

PREPARED BY THE  
OFFICE OF MARKETING AND COMMUNICATIONS

# Editorial Style Guide

SEPTEMBER 2022

ARCADIA  
UNIVERSITY

# Arcadia University Style Guide

The Office of Marketing and Communications (MarCom) is charged with setting Arcadia’s editorial style and keeping publications consistent so that all offices and departments present a positive, unified image of the University. These style guidelines, while flexible, are to be adhered to whenever possible in Arcadia-branded or University communications to ensure consistency throughout printed, posted, and published materials.

If you have questions about or suggestions for the Arcadia University Style Guide, please contact Dan DiPrinzio ([diprinziod@arcadia.edu](mailto:diprinziod@arcadia.edu)).

**As a general style guide for communications, use the most recent edition of the *Associated Press Stylebook* and *Merriam-Webster’s Collegiate Dictionary*. For points of style specific to the University, use this manual.**

**Note:** Not all standards in the *Associated Press Stylebook* and the Arcadia University Style Guide are uniform—i.e., the series comma (placing a comma in the last of a series such as “Tom plays the guitar, saxophone, and piano.”), which is not used in AP Style but is followed in Arcadia’s Style Guide.

**New additions to this edition:**

- anti-Black Racism Initiatives (ABRI)
- All-Modes Ready
- ARCADIA2025
- Arcadia Abroad
- Center for Teaching, Learning, and Mentoring (CTLM)
- Division of Student Success
- JEDI
- Learning Resource Network
- Office of Access, Equity, Diversity, and Inclusion
- Office of Equity and Civil Rights
- Office of Gender- and Sexual-Based Violence Prevention
- Office of Study Away



## Abbreviations and Acronyms

Spell out term on first reference, placing acronym or abbreviation in parentheses. After first reference, acronym or abbreviation is sufficient.

### Examples:

- anti-Black Racism Initiatives (ABRI)
- Justice, Equity, Diversity, and Inclusion (JEDI)
- Office of Human Resources (HR)

## anti-Black Racism Initiatives (ABRI)

A University-wide effort of more than 40 initiatives launched in 2020 under President Ajay Nair.

## Academic degrees

In general, spell out and use lowercase when writing bachelor's degree, master's degree, doctor's degree, doctorate, or doctoral program. When abbreviating degrees, use the article 'an' in front of degrees with an initial vowel sound, such as "an M.A." but "a Master of Arts in English."

- He earned a bachelor's degree in Art History.
- She earned a Bachelor of Science in Chemistry.
- They awarded 27 master's and 130 bachelor's degrees.
- He earned a Bachelor of Arts.

DEGREE TITLE	ABBREVIATION <small>(After name as a title)</small>	AFTER GRAD YEAR
Bachelor of Arts	B.A.	'66 (nothing)
Bachelor of Fine Arts <small>(spelled out on first reference and abbreviated with periods on second reference or in lists)</small>	B.F.A.	'66 (nothing)
Bachelor of Science	B.S.	'66 (nothing)
Doctor of Education	Ed.D.	'66EdD
Honorary degrees		'66H
Master of Education	M.Ed.	'66MEd
Master of Arts in Education	M.A.Ed.	'66M
Master of Arts in Humanities	M.A.	'66M
Master of Arts in Counseling	M.A.	'66M
Master of Arts in English	M.A.	'66M
Master of Arts in International Peace and Conflict Resolution	M.A.	'66M
Master of Arts in International Relations and Diplomacy	M.A.	'66M
Master of Arts in Creative Writing	M.F.A.	'66MFA
Dual Degrees of Master of Fine Arts in Creative Writing and Master of Arts in English	M.F.A., M.A.	'66M, MFA
Dual Degrees of Master of Arts in Counseling and Master of Public Health	M.A., M.P.H.	'66M, MPH
Dual Degrees of Master of Arts in International Peace and Conflict Resolution and Master of Arts in Counseling Psychology	M.A.	'66M

## Academic degrees (continued)

DEGREE TITLE	ABBREVIATION <small>(After name as a title)</small>	AFTER GRAD YEAR
Dual Degrees of Master of Arts in International Peace and Conflict Resolution and Master of Arts in International Relations and Diplomacy	M.A.	'66M
Dual Degrees of Master of Arts in International Peace and Conflict Resolution and Master of Public Health	M.A., M.P.H.	'66M, MPH
juris doctor <small>(which Arcadia does not offer—should not be capitalized)</small>	J.D.	
Master of Science in Forensic Science	M.S.F.S.	'66M
Doctor of Physical Therapy	D.P.T.	'66DPT
Transitional Doctor of Physical Therapy (DPT)	T.D.P.T.	'66TDPT
Dual Degrees of Doctor of Physical Therapy and Master of Public Health	D.P.T., M.P.H.	'66DPT, MPH
Master of Medical Science—Physician Assistant	M.M.S.	'66M, PA
Dual Degrees of Master of Medical Science—Physician Assistant and Master of Public Health	M.M.S., M.P.H.	'66M, MPH
Master of Arts in Health Education	M.A.H.E.	'66M
Master of Science in Health Education	M.S.H.E.	'66M
Master of Public Health	M.P.H.	'66MPH
Master of Business Administration <small>(an M.B.A./a Master of Business Administration)</small>	M.B.A./online: MBA	'66MBA

## Academic Departments

Full department titles are capitalized. Lowercase the word “department” when it stands alone.

- She’s been with the Department of Physical Therapy for three years.
- She’s been with the department for three years.

## Academic Fields of Study (Undergraduate and Graduate)

Academic subjects are capped when referring to subjects at Arcadia. Always capitalize Gender and Women’s Studies, Black Studies, Asian Studies, Chinese, English Literature, French, German, Japanese, Spanish, Latin American Studies, American Studies, regardless of institutional affiliation.

## Address

Do not abbreviate “Road.”

Arcadia University  
450 S. Easton Road  
Glenside, PA 19038-3295

## Adviser

Is acceptable, as is “advisor.”

## Age

Do not mix numerals with spelled out numbers. Use numerals for all ages, even if less than 10: ages 12, 10, 9, and 5

## All-Modes Ready

Arcadia's university-wide planning to remain flexible and innovative in delivering a unique educational experience whether in person or in a hybrid or online format. Developed in spring 2020 as an immediate response to the disruption brought by COVID. Keep capitalized as a proper noun.

## alma mater

Do not capitalize or italicize.

## Alumni, Alumnae, Alumna, Alumnus

- Use "alumni" when referring collectively to graduates of Arcadia University or to only male graduates.
- Use "alumnae" when referring collectively to only female graduates of the University (i.e., during Arcadia's earlier years).
- Use "alumnus" when referring to a singular male graduate.
- Use "alumna" when referring to a singular female graduate.
- When no gender is given, use "graduate" or "graduates."

## Alumni Association

Always capped when referring to Arcadia's Alumni Association.

## Apostrophe

Use before the year when abbreviating it: During the '80s and '90s; Kevin Hagan '00.

## ARCADIA2025

The University's adaptive strategy, approved by the Board of Trustees in February 2020, which provides a five-year plan for Arcadia.

## Arcadia Abroad

The College of Global Studies at Arcadia University, which leads the University's global centers and several study abroad programs.

## Arcadia magazine

Title of Arcadia magazine is *Arcadia*. Do not capitalize or italicize "magazine."

## Athletics

Department of Athletics and Recreation.

## Awards

When referencing an award, always refer to the full name of the award on first reference. Capitalize the word 'Award' only when it is part of the name of the award.

## Board of Trustees

Keep capitalized as a full term; capitalize "Board" and "Trustees" when referring to the University's Board or Trustees.



## Center for Teaching, Learning, and Mentoring (CTLM)

The Center for Teaching, Learning, and Mentoring (CTLM) supports Arcadia's innovative pedagogies and adaptive strategies and works with academic units and departments in leading teaching, learning, and mentoring discussions and innovations on campus, shaping academic continuity processes and plans, and planning innovative teaching, learning, and mentoring initiatives.

## COVID

Use for COVID-19 and coronavirus. COVID and COVID-19 are appropriate for use, but keep capped (uppercase).

## College

When referring to Beaver College, capitalize College. When referring to the College of Arts and Sciences or College of Health Sciences, avoid using "the College." Spell out or use acceptable abbreviation after first reference (CAS, CHS).

## Comma

Use the Oxford comma (third comma in a series of three): Bob, Mary, and Lamar attended.

## Convocation

Capitalize when referring to Honors Convocation or Opening Convocation.

## Credentials

When listing credentials of faculty members, use the following format:

- **Dr. Manny Curotto**, professor and chair of Chemistry and Physics, and **Gabrielle DiEmma '19** and **Shane Kalette '19** had their paper, "Classical and quantum simulations of a lithium ion solvated by a mixed Stockmayer cluster," accepted for publication in *Chemical Physics Letters* and *OA Mirrors*.

Also acceptable: Manny Curotto, Ph.D., professor and chair of Chemistry and Physics.

## Dates

Follow AP style. When a month is used with a specific date, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov., and Dec. The variance is on formal or single date invitations, a calendar of upcoming events, advertising copy, and with event announcements, when all months should be spelled out. Within a sentence or in a dateline, the month is not spelled out.

### Spell out when using a month alone or with a year.

When a phrase refers to a month, day, and year, set off the year with commas. Don't abbreviate days of the week.



## Division of Student Success

Within Academic Affairs, the Division of Student Success, founded in 2021, is composed of several offices working together to enhance the academic and developmental support, services, and experience of Arcadia students. The Division of Student Success includes: Undergraduate Success; Academic Development (including the Learning Resource Network, Disability Support Services, and the Writing Center); Act 101/Gateway to Success; the Office of Career Education; the Registrar's Office; and Graduate Support.

## Dr.

When possible, say the person's full name, then a comma, and then the degree. After first reference, use Dr. and last name: Dr. Jo Ann Weiner, associate professor of English, taught a class in American literature.

## Emeritus

Capitalize "Emeritus" in a formal title, in keeping with the general practice of academic institutions. Alone it should not be capped, unless it refers to a specific person.

### Examples:

Professor Emeritus Norman Johnston

## Esports

Varsity Athletics program introduced for fall 2019 academic year. Write as esports unless it begins a sentence, when it should be Esports.

## Extracurricular

No hyphen, one word.

## Facility names

- Alumni Gymnasium
- Alumni Walk of Pride
- Art Studio
- Blackbox Theater - 2550 Church Road
- Blankley Alumni House
- Blankley Softball Field & Blankley Pavilion
- Boyer Hall of Science
- Brubaker Hall
- University Commons
- Dilworth Hall
- Dining Hall
- Easton Hall
- Easton Café
- Esports Arena - Dining Hall (lower level)
- Global Cafe @ Oak Summit
- Grey Towers Castle
- Commons Great Room
- Haber Green
- Health Sciences Center - Ruck Suite
- Heinz Hall

### Facility names (continued)

- Jean Lenox West Field & Delran Pavilion
- John V. Calhoun Amphitheater
- Knight Hall
- Kistler Hall
- Kuch Athletic and Recreation Center
- Landman Library
- Larsen Hall (1601 Church Road)  
    The College of Global Studies
- MainStage Theater
- Murphy Hall
- Oak Summit Apartments (310 S. Easton Road)
- Oak Summit Parking Garage - Limekiln Pike
- President's Residence (330 Bickley Road)
- Spruance Fine Arts Center
- Taylor Hall
- Templeton Campus Store
- Thomas Hall
- Weiss Tennis Courts/The Dome
- Civic & Global Engagement House
- 2005 Church Road  
    Office of Sexual and Gender-Based Violence Prevention & Education
- 2059 Church Road  
    Sponsored Research and Grants Office
- 2053 Church Road  
    Information Technology Services
- 2035 Church Road  
    Humanities Lab
- 2063 Church Road - Forensic Science Crime Scene House
- 2550 Church Road  
    University Advancement
- 310 S. Easton Road - Good Shepherd Penn Partners
- 310 S. Easton Road - Dan Aaron Stay Fit Clinic
- 310 S. Easton Road - Probono Clinic
- 776 Limekiln Pike  
    University Offices
- 782 Limekiln Pike  
    Human Resources
- 777 Limekiln Pike  
    University Administrative Center
- 16 Forsythe Avenue  
    Marketing and Communications



### **Full time (adv.)**

Do not hyphenate when used as an adverb: She works full time.

### **Full-time (adj.)**

Hyphenate when used as a compound modifier: Only full-time faculty attended the meeting.

### **Grey Towers Castle**

Initial capitals. Also capitalize “Castle” when referencing Grey Towers Castle.

### **Honorary degrees**

Do not use “Dr.” before the name of an individual whose only doctorate is honorary.

### **JEDI (Justice, Equity, Diversity, Inclusion)**

Established in 2019 to conduct a comprehensive review of Arcadia’s policies, practices, and campus climate to ensure each aligns with the University’s Vision and Lived Values.

### **Kuch Center**

Use Kuch Athletic and Recreation Center on first reference (no “the” in front).

### **Latin Honors**

Use lower case and italicize *cum laude*, *magna cum laude*, and *summa cum laude*.

### **Learning Resource Network**

The Learning Resource Network is part of the Office of Academic Development and provides academic support services free of charge to all Arcadia University undergraduate students.

### **Library**

All references should read Landman Library. Capitalize “Library” when referencing “Landman Library.”

### **Logo**

The Arcadia logo represents the entire University and all departments. Logos that adhere to the University’s brand guidelines are available \_\_\_\_\_. To request a departmental mark, contact Marketing and Communications at \_\_\_\_\_.

### **Majors**

Capitalize when referring to a specific program at Arcadia University.

### **More than/over**

“More than” and “over” can indicate greater numerical value, though “more than” is preferred.

### **MyArcadia**

One word with capital “A.”

### **Numbers**

Spell out “one” through “nine” and “first” through “ninth.” Use numerals for 10 and over until a million; then use 1 million, 9 million, etc. If a numeral begins a sentence, always spell out, except when referring to a calendar year.



### **Office of Access, Equity, Diversity, and Inclusion (AEDI)**

The Mission of the Office of Access, Equity, Diversity, and Inclusion is to provide leadership in creating equitable and inclusive learning and a working community where every person can thrive.

### **Office of Equity and Civil Rights (OECR)**

Houses Arcadia's Title IX office; is committed to promoting, supporting, and providing resources to sustain a living, learning, and working environment of diversity, equality, fairness, inclusion, and respect where all members of the University community are valued.

### **Division of Civic and Global Engagement**

Within Academic Affairs, Civic and Global Engagement drives opportunities for connections between students and the world beyond campus. The work includes short-term and semester-long study away, international student support, community partnership, community-based student employment, advocacy training, and several special admissions opportunities (FYSAE, SYSAE, Civic Scholars, and Global Scholars).

### **Percent**

Singular verb when standing alone or when a singular word follows an "of" construction: *The teacher said 60 percent was a failing grade.* Use the percent sign (%) in tabular, financial, and marketing material; also accepted in specialized works (advertisements, internal communications, etc.).

### **Postal Abbreviations**

Do not use postal abbreviations in your text unless it is a postal address: He's from New Castle, Pa. (lowercase the state abbreviation).

### **Professional Titles**

- In general, confine capitalization to formal titles used directly before an individual's name. Lowercase and spell out titles when they are not used with an individual's name: "The president issued a statement." "The pope gave his blessing."
- Capitalize formal titles when they are used immediately before one or more names: "Governor Tom Wolf, Senator Pat Toomey."

### **Residence Halls**

Do not use the word dorm or dormitory to refer to the buildings on campus where students live. Always use "residence hall." Names of residence halls:

- Kistler
- Dilworth
- Heinz
- Taylor
- Thomas
- Knight
- Oak Summit Apartments

### **Sports teams**

Do not capitalize Arcadia University's sports teams: men's tennis team; women's soccer.



### Time of day

Use “noon” and “midnight,” not “12 noon,” “12 p.m.,” or “12 a.m.” Use “from” and “to” together, or only use a dash between the numbers. Lowercase a.m. and p.m., with periods.

**Correct:**

11 a.m.

4–5 p.m.

10 a.m.–noon

from 10 a.m. to noon

10 a.m.–4 p.m.

**Incorrect:**

11:00 a.m.

4:00–5:00 p.m.

from 4–5 p.m.

### Title IX

See Office of Equity and Civil Rights.

### Web address

http:// is not necessary.



### Arcadia Abroad:

The College of Global Studies at Arcadia University, which leads the University's global centers and several study abroad programs.

### Abbreviations and Standard Country Acronyms

Travel.State.Gov Country Acronyms

Country	ABBREVIATION
Australia	AUST
England	ENG*
Ireland	IRE
Italy	ITLY
New Zealand	NZLD
Scotland	SCT*
Spain	SPN
United States of America	USA
Philadelphia	PHL

\*State groups as UK

### Boilerplate:

The College of Global Studies: Should only be used in certain legal or contractual documentation. University community members should use "Arcadia Abroad" in all other contexts.

**Global Centers:** a physical office location / address where administrative and academic services are supplied to students. London, Dublin, Edinboro, Granada, Philadelphia.

When writing in the U.S., it is preferred to use the American spelling of Center; when writing from an overseas perspective, use regional spelling (i.e., Centre, colour, humour, etc.).

**Intern Philly:** Program name

**Residence Halls:** Thoresby House (London)

**Time of Day / Dates:** When writing from an overseas perspective, use regional datelines (i.e., day / month / year: January 7, 2022 would be written 7 January 2022).



## **Arcadia Athletics**

26 Varsity Teams (12 men's, 13 women's, 1 co-ed)

**Affiliations:** NCAA Division III, Middle Atlantic Conferences (MAC), National Association of Collegiate Esports (NACE), United Collegiate Hockey Conference (UCHC)

**Nickname:** Knights

**Colors:** Scarlet & Grey



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