu/gps/)
  - Corporate University (corpu.millersville.edu/)
  - Nonprofit Resource Network (www.nonprofitresourcenetwork.org/)
- Exploratory Program (millersville.edu/undprgm/)
- Global Education & Partnerships (millersville.edu/globaled/)
- International Studies Program (millersville.edu/internationalstudies/)
- Lakota Immersion Program (millersville.edu/lakotas/)
- Honors College (millersville.edu/~honors)
- Lancaster Partnership Program (millersville.edu/~lpp/)
- Migrant Education (millersville.edu/migranted/)
- Millersville Mentoring Alliance Program (millersville.edu/mmap/)

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

For more information, check out Millersville University's organizational charts:
https://getinvolved.millersville.edu/organizations

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.

    Note: Include "degree" after bachelor's or master's when writing for an outside audience (e.g., news releases, the Review magazine)

- There is no possessive in Bachelor of Arts, Master of Science or associate degree.
- Use caps for proper names of degrees.

    Example: Mark earned 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/Semesters

- 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*).
- Director of

Acronyms

- Spell out full name on first reference and place the acronym in parentheses only if the full name will be referenced again.

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
Allegheny House
The Anchor
Armstrong Auditorium
Armstrong House
Dr. James P. and Tasia K.
  Argires Science Complex
      Brossman Hall
      Caputo Hall
      Nichols House
      Roddy Hall
Art Gallery (Winter Center)
The Atrium (The Ware Center)
Audubon Room
Bard Hall Bassler Hall
Bedford House Berks House
Biemesderfer Center
      Sherts Boardroom
Biemesderfer Concert Hall
(Winter Center)
Biemesderfer Stadium
Binns Room (The Ware Center)

Bishop Service Building
Blair House
Bolger Conference Center
Boyer Building
Breidenstine Hall
      Swift Gallery Sykes Gallery
Brooks Hall Brooks Field
Brooks Tennis Courts
Brookwood Court Apartments
Brossman Hall
Bucks House Byerly Hall
Cambria House (Ann Street House)
The Campus Grill
Caputo Hall
      Armstrong Auditorium
      Cyber Cafe
Carpenter-Trout Athletic Training
Center
Chester House
Chryst Field
Chryst Hall

Clair Performance Hall (Winter Center)
Club de 'Ville
Columbia House
The Cove
Cumberland House
Cyber Cafe
Dauphin House
Delaware House
Dilworth Building
Dixon University Center (Harrisburg)
Duncan Alumni House
Dutcher Hall
    Rafters Theatre
Ford Atrium
Francine G. McNairy Library and Learning Forum at Ganser Hall
Franklin House
Fulton House
Gaige Hall (vacant)
The Galley
Ganser Hall
Gerhart Hall
Gilbert Hall
Gordinier Hall
    Bolger Conference Center
    Lehr Room
    Audubon Room
    Matisse Room
    Old Main Room
    Kline Room
    University Room
    The Anchor
    The Campus Grill
    The Upper Deck
Grand Salon (The Ware Center)
Hash Building
Healthy Living Apartments
Huntingdon House
Isaacson Dance Studio (Winter Center) Jefferson Hall
Juniata House Kline Room
Lancaster House Lebanon House Lehr Room

Lombardo Grand Atrium (Winter Center)
Lombardo Welcome Center (scheduled for completion 2017)
Luzerne Building Lyle Hall
    The Cove
    North Side Bistro
Lyet Lobby (The Ware Center)
Marauder Court (SMC)
Cooper Field (baseball field)
Matisse Room
The Chincoteague Bay Field Station at the Marine Science Consortium
McCollough Communications Complex
    Hash Building
    Bassler Hall
McComsey Hall
    Myers Auditorium
    Ford Atrium
McComsey Tennis Courts
Mercer House
Mifflin House
Montgomery House
Montour House
Murley Recital Hall (Winter Center)
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
Roddy Hall
Ropes Course

Schuylkill House
Shenks Hall
Sherts Boardroom
The Robert L. Slabinski Clock
Tower and Atrium
Softball Field Somerset House
Stayer Hall
    Stayer Multipurpose
    Room
    Steinman Foundation
    Recording Suite (Winter
    Center)
    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
Susquehana House
Swift Gallery
Sykes Gallery
Tanger House
The Pond
The Quad
University Room
The Upper Deck
The Ware Center
    The Atrium
    Binns Room
    Lyet Lobby
    Grand Salon
    Regitz Gallery
    Steinman Hall
Washington House
Wickersham Hall
Witmer Building (Health
Services)
Winter Visual and Performing
Arts Center
    Eckert Gallery
    Biemesderfer Concert
    Hall

Clair Performance Hall
Isaacson Dance Studio
Lombardo Grand Atrium
Murley Recital Hall
Steinman Foundation
Recording Suite
Yamaha Piano Laboratory
Yamaha Piano Laboratory (Winter
Center)
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 (millersville.edu/cae/)
- Center for Counseling & Human Development (millersville.edu/counsel/)
- Center for Disaster Research & Education (CDRE) (millersville.edu/cdre/).
  - Environment Hazards and Emergency Management (millersville.edu/mdst/approved-programs/environmental-hazards-and-emergency-management.php)
  - Master of Science in Emergency Management (millersville.edu/cdre/msem/)
- Center for Economic Education (millersville.edu/economics/cee.php)
- Center for Environmental Sciences (millersville.edu/ces/)
- Center for Pennsylvania German Studies millersville.edu/forlang/germanstudies.php)
- Center for Public Scholarship and Social Change (millersville.edu/ccerp/cps/index.php)
  - Polling & Research Office
- Center for Student Involvement and Leadership (millersville.edu/sprogram/)
- Center for Sustainability (millersville.edu/ccerp/sustainability/index.php)
- Chryst Writing Center and Annex (millersville.edu/english/writingcenter/)
- Center for Health Education and Promotion (millersville.edu/wandw/)

- Entrepreneurial Leadership Center
  (millersville.edu/academics/hmss/entrepreneurship/elc/)
- Tutoring Center (millersville.edu/tutoringcenter/)
- Walker Center for Civic Responsibility and Leadership
  (millersville.edu/ccerp/walker-center/)

Chairman/Chairwoman

- 'Chair' is acceptable as reference to chairman/chairwoman.

Civic & Community Engagement & Research Project (CCERP)

- Includes the following components:
  o Center for Sustainability
  o Center for Public Scholarship and Social Change
    o Polling & Research Office
  o Center for Civic Responsibility & Leadership
    o Policy Research Shop

Commissions (Office of the President)

Commission on the Status of Women

- The President's Commission on the Status of Women is the umbrella organization that monitors and improves the campus climate for women. The commission promotes gender equity in sports and awards grants from the Women's Issues Endowment. It is instrumental in recruiting students and faculty for the State System Women's Consortium's Annual Undergraduate Women's Leadership Institute.
- Website: millersville.edu/~wcomm/

Commission on Cultural Diversity

- Established in 1997, the commission's objective is to foster the achievement of racial and cultural diversity on the University campus. Representatives from the campus, including faculty, staff, and students, and the surrounding community serve on the commission and advise the president on matters pertaining to cultural diversity in general and underrepresented racial groups in particular.
- Website: millersville.edu/cdicomm/

Commission on Gender & Sexual Diversity

- Commission on Gender and Sexual Diversity (GSD) is to foster a university climate that promotes equity, inclusion, and affirmation for all people representative within the spectrum of gender and sexual expression (e.g. are or are perceived to be lesbian, gay, bi-sexual, transgender/transsexual, questioning/queer, intersex, allies/androgynous/asexual (LGBTQIA), etc.) at Millersville University.
- Website: millersville.edu/gsdcomm/

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/graduate/programs/noncreditprograms/Corporate%20University/index.php:

Council of Trustees (COT)

- The trustees are an active, valuable supporting force for Millersville University. The President frequently consults with trustees on University issues and they assist with public relations and advancement. Trustees further support the University by serving actively on the Strategic Planning and Resource Council, the campaign cabinet and the boards of affiliated organizations. They also participate in diversity workshops and other University events.
- Website: millersville.edu/president/trustees.php

Course Titles

- For official course titles, capitalize the principal words.

  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: In December 2007, he graduated.

Days of the Week

- Capitalize; do not abbreviate, except when needed in tabular format.

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.

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.

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/entrepreneurship/elc/index.php

Figure

- The symbol for a number.

> Example: The figure 5.

Freshmen, freshman

- Freshmen (noun plural).

> Example: Patricia and Patrick are freshmen at Millersville; the incoming freshmen class bonded during orientation.

- Freshman (noun): A student in the first year of college. Example: Shelly is a freshman at Millersville University.
- 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.

- 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.*

Incorporated
- Abbreviate and capitalize as Inc. when used as part of a corporate name.
- Set off with commas before and after.

> Example: Student Lodging, Inc., offers housing opportunities adjacent to Millersville's campus.

Innovator-in-Residence Program
- An annual program that invites an accomplished innovator to reside at Millersville University as a distinguished visitor for 2-4 days. The insights, achievements and impact of the innovator are the focus of public presentations, classroom appearances, and other interactive activities during the stay. The broader objectives of the program are to promote the understanding and pursuit of innovation among our students and the community in such areas as, but not limited to, the arts, sciences, technology and social entrepreneurship.
- Website: millersville.edu/specialevents/events/innovator-in-residence.php

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

LGBTQIA

- Stands for: lesbian, gay, bi-sexual, transgender/transsexual, questioning/queer, intersex, allies/androgynous/asexual
- Do not use periods between letters in the acronym

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/.

Mascots

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

Millersville University Library

- Francine G. McNairy Library and Learning Forum at Ganser Hall
- Website: library.millersville.edu/.

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.

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/elcm/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's State System of Higher Education

- Official abbreviation: State System
- State System designation: "A proud member of Pennsylvania's State System of Higher Education"
  - Materials produced by Millersville University that go to the general public (i.e. videos, CDs, etc.) should include the State System designation.
- Website: www.passhe.edu/.

Percent

- One word; preference is to spell out in text.

  Example: The study shows that 50 percent of the population eats chocolate.

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 and Social Change.
- 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 South Village, East Village, West Village and Gilbert 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*).

Sexuality and Gender Institute (SGI)

- An institute established to create a culture at Millersville University that openly and intellectually explores sexuality and gender.
    - SGI offers an academic lecture series that features experts from across the nation, and "brown bags" that examines local issues and new research.

Social Media

- Forms of electronic communication (as websites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages and other content (Merriam-Webster).
    - A directory of all official Millersville University social media sites can be found at: millersville.edu/socialmedia
- Pinterest: One word, always capitalize; used as a virtual pinboard.
- YouTube: One word; capitalize both the "Y" and "T;" used to share videos.

Abbreviations

- Replace "and" with ampersand (&), NOT plus (+) to save characters when necessary
- Use dash (-) instead of "to" to shorten times.
- Use short date form (5/19 or 5/19/2016)
- Shorten links to 'bit.ly' or 'ow.ly' links
- If space is needed, periods may be cut from time

Dates and Time

- Use "to" between times (2 pm to 4 pm) unless space is needed. Then use a dash. (2-4 pm).
- Write out full words for days of the week (Monday, Tuesday) and use dates (5/19) to save space or reference dates in advance. You may cut the year from the date if the event is happening in the current calendar year.
- Months can be abbreviated (Jan., Feb.) for space.
- Time-stamp the beginning of weather- and emergency posts. When posting updates, include the newest post as a comment on previous posts.

Hashtags

- Capitalize individual words within a hashtag
- Official MU hashtags include:
    - #VillePride
    - #HoistTheColors
    - #VilleGrad20XX (commencement)
- Other frequently used hashtags
    - #MarauderMonday
    - FindItFriday
    - #VilleXX (freshmen orientation)
- Before using a trending hashtag, make sure you understand how the hashtag is being used and if tweets/Instagram posts using that hashtag are appropriate for your audience.

- Try to use hashtags in an organic way whenever possible, but it is OK to tag them at the end of your tweet if you need to reach a certain audience.

Profile Pictures/Imagery
- Make sure all photos follow the University Style Guide
- All profile picture should be the same, exceptions made for special events (i.e. the one day give)

Punctuation
- Use a colon and a space before a link.
- An exclamation point or question mark can also introduce a link.:
- Use a single exclamation point to signal excitement.
- In VERY RARE instances (major celebrity appearances, top awards, international recognition, etc.) multiple exclamation points may be used (but think judiciously about whether the situation warrants more than one).
- Use an ellipsis (three periods, no spaces) to show where something has been omitted (as in a quote that's been shortened) OR (in rare instances) to signal suspense.

    Example: Toxic sludge, childhood cancer, government neglect...and a Pulitzer Prize!

Scheduled Posts
- Makes sure to schedule posts, but be aware of last minute changes or news that may affect the post

    Example: cancel a "Happy Friday" post if there was a tragedy the night/day before

Twitter
- Twitter: One word, always capitalize; used as a real-time information network
- Include any relevant mentions, as long as the account is active.
- Avoid using more than 3 mentions in a single post, unless doing a #FollowFriday/#FF post – then as many relevant mentions as can fit are allowable.
- Use MT signal when a quoted tweet has been modified or shortened. Use RT if retweeting someone else's post, and leaving another comment prior to the RT.
- When quoting tweets always add something new before the RT or MT.

> Example: Thanks—trying these now! MT @ACCTransfer Morning ACC! Check out 8 things to do every day to be better at work (and life) ht.ly/xCy5h

- Try for 1-2 native RTs (not quoting) per day.
- Try to include at least one hashtag per post. Avoid using 3+ hashtags in a single post.
- Cite the source of an article or news item by tagging the relevant account at the end of the message in brackets, or saying "via @sourcename".
  > Example: Harlem's all-black WWI regiment fought to convince America to live up to its democratic promise: http://bit.ly/1sbrdAp [@nytimes] or via @nytimes
- If you would like the entire following see a reply to a tweet, put a period (.) before the username/handle

Facebook | Google+
- Facebook: One word, always capitalize; used for social networking.
- Use line breaks
- Include any relevant mentions, as long as the account is ACTIVE and the names of the mentioned accounts aren't so long as to be cumbersome.
- Delete the text URL from your post if displaying the link preview.
- For a post where you don't want the preview to show, use a shortened link (bit.ly) in the message itself. However, it's use the link preview if you are attaching some sort of other media (picture/video) to your post.

Instagram
- Instagram: One word, always capitalize; used for photo-sharing.
- Make sure photos are professional quality – pixilation, shadows, etc.
- Images should be artsy but not unnatural—effects should never compromise image quality (i.e. avoid effects that create intense sharpening, contrast, strange color casts, or overexposure.)
- Avoid using similar effects or color palettes consecutively. (The appearance of the main Instagram profile should have rows of thumbnails that have a similar aesthetic but not too uniform.)
- Shoot photos on a DSLR or other high-resolution producing camera whenever possible (as opposed to using a smart phone.)

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)
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 (Wellness) Apartments, Collegeview Apartments, Reighard Hall and Shenks Hall.
- Website: www.studentlodginginc.com/.

Student Memorial Center (SMC)

- 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, a banking center, which provides student organization banking and 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.
- Website: studentservicesinc.com

Swans
See The Pond

- Miller and S'Ville, male and female swans (respectively), are Millersville University's unofficial mascots.
- Miller and S'Ville reside in The Pond, which is also known as "Swan Pond" and/or "The Lake" depending on when a student graduated.
- 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 "Swan Pond" and/or "The Lake" depending on when a student graduated.
- 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 behind Gordinier Hall.
- 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 Anderson; 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. John Anderson, 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 all Millersville University websites ('www.' not needed).
- 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?

Winter Visual and Performing Arts Center

- Millersville University's premiere performing arts center for arts learning in the 21st century (formerly Lyte Auditorium/Alumni Hall), located at 60 West Cottage Avenue.
- Use Winter Visual and Performing Arts Center on first reference; use the Winter Center on second and subsequent references.
- Website: millersville.edu/muarts.