

Wittenberg University Writers Style Guide

Office of University Communications

This style guide generally follows Associated Press (AP) Style. When in doubt, consult [Merriam-Webster's Collegiate Dictionary](#).

A

academic degrees: The University editor's preference is to use abbreviations. For example, B.A. in sociology, B.S. in chemistry. Use B.A., B.S., M.A., M.S., and Ph.D. with no space after the first period. As per AP style, use BSN and MBA (degree abbreviations with more than three letters do not require periods after each letter, exception: Ph.D.). The plural of Ph.D. is Ph.D.s.

Do not add the word "degree" after an abbreviation. *Incorrect:* He received his B.A. degree in biology. *Correct:* He received his B.A. in biology.

If the degree name must be spelled out in text, then uppercase the specific name of the degree, e.g., Bachelor of Arts, Bachelor of Science. Lowercase the specialty unless it is a part of the formal name of the degree or it contains a proper noun or adjective. For example, Bachelor of Arts in biology, Bachelor of Science in Nursing, Bachelor of Arts in English, Bachelor of Arts in East Asian studies, Master of Arts in education.

When the name of the exact degree is unknown, use master's degree or bachelor's degree (note apostrophes), e.g., She earned a bachelor's degree in biology. AP also notes that with Ph.D.s, the preferred form is to say that a person holds a doctorate followed by the specialty, i.e., a doctorate in psychology.

When in doubt about the proper degree abbreviation, consult *Merriam-Webster's Collegiate Dictionary* and use the first reference.

Wittenberg currently offers a Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Music Education, Bachelor of Science, Bachelor of Science in Nursing, Master of Arts in education, Master of Arts in sport administration, Master of Science in analytics, RN to BSN, and a post-master's certificate in nursing education.

academic departments: Uppercase when using the formal name, e.g., Department of History, Department of English. Lowercase when using the informal name or on second reference, except those with proper nouns or adjectives, e.g., history department, English department. (See **offices**.)

academic year: Use the full year when referring to the academic year, i.e., 2018-2019. The abbreviations '18 or '19 are acceptable on second reference. Do not capitalize fall, winter, spring, or summer when referring to semesters. (Also see **seasons**.)

acronyms: In general, first spell out the name of the organization and then place the acronym immediately after it in parentheses. Do not use periods in the acronym unless an organization specifically calls for them.

administrative titles: Capitalize and spell out all titles when they precede a name. Examples: Dean of Students Casey Gill and Board of Directors Chair Bill Edwards. Lowercase all titles when they follow a name, e.g., Cindy Beacom, executive assistant. (See **courtesy titles.**) Do not use chairperson unless it's the formal title for a particular office. (See **chair.**)

address: Use the following addresses (See also **street addresses.**):

Official University Address

Wittenberg University
Ward Street at North Wittenberg Avenue
Post Office Box 720
Springfield, OH 45501-0720

Delivery Address – Central Receiving (for deliveries to faculty and staff)

Wittenberg University
225 N. Fountain Ave.
Springfield, OH 45504

The street address for the Benham-Pence Student Center is 734 Woodlawn Ave., Springfield, OH 45504.

Address for Student Mail and Deliveries

(Student Name)
(Student Box Number)
PO Box 6100
Springfield, OH 45501

However, if your carrier cannot deliver to a PO Box, use the following address:

(Student Name)
(Student Box Number)
734 Woodlawn Ave
Springfield, OH 45504

Admission Office: Note the lack of an "s" in Admission and the capitalization. Use Office of Admission on first reference. (See **offices.**)

adviser/advisor: Although AP uses adviser, the University editor prefers advisor.

affect/effect: To affect something means "to influence or produce a change," e.g., His poem affected me greatly. Avoid using affect as a noun. Effect as a noun means the result, e.g., The experiment did not create the effect he wanted. As a verb, effect means "to cause or accomplish," e.g., The lawyers hope to effect a compromise.

African-American: According to the Associated Press, the term is acceptable for an American Black person of African descent. Also acceptable is Black (note capitalization). The terms are not necessarily interchangeable. Do not use Black as a noun.

afterward: Not afterwards.

ages: Always use figures except at the beginning of a sentence. Examples: a 6-year-old boy; The boy is 6 years old; Six-year-old David walked home.

Albright Tennis Complex: Located to the west of the Health, Wellness & Athletics Complex between Bill Edwards Drive and McCreight Avenue, the complex has six Dynaflex courts with competition lighting. David B. Albright was chair of the Wittenberg Board of Directors, and the Albrights both graduated in 1940. Use David B. and Georgiana S. Albright Tennis Complex on first reference. Albright Tennis Complex is acceptable on subsequent references.

All-America, All-American: Use All-America when describing a team, e.g., the All-America football team. Use All-American when describing an individual, e.g., She was an All-American. All-Conference and All-NCAC should follow the same pattern.

Alma Lux: An honor bestowed annually upon a junior student who possesses qualities of leadership, scholarship, and service. Capitalize as this is a formal title.

Alma Mater: An honor bestowed annually upon a junior student on the basis of character and integrity, service to the community, concern for others, and high standards of scholarship. Capitalize as this is a formal title.

alma mater: Lowercase unless it refers to a formal title. For example, Wittenberg is my alma mater, but Alma Mater Jennifer Smith spoke at the event. Alma Mater should also be capitalized and put in quotations when it refers to the college's song, e.g., "Alma Mater."

alumni: Use when referring to a group of both men and women. Use alumna when referring to a single female; alumnus when referring to a single male; alumni when referring to a group of men, and alumnae when referring to a group of women. Alumnae who have married should be listed with their maiden and married names (Julie Smith Stevens). Avoid using the combination alumni/ae. Also avoid using the term "alum" unless the person is of unspecified gender.

alumni association: Organization to which all alumni immediately belong upon graduation. The official name is the Wittenberg University Alumni Association, and when used in this manner, it should be capitalized. Lowercase otherwise.

Alumni Association Award for Distinguished Teaching: The alumni association established this award in 1960 to recognize superior classroom teaching.

alumni board: This is the governing board of the alumni association. The official name is the Wittenberg University Alumni Board, and it should be capitalized when used in full. Lowercase otherwise.

Alumni Hollow: The green space on the northwest corner of Alumni Way and Ward Street where Hanley and South Halls once stood.

Alumni Way: Dedicated during Homecoming 2004, the former Woodlawn Avenue between Ward Street and Cassilly Street is now a brick plaza where past, present, and future alumni, faculty, and friends of Wittenberg are recognized with honorary bricks bearing their names.

Alumnus/Alumna of the Year Award: Previously given as the Class of 1914 Award, this is the most prestigious award given to a Wittenberg alumnus/alumna.

a.m./p.m.: Lowercase in all situations. (See **time, date, place.**)

assistant and associate: Do not abbreviate in a formal title.

athletics director: Do not use athletic director. Wittenberg has a director of athletics, but athletics director is acceptable on second reference. (Also see **administrative titles.**)

Athletics Hall of Honor: Located in the lobby of the Health, Wellness & Athletics Complex (HWA), it honors the finest student-athletes, coaches, and administrators who have excelled in their service to the University, either on the field of competition or behind the scenes. Hall of Honor is acceptable on second reference.

Audio-Visual Services: It should be capitalized and hyphenated when used.

auditoriums: Wittenberg is home to Bayley Auditorium in Barbara Deer Kuss Science Center and Kissell Auditorium in Koch Hall. (See **Bayley Auditorium, Kissell Auditorium.**)

avenue: Abbreviate with numbered addresses, e.g., 123 College Ave. (See **street addresses.**)

B

baccalaureate: Note spelling and capitalize if a formal function, e.g. Baccalaureate Service.

Barbara Deer Kuss Science Center: Dedicated in 2003, the state-of-the-art academic building is located along Bill Edwards Drive. It also houses Bayley Auditorium.

Bayley Alumni House: This is the official name of the building formerly known as the Phi Kappa Psi fraternity house. The center houses the Office of Advancement and Alumni Engagement (note capitalization). The building was named after Robert '39 and Ruth K. Bayley '42 of Springfield in May 2001.

Bayley Auditorium: Located in the Barbara Deer Kuss Science Center, this 148-seat modern classroom is also the site of various lectures and presentations.

because/since: Because and since are both subordinate conjunctions. However, since should only be used when a time element is involved, e.g., Wittenberg has been around since 1845. It should not be used in the following manner: Since the house was on fire, we did not drive down the street. The correct replacement for since in this instance is because.

Benham-Pence Student Center: This is the official title of the student center. Named for Pauline Pence in honor of her husband and parents, the building houses the Bookstore, Post 95, Center Dining Room (CDR), Doppelgangers (game room), Founders Pub, meeting rooms, and student mailboxes. On second reference, student center is acceptable.

Benjamin Prince House: Traditionally the president's home, the house is located at 644 N. Wittenberg Avenue. Named for the late professor and vice president of Wittenberg, it is currently the home of President Michael L. Frandsen and his family.

Benjamin Prince Society: Use full name on first reference; BPS is acceptable on second reference, e.g., BPS members. Named for the teacher, scholar, and servant-leader who worked at Wittenberg for 69 years, this society was created in May 1977 to honor individuals who have shown uncommon commitment to Wittenberg's academic excellence through their annual support.

Bill Edwards Field/Betty Doughman Dillahunt Softball Field: See **Edwards, Dillahunt.**

Blair Hall: Dedicated in 1927 and located at 2 E. Campus Drive, Blair Hall is home to the departments of education and psychology. A complete restoration took place in 2009-2010, earning Clark County's first-ever Leadership in Energy & Environmental Design (LEED) Gold recognition.

board of directors: Wittenberg University has a board of directors, not a board of trustees. The official name is the Board of Directors of Wittenberg College, but Wittenberg Board of Directors is sufficient. Capitalize only when using the formal name. Otherwise, lowercase board of directors. Board members are appointed for 3-year individual terms, but their tenures cannot exceed 12 years.

books: Italicize all book titles, but use quotations for specific chapters. (See **titles**).

building names (see individual buildings listed alphabetically, and also see **residence halls** and **Greek houses**): Wittenberg has more than 30 buildings that blend traditional European classicism and contemporary architecture.

Barbara Deer Kuss Science Center
Bayley Alumni House
Benham-Pence Student Center
Benjamin Prince House
Blair Hall
Carnegie Hall
Chakeres Memorial Theatre
Deitrich House
Ferncliff Hall
Firestine Hall
Health, Wellness & Athletics Complex (HWA)
Hollenbeck Hall
Joseph C. Shouvin Center for Lifelong Learning
Keller Place
Koch Hall
Krieg Hall
Matthies House
Myers Hall
New Residence Hall
Physical Plant

Polis House
Recitation Hall
Sprecher Place
Synod Hall
Thomas Library
Tower Hall
Weaver Chapel
Weaver Observatory
William A. McClain Center for Diversity
Woodlawn Hall
Zimmerman Hall

C

campus: Lowercase on all references, except when it refers to an official name.

Career and Professional Development: Located in the COMPASS: Sweet Success Center (Thomas Library), the Office of Career and Professional Development provides services and resources that help students effectively choose, prepare for, and launch meaningful and rewarding careers.

Carnegie Hall: In 1909, Carnegie Science Hall opened through a gift from famed industrialist Andrew Carnegie. Formerly the home of Wittenberg's department of business, the building is currently unoccupied.

Center for Civic & Urban Engagement: See **Susan Hirt Hagen Center for Civic & Urban Engagement**.

Center for Musical Development: Founded in 1996 and located in Krieg Hall, it offers private instruction in piano, voice, strings, winds, and percussion and is open to the community and students. CMD is acceptable on second reference.

cents: Write out the word cents when the amount is less than a dollar, i.e., 6 cents. Use the dollar sign and decimals for amounts larger than a dollar, e.g., \$2.50. Use numerals on all occasions.

century: Spell out when less than 10, e.g., the fourth century, except in company names where applicable.

chair: This is the preferred term, not chairperson. If a formal title, capitalize if it precedes a name. (See **administrative titles**.)

Chakeres Memorial Theatre: Adjacent to Tower Hall and dedicated in 1983 in honor of the Chakeres family of Springfield, the 180-seat black box theatre is the site of numerous student-run productions. Located at 905 Woodlawn Ave., it is pronounced "Chackers."

Chapel Lawn: The green space southeast of Weaver Chapel that ends along Alumni Way. The area is used for many large outdoor campus activities.

class: Lowercase when referring to a student's or graduate's class year, e.g., Mary Jones, class of 2024.

class years: The class year follows the last name without a comma after the last name, e.g., John Smith '62 or Julie Smith '48. Be sure to use the closing single quote before the class year, rather than the opening single quote. Where confusion may exist, use the following: an 1890 graduate, not '90. Freshmen and sophomores may be considered first-year and second-year students or as underclass students, and juniors and seniors may be called third-year or fourth-year or upperclass students.

co-curricular: Always use a hyphen.

college: Capitalize when part of a formal name.

commas: Always use a comma in the following cases (note that some of these differ from AP style):

- After words in a series, including a simple series, e.g., The dogs, the cats, and the bunnies were set free.
- After an introductory prepositional phrase, e.g., After the storm, the sun came out.
- After a second introductory prepositional phrase, e.g., After the storm of the century, the sun came out.
- After introductory adverbs, e.g., Incredibly, she survived.

Commencement, Commencement Exercises, Commencement Weekend: Note capitalization.

company names: It is acceptable to abbreviate Co. and Corp. Do not use a comma before Inc. or Ltd.

COMPASS: Sweet Success Center: Located on the main floor of Thomas Library, it is a resource center encompassing a variety of student support services, including advising, tutoring, Success Ambassadors, Career and Professional Development, Disability Services, Student Employment, and leadership programs. The center is named in recognition of a lead gift made by Alicia Sweet Hupp '82 and her family. COMPASS is acceptable on second reference.

Computing Solution Center: Located on the main level of Thomas Library, it offers technical support, computer assistance, and computer instruction to the campus community. Solution Center is acceptable on second reference.

Concerned Black Students: The group, founded in 1969, sponsors a number of events and lectures promoting diversity awareness. CBS is acceptable on second reference.

course titles: Full names of courses are capitalized but not set off in italics or with quotation marks, e.g., Marcus enrolled in Financial Accounting. Lowercase when not referring to the full name of the course, e.g., Annie took a biology class. Exception: use capitalization when the course title includes a proper noun, e.g., African history.

courtesy titles: AP recommends that Mrs., Mr., Ms., and Miss not be used. (See **doctor**, **reverend**.)

D

dates: Do not use nd, rd, st, or th after a date. *Incorrect:* May 1st or July 2nd. *Correct:* May 1 or July 2.

Dean's List: Capitalize.

debate team: Lowercase.

decimals: According to AP, use a period and numerals for decimal amounts. Decimalization should not exceed two places in textual material. (Also see **numbers**.)

departments: See **academic departments**.

Dillahunt Softball Field: The official title of the field where students play softball, it is named for Betty Doughman Dillahunt, a 1946 graduate who taught, coached, and served as the director of women's athletics for 36 years. Located north of W. McCreight Avenue, its address is 1291 N. Yellow Springs St.

doctor: AP states to use Dr. in first reference as a formal title before a person's name if that person holds a doctor of medicine. Use last name on second reference and use Drs. for the plural. (See **courtesy titles**.)

E

Earl F. Morris Track: Named for class of 1930 alumnus Earl F. Morris, former chair of the board of directors, the 400-meter, all-weather track is a quarter-mile long and encircles Edwards- Maurer Field. Use Earl F. Morris Track on first reference and Morris Track on subsequent references.

East Asian Studies Journal: A publication of original, undergraduate works meant to encourage and recognize outstanding undergraduate achievement in the area of East Asian Studies while simultaneously promoting an enlightened understanding of the nations of the East. Italicize on all references.

Edwards Field: The official title of the field where various teams and students play and practice, it is named for Bill Edwards, a 1931 graduate who was the Wittenberg head football

coach from 1955-1968 and the men's athletics director from 1969-1973. It is located north of W. McCreight Avenue.

Edwards-Maurer Field: Named for former head football coaches Bill Edwards and Dave Maurer, it is the official name of the field on which the Wittenberg football, soccer, field hockey, and lacrosse teams play. Use on all references.

e.g.: Abbreviation for the Latin phrase *exempli gratia*, which means "for example." It is always followed by a comma.

email: Lowercase without hyphen.

emerita, emeritus, emeriti: The board of directors determines who receives emeritus status. Use *emerita* when referring to a woman and *emeritus* when referring to a man. Use *emeriti* for a group of professors with emeriti status. Place *emerita/emeritus* after the formal title, e.g., Professor Emeritus of History Jim Huffman.

Evangelical Lutheran Church in America: The official church affiliation of Wittenberg, it can be abbreviated ELCA on all subsequent references. The main office of the ELCA is located in Chicago.

extracurricular: Do not use a hyphen. *Incorrect:* extra-curricular.

F

faculty titles: Use the professorial rank and title rather than "Dr." Capitalize a person's title if it precedes the name, but lowercase if it follows. Examples: Professor Mary Jo Zembar; Professor of Psychology Mary Jo Zembar; Mary Jo Zembar, professor of psychology.

field studies, field work: Use two words.

First-Year Program: A collaborative effort among faculty and staff to design programs focused on new students' acclimation to campus life.

First-Year Seminar: Part of the First-Year Program, this fall semester, four-credit class for first-year students is taught by a three-person team: faculty, co-facilitator, and student peer mentor. FYS is acceptable on second reference.

foreign words: Certain words have become commonplace in the English language, such as *résumé* and *hors d'oeuvres*. These words require no explanation. However, for those words uncommon to the English language, a brief explanation should follow the term. Place uncommon foreign words in italics.

Founders Pub: Note that Founders does not have an apostrophe.

Fountain: See **The Fountain, landmarks**.

freshman/freshmen: Refer to incoming students as new students or first-year students, not freshmen. When used attributively, use freshman, e.g., the freshman class.

fundraiser, fundraising: Use one word in all cases.

G

GPA: Acceptable in all references for *grade-point average*.

grade, grader: No hyphen in most cases: a fourth grade student, first grader, she is in the fifth grade. Do hyphenate if needed to avoid confusion, such as when combined with another ordinal number: He was the sixth fourth-grade student to win the prize; she is the 10th third-grader to join.

Greek houses: Wittenberg has six fraternities and six sororities.

Fraternities

Alpha Phi Alpha
(Not housed)

Beta Theta Pi
105 W. McCreight Ave.

Delta Sigma Phi
916 Woodlawn Ave.

Delta Tau Delta
625 Woodlawn Ave.

Phi Gamma Delta
(Not housed)

Phi Kappa Psi
On-campus house

Sororities

Alpha Delta Pi
1019 N. Fountain Ave.

Alpha Xi Delta
455 Woodlawn Ave.

Delta Gamma
1009 Woodlawn Ave.

Kappa Delta
602 N. Wittenberg Ave.

Gamma Phi Beta
628 Woodlawn Ave.

Sigma Kappa
840 N. Fountain Ave.

guild: See Wittenberg Guild.

Gymnasium: Located inside the Health, Wellness & Athletics Complex (HWA), 250 Bill Edwards Drive, the old gym or field house, as it was previously called, is home to a regulation-size court and stage area. In addition to providing additional space for athletic-related needs, it also serves as the venue for a variety of student-initiated events.

H

Having Light We Pass It On To Others: Wittenberg's motto. Note capitalization and lack of comma after "Light." When referred to in text, use quotation marks. For example: Wittenberg's motto is "Having Light We Pass It On To Others."

he/she: Alternate accordingly but avoid s/he.

Health, Wellness & Athletics Complex (HWA): The center, located at 250 Bill Edwards Drive, houses Wittenberg's athletic facilities, including the Legends Lobby, Bob Rosencrans Fitness Center, Pam Evans Smith Arena, Gymnasium, and Natatorium, which can be set up so that there are six 25-foot lanes or eight 25-meter lanes and includes a diving area with a 3-meter board. The department of health & sport studies is also located in the facility. HWA is acceptable on second reference.

Hollenbeck Hall: Dedicated Jan. 28, 2000, and named for the Hollenbeck family of Springfield, this 63,000-square-foot, state-of-the-art humanities building contains 21 classrooms, a 24-hour computer lab, a three-story glass atrium, a 100-seat lecture hall, and 63 faculty offices, among other features. It sits atop the north rim of Myers Hollow.

homepage: One word, lowercase. The "front" page of a particular website.

Homecoming: Capitalize when referring to the formal event.

Homecoming Court: Capitalize both words. On second reference, court is acceptable.

Homecoming, Reunion, and Family Weekend: Note the comma after Reunion. Spell out "and."

honorary degrees: Do not refer to someone who has only an honorary degree as Dr.

Hoyt-Sullivan Pressbox: This is the official name of the pressbox, named in memory of long-time sportswriters Dan Hoyt and Robert Sullivan, that sits above the 3,000-seat grandstand at Edwards-Maurer Field.

hyphenation: Use a hyphen in coordinate adjectives, e.g., red-velvet flag, and use a hyphen in coordinate nouns such as animal-lovers. Consult *Merriam-Webster's Collegiate Dictionary* if unsure.

I

Inc.: Abbreviate and capitalize as Inc. when used as a part of a corporate name. Do not use a comma before or after Inc., even if it is included in the formal name, e.g., Apple Inc.

internet: Lowercase.

i.e.: Abbreviation for the Latin phrase *id est*, which means "that is to say." It is always followed by a comma.

initials: AP recommends using periods and no spaces when using initials, e.g., J.J. Smith.

J

Joseph C. Shoumlin Center for Lifelong Learning: Located at 737 N. Fountain Ave. adjacent to the Benham-Pence Student Center, the Joseph C. Shoumlin Center for Lifelong Learning was named after Joseph C. Shoumlin former president of the Baur Brothers Company. He worked with President Stoughton to create a center not only for student's academic success, but also for adult success in the workplace. The building houses the Health and Counseling Center, IFC/Panhellenic offices, Student Development, Student Organizations, Student Senate offices, Tiger Counseling Center, and the Womyn's Center. Use Joseph C. Shoumlin Center for Lifelong Learning on first reference. Shoumlin Center is acceptable on second reference.

Jr./Sr.: Do not place a comma after a person's last name and before the Jr. or Sr., e.g., John Smith Jr.

judgment: Do not use judgement.

K

Kissell Auditorium: The official name of the auditorium located on the first floor of Koch Hall, it seats up to 175 and is named for Harry S. Kissell, an 1896 graduate who was a real estate and civic pioneer. The auditorium was dedicated in 1979.

Kissing Bridge: See **landmarks**.

Koch Hall: Built in 1927 and located at 5 W. Campus Drive, this hall is home to the department of art, Kissell Auditorium, the Ann Miller Art Gallery, and the Thompson Gallery.

Krieg Hall: Located at 632 Woodlawn Ave. and built in 1967, it houses the department of music and Center for Musical Development and hosts a number of public events. Note that the "i" comes before the "e" in Krieg.

L

landmarks: The following landmarks can be found on campus. Follow the appropriate capitalization but do not italicize unless otherwise noted.

- Campus Circle: the portion of campus between Recitation Hall, Blair Hall, Myers Hall, and the Fountain, and in between East and West Campus Drives

- Commencement Hollow: Located along West Campus Drive across and north of Ferncliff Hall, it has been the traditional site for graduation ceremonies.
- *Interaction*: Created by Helen Bosart Morgan Wagstaff in 1975, this abstract sculpture sits in the courtyard of the Barbara Deer Kuss Science Center as a symbol of the earth's changing patterns. Italicize on all references.
- Hama Stone: The stone, located along the walkway in front of Hollenbeck Hall, was given by Trinity Lutheran Seminary, Columbus, Ohio, in honor of the former Hama Divinity School and in honor of theological education at Wittenberg.
- William A. and Lenore Kinnison Presidential Garden: The garden is located along Alumni Way in honor of Wittenberg's 11th president and his wife.
- Kissing Bridge: The bridge connects Ferncliff Hall to Commencement Hollow and was given by the classes of 1996 and 1997. Tradition states that the person whom someone kisses on the bridge is the person they will marry.
- *Martin Luther: The Teacher, The Musician*: Created by A. Regis Milone in 1956, the sculpture, which contains images of Martin Luther, is located slightly to the south of Thomas Library. Italicize on all references.
- Myers Hall: Completed in 1851 and modeled after a residence hall at Gettysburg College, it was the first building on campus and served as a classroom building, residence hall, and cafeteria. Currently unoccupied, it was named to the National Register of Historic Places in 1975.
- Myers Hall cupola: Lowercase cupola on all references.
- Myers Hollow: A main gathering place on campus and site of various events throughout the year, it is surrounded by Koch Hall, Myers Hall, Recitation Hall, Hollenbeck Hall, Synod Hall, and Zimmerman Hall. The Hollow is acceptable on second reference.
- Sesquicentennial Bell: Given by the classes of 1992-1995, it hangs in the Myers Hall cupola and rings during graduation ceremonies and milestone events on campus.
- Sundial: Located in front of Carnegie Hall along W. Campus Drive, this replacement sundial was given in memory of Professor of Geography Martin E. Johnson, 1923-1976. The original sundial was stolen in the 1960s.
- The Fountain: Renovated in 1984, it is made of sandstone and sits at the main south entrance of campus at the end of Wittenberg Avenue. A gift from the class of 1928, the Fountain itself stands as a symbol of alumni loyalty flowing forever. The centerpiece looks like a pineapple because of the placement of each cement petal. The pineapple-shaped spout traditionally means welcome and friendship.
- *Treenity*: Designed by Professor Emeritus of Art Jack Mann, the sculpture was given to the University by the Phi Gamma Delta fraternity and placed in front of Koch Hall in April

1985. Consisting of three trees joined together, the sculpture symbolizes how the University and brotherhood work together. Italicize on all references.

- *Wally Witt*: Created by Gary Ross in 1991 and located on the ledge outside the Benham-Pence Student Center along Alumni Way, the sculpture represents the Wittenberg student tradition of sitting on the ledge during the springtime. It was donated by the Wittenberg Guild, and the name should be italicized on all occasions.
- Weaver Chapel tower: This 212-foot tower speaks to campus and the community of the importance of the Gospel of the Cross in the academic endeavor of Wittenberg. The tower consists of six sculptures created by A. Regis Milone in 1955. On the east side are sculptures of John Milton, Gottfried Leibnitz, and Johann Sebastian Bach, which represent literature, science, and music, and on the west side are Saint Paul, Saint Augustine, and Martin Luther, which represent theology.
- Wittenberg Seal: Found on the walkway between Recitation and Blair Halls, the Seal contains the Wittenberg motto "Having Light We Pass It On To Others," and it depicts the Wittenberg passing of the torch. According to legend, students who step on the Seal prior to graduation will fail their next test or not graduate. Capitalize Seal on all references.

lay/lie: According to AP, lay is the action word, and it takes a direct object, e.g., she lay the book on the shelf. Laid is the past tense and the present participle is laying. Lie indicates a state of reclining along a horizontal plane. It does not take a direct object, e.g., He will lie down. Lay is the past tense, and its past participle is lain. Lie also means to tell an untruth, e.g., She lied to him.

Levitas: This is the title of the Wittenberg Journal of Political Science and should be italicized.

life-changing: Note hyphenation.

logos: See the [Wittenberg University Brand Guidelines](#) on when and how to use the University's official logos.

Lutheran: Capitalize on all references.

M

Martin Luther King Jr. Commemorative Convocation: This is a Wittenberg Series event that occurs in January. Do not precede Jr. with a comma.

Math Workshop: Located on the main level of Thomas Library, it offers assistance to students in any math-related course.

Matthies House: Located along Alumni Way, it houses the Wittenberg University Honors Program and is named for Edith B. and Frank C. Matthies, cousins of Roland C. Matthies, former Wittenberg vice president and treasurer.

mid-semester, mid-term, mid-year: Note hyphenation.

mission: Capitalize when using with Wittenberg, i.e., Wittenberg's Mission, and lowercase when it stands alone.

months: Use the following seven abbreviations when the month and date or the month, date, and year are given, e.g., Feb. 21 or Feb. 21, 2018: Jan., Feb., Aug., Sept., Oct., Nov., and Dec. Always spell out March, April, May, June, and July. Spell out the month when used with a year alone, e.g., February 2018 (note that no comma separates the month and year).

Morris Knauss Green: Group of student residences located on Ward Street.

music: Italicize names of compact discs and long compositions, but use quotation marks around individual songs. (See **titles**.)

Myers Hall: See **landmarks**.

N

Names, endowed positions: Use the full name of the endowed position on first reference; the abbreviated name is acceptable on second reference. *Example:* John W. Barker Chair in Chemistry; Barker Chair.

Names, first and second reference: Use the full name and class year or title, when applicable, on first reference. Use the last name only on second reference for all individuals including current students. Exceptions: for clarity when referring to family members with the same last name; first name on second reference for informal tone; when used in more casual contexts such as social media platforms and admission marketing materials.

nontraditional: Do not hyphenate.

numbers: Spell out numbers zero through nine, but use figures for 10 and up, except when referring to millions. In that case, use the number but spell out million, e.g., \$5.5 million (\$5.5M may be acceptable for design/headline purposes). Use commas in four-digit (and higher) numbers (e.g., 3,000). Always spell out numbers when they begin a sentence. Also, use the abbreviation No. when referring to a ranking, e.g., No. 1 in the event or No. 5 in the nation. (Also see **phone numbers, decimals**.)

O

off-campus/on-campus: Hyphenate when used as an adjective (e.g., off-campus housing), but not when used as an adverb (e.g., She lives off campus).

Office of Advancement and Alumni Engagement: This is the official office name. Do not use an ampersand.

offices: On first reference, refer to the offices on campus as the Office of, e.g., Office of Admission, Office of the President, etc. Capitalize both Office and the official name of the office. Admission Office and Advancement Office, etc. are acceptable on second reference. They should also be capitalized.

Ohio: Always spell out. (See **states**.)

online: One word with no hyphen.

Oral Communication Center: Located in 206 Thomas Library, it provides assistance to students facing any kind of speaking assignment. OCC is acceptable on second reference.

Outstanding Young Alumnus/Alumna Award: Previously given as the Outstanding Young Alumni Award and GOLD Alumni Service Award, this award recognizes alumni who have distinguished themselves through outstanding accomplishments in their professional careers, volunteer service, and/or noteworthy involvement in professional and/or service organizations, all since graduating within the last 15 years.

P

Pam Evans Smith Arena: Dedicated Feb. 2, 2008, in memory of one of Wittenberg's most respected and beloved women's basketball head coaches, administrators, and faculty members, the Pam Evans Smith Arena is located inside the Health, Wellness & Athletics (HWA) Complex and measures 200 feet by 120 feet. In addition to providing three regulation-size courts, the facility is also used for gatherings and special events.

"Pass It On" Wittenberg Volunteer Service Award: Presented to alumni for exceptional volunteer service to the University.

pastor: Capitalize when using as a title, e.g., Pastor Joe Jones. Lowercase when describing the occupation alone, e.g., He is a pastor. (See **Reverend**.)

percent: Always write out unless the document contains too many such as the results of a survey. The campaign total increased by 50 percent. She wanted a 10 percent increase in pay. Also, always use figures with a percentage.

***Pholeos*:** This is the publication of the Wittenberg University Speleological Society (WUSS) produced through the department of biological and environmental sciences. It should be italicized on all references.

phone numbers: Use hyphens, e.g., 937-327-6231.

Physical Plant: This building is located at 225 N. Fountain Ave.

Police Division: A full-service police and security agency, the Police Division is headquartered on the ground floor of the Recitation Hall annex and includes a walk-up window to serve the

public. For emergencies only, dial 6363 (Campus Security) on campus; and for non-emergencies, dial MAD-1 (6231) for the campus switchboard.

Polis House: Located in the former Alpha Tau Omega fraternity house, it is a special-interest residence hall and is named after the Greek word “polis,” which means city-state. It is pronounced Pole-liss.

Post 95: Café-style dining area in the Benham-Pence Student Center, which opened January 2005, and was named for Martin Luther's posting of the 95 theses on the castle church in Wittenberg, Germany, on Oct. 31, 1517. The name was selected because the space is not only a place where the community can gather for friendship, fun, and conversation, but also for the exchange of ideas throughout the University.

postal addresses: When addressing envelopes, the U.S. Post Office requests that all words be capitalized and that no punctuation appear between state abbreviations. State postal abbreviations are: (also see **states**)

Alabama: AL	Montana: MT
Alaska AK	Nebraska: NE
Arizona: AZ	Nevada: NV
Arkansas: AR	New Hampshire: NH
California: CA	New Jersey: NJ
Colorado: CO	New Mexico: NM
Connecticut: CT	New York: NY
Delaware: DE	North Carolina: NC
Florida: FL	North Dakota: ND
Georgia: GA	Ohio OH
Hawaii HI	Oklahoma: OK
Idaho ID	Oregon: OR
Illinois: IL	Pennsylvania: PA
Indiana: IN	Rhode Island: RI
Iowa IA	South Carolina: SC
Kansas: KS	South Dakota: SD
Kentucky: KY	Tennessee: TN
Louisiana: LA	Texas TX
Maine ME	Utah UT
Maryland: MD	Vermont: VT
Massachusetts: MA	Virginia: VA
Michigan: MI	Washington: WA
Minnesota: MN	West Virginia: WV
Mississippi: MS	Wisconsin: WI
Missouri: MO	Wyoming: WY

pre-law, pre-med: Hyphenate.

presidents: Michael L. Frandsen, Ph.D., began his tenure as Wittenberg’s 15th president on July 1, 2017. Wittenberg’s 15 presidents include:

Ezra Keller (1844-1848)
Samuel Sprecher (1849-1874)

John B. Helwig (1874-1882)
Samuel Alfred Ort (1882-1900)
John M. Ruthrauff (1900-1902)
Charles G. Heckert (1903-1920)
Rees Edgar Tulloss (1920-1949)
Clarence Charles Stoughton (1949-1963)
John Nissley Stauffer (1963-1968)
G. Kenneth Andeen (1969-1974)
William A. Kinnison (1974-1995)
L. Baird Tipson (1995-2004)
Mark H. Erickson (2005-2012)
Laurie M. Joyner (2012-2015)
Michael L. Frandsen (2017-present)

Professional Achievement Award: Previously presented as the Alumni Citation award, this award recognizes alumni who have achieved outstanding distinction in their professional field.

pronouns: When writing content, use the preferred pronoun choices of individuals. Following AP style, it is acceptable to use they/them/their to refer to an individual who does not identify with a gender-specific pronoun such as he or she. They/them/their take plural verbs even when used as a singular pronoun, and the singular reflexive themselves is also acceptable when referring to people who use they/them/their.

P.S.: Do not include a dash after P.S. Example: P.S. Join us at Homecoming!

R

Recitation Hall: Completed in 1886, this is the main administrative building on campus and also the second oldest.

Recitation Hall Annex: Added in the 1950s, this is a two-story structure linked by a second-floor hallway to Recitation Hall.

residence halls: Wittenberg has seven residence halls:

Ferncliff Hall
Firestine Hall
Myers Hall (currently closed)
New Hall
Polis House
Tower Hall
Woodlawn Hall

resumé: Note the one accent acute.

reunion: Lowercase in general references; capitalize when referring to a formal event, e.g. 50th Reunion Brunch. The formal name of Wittenberg's alumni reunion event is Homecoming, Reunion, and Family Weekend. (See **Homecoming, Reunion, and Family Weekend.**)

Reverend: Because this description does not stand for a noun, it should be preceded by "the" when used before a person's name. Also, as this is a title, not a noun, the phrase "She is our reverend" is not acceptable. The abbreviation The Rev. is acceptable on first reference when it precedes a name. (See **courtesy titles, pastor.**)

RN: registered nurse. Note the lack of periods.

room number format: When referring to any room on campus, write the number of the room first, followed by the name of the building, e.g., 101 Recitation Hall or 200 Hollenbeck Hall.

S

seasons: When referring to a time of year, e.g., fall, winter, spring, summer, lowercase the season. When referring to an issue date, such as *Wittenberg Magazine*, Spring 2022, capitalize.

semester: Lowercase, e.g., fall semester.

Servant Leader Award: Previously presented as the Alumni Citation award, this award recognizes outstanding personal or professional accomplishment.

sexist language: Avoid. Key tips for avoiding include the following: making the sentence plural, using articles such as "a," "an," or "the," or rewriting the sentence. For example, instead of writing "The pilot flew his plane," you should write "The pilot flew the plane."

Shouvlin Center: (see **Joseph C. Shouvlin Center for Lifelong Learning.**)

***Spectrum*:** Written and edited by Wittenberg students, this annual journal contains nonfiction prose on a variety of subjects. Italicize on all references. (See **titles.**)

spring break: Lowercase.

sports teams: Capitalize when referring to the formal name of a Wittenberg team, e.g., Wittenberg Softball, Wittenberg Football. Do not follow the formal name with Team. *Incorrect:* Wittenberg Lacrosse Team. Lowercase when using the informal name, e.g., women's basketball team, men's golf team.

standardized tests: Abbreviations are acceptable on first reference, e.g., SAT, ACT, GRE, LSAT, MCAT.

state, zip code: Do not use a comma after the state name when listed with a zip code, e.g., Springfield, Ohio 45502.

states: Follow AP style and spell out the names of the 50 U.S. states when used in the body of a story, whether standing alone or in conjunction with a city, town, village, or military base, e.g., Wittenberg is located in Springfield, Ohio. (Also see **postal addresses.**)

Place one comma between the city and the state name, and another comma after the state, unless ending a sentence or indicating a dateline. For example, John Smith was born in Springfield, Ohio, on March 25, 1982.

In lists or tables, use the following abbreviations:

Alabama: Ala.	Nebraska: Neb.
Arizona: Ariz.	Nevada: Nev.
Arkansas: Ark.	New Hampshire: N.H.
California: Calif.	New Jersey: N.J.
Colorado: Colo.	New Mexico: N.M.
Connecticut: Conn.	New York: N.Y.
Delaware: Del.	North Carolina: N.C.
Florida: Fla.	North Dakota: N.D.
Georgia: Ga.	Oklahoma: Okla.
Illinois: Ill.	Oregon: Ore.
Indiana: Ind.	Pennsylvania: Pa.
Kansas: Kan.	Rhode Island: R.I.
Kentucky: Ky.	South Carolina: S.C.
Louisiana: La.	South Dakota: S.D.
Maryland: Md.	Tennessee: Tenn.
Massachusetts: Mass.	Vermont: Vt.
Michigan: Mich.	Virginia: Va.
Minnesota: Minn.	Washington: Wash.
Mississippi: Miss.	West Virginia: W.Va.
Missouri: Mo.	Wisconsin: Wis.
Montana: Mont.	Wyoming: Wyo.

Stoughton Lawn: Located along Alumni Way and north of the Benham-Pence Student Center, the lawn is named for Wittenberg's eighth president, Clarence C. Stoughton. It is typically the site of Greek Week events, Witt Fest, and other larger campus activities.

street addresses: According to AP, use the abbreviations Ave., Blvd., and St. only with a numbered address, e.g., She lived at 100 Wittenberg Ave. Spell out street, avenue, and boulevard when not used with a numbered address, e.g., Wittenberg Avenue. Spell out all similar words such as alley, drive, road, circle, court, and lane on all occasions. (Also see **states, postal addresses.**)

study abroad: No hyphen, except when used as a descriptor, e.g., study-abroad programs.

superscript: Do not use superscript when indicating nd, rd, st, or th after a number. *Incorrect:* 50th Reunion. *Correct:* 50th Reunion.

Susan Hirt Hagen Center for Civic & Urban Engagement: The Center for Civic & Urban Engagement was established in 2008 to bring together Wittenberg faculty, staff, and students with community members to address the opportunities and challenges of the Greater Springfield area. The center is located at 723 N. Fountain Ave. In 2011, the Center received a \$6,000,000 endowment from Wittenberg alumna Susan Hirt Hagen '57 and the name was changed in her honor. The Hagen Center is acceptable on second reference.

Synod Hall: Originally constructed in 1953 as part of the Hamma Divinity School, this building is currently closed.

T

teenage, teenager: Do not use a hyphen, e.g., teen-age or teen-ager. Instead, write as one word.

The David Hawley Associates Legacy Society: Named in honor of the person to make the first planned gift to the University, this society recognizes alumni and friends who have provided for Wittenberg as part of their estate plans. Use full name on first reference; Hawley Society is acceptable on second reference.

theatre: In contrast to AP style, theatre should be spelled with an "re" at all times unless the "er" spelling is part of a formal name. Capitalize only when it is part of an official name, e.g., Chakeres Memorial Theatre. Do not capitalize when used with the department name, e.g., department of theatre and dance.

The Fountain: Accented with a pineapple-shaped spout, it sits in the center of the main entrance to campus along N. Wittenberg Avenue.

The Rev. David P. and Carol Matevia Endowed University Pastor: This is the official name for the University pastor position. Matevia Endowed University Pastor is acceptable on second reference.

The Torch: This is the student-run newspaper for the Wittenberg community. The name should be italicized. *Torch* is acceptable on second reference.

The Witt: This is the official name of the Wittenberg yearbook. The name should be italicized.

The Wittenberg Fund: Capitalize The in all references. Unrestricted gifts to the fund support the area of greatest need on campus.

The Wittenberg History Journal: This journal is produced through the department of history on an annual basis. It should be italicized on all references.

Thomas Library: Built in 1982, the library is located at 801 Woodlawn Ave.

Tiger Up®: Originally coined by Hall of Fame coach and athletics department administrator Dave Maurer in the 1960s, this rallying cry is used to inspire and encourage student-athletes to step up their game, raise their standard of play, and discover what they are truly capable of achieving. The phrase was designated with a Federal Trademark Register by Wittenberg University in 2023. Use the registered trademark symbol in print media. Use #TigerUp in social media.

Tigers: The official nickname of Wittenberg athletics, the Tigers are members of the North Coast Athletic Conference and the National Collegiate Athletic Association Division III. When

referring to a specific sport, use Tiger in the singular, i.e., Tiger field hockey or Tiger football. Always use the plural verb form when referring to Tiger activities, i.e., "The Tigers are No. 1," but use the singular verb form when using the term "team," e.g., "The team was victorious."

time: Avoid redundancy. Do not, for example, write that the meeting will be at 12 a.m. midnight. Use one or the other. The same applies to the use of noon. Also, do not use colons for times on the hour as in 4:00 p.m. Instead, write 4 p.m. Use colons only for times other than on the hour, e.g., 4:30 p.m. or 5:15 p.m. When indicating a time period, use a space before and after the dash, e.g., 1:30 – 2:30 p.m.; 10 a.m. – 1 p.m.

time, date, place: When referring to a specific activity, always give the time first, followed by the date, followed by the place it occurred or will occur. For example, "More than 50 students gathered at 10 a.m., March 10, at the Student Center." Note the comma after the date.

titles: Wittenberg will abide by the following rules concerning the use of italics and quotations in titles. Note that these rules differ from AP style.

The following should be placed in italics:

- Titles of books
- Names of magazines
- Names of newspapers
- Names of podcasts
- Movie titles
- Names of television series
- Titles of paintings or other works of art
- Names of ships, space shuttles
- Titles of theatrical productions
- Legal cases
- Books of the Bible
- Long compositions, titles of record albums and compact discs

The following should be placed in quotations:

- Poem titles
- Song titles
- Book chapters
- Podcast episodes
- Episodes of television series
- Short story titles
- Newspaper headlines
- Article titles in a publication

toward: Do not use towards.

U

University: Uppercase at all times when referring to Wittenberg, e.g., Wittenberg University; The University has 1,200 students. Lowercase when referring to other universities or the concept of the university.

upperclass: One word, no hyphen.

V

vice president: Do not join with a hyphen. (See **titles**.)

W

W Day: No hyphen.

Wally Witt: (See **landmarks**.)

Weaver Chapel: Use formal name on first reference; “the chapel” is acceptable on second reference. Dedicated in 1956, the chapel is located along E. Campus Drive. During academic semesters, the chapel offers chapel services, Sunday worship services, Ash Wednesday worship service with the Imposition of Ashes and Holy Communion, informal study, and fellowship opportunities. The organ in the chapel is a three-manual instrument with 52 ranks of pipes. The Office of the University Pastor is housed here, and the stained-glass windows were designed by Oliver Smith of Bryn Athyn, Pennsylvania. The windows have enjoyed critical acclaim as they are designed using a somewhat nontraditional method of construction. Instead of the picture being presented on glass, the graphic portion is made of lead and the glass stays only in the background.

Weaver Observatory: Use formal name on first reference; “the observatory” is acceptable on second reference. Located along W. Campus Drive, it contains a 24-foot rotating dome telescope with a 10-inch lens, which is used mainly for astronomy and physics courses.

web addresses: Do not underline. Do not include `http://` or `www`, unless excluding either would cause confusion or cause the address not to work. Place a period at the end of a sentence that ends with a web address.

webpage: One word, lowercase.

website: One word, lowercase.

which/that: According to AP, use *that* to introduce an essential, dependent clause, e.g., The house *that* caught on fire. Use *which* to introduce a nonessential dependent clause, e.g., The house with the shutters, *which* he painted blue, caught on fire.

while/although: *While* refers to time, e.g., *While* she was reading, the phone rang. It should not be used in the following manner: *While* the team lost, the players went home happy. In this case, *while* should be replaced with *although*.

who/whom: Use when referring to human beings or animals with a name. To determine the correct pronoun to use, try the following test courtesy of Brian Brooks, James Pinson and Jean Wilson in *Working with Words*:

Begin reading the sentence immediately after the point at which you have a choice between who or whom, whoever or whomever. Then insert he or him, she or her, they or them wherever it makes sense. If he, she or they works best, use who or whoever. If him, her or them works best, use whom or whomever.

Examples:

Who did you say wrote the book?

Did you say he wrote the book?

To whom are you speaking?

Are you speaking to them?

-wide: Always close compounds ending in wide, i.e., nationwide, citywide, countywide unless to do so would look awkward as in Universitywide. Add a hyphen for University-wide.

William A. McClain Center for Diversity: Dedicated during Homecoming 2004 in honor of Judge William A. McClain, class of 1934, as the William A. McLain Black Culture House, it was re-dedicated in 2012 as the William A. McClain Center for Diversity. McClain was the only Black student on campus in the 1930s and once described his defining moment at Wittenberg as winning the National Intercollegiate Oratorical Contest his senior year, making him one of the best orators in the school's history. The house is located at 825 Woodlawn Avenue.

Witt: Acceptable only in direct quotes attributed to an individual, unless it refers to *The Witt*, the official name of the Wittenberg yearbook, or Witt Fest.

Wittenberg Guild: Founded in 1940 by then President Edgar Rees Tulloss, the Wittenberg Guild has supported Wittenberg through scholarships, campus landscaping, artwork, and other fund-raising initiatives. Since its inception, the guild has raised more than \$1 million. Guild on second reference is acceptable.

Wittenberg Magazine: This is the annual alumni publication and should be italicized. Note that Magazine is part of the official name.

Wittenberg Review of Literature and Art: This publication provides a forum for student poetry, short fiction, and artwork, and accepts submissions from any discipline. Italicize on all references.

Wittenberg Seal: Capitalize Seal when used alone. (See **landmarks**.)

Wittenberg University: Use the abbreviation WU without periods on second reference only in athletic materials when absolutely necessary such as box scores. Do not use "Witt" unless directly quoting an individual.

Wittenberg University Academic Catalog: Published online annually through the Office of the Registrar, the catalog lists degrees and requirements, fields of study, courses, academic policies, and other academic opportunities offered by the University. As this is the official title, it should be italicized. Academic Catalog is acceptable on second reference. (See **titles**.)

Wittenberg University Speleological Society: Group for those who enjoy caving. WUSS is acceptable on second reference.

WittFest: Note capitalization and spacing.

Wittmen Crew: The all-male a capella group was founded in 1999. Note that the “m” in Wittmen is lowercase.

Womyn's Center: Located in 103 Shouplin Center, the center offers opportunities for discussion of women-related issues. This is the official name and spelling of the center.

Writing Center: Located on the mail level of Thomas Library, it offers writing assistance and a host of resources to students and professors across disciplines.

Y

years: Do not use an apostrophe when referring to a decade, e.g., 1980s.

Z

Zimmerman Hall: Located on West Campus Drive, it was the University's original library building and former home of the department of psychology.

References consulted for this guide

apstylebook.com

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Brooks, B., Pinson, J. and Wilson, J. (1997). *Working with Words: A Concise Handbook for Media Writers*, (New York: St. Martin's Press).

The Chicago Manual of Style, 14th edition (1993), (Chicago: The University of Chicago Press).

Style guides from Beloit College, California State University at Chico, St. Lawrence University, The Pennsylvania State University, Virginia Polytechnic Institute and State University, and the University of Cincinnati.

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