Holy Family
UNIVERSITY

EDITORIAL STYLE GUIDE

Adherence to the guidelines outlined in the **Holy Family University Editorial Style Guide** ensures the consistency and quality of content throughout the University.

Holy Family University follows the *Associated Press Stylebook (AP Style)* and uses *Merriam-Webster Dictionary* for its print and online communications. In some cases, the University uses a preferred editorial style. This guide includes some Holy Family-specific variations on AP Style. Academic disciplines and specialties will require varying style, tone, and citation requirements. Use the Chicago Manual of Style, Associated Press, American Psychological Association, and Modern Language Style (among others) as dictated by the norms of the field.

The Editorial Style Guide is designed to promote the use of a consistent editorial style and to provide clear answers to common questions faced by anyone writing or editing copy for Holy Family University publications.

This guide is a resource for University style and best practices on usage including capitalization trends for degrees and buildings, abbreviations for religious titles, and proper listing for degrees. It also includes information about basic grammar and punctuation, frequently misspelled and misused words, Holy Family-specific terms, and preferred usage.

This guide is updated regularly. If you have a question about editorial style or usage that is not addressed here, please write to communications@holyfamily.edu.

Inclusive Language

Holy Family University is committed to fostering a diverse, equitable, and inclusive environment. We strive to represent members of our community respectfully and authentically. Throughout this publication are guiding principles that enable the community to achieve this.

A

a or an before h

Use *a* before a pronounced *h: a historian, a horse*. Use *an* before an aspirated *h: an hour, an honest person*.

a.m., p.m.

Lowercase and use periods. Use with a space between numerals.
For example: 4:30 p.m.

abbreviations and acronyms

Use abbreviations and acronyms sparingly.
Some well-known acronyms and abbreviations may be used on first reference.
For example: CEO, CFO, CIA, FBI, NATO, and SAT.

Others may be used on second and subsequent references.
For example: Jane Smith, Ph.D., is the director of the Center for Teaching & Learning (CTL) at Holy Family University. The CTL ...

Omit periods in non-degree, academic program acronyms, as well as acronyms combining degree and discipline.
For example: the acronym for Master of Science in Business Analytics would be MSBA.

In general, try to avoid using acronyms, particularly those that may be unfamiliar to readers.

Instead of using an acronym to refer to an organization, try to use phrases such as *the department, the firm, the center, the institute,* or a shortened version of the organization's name.

United Nations and *United States* should be spelled out when used as nouns. When used as adjectives, abbreviate them as *U.N.* and *U.S.* (note the use of the periods).
For example: U.N. peacekeeping efforts; the U.S. economy.

academic credits

Always use numerals for academic credits except at the start of a sentence.
For instance: The course carries 4 credits, the 18-credit program, but Nine of the 24 credits are electives.

academic degrees and disciplines

Use an apostrophe in *bachelor's degree* and *master's degree.*

For example: *He earned a master's degree in philosophy at Holy Family University.* Note the use of capitalization and no apostrophe in *Bachelor of Arts, Master of Science, Doctor of Philosophy,* etc.

Note also the correct use of the words doctorate and doctoral: *She received master's and doctoral degrees from Holy Family University. She earned a doctorate in theology.*

The academic discipline in which the degree was earned should be lowercase, even if it is the formal name of a program, except for those disciplines that are proper nouns: *bachelor's degree in sociology, master's degree in theology, bachelor's degree in English, bachelor's degree in African and African American studies, master's degree in international political economy and development.* This guideline also applies to majors and minors.

addressing correspondence

For guidance on forms of address, refer to *Emily Post's Guide to Addressing Correspondence*. www.emilypost.com/communication-and-technology/notes-and-letters/96-guide-to-addressing-correspondence

adviser (not *advisor*)

advisory

affect, effect

Affect is commonly used as a verb meaning "to influence." *Your attendance and test scores will affect your grade.*

Effect is commonly used as a noun meaning "result." *His test score had a positive effect on his final grade.*

Both words have additional meanings; these are the most common uses.

African American

African American may be used to describe an American Black person of African descent, but the descriptions *African American* and *Black* are not interchangeable. People of color who trace their ancestry to a particular country or region may prefer to be identified as Jamaican American or Caribbean American, for example, and not African American. *Black* is generally considered to be a more inclusive term, but when race and ethnicity are relevant to stories and other communications, consult with the person or people involved if appropriate to determine how they prefer to be identified; follow their preference and be as precise as possible. The same applies to other ethnic and racial terms, such as *Italian American* and *Chinese American*.

/ NOTE / Do not use a hyphen to designate dual heritage, whether the words are being used as a compound proper name or as a modifier. Pay attention to the official names of departments and organizations, and follow their preference.

ages Always use figures for people and animals. *My niece is 2 years old.* Ages used as an adjective before a noun or as a substitute for a noun require hyphens: *The 21-year-old student*, but *the student is 21 years old.*

alumni Use the following terms:

alumnus when referring to one male
alumna when referring to one female
alumni when referring to two or more former students, if some or all are male
alumnae when referring to two or more former students, if all are female

Avoid using the words *alum* or *alums* in written copy, unless they are part of a direct quotation. The phrase *alumni and alumnae* is acceptable but not preferred when referring to a group of male and female alumni. Do not use the construction *alumni and/or alumnae* and *alumni/ae*.

Identify Holy Family University alumni by their class year(s) only. The correct format is as follows:

/ NOTE / Quotation marks can face right or left, but apostrophes for class years always face left.

The University lists master's degrees in different formats (e.g., MS, MBA, etc.) but just using the "M" allows us to be consistent across the board.

Only bachelor's degree (no comma between last name and class year)
John Smith '21
Only master's degree (no comma between last name and class year)
John Smith M'21
Only doctoral degree (no comma between last name and class year)
John Smith D'21
Only honorary degree (no comma between last name and class year)
John Smith H'21

Alumni with multiple degrees
Use commas to separate degrees and list in chronological order (e.g., John Smith '21, M'22)

Place a comma after the year of graduation if the sentence continues after it. If the person earned more than one Holy Family University degree, list all of them in the above format, separated only by commas, starting with the earliest degree earned and proceeding in chronological order.

For example: *John D. Smith '58, M'61, has successfully served as the director of public health.*

ampersand (&) The ampersand, written as *&*, is used only if it is part of the official title of an organization, scholarship fund, etc. Do not use as a shorthand for and in general writing.

Exception: The ampersand may be used as a design element in promotional copy.

and/or Avoid using this expression.

apostrophes Apostrophes generally are used to indicate possession, contraction, or missing letters or figures.
For example: Holy Family's campus; don't miss class; Class of '99.

Use an apostrophe when indicating the plural form of a single letter.
For example: She received three A's and one B.

Do not use an apostrophe to indicate the plural form of numbers or acronyms.
For example: She bought DVDs at the local yard sale.

archdiocese Lowercase the word *archdiocese* except when it is used as part of a proper name.

Archdiocese of Philadelphia

area codes Do not use parentheses or periods. Use hyphens with phone numbers.
For example: 800-555-5555 or *267-341-3000*.

athletics It is the Holy Family University *Department of Athletics* or the *athletics department,* not the *athletic department*.
Holy Family University athletics is also acceptable.

B

biannual, biennial Biannual is twice a year. Biennial is every two years.

Bible, bible, biblical Capitalize *Bible* when referring specifically to the Scriptures in the Old Testament or the New Testament. Lowercase *bible* when used as a nonreligious term.
For example: The new cook referred to *Betty Crocker's Cookbook* as his bible.

Lowercase *biblical* in all uses.

biblical citations Romans 12:2, Philippians 4:8, Isaiah 41:10

Black Capitalize the word *Black* when referring to a person's race to convey a sense of shared cultures and experiences. Do not use *Black* as a noun in either the singular or plural form. When race and ethnicity are relevant to stories and other communications, consult with the person or people involved, if it's possible and appropriate to do so, and find out how they prefer to be identified; follow their preference and be as precise as possible. *African American* may be used to describe American Black people of African descent, but the descriptions *African American* and *Black* are not interchangeable. People of color who trace their ancestry to a particular country or region may prefer to be identified as Jamaican American or Caribbean American, for example, and not African American. *Black* is generally considered to be a more inclusive term.

Blue The official name of the Holy Family University Tigers mascot.

Board of Trustees Capitalize Board of Trustees when referring to the Holy Family University Board of Trustees.

book titles (See Titles)

bulleted lists (See vertical lists.)

C

Cabinet The president's Cabinet comprises vice presidents of Holy Family University.

campus Lowercase in almost all instances: Holy Family University's campus is in Philadelphia.

Exceptions: The word *campus* should be capitalized in invitations and listings of events.

For example: December 4 | Holy Family University Christmas Rose
3 p.m. | Campus Center | Philadelphia Campus

capitalization

In general, avoid unnecessary capitalization. Capitalize nouns that uniquely identify a particular person, place, or thing. When in doubt, use lowercase.

Some Holy Family-specific examples:

Lowercase *commencement* but capitalize *Holy Family University's 65th Annual Commencement*.

Capitalize common nouns when they are an integral part of the full name of a person, place, or thing. Lowercase common nouns when they stand alone in subsequent references.
For example: Philadelphia, the city; but *the Family Center, the Center.*

In the same vein, capitalize *center* and *department* only when they are used as part of a formal title.
For example: the Department of History; *the Center for Teaching & Learning*. Lowercase them if they are used to refer to a center or department informally: *The history department offers courses at the undergraduate and graduate levels.*

Capitalize *Homecoming* when referring to the annual Holy Family University event.

University is capitalized when it refers to Holy Family University, as is *Board of Trustees* when it refers to the *Holy Family University Board of Trustees*.

The word *Mass* is capitalized when it refers to the ceremony. It is celebrated, not said.

Capitalize the word *room* when it is used with a number: *Room 827*.

Capitalize *Holy Family University Tigers* and *Holy Family Tigers,* but do not capitalize the names of Holy Family sports teams: *the Holy Family University women's basketball team*.

Lowercase *class* unless it refers to a specific class: *She is the class president; she is the president of the Class of 2015. The Class of 1975 had its reunion. Class of '75* is also acceptable.

Seasons: In general, use lowercase. Capitalize only when the season is used as part of a formal name: *fall semester, "Father Ryan's Fall 2017 Lecture"*.

See Headlines for guidance on how to use capitalization in headlines and subheads.

centuries

Follow AP style, which is to lowercase centuries and spell out the first through ninth.
For example: third century, 19th century.

Use a hyphen when the century is used as a modifier.
For example: 18th-century classical music.

chair, chairman, chairwoman

Use *chair* to refer to the head of Holy Family University's Board of Trustees. When referring to people in organizations outside the University, use their official title.

church

Capitalize *church* when it is the formal name of a building, a congregation, or a denomination; lowercase it in other uses: *Church of St. Katherine of Siena, the Catholic Church, a Roman Catholic church on Frankford Avenue*. Lowercase *church* in phrases where the word *church* is used in an institutional sense: *The pope expressed the church's teaching on economic justice, condemning the "idolatry of the market."*

cocktails

In invitations and other event materials, it is appropriate to use the word *cocktails* but not the phrases *open bar* or *hosted bar*.

colons

Capitalize the first word after a colon if it begins a complete sentence or is a proper noun. Otherwise, lowercase the first word after a colon.

commas

Use commas to separate items in a series. When a conjunction joins the last two elements in a series of three or more, use a comma—known as the serial comma or the Oxford comma—before the conjunction.
For example: *The flag is red, white, and blue. He would nominate Tom, Dick, or Harry.*

If the last element consists of a pair joined by *and*, a serial comma and the first *and* should still precede the pair: *He is a professor of marketing, finance, and communications and media management.*

Use semicolons in a list that includes elements containing conjunctions or commas.
For example: *She said Holy Family University's campus has changed in recent years, citing the renovation of Marian Hall; the opening of Stevenson Lane Residence Hall, the Garden Residence, and St. Joseph Hall; and the Nurse Education Building.*

Do not use commas before or after Jr., Sr., III, or Inc., Co., Ltd., etc.

Do not use a comma to introduce partial quotes.
For example: *Father Smith noted that the year was "one of the most successful" in the University's recent history.*

Commas may be omitted for aesthetic reasons at the end of lines set in large display type (on signage, invitations, programs, ads, etc.) as long as no confusion results from not using the comma.

Jane M. Smith, Ph.D.
President, Holy Family University

commencement

Lowercase *commencement* but capitalize *Holy Family University's 65th Annual Commencement*.

committees

Capitalize when used as proper nouns. When not writing the official, proper name of the committee, do not capitalize.

Examples: Strategic Planning Committee, Public Relations, and Development Committee

Examples: the building committee, the planning committee

companies, corporations, firms, organizations, institutions

Use the formal name of the company on first reference. In general, follow the spelling and capitalization preferred by the company: *iMac, eBay*. But capitalize the first letter if it begins a sentence.

Do not use all capital letters unless the letters are individually pronounced: *ESPN* and *BMW*, for example, but *Alcoa* (not *ALCOA)*.

Do not use symbols (for example, exclamation points or plus signs) that might distract or confuse a reader. Use an ampersand *only* if it is part of the company's formal name.

Only use an abbreviation—for example, *Co., Corp., Inc.,* and *Ltd.*—if a business uses it at the end of its proper name. Do not, however, use commas to set off the abbreviation.

If you're in doubt about the formal name of a company, consult either the company or Standard & Poor's Register of Corporations.

/ NOTE / Exceptions to these guidelines may be made in publications that list donors when donors provide explicit guidance on how to list corporate names.

course titles

Titles of courses should be capitalized. Do not italicize course titles or put them between quotation marks. (See Headlines for more information on how to use capitalization in course titles.)

coursework

cyber (prefix)

Words with the prefix *cyber* (*cyberspace*, *cybersecurity*, *cyberterrorism, cyberbullying*) should be treated as one word, no hyphen.

If a *cyber* term is used as two words in the official name of an organization, a person's professional title, the title of a paper, or in a direct quotation from a paper or book, follow the organization or the author's use of the term.

D

dashes

Use an em dash (—) to indicate emphasis or interruption. A pair of em dashes can be used like parentheses, to set off a word or phrase. Do not include spaces on either side of an em dash:

It is perhaps not surprising that the man who took the name Francis when he was elected pope—after Francis of Assisi, patron saint of the environment—would make environmental issues a priority of his papacy.

Use an en dash (–) to indicate a range, usually a date or time range. It is also used for scores when writing about athletics. For a time range, include spaces on either side of the en dash. For a date range, do not.

Executive Education Seminar
January 17–19, 2017
8 a.m. – 5 p.m.

To indicate a range in running text, use a word (usually "to") instead of the en dash:

The Executive Education Seminar will take place from January 17 to 19, 2017. Sessions will run from 8 a.m. to 5 p.m.

An en-dash can also be used in a two-word modifier to indicate opposition or tension, or to indicate movement:

He couldn't see the walk–don't walk sign in the blizzard.

There are three direct New York–Los Angeles flights each day.

dates

Capitalize the names of months in all uses. When a month is used with a specific date, it is OK to abbreviate Jan., Feb., Aug., Sept., Oct., Nov., and Dec. Do not abbreviate March, April, May, June, or July.

Spell out all months when they are used without a specific date, or with a year and not a specific date.
For example: *Jan. 2 was the coldest day of the month. I predict that January 2022 will be the coldest month on record.*

When a phrase lists only a month and a year, do not separate the year with commas; when a phrase refers to a month, day, and year, set off the year with commas: *January 1972 was a cold month. Feb. 14, 1987, was a cold day.*

Use only numerals with the month and year. Do not write *April first* or *April 1st.*

Use the common style for dates. Spell out the day of the week (if using) and month.
For example: *Monday, February 8, 2016.*

decision-making

degrees

Abbreviate academic degrees according to the list that follows.
Do not use periods on the following: AA, AS, BA, BS, MA, MBA, MSN, RN

Do use periods for terminal degrees:
Ed.D., Esq., Ph.D., Psy.D.

Common degree abbreviations should be written as:
B.A., B.S., DNP, Ed.D., M.A., MBA, M.Ed., M.S., MSOL, Ph.D., Psy.D.

In titles, list the lowest to the highest degree earned, such as "Mary Smith, M.S., Ph.D.". The preferred method is to list only the highest academic degree, for example, only the Ph.D.

department names

The full, formal name should be capitalized. For example: *the Department of English at Holy Family University*. It is okay to write this less formally as *the economics department*. In the less formal construction, the department name should not be capitalized, unless, of course, the department name includes a proper noun: *Department of English, English department*.

diacritical marks

Include diacritical marks—such as *á, ç, é, ñ, ó, ü*, etc.—if they are part of a person's name.
For example, *Archbishop Nelson J. Pérez*

directions and regions

Lowercase compass directions. Capitalize words that denote specific regions: *He drove west. The Midwest is known for great basketball.*

disabilities

Avoid using *disabled* or *handicapped* or *impaired* to describe people. If it is pertinent to the story, try to be as specific as possible when describing the person's disability, handicap, or impairment.

dormitories

Avoid referring to Holy Family's *residence halls* as *dormitories* or *dorms*.

E

electronic media terms

blog	e-newsletter	login (noun)	Twitter
CMS (content management system)	esports	microblog	URL
cyberspace	Facebook	MP3	username
cybersecurity	friend (verb)	multicast	web
database	Google (noun)	online	webcast
download	google (verb)	password	webmaster
drop-down menu	homepage	podcast	web page
email	iTunes	QR code	website
emoji	internet	smartphone	wiki
	listserv	social media	YouTube
	log in (verb)	tweet	

e-terms

Do not use a hyphen after the letter *e*.
For example: *email, ebook, ebusiness, ecommerce, ereader*.

Exceptions are made for the official names of organizations.
Note that the *e* should be capitalized when the term appears at the beginning of a sentence.

ellipsis (...)

Treat an ellipsis as a three-letter word consisting of three periods. When using it in running text to indicate the deletion of one or more missing words in condensing text or quotations, make sure there is a single space before and after the ellipsis. If the words that precede the ellipsis form a complete sentence, use a period after the last word before the ellipsis, followed by a single space before and after the ellipsis. Take care when using an ellipsis not to delete text that would change the meaning of the original text or quotation.

email

emeritus

The title *emeritus* (for men) or *emerita* (for women) or *emeriti* (for more than one professor, male or female) is bestowed on many but not all retired faculty members. Place the word *emeritus* after the formal title: *Sister Maureen McGarrity, CSFN, '70, Ph.D., president emerita of Holy Family University.*

ensure, insure

Use *ensure* to mean guarantee; use *insure* for references to insurance.

entitled, titled

Entitled means a right to do or have something. *She's entitled to a raise*. It is not interchangeable with *titled*.

F

facilities Always capitalize as proper nouns.

Academic Advising Center
Admissions Office
Alpha House
Aquinas Hall
Audiovisual Services
Bookstore
Business Office
Campus Center
Campus Ministry
Career Planning and Development
Center for Academic Enhancement
Center for Teaching & Learning
Computer Labs
Curriculum Library
Delaney Hall
Education and Technology Center
Experiential Learning
Financial Aid Office
Garden Residence
Graduate Studies Office
Holy Family Hall
Human Resources
Language Laboratory
Lourdes Hall
Marian Hall
Nurse Education Building
Payroll Department
Registrar's Office
Stevenson Lane Residence
St. Joseph Hall
Special Collections
Student Parking Lots and University Parking Lot
Student Services
Undergraduate Admissions Center
University Archives
University Center
University Library

The following abbreviations and acronyms may be used—sparingly—and only after a full initial reference to refer to the University's physical campus locations.

AH	Alpha House
AQ	Aquinas Hall
CC	Campus Center
CTL	Center for Teaching & Learning
DLH	Delaney Hall
ETC	Education and Technology Center
GR	Garden Residence
HFH	Holy Family Hall
LIB	Library
MAR	Marian Hall
NEB	Nurse Education Building
NEP	Northeast Philadelphia campus
NWT	Newtown
SJH	St. Joseph Hall
SLR	Stevenson Lane Residence
UAC	Undergraduate Admissions Center

When describing the University, please keep in mind the following guidelines.

- Always capitalize Holy Family University. "University" or "the University" should be capitalized whenever they refer directly to Holy Family University.
- When referring to the Northeast campus or the Newtown campus, always use a lowercase C.

The following text (also known as the University's boilerplate) is a short description of the University:

About Holy Family University

Holy Family University is a private Catholic institution located in Philadelphia, PA. Founded in 1954, the University's mission is informed by its core values of family, respect, integrity, service and responsibility, learning, and vision. The University embraces diversity and inclusion, ensuring a welcoming and accessible learning community for all. Holy Family University educates students in liberal arts and professional studies to fulfill lifelong responsibilities toward God, society, and self. The University is composed of four schools: Arts & Sciences, Business & Professional Studies, Education, and Nursing & Health Sciences. Nestled in the heart of a historic residential neighborhood in the Northeast, the University is just minutes from the excitement of Center City. Holy Family enrolls more than 3100 students at the undergraduate, graduate, and doctoral levels at its Philadelphia and Newtown campus locations.

Holy Family University is a sponsored ministry of the Sisters of the Holy Family of Nazareth.

farther, further — *Farther* refers to physical distance. *Further* refers to an extension of time or degree.

fewer, less — In general, use *fewer* for individual items, *less* for bulk or quantity.

fiancé, fiancée — Masculine and feminine forms, respectively

first come, first served — If using the term as a modifier, hyphenate as follows: *Samples will be distributed on a first-come, first-served basis.*

first year, first-year student — Avoid using the words *freshmen* or *freshman*. Similarly, avoid using the word *upperclassmen* to refer to sophomores, juniors, and seniors. Use *upper-level students* instead.

foreign terms — Many foreign words have been accepted into the English language and require no explanation: *bon voyage, hors d'oeuvres*. For more obscure foreign words or phrases, use italics on first reference and offer an explanation where helpful and appropriate. Use roman type on subsequent reference.

Do not italicize foreign place names or other proper nouns.
For example: *The couple strolled down the Champs-Élysées to the Arc de Triomphe.*

fundraising, fundraiser

G

GPA
(grade point average)

H

healthcare

headlines Always capitalize the first and last words in headlines and subheads, and capitalize all major words (nouns, pronouns, verbs, adjectives, adverbs, and some conjunctions) in between. Lowercase the articles *the, a, an*. Lowercase prepositions of four or fewer letters, unless they are used as adverbs or adjectives or when they're part of a Latin expression used as an adverb or adjective (*De Facto*, *In Vitro*). Capitalize prepositions of five or more letters. The word *to* should be lowercase not only as a preposition but also as part of an infinitive. Lowercase the conjunctions *and*, *but*, *for*, *or*, and *nor*. Lowercase *as*. Lowercase the parts of a surname that would be lowercase in running text, such as *van* or *de*. Lowercase the second part of a species name (*Homo sapiens*). When spelling out hyphenated numbers, capitalize the second part: *Twenty-Five*. For other hyphenated terms, capitalize the second part if that part of the phrase would be capitalized on its own (*2nd-Floor Lounge*).

Hispanic This term is used to describe someone from—or whose ancestors are from—a Spanish-speaking country or culture. *Hispanic* is not interchangeable with *Latino*, *Latina*, and *Latinx*. Be more specific when possible (e.g., *Puerto Rican, Mexican American*), and follow the person's preference.

hors d'oeuvre

hyperlinks Use descriptive hyperlink text. Avoid nonspecific phrases like "click here" and instead link those words that describe the linked web page.
For instance:
Incorrect: *To access our faculty directory, click here*.
Correct: *For a professor's contact information, search our faculty directory*.

Among other benefits, this approach is helpful to people who find their way around websites by using screen readers to scan the hyperlinked text. And it helps promote the site, given that descriptive link text is more likely to be recognized by search engines.

hyphens Use a hyphen in a compound modifier when the modifier comes before the word it's modifying.
For example: a dog-friendly campus, the well-spoken lecturer. Do not use hyphens for words ending in -ly (the poorly worded letter).

Inclusive language Guidelines

Look for authentic ways to include, portray, and integrate equity and inclusion issues and diverse populations into all content.

Do not use offensive or derogatory terms, including such terms derived from the identity of a specific group (such as "Indian giver" or "gypped,"), outdated terms (such as "crippled" or "handicapped"), or overly clinical or medicalized terminology (such as "homosexual"). If you are uncertain of whether a term is derogatory, seek appropriate input.

Terminology that refers to attributes or identities such as race, gender, sexual orientation, socioeconomic status, disability, religion, age, or immigration or veteran status can adversely overemphasize an identity, contribute to ongoing stereotypes, or be discriminatory. Conversely, there are times when noting a person's identity or attribute can be an important affirmation and recognition that needs to be included.

Questions to ask. Would you include a particular characteristic or identity for any group? What is being accomplished by noting the characteristic or identity? Would you use the term "white professor" or "heterosexual musician" in this specific context?

If it is relevant and important to distinguish elements of a person's identity, focus on the person, not the identity.

For example:

"A baby with Down syndrome" not "a Down's baby."
"A person living on an income that is below the poverty level" instead of "Jane Doe is low-income."

When possible, be as specific as you can to describe people.

For example:

"Chinese" rather than "Asian"
"Guatemalan" instead of "Hispanic"
"Lesbian" or "transgender" rather than "LGBTQIA."

When in doubt, ask a person how they would like to be identified, which includes which pronouns they prefer. Consult with the appropriate style guide for the type of writing you are doing to determine how best to identify the proper names of nationalities, peoples, and races. Consider an individual's complex identity and the complexity of different communities.

For example:

A veteran or a person who uses a wheelchair may also be part of the lesbian, gay, bisexual, or transgender communities.
Muslims, Latinos, Jews, and others may be from many different races, ethnicities, or geographic origins.

Weigh the use of general or specific terms when referencing places of worship, events, or holidays, so as not to exclude any group or perspective, but be specific when the instance requires.

For example: When discussing religious buildings or institutions generally, use a general term such as place of worship or house of prayer; if a religion is specified, use the particular term (such as mosque, synagogue, church, chapel, and so forth).

When discussing the calendar or date ranges, reference the season of the year (e.g., winter) rather than a specific holiday; if a religious holiday is specified, use the particular term (such as Christmas, Rosh Hashanah, or Eid al-Fitr).

Use nonsexist language and follow these recommendations:

In general, use gender-inclusive and gender-neutral language when possible, unless gender is relevant to a story or noteworthy in a particular context. Avoid making assumptions about a person's gender identity.

Avoid using gender-specific terms for titles, occupations, and descriptions: Use *chair* instead of *chairman* or *chairwoman.* Use *administrative assistant* instead of *secretary*. Use *representative* or *senator* instead of *congressman* or *congresswoman*. Use *first-year students* instead of *freshmen* and *upper-level students* instead of *upperclassmen*. Use *humankind* instead of *mankind*.

When writing about people or groups of people, avoid using *he* or *she* when referring to a person not specified. Instead, try to rewrite the sentence using the plural form of the noun.

For example: when writing about a group of students, avoid writing *Each student did what she was asked to do.* Instead, write *The students did what they were asked to do.*

Avoid binary constructions when applied in a general sense to describe people.

For example: use *they* instead of *he or she*. Use *siblings* instead of *brothers and sisters*.

It is acceptable to use *they* (and *them* and *their*) as a singular pronoun instead of *he* or *she* when referring to someone who doesn't identify as male or female.

If people identify as neither male nor female and prefer to be referred to as *they*, follow their preference and explain in the text that the person prefers a gender-neutral pronoun. For the sake of clarity, use the individual's name in place of the pronoun or reword the sentence to ensure that readers understand that the words *they*, *them*, or *their* refer to one person. Avoid using the phrase *both genders* and instead use *all genders*.

Exception: For organizations outside the University, use the language in their official title.

Federal Reserve Board Chairman John Smith or John Smith, chairman of the Federal Reserve Board

/ NOTE / As society and language evolve, this guide will continue to be revisited and revised as an opportunity for our community to continue to learn together and commit to the practice of using respectful and welcoming language.

its, it's *Its* indicates possession (belonging to "it"); *it's* is a contraction ("it is," "it has").

J

junior, senior Abbreviate *Jr.* and *Sr.* when used with full names. Commas should not precede or follow these abbreviations.

K

kickoff (n.), kick off (v.)

L

Latin terms

Lowercase and italicize the following Latin terms:

Academic honors: *cum laude, magna cum laude,* and *summa cum laude*

Holy Family's motto: *teneor votis* ("I am bound by my responsibilities")

Some Latin and foreign terms have become commonplace in the English vocabulary and do not require italics.
For example: alma mater and *hors d'oeuvres*.

Latinx, Latino, Latina

These terms are used to describe someone from—or whose ancestors were from—a Spanish-speaking country, place, or culture, or a country or culture of Latin America. *Latino* is acceptable as both a masculine and all-gender form. *Latina* is the feminine form. Follow a person's or group's preference, and be more specific when possible (e.g., *Cuban, Puerto Rican, Mexican, Brazilian*). Latinx refers to a person of Latin American origin or descent (used as a gender-neutral or nonbinary alternative to Latino or Latina).

M

majors and minors

Major and minor academic fields of study should be lowercase, except for those disciplines that are proper nouns: *sociology, biology, theology, English, economics, international political economy,* etc. This guideline also applies to academic degrees.

Mass

The word *Mass* is always capitalized when it refers to the ceremony. Mass is celebrated, not said.

midnight

Lowercase. Use instead of 12 a.m.

military titles

Follow AP Style.

minorities

Avoid using this term. When it is appropriate to refer to people by race, specify the group(s) being identified. (For further guidance, see the entry on race-related coverage in the AP Stylebook.) Or use the terms *people of color* or *underrepresented*, if appropriate.

money

Always use figures. For dollars, use the *$* sign: *a $200 gift, $50 million.* Spell out the words *cent* and *cents* in written text: *5 cents, a 39-cent stamp.*

more than, over

Over generally refers to spatial relationships; *more than* is preferred with numerals: *The plane flew over the city. More than 100 people attended the party.*

N

names

Refer to people by their first and last name. Use the courtesy titles *Mr., Miss, Ms.*, or *Mrs.* only in direct quotations. If the person has earned a doctoral-level degree—*Ph.D., Ed.D., M.D.,* etc.—include the abbreviation for the degree, set off by commas, after the person's name: *John Smith, Ph.D., is a Holy Family professor.*

In general, use last names only on subsequent references.
The exceptions to this are for those who hold religious titles.
For example: *Father Mac is also a talented storyteller.*

Include a person's maiden name according to her preference. In certain cases, such as in the alumni notes section of *Holy Family Magazine*, a person's maiden name should be included in parentheses if the individual does not currently use it as part of a full name.

Mary (Jenkins) Smith '79, retired in June after 35 years as a veterinarian.

Avoid redundancies: Do not precede a name with a courtesy title for an academic degree and follow it with the abbreviation for the degree in the same reference. Incorrect: *Dr. Kevin Jones, M.D.*

Newtown

Holy Family University's Newtown campus is located at One Campus Drive, Newtown, PA 18940. Below is the boilerplate description of Newtown:

Holy Family University's Newtown campus occupies 79 acres in Bucks County, Pennsylvania. The campus houses an administrative services area, faculty offices, the Center for Graduate Programs in Counseling Psychology, 10 classrooms and laboratories including two mixed-use labs, a science lab, a nursing lab, the Learning Resource Center, a chapel for reflection, an office of student services, a dining commons, and bucolic outdoor spaces for study and social activity.

nondiscrimination policy

Holy Family University's nondiscrimination policy (published online at www.holyfamily.edu/ndstatement) should be included in all materials that are used primarily for recruitment purposes.

nonprofit

noon

Lowercase. Use instead of 12 p.m.

numbers and numerals

Spell out numbers one through nine and use numerals for 10 or above: *Three people went on the tour this morning. The students visited 22 cities during the study abroad program.*

Two exceptions to this rule: percentages and academic credits. Always use numerals for percentages and academic credits except at the start of a sentence. For instance: *The course carries 4 credits, which is more than 3% of the total credits needed to earn a bachelor's degree; the 18-credit program;* but *Nine of the 24 credits are electives.*

Spell out numbers when they are used at the start of a sentence: *Seventy-five students showed up for the exam.*

One exception to this rule: numerals that indicate a calendar year.
For example: it's acceptable to write *1975 was a good year.* But it might be better to revise the sentence to avoid starting with the year.

If spelling out numbers at the start of a sentence is cumbersome, revise the sentence: Instead of writing *Nine hundred ninety-six students participated last year*, write as: *Last year, 996 students participated.*

When the word *number* is used with a figure to express a ranking or concept, use the abbreviation *No.*
For example: That song has been No. 1 on the charts for weeks.

For plural numerals, add an *s* with no apostrophe.

O

office

Capitalize only when it is part of an official name (Office of University Advancement, but advancement office; Office of Safety and Security, but safety and security office). See departments.

okay

Do not use OK, OK'd, OK'ing, OKs

P

percent and percentages

Use the % sign when paired with a number: *5%*, for example. For amounts less than 1%, precede the decimal point with a zero: *0.3%*. In casual uses, use words rather than figures and numbers: *a zero percent chance of winning*. Use *percentage* instead of *percent* when not paired with a number or when referring to percentage points.

places

When providing a location for a University event, start with the most specific part of the location (the room name, for example, or room number) and move to the least specific (the campus name, for example, or the name of the University).
For example: Auditorium, Education and Technology Center, Northeast Philadelphia Campus, Holy Family University.

When listing addresses, it is acceptable to abbreviate the words Avenue, Boulevard, and Street as *Ave.*, *Blvd.*, and *St.,* respectively, when they are used with a numerical address: *2982 Main St.*, for example.

Those words should be spelled out and capitalized when they are part of a formal street name without a number: *Frankford Avenue*, for example.

Lowercase and spell them out when they are used alone or with more than one street name: *on the avenue, between Lexington and Madison avenues*.

All similar words—*alley, drive, road, terrace, place,* etc.—should be spelled out.

Use figures for an address number: *1 Frankford Avenue*, not *One Frankford Avenue*.

Spell out and capitalize *First* through *Ninth* when they're used as part of street or avenue names; use figures with two letters (*th* or *st*, as appropriate) for *10th* and above.

Compass points used to indicate directional ends of a street or quadrants of a city in a numbered address may be abbreviated.
For example: 325 E. 2nd St., 600 Logan Pl., N.W.

Do not abbreviate them with street names, however, if the number in the address is omitted (*East 2nd Street, Logan Place Northwest*) or if the directional is part of the street name (*42 West Fifth Street*).

Exceptions: For presidential-level invitations, save-the-date cards, programs, etc., it is acceptable to spell out the elements in a street address: *9801 Frankford Avenue*.

When referring to a post office box in editorial copy, place periods in the abbreviation *P.O. Box*.

Use a postal address on mailing envelopes when providing an address to which mail will be sent.
For example: 9801 Frankford Avenue, Philadelphia, PA 19114
/ NOTE / There are no periods in PA or any other postal abbreviations for states.

In running copy, spell out the state name.
For example: Holy Family's Newtown campus is located in Newtown, Pennsylvania.

Spell out North, East, South, West, etc., whether they are used as part of an address or not. Lowercase directions only when they are used as compass points.

Examples: The University is in Northeast Philadelphia. Professor Johnson's hometown is northeast of campus.

pregame, preseason, postgame, postseason

premiere A first performance (*not premier)*

President's Advisory Council

Presidents Day

principal, principle *Principal* refers to someone or something first in authority or importance: *school principal, principal player, principal problem. Principle* refers to a fundamental truth: *the principle of self-determination.*

professional titles Academic, administrative, athletics, and other professional titles are capitalized when they immediately precede names and are used as part of names. They are lowercase when they follow names or are used to help describe or identify people further.

Professor John Smith, Ph.D., said...

John Smith, Ph.D., professor of philosophy, said...

Academic and administrative titles are capitalized, however—whether or not the title precedes or follows the name—if the person holds a named professorship or an endowed professorship.

Titles are also capitalized in formal invitations, regardless of whether they precede or follow the person's name.

Joan M. Smith, Ph.D., President of Holy Family University, cordially invites you to a regional reception for Holy Family alumni ...

program Capitalize only if it is part of the official name of a program. Lowercase for shortened, subsequent references.

P.S.
not *PS*

Q R

Q&A not *Q-and-A*

race, ethnicity When race and ethnicity are relevant to stories and other communications, consult with the person or people involved if appropriate to do so, to determine how they prefer to be identified; follow their preference and be as precise as possible. For further guidance, see the entry on race-related coverage in the AP Stylebook, but note that Holy Family University capitalizes the word *Black* when referring to a person's race and sense of shared cultures and experiences.

regarding *regarding* or *in regard to* (never *in regards to*)

religious titles In general, follow AP Style.

Reverend

This description, abbreviated *Rev.*, is often the appropriate designation to use before the name of a member of the clergy. The abbreviation *Rev.* should be preceded by the word *the* because, unlike *Mr.* and *Ms.*, the abbreviation *Rev.* does not stand for a noun.

For example: *The Rev. Mark Jackson delivered a blessing on behalf of the first-year students.*

Use *the Rev. Dr.* only if the individual has an earned doctoral degree (doctor of divinity degrees are often honorary) and reference to the degree is relevant.

On subsequent references, use *Father* before the last name of a Catholic priest.

Sister

Capitalize *Sister* when it is used before the names of nuns. On first mention, follow the format Sister First Name Last Name, Religious Community Affiliation, Highest Degree Earned.

Thereafter, use Sister First Name

For example: Sister Jane Doe, CSFN, Ph.D., Dean of Education, attended the meeting. Sister Jane spoke on enhancements to the program.

/ NOTE / Abbreviate Sister as S., not Sr.

/ NOTE / Some of the sisters use Mary or derivations of Mary spelled out with their other names. If there is a question as to the preferred rendering of a sister's name, contact the sister.

When listing the Sisters' names, follow this protocol for religious order and degree clarity.

S. Jane Smith, CSFN	(Not an alumna)
S. Jane Smith, CSFN, '87	(Alumna)
S. Jane Smith, CSFN, '87, M'94	(Alumna, Bachelor, and graduate degrees)
S. Jane Smith, CSFN, '87, Ph.D.	(Alumna, Bachelor degree but not graduate degree)

CSFN
A Sister of the Holy Family of Nazareth congregation is identified by the initials **CSFN** (Latin for *"Congregatio Sororum Sacrae Familiae de Nazareth"*; English: "*Congregation of the Sisters of the Holy Family of Nazareth*") placed after her name. These initials should appear immediately after the Sister's name before any other information.
For example: Sister Francesca Onley, CSFN '59, Ph.D.

Brother
See the guidelines for *Sister*. Do not abbreviate *Brother*.

Abbreviations for Catholic religious orders can be found online at: www.catholicdoors.com/misc/abbrev.htm

Popes
Pope Francis on first reference; Pope Francis, the pope, or the pontiff (but not Francis) on subsequent references.

Cardinals, Archbishops, Bishops
The preferred form for first reference is to use Cardinal before (not after) the individual's given name: *Nelson Pérez, archbishop of Philadelphia*. On second and subsequent references: Archbishop Pérez or *the archbishop*.

Substitute the Most Rev. if applicable and appropriate in the context:
He spoke to the Most Rev. Anthony Bevilacqua, archbishop of Philadelphia.
On subsequent references, use *Archbishop Bevilacqua* or *the archbishop*.
His Eminence is the proper form of address for a cardinal.
His Excellency is the proper form of address for an archbishop.
His Holiness is the proper form of address for the pope.

Monsignor
Abbreviate this form of address (meaning "my lord") before the name of a Roman Catholic priest who has received this honor: *Msgr. Edward O'Meara.*

R.S.V.P. Not RSVP. Do not use *please* before *RSVP*. It is redundant.

S

schools Always capitalize as proper nouns.

- School of Arts & Sciences
- School of Business & Technology
- School of Education
- School of Nursing & Health Sciences

scores Use a hyphen between the scores of the winning and losing teams in a competitive event. Do not include spaces on either side of the hyphen.

The Tigers beat the Cardinals, 5-3, on Friday.

Use a comma for this format:

Holy Family University 5, State University 3

spaces Use only one space after periods and colons; use only one space after commas; and do not use spaces around an em dash.

Sponsored ministry The following phrase must be included on marketing and communications materials:

Holy Family University is a sponsored ministry of the Sisters of the Holy Family of Nazareth.

state names Use two-letter, uppercase abbreviations for all 50 U.S. states. Do not use periods. (e.g., PA, NJ, DE).

Use *state of Washington* or *Washington state* when it's necessary to distinguish the state from the District of Columbia. Washington State is the name of a university in the state of Washington.

St. Joseph Hall Not St. Joseph's Hall

student-athlete

T

telephone numbers 215-637-7700 (no parentheses for area codes)

theater vs. theatre Use "theater" unless the proper (and official) name is spelled differently.

time Do not use ciphers unless listing the half-hour: (1 p.m., not 1:00 p.m.; but 1:30 p.m.). Use a.m. or p.m.—lowercase, with periods. Avoid redundancies such as *10 a.m. tomorrow morning*. Use *noon* and *midnight* instead of 12 p.m. and 12 a.m.

time periods Always spell out the word *to* in editorial copy when indicating a period of time: *The event will take place on Saturday from 8 a.m. to 10 p.m.* When using an en dash in place of the word *to* to indicate a period of time, include one space on each side of the en dash: *3 – 5 p.m.*

tipoff (n.), tip off (v.)

titles of works and academic lectures Italicize the titles of books, periodicals (including "The," if appropriate), newsletters, plays, book-length poems, films, paintings, sculptures, comic strips, radio and television series, and long musical compositions.

Use quotation marks with the titles of theses, dissertations, art exhibitions, short stories, poems, articles, essays, chapters of books, song titles, and other short musical works, and episodes of television series.
For example: the "The One with the Apothecary Table" episode of *Friends*.

Use quotation marks with the titles of academic lectures.
For example: "The Beauty and Promise of Molecular Nanotechnology."

toward Not *towards*

trustees Use *Holy Family University Board of Trustees* on first reference and *Board of Trustees, the Board* or *Trustees* on subsequent references when referring to Holy Family's Board of Trustees.

U

University *University* is capitalized when it refers to Holy Family University.
For example: Holy Family has two locations in Pennsylvania. The University also has on-site partnership opportunities in healthcare settings for its nursing students.

upper-level students Avoid using the word *upperclassmen* to refer to sophomores, juniors, and seniors.

URLs Many URLs can be abbreviated. It is not necessary, for example, to use *http://* in web addresses. Similarly, it may not be necessary to use *www.* Test the URL to see if you can reach the desired web page without these components. If so, we recommend not using *http://* and *www.*
For example: Apply online at holyfamily.edu.

Do not format URLs in italics. If you want to draw attention to a URL in a printed piece, consider using bold or a color. For the most part, URLs should be lowercased; test the URL to be sure it is not case-sensitive.

A period should follow a web or email address if the address comes at the end of a complete sentence:

For example: *For more information, visit holyfamily.edu.*
For more information, email name@holyfamily.edu.

Try to avoid breaking a URL at the end of a line of text. When the URL does not fit entirely on one line, break it into two or more lines without adding a hyphen or other punctuation mark.

V

vertical lists

When possible, introduce a vertical list with a complete sentence, followed by a colon. If the items in the list are numbered, a period should follow the numeral and each item should begin with a capital letter. If items run over one line, the second and subsequent lines should be indented.

Items in a vertical list take no periods unless one or more of the items are complete sentences. If the vertical list completes a sentence begun in the introductory element, the final period is omitted unless the items in the list are separated by commas or semicolons.

All of our classrooms include standard amenities:

- wireless Internet
- smart technology
- ergonomic desks
- coffee stations

Commas are not usually used following a series of brief items in a vertical list. But when the items in the list are phrases, especially long phrases, that complete the sentence containing them, each item may be separated by commas (or semicolons, if a comma or commas are used within one or more items), with the last item taking a period. A colon should not be used to introduce a list in which the listed items combine with the introductory text to form a complete sentence.

The CEO said the company has been able to

- increase sales by 22% during the first quarter;
- improve productivity, particularly in U.S. factories;
- provide all employees with a 3% raise.

A conjunction before the final item (*and* or *or)* is optional.

When the items in a list form a complete sentence, begin the item with a capital letter and end it with a period.

Before leaving the house each morning, complete the following steps:

- Check to see that the iron is off.
- Feed the pets.
- Brush your teeth.

W

white Lowercase the word *white* when referring to a person's race. Do not use it as a noun in either the singular or plural form.

Y

years Set the year off with commas when it appears with a full date: *On February 2, 1954, the University* ...

For decades, use an *s* without an apostrophe: *1930s* and *'30s* (not 1930's or 30's). On first reference, use *1930s* not *'30s*.

For centuries, the preferred format is the *20th century*, not the *1900s*. Also, note that concerning centuries, numbers less than 10 should be spelled out: *the third century*.

Write 2021–22 for the academic year (note the en dash). Avoid writing 2021–2022.

Z

ZIP code