

WRITING STYLE MANUAL



**STEPHEN F. AUSTIN
STATE UNIVERSITY**

University Marketing
Communications



abbreviations

Do not use abbreviations the reader would not quickly recognize, except in special publications and sports schedules that call for abbreviated months/dates. A few universally recognized abbreviations are required in some circumstances; but in general, avoid alphabet soup. See **addresses**, **months** and **states** for exceptions.

academic degrees

Lowercase and use an apostrophe in nonspecific uses: *He has a bachelor's degree in journalism*, or *She has a master's degree*.

Capitalize degree name in specific uses, with emphasis areas lowercased unless a proper noun: *He has a Bachelor of Arts in journalism*, or *They have a Master of Arts in English*.

Lowercase doctor's, doctorate and doctoral. *SFA has awarded 1,182 bachelor's, 678 master's and 76 doctoral degrees*.

There is no apostrophe in associate degree. *She has an associate degree in art*.

When referencing degree acronyms, do not use periods. *She received a BA and MBA*.

academic majors, programs

Lowercase academic majors and programs except proper nouns: *history, English, aviation sciences program, Bachelor of Arts in psychology*.

academic titles

See **titles**.

accessible language

Use language like *accessible* rather than *handicap*, *handicapped* or *disabled*. Use *accessible parking* rather than *handicap parking*.

acknowledgment

acronyms

Avoid them. A few universally recognized abbreviations are necessary in some circumstances. Do not use for college or department names.

Commonly used acronyms: CEO, SFA, FBI, CIA, ABC, CBS, NBC, FOX. Do not follow an organization's full name with an abbreviation or acronym in parentheses or set off by dashes. If an abbreviation or acronym would not be clear on second reference without this arrangement, DO NOT USE IT.

addresses

Keep address style consistent with postal regulations.

*Stephen F. Austin State University
University Marketing Communications
P.O. Box 6100, SFA Station
Nacogdoches, Texas 75962*

For street addresses that include a number, use appropriate street abbreviations: Ave., Blvd., St.

Alley, drive, road, terrace and other similar synonyms are not abbreviated. On formal invitations, street addresses may be spelled out if space allows.

Stephen F. Austin State University must go on top line in all return addresses.

Do not use ZIP +4 numbers for SFA Station addresses.

advisor

affect vs. effect

Affect, as a verb, means to influence: *The final exam will affect his final grade*.

Effect, as a noun, means result: *The effect of the Hopwood decision on minority enrollment is substantial*.

Effect, as a verb, means to cause or bring about: *The new athletics director will effect many positive changes in the department*.

afterward

Not *afterwards*.

ages

Always use figures. When the context does not require year or years old, the figure is presumed to be years.

Ages expressed as adjectives before a noun or as substitutes for a noun use hyphens.

Examples: *A 5-year-old boy; The boy is 5 years old. The boy, 7, has a sister, 10. The woman, 26, has a daughter 2 months old. The law is 8 years old. The race is for 3-year-olds. The woman is in her 30s* (no apostrophe).

all right

Two words. Never *alright*.

alma mater

alumni

Alumni is used for both male and female (plural) graduates. *Alumnus* is used for a single male graduate, *alumna* is used for a single female graduate and *alumnae* is used for plural female graduates. SFA avoids gendered nouns unless necessary.

a.m. or p.m.

Lowercase with periods. Avoid redundant usage: *8 a.m. this morning*. See also **TDP**.

among, between

Use *between* when introducing two items and *among* when introducing more than two. *It's between you and me*, but *The vote was divided among several candidates*.

However, *between* is the correct word when expressing the relationships of three or more items considered one pair at a time. *Negotiations on a debate format are underway between the network and the Ford, Carter, and McCarthy committees*.

ampersand (&)

Use the ampersand when it is part of a company's formal name or composition title: *House & Garden, Procter & Gamble, Wheeling & Lake Erie Railway*.

The ampersand should not otherwise be used in place of *and*. Always spell out in narrative copy.

any more, anymore

When used as two words, *any more* refers to quantity: *I don't want any more cake*.

When used as one word, the adverb *anymore* refers to time: *I don't feel like going to the party anymore*.

apposition

If clause is restrictive, meaning that it is necessary to understand the meaning of the sentence, then commas are omitted. *Computer scientist Margaret Dunham wants to know how an individual can effectively use a laptop to retrieve data.* Put commas around an identification (appositive) that follows a name: *R. Gerald Turner, president of the university, spoke to the group of underclassmen;* or *His wife, Gail, had lunch with an alumni group.* But *John and his daughter Christine went to the mall together;* restrictive clause because John has more than one daughter.

apostrophe

For the many, varied uses of the apostrophe, see the comprehensive entry within the punctuation section in *The AP Stylebook*.

No apostrophe for a word ending in “s” being used primarily in a descriptive way: a Reds infielder, a teachers college, a writers guide. Memory aid: The apostrophe usually isn’t used if “for” or “by” would be in the longer form: a college for teachers, a trade by the Reds.

areas of study

See **majors** entry.

assure

See the **ensure**, **insure**, **assure** entry.

athletics

Write the *Department of Athletics at SFA*; however, the *director of athletics* or *SFA’s Department of Athletics*.

Axe ’em, Jacks!

Please note the direction of the apostrophe before “em” and the space before Jacks.



baccalaureate

Never baccalaureate degree.

barbecue

Not *barbeque*, *Bar-B-Q*, *B-B-Q* or any other concoction.

baseball terminology

Left hander or right hander; shutout (n.) or shut out (v.)

Battle of the Piney Woods

because, since

Use *because* to denote a specific cause-effect relationship: *Because he was 12 years old, he got in at children’s prices.* *Since* is acceptable in a causal sense when the first event in a sequence led logically to the second but was not its direct cause. *Since 1923, students have attended SFA.*

bi-

The rules in **prefixes** apply, but in general, no hyphen. Some examples: *bifocal*, *bilateral*, *bipartisan*, *bilingual*, *bimonthly*, *biweekly*, *biannual*. (See entry in *The AP Stylebook*.)

biannual, biennial

Biannual means twice a year, synonymous with *semiannual*. *Biennial* means every two years.

Bible

Capitalize, without quotation marks when referring to the Scriptures in the Old Testament or the New Testament. Also, capitalize related terms, such as the Gospels, Gospel of St. Mark, the Scriptures, the Holy Scriptures. However, lowercase biblical in all uses. Also, lowercase *bible* as a nonreligious term: *The SFA Stylebook is my bible.* Do not abbreviate individual books of the Bible.

bimonthly

Every other month. *Semimonthly* means twice a month.

biweekly

Every other week. *Semiweekly* means twice a week.

board of regents

References to SFA’s board of regents are in lowercase: *He is on the board of regents* or *She is a member of SFA’s board of regents.*

Regent is capitalized when used before a name: *Regent Karen Gantt.*

book titles

See **Composition Titles** (*The AP Stylebook*).

Brightspace by D2L

brunette, brown-haired

Use *brunette* as a noun for females. Use *brown-haired* for males.

BUILDINGS

The proper names of buildings and venues on the SFA campus are listed below.

Academic Buildings

Agricultural Mechanics Shop
Agriculture Building
Agriculture Greenhouse
Biology Greenhouse
Boynton Building
Bush Mathematical Sciences Building
Cole STEM Building
Cole Student Success Center
DeWitt School of Nursing Complex
Education Annex
Ferguson Building
Forestry Building
Forestry Greenhouse
Forestry Laboratories
Forestry Weather Station
Gibson Entomarium
Human Sciences Building North
Human Sciences Building South
Human Services Building
Janice A. Pattillo Early Childhood Research Center
Early Childhood Laboratory (SR: ECHL)
SFA Charter School
Kennedy Auditorium
Lehmann Chemistry Building
McGee Business Building
McKibben Education Building

Military Science Building
Miller Science Building
Norton HPE Complex
Science Research Center
Shelton Gym
Social Work Building
Soil, Plant and Water Analysis Laboratory
Steen Library
Dugas Liberal Arts North
Todd Agricultural Research Center
 Beef Center
 Broiler Research Center
 Equine Center
 Poultry Research Center
 Sheep and Goat Center
 Swine Center
Wildlife Habitat and Silviculture Laboratory

Athletics Facilities

Athletic Ticket Office
Field House
 Field House Champions Room
Garner Track
Homer Bryce Stadium
Intramural Fields
Jaycees Field
Jimmy W. Murphy Field (football)
Johnson Coliseum
Lawton Ready Room
Lowery Court
Murphy Wellness Center
Naymola Basketball Performance Center
Press Box
Schlief Tennis Complex
Shelton Gym
Sports Medicine and Academic Center
Soccer Field
Softball Field

Fine Arts Buildings and Venues

Art Building
Art Studio
Art Studio Annex
Cole Concert Hall
Downstage Theatre
Griffith Fine Arts Building
Griffith Fine Arts Gallery
McKinney Fine Arts Annex
Music Prep House
Music Recital Hall
School of Art Film House
SFA Theatre (Scene Shop)
The Cole Art Center @ The Old Opera House
Turner Auditorium
Upstage Theatre
Wright Music Building

Other

1st Lt. Kile G. West Memorial Obstacle Course
Aikman Parking Garage
Austin Building
Baker Pattillo Student Center (SR: student center, never BPSC)

Baker Pattillo Student Center Theater
Barnes & Noble Bookstore
Birdwell Plaza
Eatery on East
Food Hall 1923
Grounds and Transportation
JacksTeach Center
Juanita Curry Boynton House (SR: Boynton House or president's house)
Parking Services
Pearman Alumni Center
Physical Plant
Piney Woods Conservation Center
Piney Woods Area Health Education Center
Purchasing and Central Stores
Raguet Plaza
Regents' Suite (A, B, etc.)
Residence Life Operations
Rusk Building
Safety Office
Sesquicentennial Plaza (informally, Surfin' Steve Plaza)
Stone Fort Museum
Student Center Parking Garage
Student Recreation Center
Technical Support Center
Tucker Building
University Police Department
Village Parking Garage
Visitor Booth
Wilson Parking Garage

Residence Halls

Griffith Hall
Hall 10
Hall 14
Hall 16
Hall 20
Kerr Hall
Lumberjack Landing
Lumberjack Lodge
Lumberjack Village
Mays Hall
North Hall
South Hall
Steen Hall
STEM Apartments
Wisely Hall

SFA Gardens

Brundrett Conservation Education Building
Gayla Mize Garden
Kingham Children's Garden
Hinds Park
Mast Arboretum
Tucker House
Tucker Woods
Pineywoods Native Plant Center
Ruby M. Mize Azalea Garden
Tucker Woods



CD

Abbreviation for compact disk. Acceptable in all references.

call letters (radio and television)

Use all caps. Use hyphens to separate the type of station from the basic call letters: *WKRP-AM, KPLX-FM, WFAA-TV, KERA-Channel 13.*

campaign

Uppercase only when referring to an SFA capital campaign.

campuswide

cancel, canceled, canceling, cancellation

capital vs. capitol

Capital is the city where a seat of government is located. Do not capitalize: *Austin is the state capital.*

When used in a financial sense, *capital* describes money, equipment/property used in a business by a person or corporation.

Capitol describes the actual building where a seat of government is located. Capitalize *U.S. Capitol* and *the Capitol* when referring to the building in Washington: *The meeting was held on Capitol Hill in the west wing of the Capitol.* Do not write *the Capitol Building*; that is redundant.

Follow the same practice when referring to state capitols: *Texas pink granite was used in the construction of the Capitol of Texas. The State Capitol is on Congress Avenue.*

capitalization

Official names are capitalized; unofficial, informal, shortened or generic names are not.

Avoid using ALL CAPS in headlines or text. *The Rusche College of Business, the business college; the College of Education, the education college.*

Center for Career and Professional Development (SR: CCPD)

century

Lowercase, spelling out numbers less than 10: *the first century, the 21st century.* For proper names, follow the organization's practice: *21st Century Fox, Twentieth Century Fund.* Hyphenate when used as an adjective; *18th-century literature.*

chair

Use the nongendered *chair* — not *chairman* or *chairwoman* — for SFA board members and department heads. Follow the corporation's nomenclature for positions outside of SFA; W.R. Howell, retired chairman, J.C. Penney Co. Inc.

Chartwells

SFA's food service provider.

church

Capitalize as part of the formal name of a building, a congregation or a denomination, but lowercase in other uses:

Highland Park United Methodist Church and the Roman Catholic Church, but a Methodist church, a Baptist church.

cities

See **states**.

city

Capitalize city if part of a proper name, an integral part of an official name, or a regularly used nickname: *Kansas City, New York City, Windy City, City of Light, Fun City.*

Lowercase elsewhere: *a Texas city; the city government; the city Board of Education;* and all city of phrases: *the city of Nacogdoches.*

Capitalize when part of a formal title before a name: *City Manager Francis McGrath.* Lowercase when not part of the formal title: *city Health Commissioner Frank Smith.*

co-

Retain the hyphen when forming nouns, adjectives and verbs that indicate occupation or status: *co-author, co-chair, co-defendant, co-host, co-owner, co-pilot, co-signer, co-star, co-worker, co-sponsor, co-chair* and *co-op.*

Do not use a hyphen in other combinations: *coed, coeducation, coequal, coexist, cooperate, cooperative* and *coordinate.*

collective nouns

Nouns that denote a unit take singular verbs and pronouns: *class, committee, crowd, faculty, family, group, herd, jury, orchestra* and *team.* For example: *The committee is meeting to set its agenda. The faculty at SFA is one of the best in the nation. The jury has reached its verdict. A herd of cattle was taken to market. Central University Libraries seeks funds to expand its collection.*

Team and musical group names, whether plural or singular, take plural nouns.

colleges

Use the full college name on first reference. The names of the six colleges at SFA are:

1. Arthur Temple College of Forestry and Agriculture (SR: College of Forestry and Agriculture or ATCOFA)
2. Micky Elliott College of Fine Arts (SR: Elliott College of Fine Arts or ECFA)
3. College of Liberal and Applied Arts
4. College of Sciences and Mathematics
5. James I. Perkins College of Education (SR: Perkins College of Education or PCOE)
6. Rusche College of Business
7. When listing the academic areas within a college, name any schools first: the School of Human Sciences and the departments of education studies, human sciences, human services and educational leadership, and kinesiology and health science.

SFA should be listed before college name on first reference.

colons

See entry in the **punctuation** section in *The AP Stylebook.*

commas

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

However, put a comma before the concluding conjunction in a series if an integral element of the series requires a conjunction.

I had orange juice, toast, and ham and eggs for breakfast.

A comma is used before the concluding conjunction in a complex series of phrases: *The main points to consider are whether the athletes are skillful enough to compete, whether they have the stamina to endure the training, and whether they have the appropriate mental attitude.*

company names

Do not abbreviate except in special publications or when the company name is abbreviated in its own title: *Texas Instruments Inc., Trammell Crow Company, IBM Corporation.* Do not punctuate with a comma before Inc. *SFA board member Kenneth James is chairman of Latrelle Group Inc.*

complement vs. compliment

Complement is a noun and a verb denoting completeness or the process of supplementing something: *The ship has a complement of 444 sailors and 44 officers, or The tie complements the suit.*

Compliment is a noun or verb that denotes praise or the expression of courtesy: *The captain complimented the sailors on their fine work, or She was flattered by the compliments on her new outfit.*

complementary vs. complimentary

The husband and wife have complementary careers, but They received complimentary tickets to the baseball game.

compose, comprise, constitute

Compose means to create or put together. It commonly is used in both the active and passive voices: *She composed a song. The United States is composed of 50 states. The zoo is composed of many animals.*

Comprise means to contain, to include all or embrace. It is best used only in the active voice, followed by a direct object: *The United States comprises 50 states. The jury comprises five men and seven women. The zoo comprises many animals.* In general, the whole comprises the parts. When the sentence starts with the larger item, use *comprise*. Never use: *...is comprised of...*

Constitute, in the sense of *form* or *make up*, may be the best word if neither *compose* nor *comprise* seem to fit: *Fifty states constitute the United States. Five men and seven women constitute the jury. A collection of animals can constitute a zoo.*

Use *include* when what follows is only part of the total: *The price includes breakfast. The zoo includes lions and tigers.*

composition titles

Apply the guidelines listed here to titles of books, computer games, movies, operas, plays, poems, albums and songs, and television and radio programs, as well as lectures, speeches and works of art. The guidelines, followed by a block of examples:

- Do not use quotes or italics for magazine or newspaper titles.
- 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 a title.
- Use quotation marks for titles of books, movies, television programs, songs and operas: “The AP Stylebook,” “The Chicago Manual of Style,” “Seinfeld,” “Varsity,” “The Magic Flute.”

Congress, congressional

Capitalize *U.S. Congress* and *Congress* when referring to the U.S. Senate and the U.S. House of Representatives. Although *Congress* sometimes is used as a substitute for the House, it properly is reserved for reference to both the Senate and House.

Also, capitalize *Congress* if referring to a foreign body that uses the term or its equivalent in a foreign language as part of its formal name: *The Argentine Congress, the Congress.*

Lowercase *congressional* unless it’s part of a proper name: *congressional salaries, the Congressional Quarterly, the Congressional Record.*

connote vs. denote

Connote means to suggest or imply something beyond the explicit meaning: *To some people, the word “marriage” connotes too much restriction.*

Denote means to be explicit about the meaning: *The word “demolish” denotes destruction.*

continual vs. continuous

Continual means a steady repetition, over and over again: *The merger has been a source of continual litigation.*

Continuous means uninterrupted, steady, unbroken: *All she saw ahead of her was a continuous stretch of road.*

council, councilor, counsel, counselor

A *council* is a deliberative body, and *council members* are those who belong to them.

To *counsel* is to advise, hence a *counselor* is one who advises, such as a *guidance counselor* or an *admission counselor, counselor at law.*

couple of

The *of* is necessary; never use *a couple tomatoes* or a similar phrase. The phrase takes a plural verb in constructions, such as: *A couple of apples were eaten.*

course numbers

Use Arabic numerals and capitalize the subject when used with a numeral: *Philosophy 2306.* Capitalize but do not use italics or quotation marks.

course titles

Put course titles in quotation marks if used in a story: *Students in Management 2035 “Management and Productivity Systems” hosted a...*

course load

Two words.

coursework

One word.

court names

Capitalize the full proper names of courts at all levels. Retain capitalization if U.S. or a state name is dropped: *the U.S. Supreme Court, the Supreme Court, the State Superior Court, the Superior Court.*

For courts identified by a numeral: *2nd District Court, 5th U.S. Circuit Court of Appeals.*

courtesy titles

In general, do not use the courtesy titles Miss, Mr., Mrs. or Ms. on first and last names of the person: *Joe Jones, Emily Smith*. Exceptions on second reference when dictated by culture, including when used in direct quotes. Exceptions are made on second reference in development publications, such as the *Campaign Newsletter*.

curriculum, curricula

Curriculum is the singular form. *Curricula* is the plural form.

cyber security

In contrast to AP, cyber security is always two words when referring to the SFA program/degree.



data

A plural noun, it usually takes plural verbs and pronouns: *These data are inconclusive*. Singular is *datum*.

database

One word.

dates

Use Arabic figures, without st, nd, rd or th. For example: *Their anniversary is March 20*.

When a month is used with a specific date, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov. and Dec. Spell out when using alone, with a year alone, or when the month is the first word of the sentence.

When a phrase lists only a month and a year, do not separate the year with commas. When a phrase refers to a month, day and year, however, set off the year with commas: *January 1972 was a cold month. Jan. 2 was the coldest day of the month. He was born March 3, 1944, in Michigan. He was born Jan. 3, 1994, in Texas*.

It is preferred that “on” not be used before dates: *The bust was dedicated Sept. 11*, not *The bust was dedicated on Sept. 11*.

dean

See **titles**.

dean’s list

Lowercase in all uses: *He is on the dean’s list. She is a dean’s list student*.

degrees

See **academic degrees**.

department

Capitalize when referring to a specific academic department, no matter the order of the sentence: the Department of Communication. However, lowercase when using a form other than the proper name or when plural. *The Anthropology and Biological Sciences departments are sponsoring a forum this afternoon. The chair of the communication department will attend*.

department/offices/divisions/schools official names

See Pages 18-19

dimensions

Use figures and spell out inches, feet, yards, etc., to indicate depth, height, length and width. Hyphenate adjectival forms before nouns. For example: *He is 5 feet 10 inches tall, the 5-foot-10-inch man, the 6-foot man, the basketball team signed a 7-footer*. And, *The car is 16 feet long, 6 feet wide and 5 feet high. The rug is 9 feet by 12 feet, the 9-by-12 rug. The storm left 5 inches of snow*.

directions and regions

In general, lowercase north, south, east, west, northeast, northern, etc., when they indicate compass direction. However, capitalize when they designate regions: *He drove north toward home. He lives in the North; or A storm system that developed in the Midwest is spreading eastward. It will bring showers to the East Coast by morning and to the entire Northeast by late in the day. She was born in the East End of London*. Capitalize when used to denote widely known sections: *West Texas, Northern and Southern California, South Florida, the South Side of Chicago, the Lower East Side of New York, Far North Dallas, Northern New Mexico*. If in doubt, lowercase.

With names of nations, lowercase unless they are part of a proper name or are used to designate a politically divided nation: *northern France, eastern Canada, the western United States, but Northern Ireland, South Korea, South Africa, Southwestern America offers a splendid laboratory for interdisciplinary studies*.

discreet vs. discrete

Discreet means prudent, circumspect: *“I’m afraid I was not very discreet,” she wrote*.

Discrete means detached, separate: *There are four discrete sounds produced by a quadraphonic system*.

disinterested vs. uninterested

Disinterested means impartial, which is usually the better word to convey the thought: *A disinterested observer is a fair judge*.

Uninterested means that someone lacks interest: *He was uninterested in the story she told*.

Dr Pepper

Do not use period after Dr in Dr Pepper.

dorm, dormitory, dorms, dormitories

Do not use. Use residence hall(s) instead.



e.g.

For example should be used instead, except with certain technical or legal references.

editor-in-chief

Use hyphens. Capitalize when used before a name: *Editor-in-Chief Suzie Smith*.

effect

See the **affect vs. effect** entry.

either

Use it to mean one or the other, not both.

Correct: *She said to use either door.*

Wrong: *There were lions on either side of the door.*

Correct: *There were lions on each side of the door. There were lions on both sides of the door.*

either ... or, neither ... nor

The nouns that follow these words do not constitute a compound subject; they are alternate subjects and require a verb that agrees with the nearer subject: *Neither they nor he is going.*

Neither he nor they are going.

ellipses

See entry in the **punctuation** section in the *The AP Stylebook*.

email

No hyphen.

emeritus/emerita

This word often is added to formal titles to denote that individuals who have retired retain their rank or title. When used, place emeritus after the formal title, in keeping with the general practice of academic institutions: *Bob R. Leonard, professor emeritus; Professor Emerita Beverly Carl.*

em and en dash

Use an *em dash* for explanatory breaks in thought, *Gould's lifework focuses on the concept of punctuated equilibrium — the idea that evolution is not a gradual process.* The *em dash* (—), also known as the em rule, indicates a sudden break in thought — a parenthetical statement like this one — or an open range (such as “John Doe, 1987 —”).

The *en dash* (–), also known as the *en rule*, is one *en* in width: half the width of an *em dash*. The *en dash* is used to indicate a closed range, or a connection between two things of almost any kind: numbers, people, places, etc. Use an *en dash* for continuous numbers, *1974–1982*.

When you type a space and one or two hyphens between text, Microsoft Word automatically inserts an *en dash* (–). If you type two hyphens and do not include a space before the hyphens, then an *em dash* (—) is created.

WITH SPACES: Put a space on both sides of an *em dash* in all uses except the start of a paragraph and sports agate summaries.

endowed chairs

Capitalize the formal name of the chair after the name of the professor: *Jack Ryan, Shuler-Foscue Professor of Geological Sciences, is working on research for the Defense Department.* Or, *McElwaney Professor of Political Science Steven Evans is chair of the department.*

enroll, register

Enroll is the preferred word.

ensure, insure, assure

Use *ensure* to mean guarantee: *Steps were taken to ensure accuracy.*

Use *insure* for references to insurance: *The policy insures his life.*

Assure means to make a person sure of something, or to convince: *“I assure you, this team has been playing with a lot of emotion,” he told the reporters.*

entitled vs. titled

Entitled means a right to do or have something and should not be used to mean *titled*. *Titled* is used when naming an academic essay, presentation, etc.

essential clauses, nonessential clauses

Both types of clauses provide additional information about a word or phrase in a sentence. The difference between them is that the *essential clause* cannot be eliminated without changing the meaning of the sentence — it so *restricts* the meaning of the word or phrase that its absence would lead to a substantially different interpretation of what the author meant. An essential clause does not require a comma.

The *nonessential clause*, however, can be eliminated without altering the basic meaning of the sentence — it does not *restrict* the meaning so significantly that its absence would radically alter the author's thoughts. A nonessential clause requires a comma.

Refer to *The AP Stylebook* for a complete reference on this subject, including guidelines for punctuation.

In particular, this entry applies to “*that*” and “*which*.” See the **that, which (pronouns)** entry.

etc.

Try to avoid in body copy. Instead of: *Be sure to bring your tent, sleeping bag, etc., on the camping trip*, say: *Bring appropriate items, such as your tent, sleeping bag and backpack, on the camping trip.*

every day (adv.), everyday (adj.)

He goes to class every day. He wears his everyday cap.

every one, everyone

Two words when it means each individual item, one word when used as a pronoun meaning all persons.

ext.

Use *ext.* for extension when used with phone numbers. *For more information, call the Division of University Marketing Communications at (936) 468-2605, ext. 000.*

extracurricular

One word.



faculty, faculty members

Only use *members* after *faculty* or *staff* if they are used alone. If both are used together, it is *faculty and staff* without *members*.

A singular noun that takes a singular verb when referring to the entire faculty. Examples: *The faculty is meeting here.*

In cases when faculty members are acting as individuals and not as a group, treat as plural. *The faculty members were in disagreement.*

faculty titles

See **titles** entry.

farther, further

Farther refers to physical distance: *He walked farther into the woods.*

Further refers to an extension of time or degree: *She will look further into the mystery.*

fax

As an adjective, noun and verb.

federal

Capitalize only for corporate or governmental bodies that use the word as part of their formal names: *Federal Express, the Federal Trade Commission.*

Lowercase when used as an adjective to distinguish something from state, county, city, town or private entities: *federal assistance, federal court, the federal government, a federal judge.*

Also, *federal District Court* (U.S. District Court is preferred) and *federal judge William Wayne Justice* (U.S. District Judge William Wayne Justice is preferred).

first come, first served

Hyphenate when used as a compound modifier: *They will be seated on a first-come, first-served basis.*

firsthand

One word, no hyphen in all uses.

first-year, first year

Hyphenate as an adjective, *Most first-year students live in residence halls.*

Leave open as a noun, *All first years are encouraged to meet with their academic advisor.*

foreign words

bourgeois (*adj.*), bourgeoisie (*n.*), café, cliché, coup d'état, crème brûlée, cul-de-sac, faux pas, fin de siècle, hors d'oeuvre, liaison, mélange, naïve, naïveté, pro bono, raison d'être, résumé, sauté(ed), vis-à-vis, cum laude, summa cum laude, magna cum laude.

Foreign words not in common usage should be italicized. If the word is listed in "Foreign Words and Phrases" in *Merriam-Webster's Collegiate Dictionary, Eleventh Edition*, it should be italicized. If listed in the English language portion, it is not necessary to italicize.

forego, forgo

To *forego* means to go before, as in a *foregone conclusion*.

To *forgo* means to abstain from or give up. *I am forgoing my weekly trip to the grocery store.*

former

Always lowercase, but retain capitalization for a formal title used immediately before a name: *former President Carter.*

Fort Worth, Fort Lauderdale, Fort Burgwin

Spell out, not Ft. Worth

forward

Not *forwards*.

fractions

Spell out amounts less than one using hyphens between the words: *two-thirds, three-fourths, four-fifths, etc.* Use figures for precise amounts larger than one, converting to decimals whenever practical: *1 1/2, 3 3/4, 2 5/8, etc.*

freshman vs. first-year student

In following *The AP Stylebook's* preference for gender-neutral language, use *first-year student* in all references to a student in their first year of studies.

full time vs. full-time

Hyphenate when used as a compound modifier: *She has a full-time job.* Open when used as an adverb: *He works full time.*

fundraising, fundraiser

One word in all cases.

**government**

In general, lowercase and never abbreviate: *the federal government, the state government, the U.S. government.* May be capitalized when used in an official name: *SFA's Department of Government.*

grade, grader

Hyphenate both the noun forms (*first-grader, second-grader, 10th-grader*) and the adjectival forms (*a fourth-grade pupil, a 12th-grade pupil*).

GPA

Acceptable in all references.

grades

Examples: *an A, a B, a C, a D, an F, an I* (Incomplete), *a WP* (Withdraw Passing), *a WF* (Withdraw Failing).

Spell out the last three items on first reference because they are not commonly known. Do not use quotation marks around A or B, etc.

When talking about grades in the plural, use an apostrophe: *A's, B's, C's, etc.*

graduate

As a verb, use *graduate* in the active voice: *She graduated from the university.* Passive voice is correct, although unnecessary: *He was graduated from the university.* Do not drop from: *John Smith graduated from SFA.*

gray

Not grey. But, *greyhound* for the animal, and *Greyhound* for the bus company.

Greek(s)

Capitalize when used in reference to a Greek-letter fraternity or sorority.

groundbreaking

One word as an adjective and noun.

H

he, she, they

In following *The AP Stylebook's* preference for gender-neutral language, avoid using he or she as a generic term. Replace with a specific singular or plural noun when possible; otherwise, use *they/their*. *The campus always seems strange to a first-year student. The students will prepare for their exams. If the student cannot attend, they must schedule a new date.*

historian, historic, historical, history

A *historic event* is an important occurrence, one that stands out in history. Any occurrence in the past is a *historical event*. Use *a*, not *an*, before each of these words: *a history, a historian, a historic event*, etc.

home page

Two words.

House of Representatives

Capitalize when referring to a specific governmental body: *the U.S. House of Representatives, the Texas House of Representatives*.

Capitalize shortened references that delete the words of *Representatives*: *the U.S. House, the Texas House*, etc.

hyphen

See the **hyphen (-)** entry in *The AP Stylebook* for details. Hyphens are joiners. Use them to avoid ambiguity or to form a single idea from two or more words. Use them to form a compound modifier if it's needed to make the meaning clear and avoid unintended meanings: *small-business owner* is the owner of a small business, whereas *small business owner* indicates the owner of that business is small in stature. Normally, close words with the prefixes *re*, *pre*, *non*, *post* unless the second element begins with the same vowel or a proper noun. *Pre-element, re-election, post-Renaissance*.

I

i.e.,

"*That is*" or "*such as*" should be used instead, except with certain technical or legal references. Followed by a comma.

imply vs. infer

Writers or speakers *imply* in the words they use. A listener or reader *infers* something from the words.

Inc.

Do not need.

insure

See the **ensure, insure, assure** entry.

internet

Lowercase.

intranet

Lowercase.

it's vs. its

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

J

Jacks

Not *Jacks*.

judgment

Not *judgement*.

junior, senior

Abbreviate as *Jr.* and *Sr.* only with the full names of persons. Do not precede by a comma: *John F. Kennedy Jr.* The notation *II* or *2nd* also may be used if it is the individual's preference. Note, however, that *II* and *2nd* are not necessarily the equivalent of *junior*—they often are used by a grandchild or a nephew/niece. In formal publications, such as commencement programs and invitations, it is acceptable to use a comma before the suffix or if there is a personal preference.

K

kickoff, kick off

One word as an adjective and noun. Two words as a verb.

L

Ladyjack or Ladyjacks

Lanana Creek

When referring to the Nacogdoches body of water.

LaNana Creek Press

languages

Capitalize the proper names of languages and dialects: *Aramaic, Cajun, English, French, Persian, Spanish*, etc.

laptop

One word.

lay vs. lie

The action word is *lay*. (If the word "*put*" can be substituted, *lay* is the proper word.) It takes a direct object. *Laid* is the

form for its past tense and its past participle. Its present participle is *laying*.

Lie indicates a state of reclining along a horizontal plane. It does not take a direct object. Its past tense is *lay*. Its past participle is *lain*. Its present participle is *lying*.

When *lie* means to make an untrue statement, the verb forms are *lie, lied, lying*. Examples: *I will lay the book on the table. The prosecutor tried to lay the blame on him. He lies (not lays) on the beach all day. He is lying on the beach. He lay on the beach (past tense of lie).*

laypersons

Not laypeople.

lecture titles

Capitalize and use quotes (no italics) for their formal titles: *Archaeology Professor Mike Snyder will present "A Study of Iron Age Inhabitants of the Northeast Texas Area."*

left-hander, left-handed

See *The AP Stylebook*.

legislative titles

FIRST REFERENCE: Use *Rep., Reps., Sen.,* and *Sens.* as formal titles before one or more names in regular text. Spell out and capitalize these titles before one or more names in a direct quotation. Spell out and lowercase representative and senator in other uses.

Add *U.S.* or *state* before a title only if necessary to avoid confusion: *U.S. Rep. Jim Chapman met with state Rep. Pete Patterson Friday.*

SECOND REFERENCE: Do not use legislative titles before a name on second reference unless they are part of a direct quotation.

CONGRESSMAN, CONGRESSWOMAN: *Rep.* and *U.S. Rep.* are the preferred first-reference forms when a formal title is used before the name of a U.S. House member.

In stand-alone references, the terms *U.S. House representative, representative, member of Congress* are preferred. *Congressman and congresswoman are acceptable.* Do not use *congressperson*. *Congressman* and *congresswoman* should appear as capitalized formal titles before a name only in direct quotation.

liaison

lifestyle

Not *life style* or *life-style*.

likable

Not *likeable*.

lists, bulleted lists

Bulleted lists can be categorized according to the introductory phrase.

When a phrase introduces a list and each line needs the phrase to make a complete sentence:

- end the introductory phrase with a colon
- start each line with a lowercase letter, unless it is a proper noun
- add *and* or *or* before the last line
- and use a period only at the end of the last line in the list.

Do not use a comma or semicolon at the end of each line as the bullet replaces these. If there are complete sentences inside any line, enclose sentence(s) in parentheses.

All employees must complete:

- *form 1106*
- *nonrefundable \$35 fee (Payment must be cashier's check or money order.)*
- *and credit questionnaire.*

When a phrase introduces a list but each line does not need the phrase to make complete sentences, end the introductory phrase with a colon. Start each line with an uppercase letter, and end each line with a period.

If you need further information:

- *Check your manual.*
- *Contact your client.*

When there is no introductory phrase and each line forms at least one complete sentence, start each line with an uppercase letter, and end each line with a period.

- *Sign all necessary forms.*
- *Seal the document.*
- *Mail it to SFA.*

Whether there is or is not an introductory phrase, if lines do not form complete sentences, start each line with an uppercase letter. Do not use a period at the end of the list.

Possible careers you can have with an anthropology, geography and sociology degree include:

- *Cartographer*
- *Criminologist*
- *Geography teacher*

logo

The university logo is the purple and white Texas outline with a star in the location of Nacogdoches and the letters *SFA* diagonally stacked. The university seal, a circle with a star and the likeness of Stephen F. Austin in the center, is for use only on official documents, such as diplomas, and at the discretion of the president and board of regents.

The university logo should appear in a prominent location on all university documents. See the **Graphic Design Guide** for more information.

Lumberjack or Lumberjacks

-ly

Do not use a hyphen between adverbs ending in *-ly* and adjectives they modify: *an easily remembered rule, a badly damaged ship, a fully informed person.* (See *Chicago Manual of Style, 15th edition.*)



magazine names

Capitalize the initial letters of the name, but do not place it in quotes. Lowercase *magazine* unless it is part of the publication's formal title. Check the masthead if in doubt.

majors

Lowercase names of majors when used in copy or bulleted list forms. *She received a bachelor's degree in marketing communications and corporate communications. He was awarded a doctorate in anthropology. They earned a Bachelor of Arts in history.*

majority vs. plurality

Majority means more than half of an amount. *Plurality* means more than the next highest number. For example, 51 votes for one person out of a possible 100 would be a *majority*, while 40 votes for one person and 30 votes for another would constitute a *plurality*.

makerspace

Maymester

media

In the sense of mass communication, such as magazines, newspapers, the news services, radio and television, the word is plural: *The news media are often the target of criticism.*

memento, mementos

memorandum, memorandums

mid-mester

midnight

Do not put a *12* in front of it. It is part of the day that is ending, not the one that is beginning.

military titles

Capitalize a military rank when used as a formal title before an individual's name. Spell out any title used before a name in a direct quotation.

On subsequent references, do not continue using the title before a name. When a title is substituted for a name, spell out and lowercase. For more information, see *The AP Stylebook's military titles entry*.

months

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, or when the month is the first word of the sentence. See **dates**.

music

Capitalize but do not use quotation marks for orchestral works: *Bach's Suite No. 1 for Orchestra*. If the work has a special full title, all of it is quoted: "*Rhapsody in Blue*," "*Symphonie Fantastique*."



named after/named for

Use "after" when the occasion occurs when the person named is deceased; use "for" when the occasion occurs when the person is still living. *SFA is named after the Father of*

Texas. The Naymola Basketball Performance Center is named for businessman Loddie Naymola.

nation

Use only in reference to a country when the subject deals with governmental or political matters. *The nation was founded in 1885 but This country has three mountain ranges.*

nationwide

nondiscrimination statement

Nondiscrimination statement must be used in its entirety with no deletions. SFA (or Stephen F. Austin State University) does not discriminate on the basis of race, color, national or ethnic origin, age, sex or disability.

noon, midnight

Do not put a *12* in front of it.

numbers

In text, and in general, spell out numbers one through nine. Use numerals for 10 and above. Some exceptions are percentages, ratios, monetary amounts, temperature readings, ages, physical dimensions and sports scores: *44.4%*, *104%*, *\$4* (not four dollars), *4°C* or *four degrees centigrade* (not 4 degrees centigrade), *They won the baseball game 4-2*, *She is 4 years old*, *The porch is 9 feet by 11 feet*, etc.

However, writers should never create a barrier to the reader's understanding. If following the rule causes confusion, do not follow the rule. *The academy is for students in eighth through twelfth grade.*

LARGE NUMBERS: When large numbers must be spelled out, use a hyphen to connect a word ending in "y" to another word; do not use commas between other separate words that are part of one number: *twenty*, *forty*, *twenty-one*, *forty-one*, *one hundred forty-four*, *one thousand four hundred forty-four*, *one million four hundred forty-four thousand four hundred forty-four*.

SENTENCE START: Spell out a numeral at the beginning of a sentence. If necessary, rewrite the sentence to avoid this. The only exception to this rule is when a sentence is started with a number that identifies a calendar year:

Wrong: *444 first-year students entered SFA last year.*

Correct: *Last year, 444 first-year students entered SFA.*

Correct: *1989 was a very good year.* (It is rare, however, that an effective sentence begins with a date.)

CASUAL USES: Spell out casual expressions: *For the thousandth time, please clean the house. Thanks a million. She jogged a quarter of a mile.*

PROPER NAMES: Use words or numerals according to an organization's practice: *21st Century Fox*, *Twentieth Century Fund*, etc.

FIGURES OR WORDS: Spell out first through ninth when they indicate sequence in time or location: *first base*, *the First Amendment*, *he was first in line*. Starting with 10th, use figures.

Use *1st*, *2nd*, *3rd*, *4th*, etc. when the sequence has been assigned in forming names. The principle examples are geographic, military and political designations, such as *1st Ward*, *5th U.S. Circuit Court of Appeals*, *7th fleet*, *1st Sgt*.

PLURAL NUMBERS: Add an "s" with no apostrophe to form plurals: *She threw 6s* and *She remembers the 60s*.

CENTURIES: The "10 and above" rule applies. Spell out centuries below 10; use numerals for 10 and above. Lowercase century: *the 21st century*, *the fourth century*, etc.

COMMAS: Include commas in all four-digit numbers except when listing years, SAT scores, tax forms, rules and regulations, and product model numbers: *1,458; 4,404; 9,999*; etc. But, *He scored 1100 on the SAT in 1993*. Also, *Form 1040A, Amendment 2401C, Ferrari 8000XT*.

Don't use commas around the year when it is written with a specific month: *July 1990*, not *July, 1990*. However, do set off the year with commas when a specific month and day are used: *July 1, 1969, was a particularly hot day*.

It is preferred that "on" not be used before dates: *The Lumberjacks will play Navy Nov. 1 in Nacogdoches*.

nursing degrees

Master of Science in Nursing
Bachelor of Science in Nursing

These are permissible because "Nursing" is part of the degree acronym MSN and BSN.

O

off

The *of* is unnecessary: *He fell off the stage*, not *He fell off of the stage*.

OK

Not *okay*, *o'kay* or *O.K.*

Ol' Cotton

on-campus, off-campus

Hyphenate only when used as a compound modifier. *She used the sources available from the on-campus libraries. He decided to live off campus.*

online

One word, no hyphen, no matter the usage when referring to computer networks and services available via modem, such as the internet.

Orientation

Always capitalize when referring to SFA's official Orientation events. Also named Lumberjack Orientation or Virtual Orientation.

over

In most cases, try to use the phrase *more than*: *The course required more than eight hours of study each week*. While *over* is generally used for spatial relationships, such as *The plane flew over the city*, it can be used with numerals at times: *She is over 30* and *The shortstop hit over 30 home runs and had over 30 stolen bases*.

overused words

Try to avoid overusing or trivializing descriptive words, such as *unique, excellent, excellence, really, very, state-of-the-art, acclaimed, nationally/internationally recognized, world-class, quality* and *prestigious*.

P

page numbers

Use figures, and capitalize page when used with a figure. Capitalize a letter when appended to the figure, but do not use a hyphen: *Page 4, Page 44, Page 20A*.

parentheses

See entry in the **punctuation** section in *The AP Stylebook*.

part time vs. part-time

Apply the same rules as *full time* and *full-time*. In other words, hyphenate only when used as a compound modifier: *She works at the restaurant part time. She has a part-time job*.

parts-of-term

fall I
fall II
full fall
spring I
spring II
full spring
Maymester
summer I
summer II
full summer

percent

Use the % sign when paired with a number, with no space, in most cases (a change in 2019): *Average hourly pay rose 3.1% from a year ago; her mortgage rate is 4.75%; about 60% of Americans agreed; he won 56.2% of the vote*. Use figures: *1%, 4 percentage points*.

For amounts less than 1%, precede the decimal with a zero: *The cost of living rose 0.6%*.

In casual uses, use words rather than figures and numbers: *She said he has a zero percent chance of winning*.

At the start of a sentence: Try to avoid this construction. If it's necessary to start a sentence with a percentage, spell out both: *Eighty-nine percent of sentences don't have to begin with a number*.

phone numbers

When referring to a phone number in text or on a poster, brochure, flyer, etc., use parentheses and a dash: *(936) 468-2605*

Always use dots for web: *936.468.2605*

piney woods

Texas Forest Country is preferred over *piney woods*, unless in name of organization or establishment. i.e. *Piney Woods Conservation Center; Piney Woods Area Health Education Center*. Two words unless used as single word in proper name, *Pineywoods Native Plant Center*.

possessives

See entry in *The AP Stylebook*.

postsecondary

potato

Definitely no *e*. Ditto with *tomato*. Plural: *potatoes, tomatoes*.

pre

Follow Webster's New World College Dictionary. Hyphenate if not listed there. A 2019 change: In recognition of common usage and dictionary preferences, do not hyphenate double-*e* combinations with *pre-* and *re-*. Examples: *preeclampsia, preelection, preeminent, preempt, preestablished, preexisting* and those listed in *re-*. Other rules in prefixes apply.

pre-physician assistant

Not *physician's*

prerequisite

President's Honor Roll

Capitalize in all uses.

press

Use only when referring specifically to the print medium. Otherwise, use *news media* (for both print and broadcast). In particular: *news release*.

principal vs. principle

Principal is a noun and adjective meaning someone or something first in authority, rank, importance or degree: *She is the school principal. He was the principal player in the trade.* Or a capital sum placed at interest, due as a debt, or used as a fund. *A portion of the annual income payment is a tax-free return of principal.*

Principle is a noun that means a fundamental truth, law, doctrine or motivating force: *They fought for the principle of self-determination.*

professor

Never abbreviate and, as with other titles, capitalize only when it precedes a name: *Professor of Journalism Bob Rogers praised the student for his excellent feature story, but Bob Rogers, professor of journalism, praised the student for his work.*

However, capitalize the formal name of an endowed chair whether it is placed before or after the name: *Mike Snyder, the Christopher and Kelly Rogers Professor of Political Science, gave the lecture.*

Q

quotation marks

See entry in the **punctuation** section in *The AP Stylebook*.

R

racket

Not *racquet*, when referring to the light bat used in tennis and badminton.

ratios

For clarity and consistency, use figures and hyphens: *the ratio was 4-to-1, a ratio of 4-to-1, a 4-1 ratio*. As shown, the word *to* should be omitted when the numbers precede the word *ratio*. Always use the word *ratio* or a phrase such as a *2-1 majority* to avoid confusion with actual figures.

religious references

Capitalize the proper names of monotheistic deities: *God, Allah, the Father, the Son, Jesus Christ, the Son of God, the Redeemer, the Holy Spirit*, etc. However, lowercase pronouns referring to the deity: *he, him, his, thee, thou, who, whose, thy*, etc.

Lowercase gods in referring to the deities of polytheistic religions, but capitalize the proper names of pagan gods and goddesses: *Neptune, Thor, Venus*, etc.

Lowercase such words and phrases as *god-awful, godlike, godliness* and *godsend*.

See the **religious references** entry in *The AP Stylebook* for more guidance on this topic.

religious titles

The first reference to a clergyman or clergywoman may include a capitalized title before the individual's name. When using the title "reverend," always precede it with "the" and always abbreviate and capitalize *Rev. The Rev. Billy Graham spoke at the conference. The conference speakers were the Rev. Billy Graham and Howard Stern.*

Do not use *the Rev. Dr.* Use the *Rev. Dr.* only if the individual has an earned doctoral degree (doctor of divinity degrees frequently are honorary) and reference to the degree is relevant.

RELLIS Academic Alliance

First reference add "in Bryan" after the word "Alliance."

résumé

right hand (n.) right-hander (n.) right-handed (adj.)

Rio Grande

Since *Rio* means "river" in Spanish, *Rio Grande* stands alone. Don't use *Rio Grande River*.

river bottom

room numbers

When giving a location on campus, give the building first then room number. Spell out the word *Building*, capitalize "Room" and separate with a comma. *Austin Building, Room 307.*

ROTC

Acceptable for all references to the *Reserve Officers' Training Corps*, a nationwide program on many college campuses aimed at preparing young people to become officers in the U.S. armed services.

If reference to a specific service branch is necessary, use the following forms: *Army ROTC* or *Air Force ROTC* (no periods). Although SFA offers only the Army and Air Force versions (Air Force ROTC is offered through the University of North Texas, in conjunction with SFA), other colleges and universities also may offer Navy ROTC. (Navy ROTC includes those training for careers in both the Navy and the Marine Corps.) Do not use the abbreviations *AROTC, AFROTC* or *NROTC*.

Redundant Expressions

Avoid combinations of words that together make for a redundancy.

advance planning
ascend upward
assemble together
basic fundamental
big in size
bisect in two
blend together
capitol building
chief, leading or main protagonist
coalesce together
collaborate together or jointly
completely unanimous
congregate together
connect together
consensus of opinion
continue to persist
courthouse building
descend downward
doctorate degree
endorse (a check) on the back
fellow colleague
few in number
first beginning/first began
free gift
from whence
fuse together
gather together
habitual custom
hoist up
join together
knots per hour
large in size
merge together
new innovation
new recruit
old antique
original prototype
passing fad
past history
pointed barb
recur again or repeatedly
short in length or height
shuttle back and forth
small in size
tall in height
temporary reprieve
visible to the eye

S

school

In general, capitalize when used as part of a specific name: *The School of Art attracts talented students and faculty members from around the world.* Or: *The School of Human Sciences has a variety of degree programs. The schools at SFA are working on interdisciplinary courses.*

science, technology, engineering and mathematics

Spell out on first reference. Use STEM thereafter.

seasons

Lowercase all seasons and seasonal terms, such as *fall, spring, winter, wintertime*, etc., unless they are part of a formal title: *Springfest, Winter Olympics, Summer Olympics, Fall Festival*, etc.

semesters

Do not capitalize the names of semesters. Only *Maymester* is capitalized. *Registration for fall 2006 semester begins today.*

fall, spring, Maymester and summer

See also **Parts-of-Term** entry.

service clubs

Capitalize the proper names: *American Legion, Lions Club, Kiwanis Club, Rotary Club.*

Also, capitalize words describing membership, as well as the formal titles of officeholders when used before a name: *He is a Rotarian, a Lion, a Kiwanian, Lion's District Governor Clarke Keys.*

SFA-TV2

shut out (v.) shutout (n.)

staff, staff members

See **faculty, faculty members** entry.

states

The names of the 50 U.S. states should be spelled out when used in the body of the story, whether standing alone or in conjunction with a city, town, village or military base.

Lowercase in *state of* constructions: *He is licensed in the state of Texas.* Also, do not capitalize when referring to a level of legal or political jurisdiction: *state Sen. Bill Rattliff, state Rep. Pete Patterson, the state Transportation Department.*

There is no need to specify Texas with Texas cities and towns, unless the name could be confused with another location (*i.e. Paris, Jacksonville, Moscow*). There is no need to use state designations with these U.S. cities: Anchorage, Atlanta, Baltimore, Boise, Boston, Chicago, Cincinnati, Cleveland, Denver, Detroit, Honolulu, Indianapolis, Los Angeles, Miami, Milwaukee, Minneapolis, New Orleans, New York, Oklahoma City, Philadelphia, Pittsburgh, St. Louis, Salt Lake City, San Diego, San Francisco, Seattle, Washington.

Stephen F. Austin statue

May also use *Surfin' Steve* informally.

Stone Fort Museum

student-athlete

subject

Lowercase subjects, unless a language or followed by a roman numeral. *English, French, Algebra I.*



TDP (time, date, place)

When listing the time, month, date and place of an event in news copy or text, list in this order: *The sports banquet will take place at 7 p.m. Saturday, July 1, in Johnson Coliseum. The lecture will be from 9 a.m. to 1 p.m. March 3-16 in the Baker Pattillo Student Center. The bonfire will be held at 7 p.m. Wednesday, Nov. 23, on the Intramural Fields.*

On invitations and programs, order may vary.

Technology Terms

CD-ROM	ROM
data (plural)	web
database	web browser
email	webpage
home page	webcast
internet	webmaster
online	website
RAM	

telephone number

See **phone number** entry.

television

Spell out or use abbreviation *TV*. Not *T.V.* or *tv*.

that, which (pronouns)

Use *that* and *which* when referring to inanimate objects and to animals without a name. When choosing between the two, it often is necessary to determine whether the word will be used in an essential clause or in a nonessential clause.

Both types of clauses provide additional information about a word or a phrase in a sentence. The basic difference between the two lies in the fact that an essential clause cannot be taken out of the sentence without changing the sentence's meaning. In other words, it is so essential to the phrase that its absence would lead to a substantially different interpretation of what the writer meant. *That* is the preferred pronoun to use when introducing essential clauses that refer to inanimate objects or animals without a name.

A nonessential clause, therefore, is a clause that can be taken out without changing the basic meaning of the sentence. *Which* is the only acceptable pronoun to introduce a nonessential clause that refers to an inanimate object or an animal without a name.

PUNCTUATION: An essential clause must not be set off from the rest of the sentence by commas, while a nonessential clause must be set off by commas.

EXAMPLES: *The ruling that overturned the holiday schedule resulted in protests. The unpopular ruling, which was announced Tuesday, resulted in protests.*

theater vs. theatre

When in reference to SFA's School of Theatre, always use theatre.

Use *theater* when making a generic reference: *I am going to the theater.*

When used with a proper name, spell in accordance with the correct title of the facility: *Bob Hope Theatre, Margo Jones Theatre, Greer Garson Theatre*, but *Hughes-Trigg Theater*. Also in reference to *Meadows – Division of Theatre, Theatre Studies*.

times

Use figures with all times except for *noon* and *midnight*, which should stand alone.

When using times for events that occur at the start of the hour, do not include :00. For example: *The meeting will begin at 11 a.m., and should last until 4 p.m.* For times that must include both the hour and the minute, use a colon: *8:30 a.m., 4:44 p.m., 2 a.m.*

Use lowercase *a.m.* and *p.m.*, with periods between the letters. Do not use *AM, A.M., PM, P.M.*

Also, avoid such redundancies as *4 a.m. in the morning, 8 p.m. at night*, etc. If necessary, use *4 a.m. today* or *8 p.m. Monday*, etc.

titled vs. entitled

See **entitled vs. titled** entry.

titles

Titles before a name should be capitalized only if they denote a scope of authority or professional activity so specific that the designation becomes almost as much an integral part of an individual's identity as a proper name itself: *President George W. Bush*. Because this rule is subject to interpretation, most titles should be written after the name, in which case they would always be lowercased. If this is not possible, use the following guidelines:

Capitalize and spell out formal titles, such as *professor, chancellor, chair* and *dean*, when they precede a name. *Dean James Standley, Professor of Anthropology Karol Chandler-Ezell.*

Uppercase a title following a name if it is an endowed chair or title. *Michael Fountain, Laurence C. Walker Distinguished Professor of Forestry, is the author.*

When using dean, notation should read as the *dean of*; *U. Narayan Bhat, dean of research and graduate studies.*

Retired faculty members who teach part time are titled *adjunct faculty members*.

Do not add *ABD* to any title. Only note the last degree completed.

When using a title in a quote, use a verb-subject arrangement. Instead of *Dr. Lorenzo Smith, provost and vice president for academic affairs, said ...*, use *said Dr. Lorenzo Smith, provost and vice president for academic affairs.*

toward

Not *towards*.

T-shirt

Not *Tshirt, T shirt, tee shirt*, etc.

U

underway

One word.

United States

Spell out when standing alone. Use the abbreviated form, *U.S.*, only as an adjective. *The United States is the best country in the world*, but *Kay Bailey Hutchison is a U.S. senator*. *My son is studying U.S. history*. See also **nation**.

university

When referring to SFA use the following forms: *Stephen F. Austin State University* (first reference), *SFA* or *the university* (second reference). When referring to an institution in general, use lowercase: *There are many fine universities in the state of Texas*.

universitywide

V

vice

Use two words with no hyphen: *vice president*, *vice chair*.

videocamera

One word.

videoconference, videoconferencing

One word.

voicemail

One word.

W

Washington

Never abbreviate when referring to the U.S. capital.

When you need to distinguish between the state and the federal district, use *state of Washington* or *Washington state* and *Washington, D.C.*, or *District of Columbia*. (Note the comma after Washington.)

web

website

Do not use “http://” or any variant. Do not use “www.” unless necessary, i.e. if the website does not work without it or if it is unclear that it is a website.

If a website or email address comes at the end of sentence, punctuate accordingly. *For more information, visit our website at sfasu.edu.*

who vs. whom

Use *who* when referring to human beings and to animals with a name.

Who is the word when someone is the subject of a sentence: *The player who hit the home run is circling the bases* or *Who is it?*

Whom is the word when someone is the object of a verb or a preposition: *The player to whom the home run was credited is circling the bases*, or *With whom do you wish to speak?*

World Wide Web

Capitalize each word of this formal name for the system that links computer users worldwide.

worldwide

XYZ

Xerox

A trademark for a photocopy machine. Do not use generically or as a verb.

X-ray

Use in all cases as a noun, verb and adjective. Not *x-ray*.

years

Use figures without commas: *1991*, *2005*, etc. When referring to decades or centuries, use an “s” without an apostrophe: *the 1890s*, *the 1920s*, *the 1960s*, etc.

Years are the lone exception to the general rule that numbers should not be used to start a sentence: *1989 was an extraordinary year*. But try to avoid this construction.

zero, zeros

No “e” in either case.

ZIP code

ZIP is an acronym for Zone Improvement Program. Don’t use periods between each letter.

Names of Departments/Offices Divisions/Schools/Centers

Below is the list of official names for SFA offices, departments, divisions, programs, schools and colleges. Unless otherwise noted, lowercase any version of a name below used in a print or digital piece if it does not match exactly. The preferred version for second reference (SR) use is in parenthesis.

Refer to the most recent Undergraduate and Graduate Bulletins for further clarification (catalog.sfasu.edu).

1. **Department of Audit Services (SR: Audit Services)**
2. **Division of Academic Affairs**
 - A. Office of the Provost and Executive Vice President for Academic Affairs (SR: Office of the Provost)
 - ii. Academic Assistance and Resource Center (SR: AARC)
 - iii. Academic Partnerships
 - iv. Center for Teaching and Learning (SR: CTL)
 - v. Center for Applied Research and Rural Innovation (SR: CARRI)
 - vi. Office of Institutional Effectiveness
 - vii. Office of Strategic Analytics and Institutional Research
 - viii. Office of International Programs (SR: OIP)
 - ix. Office of Research and Graduate Studies (SR: ORGS)
 - a. Graduate Studies or graduate school; NOT Graduate School
 - b. Grants and Sponsored Programs
 - iii. School of Honors
 - iv. Steen Library
 - a. East Texas Research Center (SR: ETRC)
 - ii. Student Success Center
 - c. Generation Jacks (SR: GenJacks)
 - d. Jacks Pathway to Accelerated Student Success (SR: Jacks PASS)
 - e. New Lumberjack Experience - SFAS 1101
 - f. Smith-Hutson Scholarship Program
 - g. Student Success Center Peer Mentor Program
 - h. Texas Success Initiative (SR: TSI)
 - i. Undeclared/exploratory advising
3. **Division of Finance and Administration**
 - D. Office of the Vice President for Finance and Administration
 - v. Budget Office
 - vi. Human Resources (NOT Department of) (SR: HR)
 - iii. Environmental Health, Safety and Risk Management Department (SR: Safety Department)
 - iv. Office of Finance and Administrative Services
 - a. Procurement and Business Services
 - II. accounts payable
 - III. interior design
 - IV. P-card/travel
 - V. property
 - VI. purchasing and contracting
 - b. Payroll
 - c. Programming
 - v. Office of Financial Reporting
 - vi. Physical Plant Department
 - vii. Student Business Services
 - viii. University Police Department (SR: UPD)
 - a. Emergency Management
 - b. Parking Services
4. **Division of University Marketing Communications (SR: UMC)**
 - E. Publications and Design
 - F. Strategic Communications
 - G. Visual Media
 - H. Web Services
5. **Division of Student Affairs**
 - F. Office of the Vice President of Student Affairs
 - G. Dean of Students Office (SR: DSO)
 - i. Behavioral Assessment Team (SR: BAT)
 - ii. Campus Recreation (SR: Campus Rec)
 - a. Aquatics and Safety
 - b. Fitness and Wellness
 - c. Intramural Sports
 - d. Outdoor Pursuits
 - e. Sport Clubs
 - iii. Health and Wellness Hub (SR: The Hub)
 - d. Counseling Services
 - e. Health Services
 - f. Lumberjack Food Pantry
 - g. Student Outreach and Support (SR: SOS)
 - h. Student Wellness
 - iv. Student Conduct Office
 - E. Student Life
 - vi. Center for Career and Professional Development (SR: CCPD)
 - vii. Divisional Assessment
 - viii. Orientation and Transition Programs
 - a. Family Weekend
 - b. Weeks of Welcome (SR: WoW)
 - iv. Student Engagement
 - e. Student Organizations Activities
 - VI. AXExperience
 - VII. Student Activities Association (SR: SAA)
 - h. Fraternity and Sorority Life
 - i. Homecoming
 - j. Jack Camp
 - k. Leadership and Service
 - v. Student Government Association (SR: SGA)
 - vi. Student Publications/Divisional Media
 - a. Stone Fort yearbook
 - b. The Pine Log
 - D. Campus Living, Dining and Auxiliary Enterprises
 - v. Residence Life (SR: Res Life)
 - vi. Contracts
 - a. Accent Vending
 - b. Barnes & Noble Bookstore
 - c. Chartwells
 - iii. Dining Services
 - iv. Baker Pattillo Student Center
 - a. Graphics Shop/ID Card Services
 - b. SFA Post Office
 - v. Testing Services

- 6. **Division of University Advancement**
 - G. Office of the Vice President for University Advancement
 - viii. Office of Alumni Relations
 - i. Alumni Association (SR: the association)
 - x. Office of Development
 - a. SFASU Foundation
 - b. SFA Real Estate Foundation
- 7. **Enrollment Management**
 - H. Office of Admissions
 - I. Office of Financial Aid and Scholarships (SR: financial aid)
 - J. Office of the Registrar (SR: the registrar, registrar's office)
 - K. Axe Handle (university one-stop call center: Financial Aid and Scholarships, Student Business Services, registrar's office, Residence Life and admissions)
- 8. **Office of Diversity, Equity and Inclusion (SR: ODEI)**
 - I. Disability Services
 - J. Office of Multicultural Affairs (SR: OMA)
 - K. Office of Title IX (SR: Title IX)
 - L. Veterans Resource Center (SR: VRC)
- 9. **Office of the General Counsel (SR: General Counsel)**
- 10. **Information Technology Services**
 - K. Classroom Support
 - L. Enterprise Application Development
 - M. Enterprise Architecture
 - N. Enterprise Systems
 - O. Information Security
 - P. Project Management Office
 - Q. Technical Support
- 11. **Intercollegiate Athletics**
 - L. Department of Athletics or SFA Athletics
 - M. Cheer and Dance Teams

- d. Naymola Innovation Hub
- e. Richardson Classroom Schlieff Lobby

- C. **James I. Perkins College of Education (SR: Perkins College of Education or PCOE)**
 - iv. Early Childhood Laboratory (SR: ECHL)
 - v. SFA Charter School
 - vi. Office of Assessment and Accountability
 - vii. Office of Student Services and Advising
 - viii. Department of Education Studies
 - a. American Sign Language Media Development Laboratory
 - ii. School of Human Sciences
 - c. Center for Economic Education
 - iv. Department of Human Services and Educational Leadership
 - e. Autism Clinic
 - f. Cole Audiology Lab
 - g. Counseling Clinic
 - h. George Independent Living Skills Model Apartment
 - i. Human Neuroscience Laboratory
 - j. Rehabilitation Services Career Planning Laboratory
 - k. Research Advancing Identities and Student Experiences Center (SR: RAISE Center)
 - l. School Psychology Assessment Center
 - m. Stanley Center for Speech and Language Disorders
 - viii. Department of Kinesiology and Health Science
 - i. Human Performance Lab

- D. **Micky Elliott College of Fine Arts (SR: Elliott College of Fine Arts or ECFA)**
 - v. Arts Information Office
 - vi. Fine Arts Box Office
 - vii. School of Art
 - viii. School of Music
 - ix. School of Theatre and Dance

- E. **Arthur Temple College of Forestry and Agriculture (SR: College of Forestry and Agriculture or ATCOFA)**
 - vi. Forestry and Spatial Science
 - vii. Division of Environmental Science
 - iii. Department of Agriculture
 - d. Todd Agricultural Research Center
 - V. Beef Center
 - VI. Broiler Research Center
 - VII. Equine Center
 - VIII. Poultry Research Center
 - IX. Sheep and Goat Center
 - X. Swine Center

- F. **College of Liberal and Applied Arts**
 - vii. Department of Anthropology, Geography and Sociology
 - h. Anthropology and Archaeology Laboratory and Repository
 - ix. Department of English and Creative Writing
 - a. Compton Technical Writing Lab
 - b. Corley Writing Lab
 - iii. Department of Government
 - iv. Department of History
 - a. Center for East Texas Studies
 - b. East Texas Historical Association

Colleges

- 1. **Division of Academic Affairs**
 - B. **Office of the Provost and Executive Vice President for Academic Affairs**
 - C. **Rusche College of Business (SR: College of Business)**
 - i. Schlieff School of Accountancy
 - ii. Department of Business Communication and Legal Studies
 - iii. Department of Economics and Finance
 - iv. Department of Management and Marketing
 - v. Other
 - a. Arnold Center for Entrepreneurship (SR: ACE)
 - II. Small Business Resource Hub (SR: SBRH)
 - c. Berry Dean's Suite
 - d. Business and Community Services (SR: BCS)
 - e. Center for Business and Economic Research (SR: CBER)
 - f. Chadwick Student Financial Advisors
 - g. Hopkins Lobby
 - a. Layton Lobby
 - b. Mast Student Investment Roundtable
 - c. Mattress Firm Commons

- c. Heritage Research Center
- v. Department of Languages, Cultures and Communication
 - f. Language Resource Center
- vii. Department of Mass Communication
- viii. Department of Military Science
 - a. 1st Lt. Kile G. West Memorial Obstacle Course
 - b. ROTC
- viii. Department of Psychology
- ix. Division of Multidisciplinary Programs
- x. School of Social Work
 - a. Center for Rural Social Work Research and Development
 - b. Child Welfare Professional Development Project

G. College of Sciences and Mathematics

- viii. Department of Biology
 - i. Gibson Entomarium
- x. Department of Chemistry and Biochemistry
- xi. Department of Computer Science
- xii. Department of Earth Sciences and Geological Resources
- xiii. Department of Mathematics and Statistics
- xiv. DeWitt School of Nursing (SR: School of Nursing)
 - a. Cole Simulation Laboratory
 - b. Birch Foundation Computer Classroom
 - c. The Friendship Room
- vii. Department of Physics, Engineering and Astronomy
 - h. Downing Engineering Resource Commons
 - i. Downing Physics Resource Commons
 - j. SFA Observatory
 - k. SFA Planetarium
- viii. JacksTeach
- ix. Other
 - a. Engelhardt Laboratory
 - b. Nelson Atrium
- x. Pre-Health Professions Programs
- xi. STEM Research and Learning Center



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