

# Wittenberg University Writers Style Guide

Office of University Communications

*This style guide generally follows Associated Press (AP) Style. When in doubt, consult [Webster's New World College 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, MBA, MSSA, and MSFS (degree abbreviations with more than three letters do not require periods after each letter). 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.

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 Webster's New World College 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 athletic coaching, Master of Arts in education, and Master of Science in analytics.

**academic departments:** Lowercase all except those with proper nouns or adjectives: the department of music, the department of English. Spell out the official department name on the first reference. The music department, the English department, etc. are acceptable on second reference. (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 include: Dean of Students Casey Gill and Board of Directors Chairman Jonathan Eilert. 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:** The official university address is Wittenberg University, Ward Street at North Wittenberg Avenue, Post Office Box 720, Springfield, OH 45501-0720. Other addresses are used for delivery purposes. The street address for central receiving, for example, is 225 N. Fountain Ave., Springfield, OH 45504. The street address for the Benham-Pence Student Center is 734 Woodlawn Ave., Springfield, OH 45504. However, if sending a student mail, address it to the student and include his/her box number, followed by the service center box number, P.O. Box 6100, Springfield, OH 45501-6100. (See street addresses.)

**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 the Associated Press 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*. The terms are not necessarily interchangeable.

**afterward:** Note the absence of an "s" at the end.

**ages:** Always use figures except at the beginning of a sentence. Examples include: 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, Physical Education and Recreation Center 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 male 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 woman 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). Wittenberg has more than 32,000 living alumni. 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 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.

**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, Physical Education and Recreation Center, 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. Kuss Science Center is home to the departments of biology, chemistry, environmental science, geology, mathematics and computer science, and physics. 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 Alumni Relations & Lifelong Engagement and the Office of Advancement (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, it is home to the Bookstore, Post 95, Center Dining Room (CDR), facilities scheduling, Doppelgangers (game room), Founders Pub, meeting rooms, Office of Student Involvement, and student mailboxes. Student Center is acceptable on second reference.

**Benjamin Prince House:** Traditionally the president's home, the house is located on 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.

**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 department of education. A complete restoration took place in 2009-2010, and today's students enjoy learning spaces that inspire creativity and innovation and classrooms infused with high-tech features. The building earned 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, Physical Education and Recreation Center (HPERC)  
Hollenbeck Hall  
Joseph C. Shouplin 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 Services:** Located in the COMPASS: Sweet Success Center (210 Thomas Library), Career Services 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, Carnegie now serves as the temporary home of offices for the department of athletics and recreation until renovations are completed on the HPER Center.

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

**Center for Musical Development:** Founded in 1996 and located in the Shoumlin Center, it offers private instruction in piano, voice, strings, winds, and percussion. Affiliated with the School of Graduate & Professional Studies, it is open to the community and to 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. Chairman and chairwoman are also acceptable. 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. It is located at 905 Woodlawn Ave., and 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.

**Clark State Community College Performing Arts Center:** Located on S. Fountain Avenue in downtown Springfield, it hosts a variety of events, including some Wittenberg Series events. Most events are held in the Kuss Auditorium, however, which is located inside the center. Use the appropriate name to distinguish between the two depending on the event.

**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. 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 the *Associated Press Stylebook*):

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

**Community Service:** Created in 1989 to support Wittenberg's community service requirement, the office provides a vehicle for service learning. Located at 723 N. Fountain Ave., the office helps place students in the community, and monitors and documents their service work. All Wittenberg students must complete their community service requirement to graduate.

**company names:** 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 Services, 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. The group's offices are located in the William A. McClain Center for Diversity. (See William A. McClain Center for Diversity.)

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

## D

**days of the week:** In contrast to AP style, the days of the week may be used with the actual dates of events on invitations, posters, and announcements, e.g., Thursday, May 15. Avoid this redundancy, however, in full texts. (See months.)

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

**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. It is located north of W. McCreight Avenue.

**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 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 students play rugby and soccer, 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, 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.

**emeritus/emeriti**: The board of directors determines who receives emeritus status. The term emeritus should be used for both individual women and men. Use emeriti for a group of professors with emeriti status. Place 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

**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 year-long course 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 quotation marks.

**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.

**fundraising:** Use one word in all cases.

## G

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

**Greek houses:** Wittenberg has six fraternities and six sororities.

### Fraternities

Beta Theta Pi  
105 W. McCreight Ave.

Delta Sigma Phi  
(Not housed)

Delta Tau Delta  
625 Woodlawn Ave.

Lambda Chi Alpha  
(Not housed)

Phi Gamma Delta  
2 W. Ferncliff Place

Phi Kappa Psi  
(Not housed)

### Sororities

Alpha Delta Pi  
1019 N. Fountain Ave.

Alpha Xi Delta  
455 Woodlawn Ave.

Delta Gamma  
501 N. Wittenberg 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, Physical Education and Recreation Center, 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. 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, Physical Education and Recreation Center:** 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, fitness and sport is also located in the facility. HPERC or HPER Center 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 3-story glass atrium, a 100-seat lecture hall and 63 faculty offices, among other features. It sits atop the north rim of Myers Hollow.

**home page:** Use two words, lower case. The "front" page of a particular website.

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

**hyphenation:** In reference to the use of co-, AP states to retain the hyphen when forming nouns, adjectives, and verbs that indicate occupation or status such as co-author, co-partner, co-editor, but refrain from using the hyphen in other combinations such as coed, cooperate, etc. For other prefixes, such as pre- and re-, use a hyphen when the prefix ends in a vowel and the word that follows begins with the same vowel. Consult Webster's New World Dictionary if unsure. Also, use a hyphen in coordinate adjectives, e.g., red-velvet flag, and use a hyphen in coordinate nouns such as animal-lovers.

## I

**Internet:** Capitalize when used.

**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. Shouvlin Center for Lifelong Learning:** Located at 737 N. Fountain Ave. adjacent to the Benham-Pence Student Center, the Joseph C. Shouvlin Center for Lifelong Learning houses the Center for Musical Development, Health and Counseling Center, and School of Graduate & Professional Studies. Use Joseph C. Shouvlin Center for Lifelong Learning on first reference. Shouvlin 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 and is the site of various poetry readings and lectures.

**Kissing Bridge:** (See landmarks.)

**Koch Hall:** Built in 1927 and located at 5 W. Campus Drive, this hall is home to the art department, 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 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. As this is the official name of the piece, it should be italicized on all references.

Hamma 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 Hamma 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 he or she 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. A full-time residence hall today, 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. 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. It was a gift from the Class of 1928.

*Treenity*: Designed by Professor 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.

**logos**: See the [Wittenberg Logos & Graphic Style Guide](#) 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 in 370 Barbara Deer Kuss Science Center, 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.

**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

**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. 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

**offices:** On first reference, refer to the offices on campus as the Office of, e.g., Office of Admission, Office of Advancement, 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:** This should be 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.

## 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, Physical Education and Recreation Center 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.

**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 biology department. It should be italicized on all references.

**phone numbers:** In contrast to previous years, the new style for all phone numbers is: 937-327-6231.

**Physical Plant:** Located at 225 N. Fountain Ave., the Physical Plant houses the Wittenberg Warehouse, Buildings and Grounds Office, Shipping and Receiving, Accounts Payable, and Purchasing Office.

**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, the house is a special-interest residence hall. Named after the Greek word "polis," which means city-state, the house currently offers students an international living and learning residence. It should be 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  
Alaska AK  
Arizona: AZ  
Arkansas: AR  
California: CA  
Colorado: CO  
Connecticut: CT  
Delaware: DE  
Florida: FL  
Georgia: GA  
Hawaii HI  
Idaho ID  
Illinois: IL  
Indiana: IN  
Iowa IA  
Kansas: KS  
Kentucky: KY  
Louisiana: LA  
Maine ME  
Maryland: MD  
Massachusetts: MA  
Michigan: MI  
Minnesota: MN  
Mississippi: MS  
Missouri: MO

Montana: MT  
Nebraska: NE  
Nevada: NV  
New Hampshire: NH  
New Jersey: NJ  
New Mexico: NM  
New York: NY  
North Carolina: NC  
North Dakota: ND  
Ohio OH  
Oklahoma: OK  
Oregon: OR  
Pennsylvania: PA  
Rhode Island: RI  
South Carolina: SC  
South Dakota: SD  
Tennessee: TN  
Texas TX  
Utah UT  
Vermont: VT  
Virginia: VA  
Washington: WA  
West Virginia: WV  
Wisconsin: WI  
Wyoming: WY

**presidents:** Michael L. Frandsen, Ph.D., began his tenure as Wittenberg's 15<sup>th</sup> 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)

## R

**Recitation Hall:** The main administrative building on campus and also the second oldest, it was completed in 1886. The building houses Accounting Services, Admission, Copy Center, Finance and Administration, Human Resources, Mail Room, President's Office, Provost's Office, Registrar's Office, Student Financial Services, and University Communications.

**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  
New Hall  
Polis House  
Tower Hall  
Woodlawn Hall

**resumé:** Note the one accent acute.

**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.)

**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

**School of Graduate & Professional Studies:** GPS is acceptable on second reference.

**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*, Fall 2017, capitalize.

**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 non-fiction prose on a variety of subjects. *Italicize on all references.* (See titles.)

**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.)

In lists or tables, use the following abbreviations:

Alabama: Ala.

Arizona: Ariz.

Arkansas: Ark.

California: Calif.

Colorado: Colo.

Connecticut: Conn.

Delaware: Del.

Florida: Fla.

Georgia: Ga.

Illinois: Ill.

Indiana: Ind.

Kansas: Kan.

Kentucky: Ky.

Louisiana: La.

Maryland: Md.

Massachusetts: Mass.

Michigan: Mich.

Minnesota: Minn.

Mississippi: Miss.

Missouri: Mo.

Montana: Mont.

Nebraska: Neb.

Nevada: Nev.

New Hampshire: N.H.

New Jersey: N.J.

New Mexico: N.M.

New York: N.Y.

North Carolina: N.C.

North Dakota: N.D.

Oklahoma: Okla.

Oregon: Ore.

Pennsylvania: Pa.

Rhode Island: R.I.

South Carolina: S.C.

South Dakota: S.D.

Tennessee: Tenn.

Vermont: Vt.

Virginia: Va.

Washington: Wash.

West Virginia: W.Va.

Wisconsin: Wis.

Wyoming: Wyo.

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.

**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, abbreviate only street, avenue, and boulevard when used 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.)

**Student Development:** The overarching umbrella for all offices stemming out of the division including Residence Life, Student Involvement, Student Conduct, Multicultural Student Programs, Career Services, Student Counseling, and Student Employment. The offices are housed in the Dietrich House and the Benham-Pence Student Center.

**Student Involvement:** Name of the office that is comprised of the following functional areas: Student Organizations, Student Programming, Club Sports & Recreation, Fraternity & Sorority Life, New Student Days, Student Center (Founders, Post 95, Doppelgänger, Service Center), and Leadership Programs.

**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 Office of Community Service is located in the Center.

**Synod Hall:** This building houses Information Technology Services and the department of sociology.

## T

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

**theatre:** In contrast to the *Associated Press Stylebook*, 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 Torch:*** This is the weekly student-run newspaper for the Wittenberg community. *The Torch* office is in the Student Center. 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 History Journal:*** This journal is produced through the history department on an annual basis. It should be italicized on all references.

**Thomas Library:** Built in 1982, the library, located at 801 Woodlawn Ave., contains 437,000 volumes, 68,000 bound periodicals, 163,000 current periodicals (both print and electronic), 17,000 sound recordings and a collection of DVDs and videotapes. It has an online catalog that provides access to the library's collections including 135,000 e-books, and through its Web page, provides access to nearly 200 citation and full-text databases. The library is a member of OhioLINK which provides access to the other OhioLINK members' collections, the ability to check out many items from their holdings, and access to additional resources. As a member of OCLC, the library provides the ability to request materials from libraries throughout the country.

**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.

**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."

**titles:** Wittenberg will abide by the following rules concerning the use of italics and quotations in titles. Note that these rules differ from the Associated Press Stylebook.

The following should be placed in italics:

Titles of books

Names of magazines

Names of newspapers

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  
Episodes of television series  
Short story titles  
Newspaper headlines  
Article titles in a publication

**toward:** Do not use towards.

## U

**university:** Lowercase at all times except when using in a formal title, e.g., Wittenberg University.

## V

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

## W

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

**Weaver Chapel:** 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 University Pastors 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 non-traditional 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:** 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 page:** Keep as two words, and capitalize the "W."

**website:** Keep as one word, and do not capitalize the "W."

**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 non-essential 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 and houses the offices for the student organizations American International Association (AIA), Concerned Black Students (CBS), and the Gender and Sexual Diversity Alliance (G.D.S.A.).

**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 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 it refers to *The Witt*, the official name of the Wittenberg yearbook, or Witt Fest.

***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.

**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 first floor of Hollenbeck Hall, it offers writing assistance and a host of resources to students and professors across disciplines.

**WUSO:** These are the call letters for the university's student-run FM radio station, which can be heard on 89.1. The station is located in Firestone Hall.

## Z

**Zimmerman Hall:** Located on West Campus Drive, this hall houses the department of psychology.

References consulted for this guide

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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, 14<sup>th</sup> edition* (1993), (Chicago: The University of Chicago Press).

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