

Editor's Manual
a style guide prepared by
News and Information Services
University of Southern Indiana

Writing for and about the University of Southern Indiana

This manual is a resource for persons who write or edit text for USI publications and content for the USI web site. It is intended to help bring consistency to publications and online communication that use the USI logo, represent the University to a broad and largely off-campus audience, or invite participation in USI programs or events.

This manual covers grammar, spelling, and punctuation including terminology specific to USI. It addresses many of the most commonly asked questions about USI style and common errors.

It is not a comprehensive style guide. The News and Information Services staff uses the recent edition of the Chicago Manual of Style and the Associate Press Stylebook for general reference.

The style guidelines, though flexible, are meant to be followed as much as possible in the interest of a unified University image. Brochures, bulletins, and other materials containing information about University programs, services, and activities are approved by the vice president for University Relations or designee before distribution by appropriate offices.

News and Information Services recognizes there will be exceptions to these rules. When this occurs, consistency must be maintained throughout the document. To ensure consistency, editors should develop style sheets, style sheets list the preferred usage (email, not e-mail; Internet, not internet) and helps eliminate confusion and increase readability. Consistency enhances the professional image of a project.

The manual is organized in alphabetical order. Many entries simply indicate how a word or phrase should be spelled or capitalized. Questions about the manual or other style questions may be directed to the Office News and Information Services, 465-7050, or email kfunke@usi.edu.

The Editor's Manual is available on the web at
www.usi.edu/newsinfo/editorsmanual/index.asp

A

abbreviations

In general, abbreviations should be avoided unless working with something where frequent references to states, titles, or degrees suggest abbreviations are appropriate. Avoid abbreviations that are not common, or in the intended usage, would not be clear. Except for titles, spell out the full name first followed by the abbreviation in parentheses, then abbreviate throughout the rest of the text: Her grade point average (GPA) was consistent the first two years. However, her GPA dropped considerably her junior year.

A standard set of three- and four-letter department acronyms is used with course titles in the bulletin and class schedules. They are in uppercase letters with no periods. Examples: MNGT, COMM, SPCH, BIOL.

Prefixes of most geographic names should not be abbreviated in text: Fort Wayne, Mount Airy, Port Arthur. University style makes exceptions for Saint, however: St. Louis, St. Lawrence. Do not abbreviate states in text.

Generally, use an abbreviation or acronym only after spelling it out: The Physical Activities Center (PAC) is home court for men's and women's basketball. In text, abbreviate the following titles when used before a full name: Dr., Gov., Lt. Gov., Rep., Sen. In correspondence, use full title. After a proper name: Abbreviate junior or senior after an individual's name, do not use a comma: James Moore Jr. Abbreviate Company, Corporation, Incorporated, and Limited when used after the name of a company entity: ARC Construction Co., Inc.

Common acronyms:

AACSB The International Association to Advance Collegiate Schools of Business
AC area coordinator in Residence Life
ACT American College Test
APB Activities Programming Board
BGS Bachelor of General Studies
CAC Center for Academic Creativity
CAP College Achievement Program
CAR Center for Applied Research
CMA Certified Management Accountant
CPA Certified Public Accountant
CSP Career Services and Placement
ESLI English as a Second Language International
FTE full-time equivalency
GED General Education Development
GLVC Great Lakes Valley Conference
GPA grade point average
GRE Graduate Record Examination
HNH Historic New Harmony
HRD Center for Human Resource Development
HSI Historic Southern Indiana
ICHE Indiana Commission for Higher Education
ITS Instructional Technology Services
NCAA National Collegiate Athletic Association
NHT New Harmony Theatre
PAC Physical Activities Center

RA resident assistant
RFC Recreation and Fitness Center
RISC Research, Innovation, Scholarship, and Creativity program
ROTC Reserve Officers' Training Corps
SAA Student Alumni Association
SAT Scholastic Aptitude Test
SGA Student Government Association
TEA Teaching Enhancement Awards program
UCC University Core Curriculum or University Conference Center
USI University of Southern Indiana

academic degrees

In general usage, spell out degrees in lowercase letters, using an apostrophe: bachelor's degree, master's degree. For a doctorate, use "doctorate in name of field." (Example: doctorate in higher education). Use degree abbreviations when the need to identify individual degrees after first reference would make the preferred form cumbersome. When using degree abbreviations, use periods (M.B.A.). However, when referring to the program, use the letters with no periods. (MBA program)

Jane Smith, B.S., M.B.A., will head the task force on improving MBA curriculum. The MPA program was approved in the spring semester. Two hundred MBAs attended the alumni workshop.

Use abbreviations after the full name of a person: Mike All, B.A. Capitalize degrees when using the name of the formal degree or when a word is normally capitalized: He earned the Bachelor of Arts. She earned a bachelor's degree in English.

academic subjects

Use lower case for general subjects: mathematics, psychology; except foreign languages which are always capitalized. Capitalize formal department names: Office of Academic Affairs, Department of History, but history department.

academic titles

Capitalize and spell out titles only when they precede a name: Vice President for Student Affairs Robert W. Parrent; Robert W. Parrent, vice president for Student Affairs, when title follows a name.

advisor (preferred spelling)

affirmative action statement

This statement of principle is used on USI printed publications: It is the policy of the University of Southern Indiana to be in full compliance with all federal and state non-discrimination and Equal Opportunity laws, orders, and regulations relating to race, sex, religion, disability, age, national origin, sexual orientation, or status as a disabled veteran or veteran of the Vietnam era. Questions or concerns should be directed to the Affirmative Action Officer, USI Human Resources Department, University of Southern Indiana, 8600 University Boulevard, Evansville, Indiana 47712. Acceptable abbreviated version when space is limited: University of Southern Indiana is an affirmative action/equal employment opportunity institution.

ages

Spell numbers from one to nine. Use numerals for 10 and higher. Examples: children ages four to 12; the law is eight years old; the woman is in her 30s (no apostrophe).

alot

There is no such word.

already

Already means having occurred. All ready means prepared.

alright

The correct use is all right.

all time or all-time

Use a hyphen only when it modifies the subject: an all-time high, but the best writer of all time. Avoid the redundant phrase all-time record.

alumnus

Singular male

alumna

Singular female. When referring to women only, use alumnae.

alumni

Generic plural. Not alums.

Alzheimer's and Parkinson's disease

Capitalize only the first word and use an apostrophe.

a.m.**ampersand**

Use it sparingly, for corporations that use it (AT&T, Proctor & Gamble) and for organizations that use it, never for "Joe & Mary Jackson."

and/or

If you are writing a law brief, you will probably need this legalese. In most other cases "or" will cover most uses.

army, navy, marines, and air force

Capitalize the services only when there is specificity: Bill joined the army after graduation and later transferred to the U.S. Air Force 802nd Bomber Squadron. Jack was a marine. Rick was also in the Marine Corps.

Art Studio

Located adjacent to the Technology Center, this facility opened in fall 1999.

assistant and associate

In titles, never abbreviate.

associate degree (singular)

associate degrees (plural)

Atheneum

New Harmony's visitors center

B

baccalaureate

The generic term to describe all degree programs which culminate in a bachelor's degree.

bachelor's degree

(singular)

bachelor's degrees

(plural)

barbecue

Not barbeque or Bar-B-Q

Bertram Mathematics Education Laboratory

Named in memory of Charles Bertram for his 30 years as a math education teacher, the laboratory is located on the third floor of the Torrington Science Wing.

beside, besides

Beside means at the side of. Besides means in addition to.

Blair Chair of Business Science

An endowed academic chair named for the donor Margaret (Meg) Henderson Blair.

Board of Trustees

Refers to the University's governing body; individual members are trustees. Use board for second reference.

bookstore

USI Bookstore on first reference; the bookstore is acceptable on second reference.

Bower-Suhrheinrich College of Education and Human Services

The college was named for donor Dallas Bower-Suhrheinrich in recognition of her generous gift.

Broadway Recreational Complex

This complex has four softball diamonds and two multipurpose fields and is used by students. It is located on Broadway Road south of campus.

building names at USI

The use of correct names and consistent references helps maintain a strong institutional identity. Listed are the official names of USI buildings. Many of the buildings at USI carry the name center rather than building: example: University Center, Liberal Arts Center, Health Professions Center.

- Art Studio
- Bokelman School
- Broadway Recreational Complex

- Business and Engineering Center
- Ceramic Center
- Education Center
- Eicher Barn
- Robert J. Fair Residence Life Center
- Governors Hall
- Grimes Haus
- Health Professions Center
- Liberal Arts Center
- Frank F. McDonald Apartment Complex
- Newman Hall (official name is Fred C. Newman Hall; referred to as Newman Hall)
- O'Bannon Hall (official name is Frank O'Bannon Hall; referred to as O'Bannon Hall)
- Joseph E. O'Daniel Apartment Complex
- Robert D. Orr Center
- Physical Activities Center (PAC acceptable on second reference, but never PAC building)
- Physical Plant
- Publishing Services Center
- Recreation and Fitness Center
- Residence Life Community Center
- Ruston Hall (official name is Henry W. and Betty Jane Ruston Hall; referred to as Ruston Hall)
- David L. Rice Library
- Science Center
- Scripps Howard Center for Media Studies
- Security Building
- Technology Center
- W. Paul Torrington Wing of the Science Center
- University Center (UC acceptable on second reference and as an adjective. Example: The University Center will be closed Sunday. Information is available at the UC Desk.)
- USI Children's Center
- USI Costume Shop, 3001 Igleheart Avenue
- USI Foundation Office
- USI Scene Shop, 96 N. Barker Avenue
- USI Theatre, 3001 Igleheart Avenues
- Westwood Lodge
- Byron C. Wright Administration Building

Business and Engineering Center

The Business and Engineering Center is a classroom and laboratory building, currently under construction. It is expected to be completed in 2010. The building is located on the University's quad. It will house the College of Business and the Department of Engineering of the USI Pott College of Science and Engineering. The design allows each program to have a distinct identity, yet overlap in a shared central atrium. Students in the building will have an advantage of exposure to learning business skills, management techniques, and entrepreneurship so graduates can be more competitive when applying to graduate school or seeking employment.

C

capitalization

Avoid unnecessary capitals.

Proper nouns - capitalize nouns that constitute the unique identification for a specific person, place, or thing: John, Mary, American, Boston, England. These examples are always proper nouns. Some common nouns receive proper noun status when they are used as the name of a particular entity: General Electric, Gulf Oil.

Proper names - capitalize common nouns such as party, river, street, and west when they are part of the full name for a person, place, or thing: Democratic Party, Mississippi River, Fleet Street, East Virginia. Use lower case for common nouns when they stand alone in subsequent references: the party, the river, the street.

Use lower case for the common noun elements of names in all plural uses: the Democratic and Republican parties, Main and State streets, lakes Erie and Ontario.

Compositions - capitalize the principal words in the names of books, movies, plays, poems, operas, songs, radio and television programs, works of art, etc.

Titles - capitalize formal titles when used immediately before a name. Use lower case for formal titles when used alone or in constructions that set them off from a name by commas.

Use lower case at all times for terms that are job descriptions rather than formal titles.

Academic degrees - the names of academic degrees and honors are capitalized when following a personal name if written in full or abbreviated: Joan Stewart, Doctor of Medicine; and Joan Stewart, Ph.D.

Academic semesters - lower case: fall semester, spring 2003, second summer session.

Carter Hall

Named in memory of benefactress Josephine K. Carter, Carter Hall is a multipurpose room located on the second floor of the University Center.

Center for Academic Creativity

This faculty development initiative is a program in Academic Affairs. The center supports faculty and staff in their work of scholarly productivity, collegial service, compassionate leadership, and enhancements to student learning.

The Center for Applied Research

The Center for Applied Research works with businesses and organizations throughout the region to help leverage the intellectual capabilities of the University. The center matches faculty, staff, and students with regional businesses and organizations to conduct research, consulting, and other applied projects, ranging from economic impact studies to new product development.

Center for Human Resource Development

The center for Human Resource Development provides the region's manufacturing, service, and health care organizations with performance improvement services.

century

Use lower case to spell out numbers less than 10: the first century, the 20th century.

centuries

No apostrophe unless your usage is possessive: 19th century, 1800s. Except at the beginning of a sentence, use figures in ordinals: (20th century. Hyphenate when used as a compound adjective (19th-century novels).

Colleges at USI

- Bower-Suhrheinrich College of Education and Human Services
- College of Business
- College of Liberal Arts
- College of Nursing and Health Professions
- Pott College of Science and Engineering

comma

In a series, University style follows the Elements of Style preference of the serial comma: Chuck reports he has seen Bill Smith, Jack Jones, and Tom Zabriskie.

No comma is needed in September 1993, but two are needed in: He was born on February 11, 1945, in Charleston. Similarly, it is: He was born in Dayton, Ohio, in 1935.

Except for years, use a comma in all numbers exceeding three digits: 1,200 and 5,280, although it is often preferable in text to say, "about a hundred," and "one thousand reasons."

No comma is necessary to set off someone's graduating class: Sue Smith '81.

cannot

Write as one word. The usual way of writing can not.

D

dash

Along with the normal hyphen (for compound words and end-of-line word breaks), University style is to use the em dash to separate parts of the same sentence: He always rued the day--and wished he had said yes.

Dashes should not be overused. Punctuation should guide the reader, not call attention to itself.

dates It is December 8, not December 8th or December eighth. Avoid abbreviating, as in Feb. 3. To specify a period of time (see dash): October 15 - 17, 1945 - 56. If "from" is used "to" must follow: He was a class agent from 1978 to 1986. Ditto with "between" and "and." The year can be dropped unless needed for clarity.

Deans Scholarship

For selected scholars, the University provides awards which pay a full in-state tuition. These awards are called Deans Scholarships. There is no apostrophe in the word "deans."

decades

Use twenties, sixties, eighties; use 1990s without an apostrophe; capitalize the Gay Nineties and the Roaring Twenties.

Denner Human Anatomy and Physiology Laboratory

Named for Melvin "Mike" Denner, professor of biology, and his wife Anne, biology instructor and advisor, the laboratory is located on the first floor of the Torrington Science Wing.

department

Lowercase except as part of full formal name. Capitalize (when usage is proper noun) the official titles of departments, colleges, offices, centers, and programs (Department of History). Lowercase unofficial titles (history department). Lowercase names of disciplines standing alone (history) unless the names of the discipline is a word that is always capitalized in English (like German, Spanish, and English).

Department of Modern and Classical Languages

Formerly called Department of Foreign Languages. Includes programs in French, German, Spanish, Japanese, and Latin. Name change effective fall 2007.

Department of Performing Arts

Includes programs in theatre and music. Name change effective fall 2007.

dimensions

Use figures and spell out inches, feet, yards, etc., to indicate depth, height, length, and width. Hyphenate adjectival forms before nouns.

Examples: She is 5 feet 6 inches tall, the 5-foot-6-inch man, the 5-foot man. The car is 17 feet long, 6 feet wide, and 5 feet high. The rig is 9 feet by 12 feet, the 9-by-12- rug. The storm left five inches of snow.

Use an apostrophe to indicate feet and quote marks to indicate inches (5' 6") only in very technical contexts.

directions and regions

Use lower case for north, south, west, northeast, etc. when they indicate compass direction. Capitalize when referring to a region. Examples: He drove west. The cold front is moving southwest. A storm system that developed in the Midwest is spreading eastward. Welcome to Evansville located in Southwestern Indiana. Historic Southern Indiana is an organization dedicated to preserving the history of Southern Indiana.

driving directions to campus

When directing visitors to campus use this standard direction: University of Southern Indiana is located on Indiana Highway 62 (Lloyd Expressway). If arriving from:

- **East** of Evansville on Interstate 64: exit south on Interstate 164 or U.S. Highway 41 toward Evansville and take the exit for Lloyd Expressway west; follow the Lloyd Expressway (Hwy. 62) west through Evansville to the University Parkway Exit.
- **West** of Evansville on Interstate 64: from U.S. Highway 41 or from the Interstate 164 spur, take the exit for Lloyd Expressway west; follow the Lloyd Expressway (Hwy. 62) west through Evansville to the University Parkway Exit.
- **West** of Evansville on Indiana 62: take the University Parkway Exit.
- **North** of Evansville on U.S. Highway 41: continue south on U.S. 41 and take the exit for Lloyd Expressway west; follow the Lloyd Expressway (Hwy. 62) west through Evansville to the University Parkway Exit.

- **North** of Evansville on Indiana Highway 57: follow Interstate 164 south toward Evansville and take the exit for Lloyd Expressway west; follow the Lloyd Expressway (Hwy. 62) west through Evansville to the University Parkway Exit.
- **South** of Evansville on Pennyriple Parkway or U.S. Highway 41: continue north on U.S. 41 into Evansville and take the exit for Lloyd Expressway west; follow the Lloyd Expressway (Hwy. 62) west through Evansville to the University Parkway Exit.

disabilities

The term "students with disabilities" is preferred. Avoid the word "handicapped."

disabilities

The term "students with disabilities" is preferred. Avoid the word "handicapped."

disk

Use this spelling, not disc, for the thin, flat plate on which computer data can be stored.

E

email

Electronically transmitted mail on your computer. Not capitalized and no hyphen.

Eagle Access Card

The USI magnetic debit card for campus transactions like meal plans, snack/drink vending, building access in residence halls, Rice Library check-out, laundry services, and identification.

Eagle Access Card Office

Located in the University Center, the office issues the Eagle Access Card.

Eagle Xpress

The convenience store in housing that is located in the Residence Life Community Center.

Eagles Nest

The dining area located on the main floor of the University Center. No apostrophe on Eagles since this is plural, not possessive.

Education Center

The Education Center, opened in 2003, houses the Bower-Suhrheinrich College of Education and Human Services. It is located west of the Science Center.

Effect

Often confused with "affect". Effect is most often a noun (the effect). Affect is almost always a verb. The recession had a positive effect on enrollment.

ensure, insure

Use ensure to mean guarantee: steps were taken to ensure accuracy. Use insure for reference to insurance: the policy insures her life.

exclamation point

If you use it, use one for emphasis. Repeated use of the exclamation point is unnecessary: Join now! Not: Join now!!

F

fiancé
(man)

fiancée
(woman)

fraternities

Unless circumstances rule otherwise, you can usually drop the word fraternity, sorority, or honorary after one is specified: Dan was a member of Sigma Tau.

freshmen, et al.

Classes do not take a capital. It's the grand old seniors, sophomore Bill Dunn, etc.

fund raiser

noun: A fund raiser was hired.

fund raising

noun: Fund raising is important.

fund-raising

adjective: They planned a fund-raising campaign.

G**Governors Hall**

A residence hall located southeast of the Technology Center, a companion building to Newman Hall, O'Bannon Hall, and Ruston Hall. Use Governors plural (no apostrophe).

Great Lakes Valley Conference

The NCAA Division II conference in which USI participates. The conference is currently composed of 14 schools in five states, expanding to 16 institutions in 2009-10.

H**Anna Lee Hamilton Music Studio**

Located in the Liberal Arts Center, the studio is named for musician Anna Lee Hamilton as a tribute from her brother, William Schmidt, who gave the gift to furnish the facility.

Harlaxton College

One of the study-abroad experiences for USI is in England at Harlaxton College. An agreement with the University of Evansville stipulates that the following phrase be used at the beginning of USI materials that refer to Harlaxton College: Harlaxton College is owned and operated by the University of Evansville.

honors list

The semester list of USI students who achieve a 3.5 or better grade point average (on 4.0 system) in 12 or more semester hours of academic work (satisfactory/Unsatisfactory and Pass/Fail graded courses do not apply).

hyphen

Use a hyphen to form a modifier with two or more words: four-color photos, six-figure salary, New York-based lawyer. Some compound words take a hyphen (co-chair is preferred), but the trend seems to be toward simplification: vice president, multimillionaire, geopolitical.

I

Indiana University School of Medicine-Evansville

Indiana University School of Medicine-Evansville is located on the third floor of the Health Professions Center at University of Southern Indiana.

Internet

Internet is capitalized; email is not.

italics

University style recommends the least possible use of italics for emphasis. Italicize books, movies, plays, other major works, and specific ships. Use quotation marks for articles and other short works such as songs. For television, a series title can be italicized, with episodes in quotation marks. The Chicago Manual recommends italics for names of magazines and newspapers. *Examples:*

For Whom the Bell Tolls
Death of a Salesman
The New York Times
U.S.S. Constitution
The New Yorker

Michelangelo's Pieta
The Evansville Courier and Press
Vivaldi's "Spring"
"Hey Jude" by the Beatles

Innovation Pointe

Innovation Pointe is a business incubator for technology and knowledge-based businesses. It is located in downtown Evansville. University of Southern Indiana and Growth Alliance for Greater Evansville (GAGE), which manages Innovation Pointe, have a united goal of improving the entrepreneurial culture of the region. Faculty consulting services, faculty applied research, and classes on business growth, entrepreneurship, and marketing are some of the services provided by USI.

J

Jr., Sr.

Capitalize it but do not set it off with a comma: William R. Jones Jr., John Smith III.

K

Kleymeyer Lecture Hall

An auditorium in Liberal Arts Center named for benefactors Clifford and Ruth Kleymeyer.

L

Liberal Arts Center

This academic building, opened in fall 1999, houses the College of Liberal Arts. It is located south of the University Center overlooking Reflection Lake. Special facilities in the center are the Helen Mallette Studio Theatre, Clifford and Ruth Kleymeyer Lecture Hall, Anna Lee Hamilton Music Studio, Kenneth P. McCutchan Art Center/Palmina and Stephen S. Pace Galleries, Scripps Howard Center for Media Studies, and Cynderella McDowell Miller Foreign Language Laboratory.

The Link

The Link connects the west end of the Science Center to the Health Professions Center. The glass-enclosed area is a favorite study area for students and a convenient passageway between the two buildings.

The Loft

The name for the dining room located on the upper level of the University Center.

M

Mallette Studio Theatre

The Mallette Studio Theatre is located in the Liberal Arts Center. It is named for benefactor Helen M. Mallette.

Kenneth P. McCutchan Art Center/Palmina F. and Stephen S. Pace Galleries

The McCutchan Art Center/Pace Galleries, located on the lower level of the Liberal Arts Center, house exhibits by guest artists, alumni, faculty, and students. Completed in 2008, the center is named for local art patron and Evansville resident Kenneth P. McCutchan, who died in 2002. His collected works of art, the largest individual collection of Hoosier art, were donated to the USI Foundation and are an important element of the University's art collection. His charitable gift provided monies for the center. The Pace Galleries are named for artist Stephen Pace and his wife Palmina, who have given paintings, sketch books, water colors, and monetary gifts to the USI Foundation. Pace, who grew up in New Harmony, Indiana, and his wife, who spent much of their life in New York City, moved to Evansville in 2007.

McCutchan Exhibition Space

Named for the late Kenneth P. McCutchan, this display case is located in the hallway between the Wright Administration Building and Forum I.

Cynderella McDowell Miller Foreign Language Laboratory

A foreign language laboratory located in the Liberal Arts Center, funded by a bequest from Cynderella McDowell Miller who lived near the University and on whose family land the University stands.

Mitchell Auditorium

Named for benefactors William H. and Trudy Mitchell, Mitchell Auditorium is a lecture hall located in the Health Professions Center.

money

Spell out the word cents in lowercase, using numerals for amounts less than a dollar: 5 cents, 12 cents. Use the \$ sign and decimal system for larger amounts: \$1.01, \$2.50, \$5. For amounts of more than \$1 million, use the \$ sign and numerals up to two decimal places.

N

Newman Hall

A residence hall located southeast of the Technology Center, a companion building to Governors Hall, O'Bannon Hall, and Ruston Hall. It is named for the late Fred C. Newman, a generous benefactor. The official name is Fred C. Newman Hall, but it is referred to as Newman Hall.

nouns, adjectives used as verbs

University style suggests avoiding creation of verbs from nouns: Dr. Smith was chair of the meeting, rather than Dr. Smith chaired the meeting.

noun/verb agreement

A common error is laxity with noun/verb agreement. Verbs and nouns should agree in numbers: The Board of Trustees requests your presence.

numbers

Spell out numbers less than 10; use numerals for 10 and higher except at the beginning of a sentence: Only three directors responded. Forty-two geese landed on the lake. My daughter is 14 years of age.

O

O'Bannon Hall

Suite-style residence hall located south of the Technology Center; a companion building to Newman Hall, Governors Hall, and Ruston Hall. Named for Frank O'Bannon, governor of Indiana, following the USI tradition of naming housing facilities for Indiana governors. The official name is Frank O'Bannon Hall, but it is referred to as O'Bannon Hall.

Office of Recreation, Fitness, and Wellness

Housed in Recreation and Fitness Center.

Office of Religious Life

Formerly called Campus Ministry, the office of Religious Life is located in student housing at 8113A O'Daniel Lane.

ok or okay

The dictionary okays either. Not O.K.

online

P

Pace Galleries

Stephen S. and Palmina F. Pace provided funding and Stephen Pace paintings for the Pace Galleries in the McCutchan Art Center. These galleries display student work and the work of professional artists. Expected to open in 2008.

percent

University style is to spell out percent rather than use the symbol % in text. The percent symbol (%) can be used in tables.

period

Acronyms do not take periods: AWOL, COBOL, NATO, SEATO, UNESCO. Degrees do take periods: Bachelor of Arts, B.A.; Master of Science, M.S.; Doctor of Philosophy, Ph.D.; etc.

As with degrees, use periods in abbreviations except in such common usages as USI, MIT, NYU, JFK, GE, IBM, CBS, YMCA, CIA, the UN, etc. We do, however, use periods in U.S., N.Y.C., and L.A.

Plurals

With rare exceptions, we do NOT form a plural with an apostrophe. Use s or es. Some examples: M.B.A.s, the 1980s (or eighties). There are occasional exceptions necessary for clarity: Mind your p's and q's and make the Oakland A's.

plus

Avoid the plus mark (+) and write 30-plus, or a million-plus. In general (excluding tabular material), avoid shortcuts by use of signs and figures; spell it out so no one will have to guess what you mean.

possessives

Use 's in all singular possessives and an apostrophe alone in plurals. For singular proper names ending in "s", use only an apostrophe: Herdes' team, Dickens' novel, Williams' plays.

Pott College of Science and Engineering

The college was named for Robert H. and Elaine H. Pott in recognition of the Pott Foundation's \$2 million gift.

Presidential Scholarships

These full tuition scholarships also cover housing and an allowance for food and books. They are awarded to select students who ranked first or second in their senior class at the end of the fall semester of high school for high schools commissioned by the Indiana State Department of Public Instruction. Other requirements must be met. Ten students are selected for these competitive scholarships each year.

Presidents of University of Southern Indiana

David L. Rice 1967 - 1994

H. Ray Hoops 1994 - 2009

Publications at USI

These are key publications at the University of Southern Indiana

Amalgam, a publication of student research for College of Liberal Arts

College of Business Reports, a newsletter from College of Business

Connect Online, an electronic newsletter for alumni

In Harmony, a newsletter of Historic New Harmony

LA Story, a newsletter of the College of Liberal Arts

Multicultural Connection, a newsletter of the Multicultural Center

Periodic Review, a newsletter published by the Pott College of Science and Engineering

Reflections, the newsletter of The Planned Giving Society of USI Foundation

Southern Indiana Review, a literary magazine

Synapse, a newsletter of the College of Nursing and Health Professions

Teacher Educator, a newsletter published by the Department of Teacher Education

USI Magazine, a publication for alumni, donors, and friends

USI Today, an online employee newsletter

Vista, a newsletter of Historic Southern Indiana

Q

quotes

Use quotation marks to surround the exact words of a speaker or writer: Franklin said, "A penny saved is a penny earned."

Punctuation--commas, exclamation/question marks, periods--generally go inside quotation marks; punctuation usually will go outside of single quotation marks--"What do you suppose he had in mind," inquired Newman, "when he said, 'You are all greater fools than I thought'?"

Punctuation goes inside quotation marks if it is part of the sub-quote--"He looked at me for a long time," said Grant, "and then he asked, 'Why have you bothered to tell me this, Peter?'"

Punctuation goes outside of quotation marks if it is not part of the quote--Why was Farragut trembling when he said, "I'm here to open an inquiry"?

R

rac

Capitalize identifications with geographic words: Asian, Native American, Indians, African American.

Rankin Lane

A street off University Boulevard that leads to Governors Hall and Newman Hall. Named for ISU President Emeritus Alan Rankin, whose tenure as president paralleled the first 10 years of USI's existence as a regional campus.

Recreation and Fitness Center

The Recreation and Fitness Center opened in March 2001. The Office of Recreation, Fitness, and Wellness is located in the center. The building houses an arena for weight lifting and exercise, showers, lockers, two basketball courts, and suspended track above the courts. An addition to the building will open fall 2009.

Residence Life Community Center

A wireless facility with student living room/dining area, fireplace, and a conference room. Also houses the Eagle Xpress convenience store and hot food from Pete's Arena. Located on O'Daniel Lane in housing. Open daily 7 a.m. to 3 p.m.

redundancy

Repetition sneaks in in many ways; try to avoid it. Aside from doublets (end result, basic principle, past history, top capacity, red in color) there is redundancy in "2:30 p.m. Friday afternoon" or "he currently is reviewing the plan." Drop the p.m. or the afternoon, preferably the afternoon; cut currently.

Rice Library

Opened in 2006, David L. Rice Library offers four floors of library space including circulation, reference desk, government documents, periodicals, University Archives and Special Collections, and more. The lower level of the building has classrooms and a 125-seat auditorium. Rice Library is named for Dr. David L. Rice, the University's founding president.

Robert J. Fair Residence Life Center

Located in the McDonald housing complex, the center contains Residence Life staff offices and a computer laboratory. It is named for a former chair of the USI Board of Trustees.

Rochelle Lane

Access road to O'Bannon Hall and Ruston Hall named in honor of Dr. Charles Rochelle, an Evansville educator and leader in the African American community.

Ruston Hall

A residence hall located southeast of the Technology Center. It is a companion hall to O'Bannon, Governors, and Newman halls. It is named for generous donors Henry and Betty Jane Ruston. The official name is Henry and Betty Jane Ruston Hall, but it is referred to as Ruston Hall.

S

Schlechte Façade

The Schlechte Façade is a limestone relief, located 30 feet above ground on the rotunda of the library entrance. This artistic façade was made possible by a major gift from Dorothea Johnson Schlechte, an Evansville resident since 1948 and longtime supporter of the arts in the community. The relief reflects the Liberal Arts Center located directly west of Rice Library and includes a laptop, books, and other artifacts used by students. Plaster castings of three reliefs of campus scenes, designed by USI art faculty members Kathryn Waters and John McNaughton, hang in the corridor that leads to the library entrance. The middle casting was used to create the Schlechte Façade.

Scripps Howard Center for Media Studies

A media laboratory located in the Liberal Arts Center funded by a gift from the Scripps Howard Foundation. Includes the William R. Burleigh Resource Center, Scripps Howard Digital Arts Laboratory, Scripps Howard Video Production Complex.

Security Building

Located south of the University Center, the office of Safety and Security is housed in this building.

Service learning

Service learning is an approach to university education that incorporates community projects into courses. There are two equally important goals of service learning: enhancing student learning and providing a valuable service to the community.

seasons

Use fall semester, spring semester, summer - no caps when used to refer to the time of the academic year.

Sill Geology Seminar Room

This room is named for Walter F. Sill, an Evansville geologist. It is located on the third floor of the Torrington Wing.

spelling

Writers need to check and be responsible for proper spelling of names in an effort to publish items free of misspellings.

When there are two spellings allowed in your dictionary, such as traveled/travelled, use the first one given. While there is no substitute for a good dictionary, here is a short list of words that turn up frequently and are occasionally misspelled, or mistakenly capitalized, or otherwise misconstrued.

accommodate	cum laude	midwinter
administration	Eickhoff Road	nonprofit
adviser	foresee	part-time
AIDS	Forum I, II, III	pastime
alma mater (generic)	freelance (noun, adj.) Fulbright	premed, premedical
Alma Mater (the song)	scholar	roommate
alumnae	full-time (adj., noun)	sizable
alumnus, alumni, alumna	fund raiser, fund-raising	t-shirt
Atheneum	grandchildren	teenage, teenager
best-selling (adjective)	great-granddaughter Guinness	The New Harmony
bestseller (noun)	(book/beer) intramurals	Theatre till, until ('til is poetry)
bypass	lieutenant (j.g.)	transatlantic
canceled	lifelong	under way (adv.)
catalog	long-term	underway (adj.)
Clarke Lane	longtime	vice president
Colombia (the country)	mid-August	well-known
Columbia	midwest (the Midwest)	worldwide
cross country		

Starbucks

This full-service coffee shop is located in Rice Library along the south side of the first-floor corridor that runs the length of the building.

Stanonis Paleontology/Sedimentary Geology Laboratory

Named in honor of Frank L. Stanonis, professor of geology, this laboratory is located on the third floor of the Torrington Science Wing.

states

When referring to a state by itself, spell it out. When a city precedes the state, spell it out. When supplying an address for the reader's postal use, use postal abbreviations, which are:

Ala./AL	Fla./FL	La./LA	N.C./NC	Okla./OK	Va./VA
Alaska/AK	Ga./GA	Maine/ME	N.D./ND	Ore./OR	Vt./VT
Ariz./AZ	Hawaii/HI	Mass./MA	N.H./NH	Pa./PA	W.Va./WV
Ark./AR	Idaho/ID	Md./MD	N.J./NJ	R.I./RI	Wash./WA
Calif./CA	Ill./IL	Mich./MI	N.M./NM	S.C./SC	Wis./WI
Colo./CO	Ind./IN	Minn./MN	N.Y./NY	S.D./SD	Wyo./WY
Conn./CT	Iowa/IA	Miss./MS	Neb./NE	Tenn./TN	
D.C./DC	Kans./KS	Mo./MO	Nev./NV	Texas/TX	
Del./DE	Ky./KY	Mont./MT	Ohio/OH	Utah/UT	

T

telephone and other access numbers

Set off the area code with a slash. Thus the University telephone number would be 812/464-8600. Examples for Internet, fax, and email (email addresses may be case sensitive) follow. Internet: www.usi.edu; fax: 812/465-1096; email: kfunke@usi.edu.

temperatures

Use figures for all except zero. Use a word, not a minus sign to indicate temperatures below zero: The day's low was minus 10. The day's high was expected to be 34.

Temperatures get higher and lower, not warmer or cooler. Temperatures are expected to rise in the area Friday. Don't write: Temperatures are expected to warm up on Friday.

tenses

Do not switch tenses in mid sentence. Present and past tenses are straightforward: He is working in the garden. The summer of 1949 was exceedingly hot. Such nuances as future perfect and present perfect can send a precise writer to the rule books; don't hesitate to look it up (also see noun/verb agreement).

that

An extremely overworked word. Read what you have written and see how many you can remove without losing your meaning.

the University of Southern Indiana

No uppercase "t" unless at the beginning of a sentence.

theatre

Generally, it is recommended to use the first listing in any standard dictionary--it will be the most common usage. But with theatre, there was a conscious decision to use the English spelling to convey the idea of a distinctive theatre program at USI (otherwise, the rule is to use "theatre" only in cases where a company or building uses it).

time

Drop the colon and zeros: 5 p.m. Space is a consideration in printing for time elements: "The group will meet at 2 p.m. Monday, August 30, in UC350" is efficient and readable. For continuity, we order time, day, date, and place the same way every time. Use 2 p.m. and 2:30 a.m. University style is to keep the periods. Use noon and midnight, because some may not be clear about 12 p.m. and 12 a.m.; noon and midnight leave no question. Spell out months except in tabular form. Where a year is required, make it Monday, May 6, 2001, or May 2001. When a phrase lists only a month and a year, do not separate the year with commas. Generally, in text use the year only when needed for clarity; use day and date as a service to the reader.

titles

Capitalize titles when they precede a specific name (and don't abbreviate): President H. Ray Hoops, Professor Marlene V. Shaw, Vice President Mark Rozewski, or President Emeritus David L. Rice, (always try to use the full name, with middle initial, on first reference). Lower case formal titles when used alone or in constructions that set them off from a name by commas: Mohammed Khayum, dean of the College of Business and professor of management; M. Edward Jones, vice provost for Outreach. Do not capitalize "our esteemed class president" or "chairman of the local PTA." Exception: always capitalize the President of the United States, with or without a name. Use USI Board of Trustees, Trustee, and Board when referring specifically to the USI governing body; use lower case on all generics. Refer to the campus directory for correct titles of faculty, staff, and campus buildings.

Torrington Science Center Wing

This addition to the Science Center opened in 2003. It is named for Dr. W. Paul Torrington, a generous benefactor.

U

University of Southern Indiana

In text, the words University of Southern Indiana are separate and should be capitalized. USI may be referred to as the University on subsequent mention; University should be capitalized when used this way. It is acceptable to use USI; do not use periods to set off the letters. University of Southern Indiana is a comprehensive public university with more than 10,000 students. The 1,400-acre suburban campus in Evansville, the state's third largest city, includes 12 major buildings and provides both apartment and suite-style housing for students. USI offers a full range of student organizations and campus life activities.

USI Epi-Hab Center for Disability Studies

USI Epi-Hab Center for Disability Studies is a resource that contributes to the knowledge base on epilepsy and other contemporary disability issues through research, teaching and community programs, and scholarships. It was funded with a gift from the Vanderburgh Community Foundation and Epi-Hab Evansville, a non-profit factory that employed people with disabilities.

USI Student Health Center

The health center is a full-service clinic offering medical services and health-related information to students, staff, and faculty. The health center is located in the lower level of the Health Professions Center.

V

vice president, vice provost

No hyphen for titles.

W

web page

Two words. The most technically correct usage means a single HTML file, which when viewed by a browser on the World Wide web could be several screen-dimensions long, meaning you would "scroll" to view contents that are off-screen.

web site

Two words. A home and/or location on the World Wide Web. A place made up of web pages. The USI web site is www.usi.edu. USI style is to drop the `http://` if the web address contains `www`. If the address needs to run onto another line, break the address before a slash or a dot and do not insert a hyphen. Where possible do not punctuate at the end of the URL because the reader could think it is part of the address.

World Wide Web

Three words, all capitalized. A global (worldwide) hypertext system that uses the Internet as its transport mechanism.

who

Far too often we hear or read: "He was a person that..." A personal pronoun is needed, however. Make it: "a person who...", "an alumna who...", and "a Hoosier who..."