EDITORIAL QUICK REFERENCE GUIDE

The following is intended only as a quick reference. For a full explanation of these items, please see main guide.

Ad majorem Dei gloriam
adviser — not advisor
alumni
   alumni — 2 or more
   alumnus — 1 male
   alumna — 1 female
   alumnae — 2 or more female
a.m., p.m.
and — rather than &
C. elegans (Caenorhabditis elegans)
Church of the Gesu
course work
cura personalis

Dr. or Ph.D. — not both
e-mail
fundraising
fundraiser
GPA
health care
Internet
Initials: W.E.B. DuBois
(no spaces — differs from MLA)
magis
Monaghan Ballroom
nonprofit
online

Père Marquette
Ratio Studiorum
theatre
United States — as a noun
U.S. — as an adjective
Web
webmaster
Web page
website

Other items of note:

There should only be a single space between sentences. Do not use two spaces anywhere in text.

When referencing course numbers, please use a space between the text and numbers: HIST 1234

WI is the ZIP code abbreviation and should only be used in actual postal addresses.
   In all other cases, use Wis. or Wisconsin.

Accents on letters

The two-step process for letters with accents
(option = alt [PC])

é – option + e / letter
è – option + ` / letter
ü – option + u / letter
ö – option + u / letter
ñ – option + n / letter
â – option + a
ê – option + i / letter
<table>
<thead>
<tr>
<th>Mark in Margin</th>
<th>Instruction</th>
<th>Mark on the Manuscript</th>
<th>Corrected Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Delete</td>
<td>student housing is</td>
<td>housing is</td>
</tr>
<tr>
<td></td>
<td>Insert</td>
<td>Most students live</td>
<td>Most freshman students live</td>
</tr>
<tr>
<td></td>
<td>Let stand</td>
<td>student housing is</td>
<td>student housing is</td>
</tr>
<tr>
<td></td>
<td>Make upper case (capital)</td>
<td>Marquette University</td>
<td>Marquette University</td>
</tr>
<tr>
<td></td>
<td>Make lower case</td>
<td>the political science class</td>
<td>the political science class</td>
</tr>
<tr>
<td></td>
<td>Make italics</td>
<td>Most students live</td>
<td>Most students live</td>
</tr>
<tr>
<td></td>
<td>Transpose</td>
<td>housing student is</td>
<td>student housing is</td>
</tr>
<tr>
<td></td>
<td>Close space</td>
<td>the university</td>
<td>the university</td>
</tr>
<tr>
<td></td>
<td>Spell out</td>
<td>MUSG</td>
<td>Marquette University Student Government</td>
</tr>
<tr>
<td></td>
<td>Insert space</td>
<td>the history faculty</td>
<td>the history faculty</td>
</tr>
<tr>
<td></td>
<td>Start paragraph</td>
<td>Most students live</td>
<td>Most students live</td>
</tr>
<tr>
<td></td>
<td>No paragraph</td>
<td>University facilities</td>
<td>University facilities</td>
</tr>
<tr>
<td></td>
<td>Set in small capitals</td>
<td>the faculty</td>
<td>the FACULTY</td>
</tr>
<tr>
<td></td>
<td>Set in roman type</td>
<td>the faculty</td>
<td>the faculty</td>
</tr>
<tr>
<td></td>
<td>Set in bold face</td>
<td>the faculty</td>
<td>the faculty</td>
</tr>
<tr>
<td></td>
<td>Set in light face</td>
<td>the faculty</td>
<td>the faculty</td>
</tr>
<tr>
<td></td>
<td>Insert period</td>
<td>The course is no longer offered</td>
<td>The course is no longer offered</td>
</tr>
<tr>
<td></td>
<td>Insert comma</td>
<td>However, we regret to inform you ...</td>
<td>However, we regret to inform you ...</td>
</tr>
<tr>
<td></td>
<td>Insert hyphens</td>
<td>day-by-day</td>
<td>day-by-day</td>
</tr>
<tr>
<td></td>
<td>Insert colon</td>
<td>by calling the following number:</td>
<td>by calling the following number:</td>
</tr>
<tr>
<td></td>
<td>Insert semicolon</td>
<td>The course is not offered in the fall; it is offered in the spring.</td>
<td>The course is not offered in the fall; it is offered in the spring.</td>
</tr>
<tr>
<td></td>
<td>Insert apostrophe</td>
<td>the student's book</td>
<td>The student's book</td>
</tr>
<tr>
<td></td>
<td>Insert quotation marks</td>
<td>… will contribute to the academic atmosphere,” Said Smith.</td>
<td>… will contribute to the academic atmosphere,” Said Smith.</td>
</tr>
<tr>
<td></td>
<td>Insert parentheses</td>
<td>Mary Brown, Class of 1984</td>
<td>Mary Brown (Class of 1984)</td>
</tr>
<tr>
<td></td>
<td>Insert em dash</td>
<td>The message—be successful.</td>
<td>The message—be successful</td>
</tr>
<tr>
<td></td>
<td>Insert superior type</td>
<td>2 = 4</td>
<td>2 = 4</td>
</tr>
<tr>
<td></td>
<td>Insert inferior type</td>
<td>HO</td>
<td>HO</td>
</tr>
<tr>
<td></td>
<td>Insert asterisk</td>
<td>the student</td>
<td>the student*</td>
</tr>
<tr>
<td></td>
<td>Flush left</td>
<td>The course is offered at this location.</td>
<td>The course is offered at this location.</td>
</tr>
<tr>
<td></td>
<td>Flush right</td>
<td>The course is offered at this location.</td>
<td>The course is offered at this location.</td>
</tr>
<tr>
<td></td>
<td>Flush paragraph</td>
<td>The course is offered at this location.</td>
<td>The course is offered at this location.</td>
</tr>
<tr>
<td></td>
<td>Ellipsis</td>
<td>the student</td>
<td>the student …</td>
</tr>
</tbody>
</table>
Use the preferred forms defined in this style guide to create clean, professional and consistent publications campuswide. Keep in mind that these are the university’s standard rules for copywriting. Some exceptions are made for advertisements, tabulated material and other special promotional pieces. Please contact Becky Dubin Jenkins at 414.288.4744 with questions.

**acronyms**

On first reference, use the official name of companies, associations, organizations, etc. For subsequent references, an abbreviation or acronym may be used if the meaning is clear to the reader. Do not insert an acronym in parentheses after the full name. If such clarification is necessary, do not use the acronym at all. Use periods (but no space) in a reference like “the U.S. government” because the adjectives without periods could be read as “us.”

Periods also are used for the indication of a religious order included as part of a person’s name. For instance, retain the periods (but no space) and use a comma when writing a priest’s name: “Rev. Doug Leonhardt, S.J., is associate vice president in the Office of Mission and Ministry.” An exception is made for religious sisters, who prefer the rendering of their orders without periods. The initials for the order should be set off with commas. (See religious orders entry for additional guidance.) Certain other common terms also are exceptions, including: A.D. and B.C. for calendar year references; a.m. and p.m. for designations of time; M.D. for physicians; Ph.D. (see academic degrees); U.N. for United Nations; and U.S. for United States when used as an adjective.

**Correct:**
The Association of Marquette University Women will host a dinner January 21. For tickets or information about the AMUW, call Sally Jones at 555.1919.

**Incorrect:**
The Association of Marquette University Women (AMUW) will host a dinner January 21.

**Incorrect:**
A.M.U.W.

**Incorrect:**
A M U W

Also see college abbreviations for guidelines about abbreviations for references to alumni of Marquette colleges and academic programs.

**academic degrees**

Consult the Office of the Registrar for the official reference to a degree earned by a Marquette graduate or for a list of degrees conferred in a specific field (i.e., bachelor of science, bachelor of science in nursing, honors bachelor of science).

Do not capitalize the name of a degree in any reference. The preferred prefix for a person holding a doctoral degree is Dr., but do not use “Dr.” and “Ph.D.” in the same reference. Similarly, do not use “Dr.” and “M.D.” in the same reference. Note the use of apostrophes in “bachelor’s” and “master’s.” Note the capitalization and placement of periods in Ph.D., M.A. and M.F.A.

A two-year degree is an associate degree (no “s” on associate).

**Correct:**
He earned a bachelor of arts degree in journalism.
He earned his bachelor’s from Marquette. She is studying for a master’s degree. She earned her doctoral degree (or doctorate) in 1990. Dr. John Doe is a noted author of Shakespearean criticism. John Smith, M.D., is my physician. Dr. Smith is an endocrinologist.

**accept/except**

Do not confuse these terms. To accept is to take in, receive or agree to. To except is to exclude or omit.
Ad majorem Dei gloriam
Note the capitalization. The Latin phrase was the motto of St. Ignatius of Loyola and means “for the greater glory of God.” In text, it should be set in italics as a non-English phrase.

addresses — general
Use the following guidelines for presenting addresses in printed text. To meet postal regulations and receive the best mailing rate, consult with Mail Services for guidelines on preparing envelopes or mailing labels.

Use the abbreviations Ave., Blvd. and St. only with a numbered address: 1235 W. Wisconsin Ave. Lowercase and spell them out when used alone or with more than one street name: 16th and Wells streets. All similar words — alley, drive, road, terrace, etc. — are always spelled out.

Abbreviate compass points used to indicate directional ends of a street or quadrants of a city in a numbered address.

advis “er”
Not advis “or”

affect/effect/impact
Affect is a verb: Rain affects traffic speeds. Effect is a noun: Will that have an effect on our department’s operations? Impact is a noun. Although there is growing colloquial use of impact as a verb similar to affect, it is not standard accepted usage and should not be used in writing. Generally, it should be used as a noun, similar to effect. The use of impact as a verb should be limited to its meaning of something wedged or packed in tightly, such as the medical reference my tooth is impacted.

Correct:
All students will be affected by the policy change.

The effect of the change will be to reduce costs and improve service.

Incorrect:
We all will be impacted by the change. Everyone was impacted.

Use instead:
We all will be affected by the change. Everyone was affected.

afterward
Never with an “s” at the end

alma mater
Do not capitalize as a reference to the school from which one graduated. The name of the Marquette song is Hail Alma Mater, in which the words are capitalized as a title.

Correct:
Marquette is her alma mater. Hail Alma Mater is sung at the close of Marquette’s Commencement ceremony.

alumni/-nus/-na/-nae
Use the following guide for correct usage of the Latin terms:

alumni — two or more male graduates and/or two or more graduates of both genders
alumnus — one male graduate
alumna — one female graduate
alumnae — two or more female graduates

alumni association
The Marquette University Alumni Association was established in 1893 and represents more than 110,000 living alumni, parents and friends of the university. On first reference, use Marquette University Alumni Association. In subsequent references, use “the association” (note lowercase) or MUAA.

although/though/while
Although/though means in spite of the fact. Although/though she is the youngest in her class, she is the smartest. While denotes a time element. He got sick while on vacation.
**a.m., p.m.**
Always lowercase, and always use periods. For a range of time, the a.m. or p.m. designation with both times is preferred. Use the word "to" as the connector, not a dash. When designating a time on the hour, the :00 is not necessary. (See invitation protocol for appropriate time usage for invitations.) Use midnight or noon, never 12 midnight or 12 noon. Also see dates in a series. Exceptions may be made for tabulated material or invitations.

*Correct:* 3:15 p.m. to 9 p.m.

*Incorrect:* 3:15 to 9 p.m.; 3:15-9:00 p.m.; 3:15 PM

**ampersand/and**
Use an ampersand (&) to replace the word “and” only if it is part of the official legal name of a company, organization or publication.

Many courses in Marquette's Core of Common Studies are offered through the Helen Way Klingler College of Arts and Sciences.

**apostrophe**
Use an apostrophe to show possession or a contraction of two terms into one. Apostrophes are not used to make a plural. Also see contractions and decades.

*Correct:* Hundreds of people attended the ceremony. Tacos are my favorite food. Marquette IDs must be shown at the door. I grew up in the '60s.

*Incorrect:* Hundred's of people attended the ceremony. Taco's are my favorite food. Marquette ID's must be shown at the door. I grew up in the '60's.

**archbishop/bishop/cardinal/pope**
The preferred form for first reference is Cardinal, Archbishop or Bishop, capitalized, before an individual’s name. Substitute the Most Rev. if applicable: He spoke to the Most Rev. Jerome E. Listecki, archbishop of Milwaukee. On second reference, Listecki or the archbishop is appropriate. If known only by a religious name, repeat the title: Pope Francis on first reference and Francis, the pope or the pontiff, lowercase, on second.

**as**
Do not use “as” to substitute for “because” or “since.” This misuse can be misleading and is awkward.

*Correct:* Because he was leaving, we hosted a party.

*Incorrect:* As he was leaving, we hosted a party. (This misuse of “as” to mean “because” implies that the party was held during the time he was leaving, not because he was leaving.)

**ASMU**
If it is necessary to make a historical reference specifically to the pre-1996 student government, use "Associated Students of Marquette University" on first reference and "ASMU" on subsequent references. To refer to the post-1996 student government, use "Marquette University Student Government" on first reference and "MUSG" on subsequent references.

**athletics**
Always with “s” (athletics, not athletic) when referring to the Department of Intercollegiate Athletics. Questions about club sports should be referred to the director of recreational sports at 288.6976. Questions about student-athletes, athletics programs or sports teams at Marquette should be directed to the athletics department at 288.6303. The use of MU in text is limited to use by the Department of Athletics. (See MU, MU monogram.)

**awards**
If the term “award” is an integral part of the title, it should be capitalized. If not, it should be lowercase.

*Correct:* The Faculty Awards for Teaching Excellence will be presented at the Père Marquette dinner. During the annual luncheon meeting, the Outstanding Researcher of the Year award was presented to John Doe. (Faculty Award for Teaching Excellence is the name of the award. Outstanding Researcher of the Year is the name of the award. In the latter, “award” is a descriptor, not a proper noun, and is not capitalized.)
bachelor/bachelor’s, master/master’s degree
Use an apostrophe in bachelor’s degree or master’s degree, etc. There is no possessive in bachelor of arts or master of science. Also: a doctoral degree or a doctorate.

backward
Never with an “s” at the end

because/since
Use because to denote a specific cause-effect relationship: He went because he was told. Use because to denote a time from then until now: He graduated in 2000 and has been employed since.

believe/feel/think
Good writing should use these terms accurately, not interchangeably. Many writers use “believe” when they mean think.
One believes in something. One feels emotions and physically feels an item. One thinks thoughts.

Incorrect:
He feels/believes we should vote on the plan.

Correct:
She believes in Santa. He feels sad about his grandmother’s death. He thinks we should go.

Bible
Always capitalize in reference to the collected scriptures of the Judeo-Christian tradition. Except in casual use, avoid references to other books or guides as someone’s “bible.”

Big East Conference
Note that, unlike the conference’s logo, only the first letters of each word are capitalized. In 2013, Marquette and nine other like-minded institutions officially formed a new conference, taking the old conference’s name with them. All Marquette sports teams play in the Big East Conference. Marquette first joined the conference in 2005.

bishop/archbishop/cardinal/pope
The preferred form for first reference is Cardinal, Archbishop or Bishop, capitalized, before an individual’s name. Substitute the Most Rev. if applicable: He spoke to the Most Rev. Jerome E. Listecki, archbishop of Milwaukee. On second reference, Listecki or the archbishop is appropriate. If known only by a religious name, repeat the title: Pope Francis on first reference and Francis, the pope or the pontiff, lowercase, on second.

Board of Trustees
Capitalize in formal references to the Marquette University Board of Trustees. On second reference, “Board of Trustees” or “the Board” is acceptable.

Correct:
The Board of Trustees can have no fewer than 25 members. The Board can have no more than 40 members.

Book Marq/bookstore
The Book Marq, 818 N. 16th St., sells textbooks for all university courses. In text, refer to it as “the Book Marq” on first reference. “The bookstore” is acceptable in subsequent references. Note: The “the” is not capitalized because it is not part of the store’s name.

The Spirit Shop, located in the Alumni Memorial Union, is the university’s gift shop, selling licensed clothing, bumper stickers, glassware and other Marquette items. (See gift shop.)

book titles
See publication titles.

building names
Please use the full name of a building on first reference in external publications as an acknowledgement of the university’s generous donors. A shortened name is acceptable on second reference (i.e., David A. Straz, Jr., Hall on first reference, Straz Hall in subsequent references).
campuswide
One word with no hyphen. Also one word with no hyphens: citywide, nationwide, worldwide, etc. But use university-wide (hyphen used for reading clarity with this consonant formation). When “wide” precedes a term, such as wide-ranging, it is a compound adjective and is hyphenated.

capitalization
In general, do not capitalize a term unless it is a proper noun. Do not capitalize general references to people or entities that, in specific references, might be capitalized. For instance, Marquette University is capitalized in its full form. However, university is not capitalized in any usage when it stands alone. Similarly, college, department, program, etc., are not capitalized unless they are used in their full form. Capitalize the major words of full titles for publications, businesses, etc. Do not capitalize “a,” “an,” “and,” “the,” “with” or “of” in titles unless they are the first word of the title. (See publication titles.)

Correct:
Marquette University was founded in 1881. The university values its history. He teaches in the Department of Theology. The department has many faculty members.

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

Correct:
Dave Murphy, vice president, will speak at the meeting. Vice President Dave Murphy will speak at the meeting. The office's vice president, Dave Murphy, will speak. (Vice president is Dave Murphy’s title, but it is not used as a direct title in this case. Instead, it is used as an appositive — an explanatory phrase or introduction for the name — and is not capitalized.)

In most cases, it is preferable to use sentence constructions that allow lowercase titles because these are easier to read. A series of capitalized words — a person's title and a proper name — looks awkward in printed material and is difficult to read. For additional guidance, see titles (job).

capitalization (of words after hyphens)
In headlines, names of events and similar instances, lowercase the word that follows a hyphen in a compound adjective, unless that word is a proper noun.

Correct:
First-year Student Convocation
Muslim-American Student Group

cardinal/archbishop/bishop/pope
The preferred form for first reference is Cardinal, Archbishop or Bishop, capitalized, before an individual’s name. Substitute the Most Rev. if applicable: He spoke to the Most Rev. Jerome E. Listecki, archbishop of Milwaukee. On second reference, Listecki or the archbishop is appropriate. If known only by a religious name, repeat the title: Pope Francis on first reference and Francis, the pope or the pontiff, lowercase, on second.

catalog
Not catalogue

central mall
This green space south of Raynor Memorial Libraries is used for campus events. On second reference, it is acceptable to use "mall."

capitals
See Chapel of the Holy Family and St. Joan of Arc Chapel.

Chapel of the Holy Family
Always use the full name on first reference, noting the use of "the" before the name. In subsequent references, “the chapel” is acceptable and does not need to be capitalized. Derivative forms of the name, such as Holy Family Chapel, are not acceptable in any usage.

Correct:
Mass will be celebrated at 10 p.m. in the Chapel of the Holy Family. The chapel is open for private prayer and reflection throughout the day.

CheckMarq
The gateway to student information at the university is one word.
Church of the Gesu
The proper name is Church of the Gesu, not Gesu Church. Use this name when referring to the church in general. Use Gesu Parish when referring to the entity that sponsors campus events. The parish is not part of Marquette, although the university and parish maintain a close working relationship and ministry.

Correct:
The wedding will be held in Church of the Gesu.

Incorrect:
She will be baptized in Gesu Church.

city of Milwaukee, state of Wisconsin
Do not capitalize city or state in these references.

college abbreviations
The following should be used with the name of an alumnus or alumna to identify the college from which he or she earned a degree. (Do not use these abbreviations unless preceded by a person’s name.)

For colleges and programs that merged, closed or changed names, the years indicated in parentheses are the years of graduation to which the abbreviation applies. Note the absence of periods in these abbreviations. See decades for additional guidelines.

Arts Arts and Sciences (1985+) or Liberal Arts (through December 1984)
Bus Ad Business Administration
CJPA Communication, Journalism and Performing Arts (December 1988 through 1994)
Comm Communication (1995+)
Dent Hy Dental Hygiene (before 1997)
Dent Dental School
Ed Education (fall 2008+)
Eng Engineering
Grad Graduate School
H Sci Health Sciences (1997+)
Jour Journalism (before 1998)
Law Law School
Med Medical School (last class: 1967)
Med Tech Medical Laboratory Technology (before 1997)
Nurs Nursing
PT Physical Therapy (before 1997)
Prof St College of Professional Studies
Sp Speech (before 1989)

college names
Use the following proper names of Marquette colleges and schools. On first reference, use the full name of the college or school to honor the generous donor(s) after whom they are named:

Helen Way Klingler College of Arts and Sciences (no &)
College of Business Administration
J. William and Mary Diederich College of Communication (no “s” at the end or &)
College of Education
College of Health Sciences
College of Professional Studies
College of Nursing
Graduate School
Graduate School of Management
Law School
Opus College of Engineering
School of Dentistry

Note: These are the correct names as of today. In previous years, other programs existed and some units now called colleges were schools.

commas in a series
Use commas to separate terms in a series. Do not use a comma before a coordinating conjunction (and, or, but) linking a series of terms, unless it is necessary for clarity. Put a comma before the concluding conjunction in a series, however, if an integral element of the series requires a conjunction. For a series of compound terms, use semicolons.
**Correct:**
The meeting included students who are majoring in biology, chemistry and physics. The meeting included students who are majoring in communication studies, criminology and law studies, and theology. (Use the comma before “and” to clarify that criminology and law studies is one major, not two.) The speakers include Tom Johnson, history professor; Jane Jones, chemistry professor; and Tina Abrams, accounting professor.

**Commencement**
Always capitalize. Do not use "graduation."

Commencement is celebrated in May. Marquette no longer celebrates Mid-year Commencement. The last time that event was celebrated was December 2013.

**committee titles**
When using the full proper name of a committee, capitalize all words except prepositions and articles. When using an adapted name, or referring to a committee in general, do not capitalize.

**Correct:**
The University Staff Assembly will meet at 3 p.m. The assembly includes 15 officers.

**company names**
Do not use all capital letters in text to spell a company name unless the letters are pronounced individually as part of the name (i.e., AT&T, but Boston Store). Do not use a comma before “Inc.” as part of a company name. Abbreviate Company as Co. and Corporation as Corp. (but not in the middle of the name). Spell out, but do not capitalize, subsequent uses of “company” that do not include the full name. (See corporation.)

**Correct:**
The American Life Insurance Co. has projected record sales for the year. The United Company of Texas has a generous employee benefits package. The company offers its employees full medical and dental coverage, as well as free on-site day care.

**compose/comprise/constitute**
Proper usage of these terms can be confusing. Use “comprise” as you would “include.” Use “constitute” and “compose” as you would “make up” or “consists of.” Do not use “comprised of.”

**Correct:**
The Board of Trustees comprises 33 members, including Jesuits, alumni and business leaders. (The board includes 33 members ... )

The board is composed of Jesuits, alumni and business leaders. The president and vice presidents constitute the administrative committee. The whole comprises the parts.

**Incorrect:**
Alumni, Jesuits and business leaders comprise the Board of Trustees.

**contractions**
The most formal types of writing (formal invitations, presentations, etc.) prohibit the use of contractions, but they are acceptable in general writing. However, it is important to use contractions appropriately. Remember to replace the deleted letter(s) with an apostrophe and to limit the use of contractions to those widely known. (See apostrophe, decades and its/it’s.)

**corporation**
Abbreviate as Corp. when a company or government agency uses “Corporation” at the end of its name. Spell out, lowercase, when used without the company name. If “Corporation” appears elsewhere in the official company name, spell it out and capitalize. Do not precede “Corp.” or “Inc.” with a comma.

**Correct:**
A representative from the Better Breads Corp. will speak at the career fair. The corporation has been in business for 20 years. The Corporation for Improved Bread Baking will discuss regulations. Representatives from Best Breads Inc. also will attend the meeting.

**course work**
Two words in all uses

**cura personalis**
The Latin phrase refers to treating people with respect for their unique qualities, gifts and challenges as individuals. Do not use variant translations. The phrase is not capitalized but should be set in italics in text as a non-English phrase.
currently
Use this term sparingly and only if its omission would be confusing. It is rarely necessary if a sentence is in the present tense. Try deleting the term and re-read the text. If it remains clear, do not use currently.
Correct:
He is enrolled in three classes. He plans to take six next semester. (It is tempting, but unnecessary, to write, “He is currently enrolled in three classes.” The verb “is” indicates present tense.)

dates in a series
In text, to specify the starting and ending date of an event, use the format: month date to month date or drop the second reference to the month if it is the same as the start date. Other exceptions may be made to meet the needs of a specific publication, such as an advertisement or invitation.
Do not use ordinals (1st, 2nd, 20th) with dates. For clarity, especially in weekly publications or event flyers, it may be helpful to specify days of the week. Do not abbreviate days of the week. Months should be abbreviated as specified in months.
Correct:
April 28 to April 30; April 28–30
April 28 to May 2
Monday, April 28, to Wednesday, April 30

days of the week
Never abbreviate.

decades
References to decades do not take an apostrophe to form the plural. If the reference to the century is omitted, the apostrophe should curl toward the left, not the right. (Tip: The bottom part of the apostrophe’s curl should point toward what is missing.)
Correct:
In the 1950s, many girls wore poodle skirts.
In the ‘50s, many girls wore poodle skirts.
Incorrect:
In the 1950’s, many girls wore poodle skirts.
In the 50’s, many girls wore poodle skirts.
degrees
See academic degrees.
For temperatures, use digits and the word “degrees,” not the degree symbol. Temperatures are assumed to be Fahrenheit except in scientific material or materials for a non-U.S. audience. Specify if they are not Fahrenheit.
Correct:
The temperature may drop as low as 10 degrees tonight. Keep the liquid at 15 degrees Celsius.
department names (university)
Capitalize the name of a Marquette department or office. Except in casual use or internal publications, use the full, proper name of the department or office on first reference. On subsequent references, a shortened form that drops “of” is acceptable. In references to multiple departments or offices, lowercase “department” or “office,” but capitalize the unit names. See titles (job) for distinctions between job titles and department or office names.
Correct:
The memo was approved by the offices of General Counsel and Public Affairs. The departments of Physics and History will present the course. The professor will present to the Department of History. The History Department has many professors.
disabled/handicapped
Do not use references to a person’s physical capacity unless it is relevant to the subject matter. If it is necessary, try to use terms that put the “person” first, i.e., “Gary, who uses a wheelchair, was a key member of the group discussing building access.”
disc, disk
Use disc for video and audio discs. Use disk for computer disks.
doctor/doctoral/doctorate
Consult the Office of the Registrar for the official reference to a degree earned by a Marquette graduate.
Do not capitalize the name of a degree in any reference. The preferred prefix for a person holding a doctoral degree is Dr., but do not use “Dr.” and “Ph.D.” in the same reference. Similarly, do not use “Dr.” and “M.D.” in the same reference. Note the capitalization and placement of periods in “Ph.D.”
Correct:
She earned her doctoral degree in 1990. He will have a doctorate in theology as soon as he defends his dissertation. Dr. John Doe is a noted author of Shakespearean criticism. John Smith, M.D., is my physician. Dr. Smith is an endocrinologist.

dorms
Do not use the term dorm or dormitory to refer to Marquette’s residence halls. Use residence hall on first reference. Hall is acceptable on second.

during/more than/over
Over is spatial and indicates a location. More than indicates a greater quantity. During indicates a time span. Do not use the terms interchangeably.
Correct:
During the past year, he has held a dozen impromptu shows with crowds of more than 50 people watching him juggle swords over his head.

effect/affect/impact
See affect/effect/impact.

ellipsis ( ... )
When using an ellipsis to indicate omitted material, type three periods and include a space before the first period and after the last period. Do not include spaces between the periods.
Correct:
Once upon a time ... and far away.
Incorrect:
Once upon a time...and far away. Once upon a time . . . and far away.

email
May be used as a noun or verb. Do not capitalize.

emarq
The university email system

emeritus/-ti/-ta/-tae
The title of “emeritus” is not synonymous with “retired.” It is an honor bestowed on a small number of retired faculty or Board of Trustee members. It should be included in references to the person’s title and AFTER a person’s title. Emeritus is singular male; emerita is singular female; emeriti is plural male or plural male and female; emeritae is plural female.
Correct:
John Doe, professor emeritus, will attend the reception. Jane Doe is a professor emerita at Marquette. Mary Johnson and Bill Smith, professors emeriti, will present the keynote address. Jane Doe and Jennifer Jones are professors emeritae of chemistry.

ensure/insure
Ensure means to guarantee. Virtually all non-financial references should be ensure. Insure is used only in reference to insurance policies.
Correct:
To ensure there would be no problems with the microphones, we tested them before the ceremony.

tenitled
Do not use as a synonym for titled. To be entitled is to have a right to do or have something.
Correct:
I am entitled to fair compensation for the damages. The presentation is titled “Less with more.”

except/accept
Do not confuse these terms. To accept is to take in, receive or agree to. To except is to exclude or omit.

Facebook
The first letter of the social media site is capitalized in all instances, even though its logo features a lowercase “f.” For more information about social media at Marquette, including university accounts and recommendations, go to marquette.edu/social.
faculty
Faculty may be used as a noun or adjective. As a noun, it is collective and takes a singular verb.

Correct:
The faculty meeting is scheduled for 3 p.m. in the AMU. The faculty is pleased with the curriculum.

Father
Do not abbreviate this courtesy title for Christian religions as Fr. Use “Rev.” on first reference and Father Lastname in subsequent references. If a priest belongs to a religious order, use the initials of the order after his name, separated by periods. If a priest prefers to be called by his first name, respect his wishes in writing as well. (See religious orders, Rev. and Society of Jesus.)

Correct:
Rev. John Smith, S.J., will celebrate Mass. Father Smith also will deliver the homily. Father John will deliver the homily. Note commas before and after S.J.

Incorrect:
Fr. Smith baptized three children. The Father administered the sacraments.

feel/believe/think
See believe/feel/think.

fewer/less
Fewer refers to individual items or people. Less refers to quantities. Fewer is preferred for any reference to people. Less is correct for ages, quantities, etc.

Correct:
 Fewer students got the flu this year than in 2013. The aisle is reserved for those with 10 or fewer items (fewer individual items). I have less time to socialize now that I have a job. There are fewer days until the final than I thought. There is less time before Christmas than I thought.

foreign terms
Italicize non-English words and phrases whose meaning is not generally known. If a term is a common reference, such as “versus,” it does need to be set in italics or translated. (See Ad majorem Dei gloriaram, cura personalis, magis, Numen Flumenque and Ratio Studiorum.)
**Hall names**
Please use the full name of the building on first reference in external publications as an acknowledgement of the university’s generous donors. A shortened name is acceptable on second reference (i.e., David A. Straz, Jr., Tower on first reference, Straz Tower on second.)

**Handicapped/disabled**
See disabled/handicapped.

**Health care**
University style is two words, but some degree programs on campus use it as a compound word, such as Healthcare Technologies Management in the Graduate School. Many companies use “healthcare” in their names. Respect their usage.

**Holistic**
Not “wholistic”

**Homepage**
One word

**Hyphens**
Hyphenate compound adjectives. A guide to determining if a term is an adverb, adjective or compound adjective: Adverbs (most words ending in -ly) describe verbs, adjectives and other adverbs by explaining the time, place, manner or degree (a highly regarded institution, an especially trying time, a much more difficult situation). Adjectives describe nouns. Compound adjectives work as a unit to describe a noun. An easy check to determine if adjectives should be hyphenated or separated by commas is to ask if both adjectives could stand alone in modifying the noun. The expression “part-time studies” has a hyphenated adjective because it would not be clear to say “part studies” or “time studies.” The phrase “a new, purple car” requires a comma because “new” or “purple” could be used alone to modify “car.” A phrase such as “the highly competitive program” is not hyphenated because “highly” is an adverb and “competitive” is an adjective. (“Highly” is modifying “competitive,” which is modifying “program.”)

**If/whether**
The term “whether” implies a choice. “Whether or not” is redundant and should be avoided. It’s more succinct to use “if.”

Correct:
He is debating whether to go home for the holidays.
He is debating if he should go home for the holidays.

Incorrect:
He is debating whether or not he should go home for the holidays.

**Ignatian**
Note the correct spelling, not “Ignation.”

**Impact/effect/affect**
See affect/effect/impact.

**Initials**
There is no space between the letters when there is more than one initial in a name. Note that this is different from the MLA style. Use the MLA style in academic publications such as Renascence.

Correct:
W.E.B. DuBois

**Insure/ensure**
Use insure only in reference to insurance policies.
(See ensure/insure.)

**Its, it’s**
Double-check your use of these often misused (or simply mistyped) terms. “It’s” is a contraction of it is. “Its” is the possessive of it.

Correct:
It’s about time to leave. The book’s poor condition might mask its marvelous content.

**Internet**
Capitalize in all uses.

**Joan of Arc Chapel**
See St. Joan of Arc Chapel.

**Judeo-Christian**
Always hyphenate this term, and capitalize both components.
junior, senior
As part of a person's given name, abbreviate Jr. or Sr. Use only with the full name, and note the commas before and after the designation.

Correct:
Thomas J. Smith, Sr., will be the speaker.

keynote
One word in all instances

last/past
Be careful using “last” as a substitute for past. Past is preferred in all uses except those that are, in fact, expressing finality.

Correct:
He has been a full professor for the past five years (indicates he is still in this role). In the last 15 years, he raised $200 million dollars (indicates he did this in the past).

Latin
See Ad majorem Dei gloriam, cura personalis, foreign terms, magis, Numen Flumenque and Ratio Studiorum.

less/fewer
See fewer/less.

letter winner
Two words


liturgy/Mass
The terms “liturgy” and “Mass” are not interchangeable. Liturgy refers to any public prayer. Mass is a Catholic liturgy and may be referred to as such, but not all liturgies are Masses. Mass is always capitalized. Liturgy is not capitalized unless it is used as part of a ceremony’s title. (See Mass/liturgy.)

logo
The Marquette logo must appear on all university visual materials, including publications, stationery, advertising and electronic media.

The logo, university seal, MU monogram and Golden Eagles logo are official, trademarked representations of the university and may not be altered. Specific guidelines have been set for the use of all. Go to marquette.edu/omc/styleguides or call the Office of Marketing and Communication at 288.7448 for usage guidelines. For permission to use the Golden Eagles logo, call the athletics department at 288.6303.

magis
This Latin term means “more,” used in Jesuit references to indicate the continuous seeking of excellence as a means of giving more glory to God. In text, it should be lowercase and set in italics.

MarquetteCard
This official university identification card is one word.

Marqnet
The university’s computer network

Marquette community
This is an acceptable term for general references, but never capitalize “community” in this use.

Mass/liturgy
Always capitalize “Mass.” Mass is celebrated or said, not conducted, performed or recited. Do not capitalize adjectives preceding Mass, such as high Mass or early Mass.

Correct:
The Mass will be celebrated at noon by Rev. Jeff LaBelle, S.J. She attends the sunrise Mass every Easter. (See liturgy/Mass.)

master of/master’s
Consult the Office of the Registrar for the official reference to a degree earned by a Marquette graduate.

Do not capitalize the name of a degree in any reference. Note the use of an apostrophe in “master’s.”

Correct:
He earned a master of arts degree in psychology. He earned his master’s from Marquette.


**midnight**

Do not capitalize in text. Never use “12 midnight.” For other references to time, see **a.m., p.m.**

**months**

Spell out all months when used without a specific date. The months March, April, May, June and July are never abbreviated. When using the other months with a specific date, abbreviate as follows: Jan., Feb., Aug., Sept., Oct., Nov., Dec.

When stating a month and year with no specific date, do not separate the month and year with a comma and do not abbreviate the month. However, a comma should follow the date when month, date and year are used together.

*Correct:* The dinner will be held in January. The dinner will be held March 25, 2013. Flowers were planted in May 2012. Please hold the date of Oct. 27, 2013, for the dinner. His birthday is Sept. 15.

**more than**

See **over/during/more than.**

**MU, MU monogram**

Do not use the abbreviation “MU” in external publications. The MU monogram is **trademarked and was developed explicitly for use by our athletics programs.** (See **logo.**)

**multicultural**

Use this spelling and punctuation (one word, all lowercase) in all uses of the term.

**MUSG**

Use "Marquette University Student Government" on first reference and "MUSG" on subsequent references. (See **acronyms.**)

Until 1996, the student government was known as the Associated Students of Marquette University. See **ASMU** for guidance about use of those terms.

**nonprofit**

No hyphen. Do not use not-for-profit.

**noon**

Do not capitalize in text. Never use “12 noon.” For other references to time, see **a.m., p.m.**

**Numen Flumenque**

The words on the Marquette seal mean “God and River,” a reference to the journey of Jesuit missionary and Marquette namesake Rev. Jacques Marquette, S.J. It should be set in italics. Note the capitalization.

**off campus/off-campus**

Hyphenate when used as an adjective. Write as two words when used as a noun.

*Correct:* He lives in an off-campus apartment. He lives off campus.

**online**

One word. Do not hyphenate.

**over/during/more than**

Over is spatial and indicates a location. More than indicates a greater quantity. During indicates a time span. Do not use the terms interchangeably.

*Correct:* During the past year, he has held a dozen impromptu shows with crowds of more than 50 people watching him juggle swords over his head.

**parking lots, parking structures**

To refer to a specific Marquette parking lot, capitalize “Lot” and use the letter designation for the parking lot, such as “Lot M.” To refer to Marquette parking lots in general, use the lowercase “l.” The proper names of the Marquette parking structures are 16th Street Parking Structure, 649 N. 16th St., and Wells Street Parking Structure, 1240 W. Wells St. Do not use “parking garage” or capitalize “structure” when used without its full name.

*Correct:* During the week, I park in Lot M, but when I go to Mass on Sunday, I often park in one of the other campus lots. Visitor parking is available in the 16th Street Parking Structure at 749 N. 16th St.

**part time/part-time**

Hyphenate when used as an adjective. Write as two words when used as a noun.

*Correct:* The part-time administrator will start in September. She works part time.
past/last
See last/past.

percent, percentage
Always spell out, though exceptions can be made for tabulated material. Always use figures. To indicate less than 1 percent, precede the decimal with a zero.

Correct:
We estimate that 9 percent of the surveys will be returned. The cost of pencils has increased less than 0.5 percent in the past nine years. The percentage of Catholic students has declined in recent years.

Père Marquette
The Jesuit missionary who explored the Great Lakes region and for whom the university is named was Rev. Jacques Marquette, S.J. “Père” means “Father in French. Note the direction of the accent.

Correct:
Father Marquette
Father Jacques Marquette
Père Jacques Marquette
Père Marquette

Incorrect:
Father Père Marquette
Father James Marquette
Pierre Marquette

plan to do something
Not plan on doing something

pope/archbishop/bishop/cardinal
The preferred form for first reference is to use Cardinal, Archbishop or Bishop, capitalized, before the individual’s name. Substitute the Most Rev. if applicable: He spoke to the Most Rev. Jerome E. Listecki, archbishop of Milwaukee. On second reference, Listecki or the archbishop is appropriate. If known only by a religious name, repeat the title: Pope Francis on first reference and Francis, the pope or the pontiff, lowercase, on second.

president
The term president is not capitalized unless it immediately precedes a person’s name as a formal title. Never abbreviate president, and do not include a president’s academic title when referencing his or her title as president of the university. On second reference, Marquette’s president can be referred to as President Lovell.

Correct:
The president of Marquette University is Dr. Michael R. Lovell. Marquette University President Michael R. Lovell addressed the group. He was named president of the university. The president of the university spoke.

Incorrect:
Dr. Michael R. Lovell is the President. Pres. Michael R. Lovell will speak. President Dr. Michael R. Lovell will speak.

publication titles
Titles of publications should be set in italics, not underlined or in quotes. This includes books, films, magazines, movies, newspapers, plays, songs, speeches, television programs and works of art. Portions of publications are set in quotes: chapters of books, titles of articles, titles of comic strips, etc. Titles of a segment of a television program are set in quotes. Exceptions are the Bible and books that are primarily catalogs of reference materials, including almanacs, directories, dictionaries, encyclopedias, handbooks and similar publications.

Correct:
Many students watch 60 Minutes on Sunday evening. The university magazine, Marquette Magazine, is published quarterly. Read the second chapter, “Nonverbal Communication Development Among Children,” for guidance on your paper. He memorized many portions of Act I of Hamlet.
quotations (punctuation in)
Commas and periods always go inside (to the left of) the close quotation mark. Question marks and exclamation points that are part of the quoted material also go inside the close quotation mark. Semicolons always go outside the close quotation mark, as do question marks or exclamation points that are not part of the quoted material. Capitalize quoted material that is a full sentence.

Correct:
“Thank you for your time,” he said. He said, “Thank you for your time.” “When should we leave for the party?” he asked. (It is not necessary to use a comma to separate the quote from the attribution.) Who said “All’s well that ends well”? (The quoted material is not a question.) He said the information would be “considered carefully before a decision is reached.” (Quoted material is not capitalized because it is not a full sentence.)

Ratio Studiorum
This Latin term literally translates to “plan of studies.” It is a handbook for Jesuit schools, first produced in the late 16th century and continuously adapted. Note capitalization and italics.

Raynor Memorial Libraries/Raynor Library

religious orders
Male members of a religious community use the abbreviations of the community after their names, separated by periods. Religious sisters do not attach periods to the initials of their order but use commas on both sides of the initials. (See Father, Rev, and Society of Jesus.)

residence hall
On-campus buildings in which students reside are called residence halls, not dormitories or dorms.

Rev.
This description is used on first reference before an ordained individual’s name. If a priest belongs to a religious order, use the initials of the order after his name, separated by periods. If a Jesuit has not yet been ordained, do not use Rev., but include S.J. after his name. Do not abbreviate as Fr. Use Father Lastname in subsequent references. (See Father and Society of Jesus.)

Correct:
Rev. Robert A. Wild, S.J., was president of Marquette for more than 15 years. Father Wild attended many basketball games.

room numbers
All locations in a building should be identified by a room or suite number. In internal publications, it is acceptable to use a shortened form of the building name followed by the room number. In external publications, use the building name followed by a comma, the word “room” and room number in figures.

Correct for internal publications:
The group will meet in AMU, 236.

Correct for external publications:
The group will meet in the Alumni Memorial Union, Room 236.

S.J.
Use only after the full name of a Jesuit priest. Note the periods. (See Society of Jesus.) Also, note that there is always a comma before the S.J., and after, in a sentence.

Correct:
Rev. Robert A. Wild, S.J., was president of Marquette for more than 15 years.

saint
Always capitalize and abbreviate “saint” as part of a name, including city names. As a general term, “saint” is not capitalized and should be spelled out.

Correct:
St. Ignatius founded the Society of Jesus. The St. Louis Jesuits are known for their liturgical music. Many believed Mother Teresa was a living saint.
Sister
Do not abbreviate. Capitalize and use as a title before the woman’s name in all references to Catholic sisters and nuns. On first reference, use the initials of the religious order after the woman’s first and last names. Do not attach periods to the initials of the religious order, but use commas on both sides of the initials of the order. On subsequent references, use the title “Sister,” but follow the woman’s preference in using her first or last name after the title. “Sr.” is not an acceptable abbreviation for “Sister.”

Correct:
Sister Mary Jones, SSJ, was my first-grade teacher. Sister Jones was a kind woman.

Society of Jesus
The formal name of the Jesuits, founded in the 16th century by St. Ignatius of Loyola (See Father, Rev. and S.J.)

speeches
See publication titles.

St. Joan of Arc Chapel
On first reference, always use the full name of the chapel. In subsequent references, “the chapel” is acceptable and does not need to be capitalized. Derivative forms of the name, such as Chapel of St. Joan of Arc, are not acceptable in any usage. An accepted description for the chapel is available at marquette.edu/chapel.
**state abbreviations**

Use the two-letter postal abbreviations for states **only** in mailing addresses (listed below; do not use periods). Otherwise, spell out the name of the state if no city is indicated. If a city is indicated, abbreviate the state name as listed. Always spell out Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah.

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telephone numbers
For external print pieces, use periods to separate the numbers. For Web copy — because smart phone users can use the click-to-dial feature — use parentheses to set off an area code from the phone number, with one space between the close parentheses and the start of the phone number. These rules also apply to toll-free (800 or 888) numbers. For internal print pieces, it is acceptable to abbreviate a number as 8.1212.

Correct for external print publications:
For information, call 414.288.1212.

Correct for Web copy:
For information, call (414) 288-1212.

that/which
Use "that" for essential clauses and without commas. Use "which" for nonessential clauses and with commas. If you can drop the clause and not lose the meaning of the sentence, use "which." Otherwise, use "that."

Correct:
I remember the day that Eckstein Hall opened. The building, which opened a year ago, has had hundreds of visitors.

Incorrect:
It is the only building which is open Sunday.

time of day
See a.m., p.m., noon and midnight.

titles (job)
Capitalize job titles that immediately precede a person's name. Do not capitalize job titles if the title follows the person's name or is adapted from the proper title. Note that some job titles include a term that also is part of the office or department name but that those terms are not capitalized as part of the job title. This retains consistency between titles that relate to the department name and those that do not.

In most cases, it is preferable to use sentence constructions that allow lowercase titles because these are easier to read. A series of capitalized words — the person's title, then proper name — looks awkward in printed material and is difficult to read.

Correct:
Dave Murphy, vice president for marketing and communication, will speak at the meeting. Vice President for Marketing and Communication Dave Murphy will speak at the meeting. Doug Frohmader is the university's creative director and works in the Office of Marketing and Communication, which is headed by Dave Murphy, vice president for marketing and communication. Dave Murphy of marketing and communication will speak.

The university’s president, Dr. Michael R. Lovell, welcomed students. (President is Dr. Lovell’s title, but it is not used as a direct title in this case. Instead, it is used as an appositive — an explanatory phrase or introduction for the name — and is not capitalized.) President Michael R. Lovell was expected to attend. (See capitalization, department names (university), publication titles and religious orders.)

titles (publications)
See publication titles.

toward
Never towards

Tumblr
The first letter of the social media site is capitalized in all instances, even though its logo features a lowercase "t." For more information about social media at Marquette, including university accounts and recommendations, go to marquette.edu/social.
Twitter
For more information about social media at Marquette, including university accounts and recommendations, go to marquette.edu/social.

United States/U.S.
Use the abbreviation U.S. only as an adjective. Spell out United States when used as a noun.
Correct:
The U.S. Navy offers ROTC courses at Marquette. He came to the United States with his parents.

university
Do not capitalize university except in use of the full name of the institution.
Correct:
Marquette University was founded in 1881. The university values its heritage. Students can volunteer to assist in Milwaukee-area programs through the university’s Office of Student Development.

university-wide
Note the use of the hyphen. Ordinarily, terms using “-wide” are not hyphenated, but the hyphen in this case is added for ease of reading.

vice president
Vice president is not capitalized except as a title immediately preceding someone’s name.
Correct:
Vice President Dave Murphy will speak at the meeting. Dave Murphy, vice president for the Office of Marketing and Communication, will attend. (See titles (job) and capitalization.)

Westowne Square
This is the name of the area west of the main entrance to the Alumni Memorial Union, south of the Weasler Auditorium. Note the “e.” Do not refer to it as Westowne Mall or West Towne Square.

whether/if
The term “whether” implies a choice. “Whether or not” is redundant and should be avoided. It’s even more succinct to use “if.”

Correct:
He is debating whether to go home for the holidays. He is debating if he should go home for the holidays.
Incorrect:
He is debating whether or not he should go home for the holidays.

Web, webcam, webcast, webmaster, website but Web page, Web feed
Capitalize the word Web only when it stands alone.
Correct:
You can find out more at marquette.edu.
Incorrect:
You can find out more at Marquette.edu. You can find out more at www.marquette.edu.

while/although/though
Although/though means in spite of the fact. Although/though she is the youngest in her class, she is the smartest. While denotes a time element. He got sick while on vacation.

ZIP code
ZIP is an acronym for Zone Improvement Program and should be uppercase in all uses.
MARQUETTE UNIVERSITY INVITATION PROTOCOL

Invited by:

When the president does the inviting, the Office of Marketing and Communication and University Special Events must be contacted before invitations are created and printed. Special Events recommends being contacted eight weeks before an event date.

President
Dr. Lovell uses his middle initial on all invitations.
Formatting:
President on a separate line followed by Marquette University on separate line
OR
President of Marquette University on same line
Examples:
Dr. Michael R. Lovell
President
Marquette University
OR
Dr. Michael R. Lovell
President of Marquette University/
President, Marquette University

Dean
Name
List college on separate line
Examples:
Dr. Sally Jones
College of Business Administration
OR
Dr. Sally Jones
Dean of the College of Business Administration/
Dean, College of Business Administration

Use prefix or suffix, but never both
Examples:
Dr. Sally Jones
Sally Jones, Ph.D. (Never Dr. Sally Jones, Ph.D.)

Alumni
If anyone named in an invitation is an alumnus of Marquette, please indicate so:
Example:
John Smith, Arts ’04

When no particular person is doing the inviting:
“You are invited” or “You are cordially invited”
However, it is preferred that an inanimate object not do the inviting.
The College of Engineering invites you, etc.
Whenever possible, indicate the person(s) doing the inviting. However, the Marquette Alumni Association has chapters and clubs and uses the language, “The Marquette Club of Chicago.” The word “alumni” is understood, therefore it is perfectly acceptable for invitations from those entities to read:
The Marquette Club of (city) invites you ...
The Helen Way Klingler College of Arts and Sciences Alumni Association invites you ...
Inviting:

The invite
“Name of person” invites you to ...

“Requests the pleasure of your presence” and “requests the honor of your presence” are not acceptable on university invitations.

The event
Be sure it fits the purpose of the gathering.

Example:
You are invited to join us for the Fifth Annual Awards Dinner ...

You are invited to attend a retirement party for Sally Jones

NOTE: It is never appropriate to have a “first annual.”

The event information is always listed as:
Date, time, place:

Example:
Friday, December 5, 2014
6:00 p.m.
Varsity Theatre
1324 West Wisconsin Avenue
Milwaukee, Wisconsin

The date
Include the day of the week spelled out.
Include the month spelled out.
Include the date and year. Do not use ordinals (th, nd, rd) after a date.

Example:
Friday, December 5, 2014

If the year is included in the title of the event, the information should appear as:

Example:
The 2014 Peterson Scholarship Award Luncheon
Sunday, June 22

The time
Starting time is required.
Ending time is optional and not included unless for significant purpose, i.e., a business lunch that indicates the event will end at a given time, not consuming an entire afternoon.

Use minutes when listing time, and lowercase and use periods with a.m. and p.m. List a.m. or p.m. directly after each numeral.

Example:
6:00 p.m.
not 6 p.m. (noting difference from standard university style, which is based on Associated Press style)
6:00 p.m. – 8:00 p.m.

The place
Use the building name.
Use the street address when appropriate.
Use "on the campus of Marquette University," if appropriate.
Use the donor name for all named rooms.
Indicate the floor location with each word capitalized.

Example:
Alumni Memorial Union
Monaghan Ballroom
Third Floor

Street address:
Spell out north, south, east and west.
Spell out the street name.
Spell out avenue, street, etc.
Use city and state when necessary. Spell out both.
Do not use a ZIP code in the body of an invitation.

Incidental information:
This should be set off from the rest of the invitation and implied as less significant.

Example:
Dress information
**Response information:**

Use a month and date. The day is optional. List the name or department with a phone number, including area code. The most common response language includes a phone number and email address.

*Example:*
Please respond by March 17 to Sally Jones at 414.288.0000

Please respond by Tuesday, March 17, to Sally Jones at 414.288.0000.

Please respond by Tuesday, March 17, to universityspecialevents@marquette.edu or 414.288.7431.

If a response card is enclosed, the response language does not have to be mentioned on the invitation but can be if space allows.

The language “questions or special needs” must be included. This is in compliance with the Americans with Disabilities Act. It covers inquiries for people with disabilities or special dietary needs.

*Example:*
For questions or special needs, please call 414.288.0000

**Parking information:**

Standard parking languages is as follows:

Parking is available in the Wells Street Parking Structure located at 1240 West Wells Street or the 16th Street Parking Structure located at 749 North 16th Street.

Parking is available in the Wells Street Parking Structure located at 1240 West Wells Street.

Parking is available in the 16th Street Parking Structure located at 749 North 16th Street.

Parking is available in the Eckstein Hall Lot located at 1215 West Michigan Street.

Parking fees: There are parking fees associated with the parking structures. It is the responsibility of the initiating department to contact the parking office to negotiate parking arrangements for events. It is not preferred style to include the cost of parking on invitation, but exceptions can be made by special request.

*Example:*
Parking is available for $3 in the 16th Street Parking Structure located at 749 North 16th Street.
Response card:
The card MUST include the title and date of the event as it appears on the invitation.

Example:
___Yes, I/we will attend.
___No, I/we are unable to attend.

Ask for name(s) with college and year.
Postage is not to be included on a response card.
Prices should appear on response card only, not on the invitation.
If an event price includes a contribution, it must include IRS language.

Example:
Each dinner reservation, less (x amount) per person, is deductible to the full extent allowed by law.

Return address:
When the president does the inviting:

Example:
Office of the President
Marquette University
P.O. Box 1881
Milwaukee, WI 53201-1881

It is not our style to write out “Post Office Box.”
P.O. Box 1881 is correct.
University building delivery addresses*

Not all addresses on this list are accessible by vehicle.

Abbottsford Residence Hall ........ 722 N. 13th St.
Alumni Memorial Union ............ 1442 W. Wisconsin Ave.
Business Administration
Straz Hall ........................ 606 N. 13th St.
Campus Town East ................ 1500 W. Wells St.
Campus Town West ................ 819 N. 16th St.
Carpenter Tower Residence Hall ... 716 N. 11th St.
Child Care Center
Krueger Child Center ............. 500 N. 19th St.
Clark Hall (Nursing) ................ 530 N. 16th St.
Cobeen Residence Hall ............ 729 N. 11th St.
Coughlin Hall ........................ 607 N. 13th St.
Cramer Hall ...................... 604 N. 16th St.
Cudahy Hall ........................ 1313 W. Wisconsin Ave.
School of Dentistry ................ 1801 W. Wisconsin Ave.
Eckstein Hall ........................ 1215 W. Michigan St.
Education (Schroeder Complex) ... 561 N. 15th St.
Engineering
Engineering Hall .................... 1637 W. Wisconsin Ave.
Haggerty Hall ...................... 1515 W. Wisconsin Ave.
Olin Engineering Center .......... 1500 W. Wisconsin Ave.
Frenn Apartments .................. 1615 W. Wells St.
Church of the Gesu ............... 1145 W. Wisconsin Ave.
Church of the Gesu Parish ....... Gesu Parish Center
1210 W. Michigan Ave.
Milwaukee, WI 53233
(all Gesu U.S.P.S. and campus mail should be directed here)
Gilman Apartments ................ 1621 W. Wells St.
Gym .......................... Gymnasium,
1530 W. Clybourn St.
Haggerty Museum of Art ........... 530 N. 13th St.
Health Sciences
(Schroeder Complex) ............. 561 N. 15th St.
Helfaer Theatre ................... 525 N. 13th St.
Holthausen Hall ................... 1324 W. Wisconsin Ave.
Humphrey Residence Hall ....... 1716 W. Wisconsin Ave.
Jesuit Residence .................. 1345 W. Wells St.
Johnston Hall ..................... 1131 W. Wisconsin Ave.
Lalumiere Language Hall ........ 526 N. 14th St.
Libraries
Law Library ........................ 1215 W. Michigan St.
Marquette Hall ..................... 1217 W. Wisconsin Ave.
Marquette University
Medical Center ..................... 545 N. 15th St.
Mashuda Residence Hall ......... 1926 W. Wisconsin Ave.
McCabe Hall Apartments .......... 706 N. 17th St.
McCormick Residence Hall ...... 1530 W. Wisconsin Ave.
McGuire Center ................... 770 N. 12th St.
Nursing (Emory T. Clark Hall) ... 530 N. 16th St.
O’Donnell Residence Hall ....... 725 N. 18th St.
Rec Center (Helfaer Rec Center) ... 525 N. 16th St.
Schroeder Residence Hall ...... 725 N. 13th St.
Schroeder Complex .............. 561 N. 15th St.
Sensenbrenner Hall ............. 1103 W. Wisconsin Ave.
Service Building .............. 517 N. 14th St.
Straz Hall .................... 606 N. 13th St.
Straz Tower .................... 915 W. Wisconsin Ave.
Theatre (Helfaer Theatre) ...... 525 N. 13th St.
Union Sports Annex ............. 804 N. 16th St.
Valley Fields .................. 1818 W. Canal St.
Weasler Auditorium ........... 1506 W. Wisconsin Ave.
Wehr Chemistry ............. 535 N. 14th St.
Wehr Life Sciences ........... 530 N. 15th St.
Wehr Physics .................. 540 N. 15th St.
Wells Street Parking Structure .... 1240 W. Wells St.
Varsity Theatre .......... 1324 W. Wisconsin Ave.
Zilber Hall ................... 1250 W. Wisconsin Ave.
16th Street Parking Structure .... 749 N. 16th St.
707 Building .................... 707 N. 11th St.
1700 Building ................... 1700 W. Wells St.

*To be used for FedEx and UPS deliveries. The ZIP code for these deliveries is 53233.

For regular U.S. Postal Service delivery, you must use the following format to avoid delivery delays:
Name  
Department  
Marquette University  
P.O. Box 1881  
Milwaukee, WI 53201-1881
Full names of Marquette buildings

Academic buildings
707 Building (Old Line Life Insurance Bldg.)
1700 Building (Physician Assistant Program)
Academic Support Facility
Alumni Memorial Union
Father Pedro Arrupe, S.J., House
Campus Town East (Addresses below 1600)
Campus Town West (Addresses 1600 or greater)
Emory T. Clark Hall (Nursing)
Charles L. Coughlin Hall
Harriet Barker Cramer Hall
Katharine Reed Cudahy Hall
School of Dentistry
Ray and Kay Eckstein Hall
Engineering Hall
Patrick and Beatrice Haggerty Museum of Art
Patrick E. Haggerty Hall and Olin Engineering Center
Gymnasium (Army ROTC)
Helfaer Building
Helfaer Tennis Stadium and Recreation Center (Named for Evan P. Helfaer)
Evan P. and Marion Helfaer Theatre
Henry and Violet Holthusen Hall (Includes Varsity Theatre)
Jesuit Residence
St. Joan of Arc Chapel
Robert A. Johnston Hall
Krueger Child Care Center
Rev. Stanislaus P. Lalamiere, S.J., Language Hall
Marquette Hall
Memorial Library
Rev. John P. Raynor, S.J., Library
Walter Schroeder Health Sciences and Education Complex
Frank J. Sensenbrenner Hall
Service Building (Facilities Services)
Service Garage (Fabco Bldg., 28th Street and Clybourn)
Soccer Pavilion (part of Valley Fields, just west of Gatehouse)
David A. Straz, Jr., Hall
David A. Straz, Jr., Tower Hall (Res Hall, Rec Plex and Finance)
Union Sports Annex
Valley Garage (1818 W. Canal St.)
Tony and Lucille Weasler Auditorium
Wehr Life Sciences
Todd Wehr Chemistry Building
William Wehr Physics Building
Joseph and Vera Zilber Hall

Residence halls and apartments
Abbottsford Hall
Campus Town East
Campus Town West
M. Carpenter Tower Hall
Charles Cobeen Hall
Frenn Building (1615 W. Wells St.)
Gilman Building (1621 W. Wells St.)
Holton Building (1619 W. Wells St.)
Glenn Humphrey Hall
Josephine M. Mashuda Hall
Rev. James McCabe, S.J., Hall
Victor McCormick Hall
Walter Schroeder Hall
David A. Straz, Jr., Tower Hall

Jesuit institutions
There are 28 Jesuit colleges and universities in the United States, and they belong to the Association of Jesuit Colleges and Universities.

Boston College
Canisius College
College of the Holy Cross
Creighton University
Fairfield University
Fordham University
Georgetown University
Gonzaga University
John Carroll University
Le Moyne College
Loyola Marymount University
Loyola University Chicago
Loyola University Maryland
Loyola University New Orleans
Marquette University
Regis University
Rockhurst University
St. Joseph’s University
St. Louis University
St. Peter’s College
Santa Clara University
Seattle University
Spring Hill College
University of Detroit Mercy
University of San Francisco
University of Scranton
Wheeling Jesuit University
Xavier University

ajcunet.edu

(November 2014)