

PREPARED BY  
UNIVERSITY RELATIONS

# Editorial Style Guide

UPDATED NOVEMBER 2025

ARCADIA  
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# Arcadia University Style Guide

University Relations 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 Director of Communications Emily Horowitz ([horowitz@arcadia.edu](mailto:horowitz@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**.

## Proofreading Checklist

Arcadia Communicators should see our updated [Proofreading Checklist](#) for steps on proofing materials.



## Abbreviations and Acronyms

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

### Examples:

- First-Year Study Abroad Experience (FYSAE)
- Social Action and Justice Education Fellowship Program (SAJE)
- Office of Human Resources (HR)

## Academic degrees

In general, spell out and use lowercase when writing bachelor's degree, master'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 MA" 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<br><small>(After name, as a title)</small> | AFTER<br>GRAD YEAR |
|---|---|--------------------|
| Bachelor of Arts  | BA  | '66 (nothing)      |
| Bachelor of Fine Arts   | BFA   | '66 (nothing)      |
| Bachelor of Science   | BS  | '66 (nothing)      |
| Doctor of Education   | EdD   | '66EdD             |
| Honorary degrees  |   | '66H               |
| Master of Education   | MEd   | '66MEd             |
| Master of Arts in Education                                   | MAEd  | '66M               |
| Master of Arts in Humanities                                  | MA  | '66M               |
| Master of Arts in Counseling                                  | MA  | '66M               |
| Master of Arts in English                                     | MA  | '66M               |
| Master of Arts in International Peace and Conflict Resolution | MA  | '66M               |
| Master of Arts in International Relations and Diplomacy       | MA  | '66M               |



## Academic degrees (continued)

| DEGREE TITLE  | ABBREVIATION<br><small>(After name as a title)</small> | AFTER<br>GRAD YEAR |
|---|--|--------------------|
| Master of Fine Arts in Creative Writing   | MFA  | '66MFA             |
| Dual Degrees of Master of Fine Arts in Creative Writing and Master of Arts in English   | MFA, MA  | '66M, MFA          |
| Dual Degrees of Master of Arts in Counseling and Master of Public Health  | MA, MPH  | '66M, MPH          |
| Dual Degrees of Master of Arts in International Peace and Conflict Resolution and Master of Arts in Counseling Psychology               | MA   | '66M               |
| Dual Degrees of Master of Arts in International Peace and Conflict Resolution and Master of Arts in International Relations & Diplomacy | MA   | '66M               |
| Dual Degrees of Master of Arts in International Peace and Conflict Resolution and Master of Public Health                               | MA, MPH  | '66M, MPH          |
| juris doctor (which Arcadia does not offer)<br>(should not be capitalized)  | JD   |                    |
| Master of Science in Forensic Science   | MSFS   | '66M               |
| Doctor of Philosophy  | PhD  |                    |
| Doctor of Physical Therapy  | DPT  | '66DPT             |
| Transitional Doctor of Physical Therapy (DPT)   | TDPT   | '66TDPT            |
| Dual Degrees of Doctor of Physical Therapy and Master of Public Health  | DPT, MPH   | '66DPT, MPH        |
| Master of Medical Science—Physician Assistant   | MMS  | '66MMS             |
| Dual Degrees of Master of Medical Science—Physician Assistant and Master of Public Health   | MMS, MPH   | '66MMS, MPH        |
| Master of Arts in Health Education  | MAHE   | '66M               |
| Master of Science in Health Education   | MSHE   | '66M               |
| Master of Public Health   | MPH  | '66MPH             |
| Master of Business Administration   | 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

## alma mater

Do not capitalize or italicize, unless referring to Arcadia University (ex: Jackie looks forward to returning to their Alma Mater every year for Alumni Reunion Weekend).



## 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 capitalized when referring to Arcadia’s Alumni Association (AUA).

## The Alumni House at Blankley Hall

Home of the Division of University Advancement and Alumni Engagement. The Alumni House at Blankley Hall serves as the home for Arcadia University and Beaver College alumni when they return to their Alma Mater. Originally the gatehouse of the Harrison estate, The Alumni House at Blankley Hall is another stunning example of Arcadia’s gorgeous and intricate architectural buildings. The Alumni House at Blankley Hall was recently renovated, while preserving its historical charm and integrity, due to the generosity of Rosemary Blankley ’57. It also serves as an access point for one of the campus’s walking entrances.

## a.m.

Lowercase, with periods.

## 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. The next adaptive strategy, Arcadia2030, will be up for Board approval in February 2026.

## 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.

## Belonging and Flourishing

Arcadia University’s [Belonging and Flourishing](#) Council works to build a campus culture where all members are welcome, feel included, and have a sense of belonging and flourishing.

## Boilerplate

A paragraph that is affixed to the end of news releases that is regularly updated:

- **About Arcadia University**

Arcadia University is a top-ranked private University in Greater Philadelphia that provides a values-based, authentic educational experience by placing students at the center. The Institute of International Education has consistently ranked Arcadia first in the nation for study abroad, and the Princeton Review has ranked Arcadia among the “Best in the Mid-Atlantic” for 11 consecutive years. Housed in the College of Health Sciences, the University’s Physical Therapy program is ranked as the best in the Philadelphia region (and #2 in PA) by U.S. News & World Report, which also cites Arcadia for being among the top study abroad programs and a top performer for social mobility. Arcadia is home to a close-knit and welcoming community that supports students throughout their journey. Arcadia’s quality academic programs, unique approach to a liberal arts education, and supportive community guide students toward degree completion and career success. Learn more about our vibrant community at [www.arcadia.edu](http://www.arcadia.edu).

## Board of Trustees

Keep capitalized as a full term; capitalize “Board” and “Trustees” when referring to the University’s Board of Trustees.

## Center for Antiracist Scholarship, Advocacy, and Action (CASAA)

Established in November 2021 as an interdisciplinary academic center that brings together individuals from the University, community, and wider world to (re)shape the thinking and mindset about racism across the globe with the intent to not only combat racism but also promote racial justice and equity.



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

The Center for Teaching, Learning, and Mentoring (CTLM) works to support 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.

## Chosen Name vs. Legal Name

When writing about a specific person by name, if the person has a chosen name that differs from their legal name, confirm with the person which name they'd prefer to have used in published/public pieces to protect that person's privacy and safety.

## Cisgender

An adjective describing someone whose gender identity aligns with the sex they were assigned at birth. By using both prefixes "cis-" and "trans-" (see: Transgender), you avoid "othering" transgender people and don't create the assumption that being cisgender is the norm.

## 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 appropriate abbreviation after first reference (CAS, CHS).

## CABR

Stands for Combating Anti-Black Racism.

## Comma

Use the Oxford comma (final comma in a series of three or more): *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, PhD, professor and chair of Chemistry and Physics.



## Dashes

We do *not* include spaces before or after em dashes (—), which are used to signal abrupt change; as one option to set off a series within a phrase; before attribution to an author or composer in some formats; after datelines; and to start lists.

## 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 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, Global Scholars).

## 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.

## Division of University Advancement

The Division of University Advancement (UA) seeks to set a new tone for alumni engagement through volunteerism, active two-way communication, experiential opportunities, and philanthropic care. Working with our alumni, students, and our campus community, together we are focused on the student experience, academic vibrancy, delivering on a brand promise of alumni pride, creating signature programming for our distinguished alumni, and strengthening Arcadia through Impact Philanthropy.

## Dr.

Do not use in conjunction with the degree (PhD or EdD): Dr. Donovan McCargo OR Donovan McCargo, EdD.



## 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.

### Example:

Professor Emeritus Norman Johnston

## Esports

Varsity Athletics program introduced in fall 2019. Write as esports unless it begins a sentence, or in relation to Arcadia’s program, when it should be Esports.

## Extracurricular

No hyphen, one word.

## Facility names

Visit the [University’s Campus Map](#) for list and locations of facilities on campus.

## First-year Student

Refers to first-year students at Arcadia (use instead of “freshman” or “freshmen”).

## Full time (adv.)

Do not hyphenate when used as an adverb: *They work full time.*

## Full-time (adj.)

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

## Gender Neutrality

Use singular “they/them” instead of “he/her” or “his/hers.” Example: Each graduate will receive *their* diploma upon graduation *instead of* Each graduate will receive his/her diploma upon graduation.

## Grey Towers Castle

Always capitalized. 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

Stands for Justice, Equity, Diversity, and Inclusion.

## 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.

## LGBTQ+

One of several acronyms used to encompass the queer community; stands for Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, and more. Other variations may also be used, as there is no acronym long enough to include all identities.

## Library

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

## 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

Arcadia’s internal communications platform for faculty and staff. 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 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. OECR is responsible for ensuring that the University complies with its own policies and procedures, and with federal, state, and local laws prohibiting discrimination, harassment, Title IX sexual harassment, and sexual misconduct.

### Percent

Follow with a 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.).

### p.m.

Lowercase, with periods.

### 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."

### Pronouns

Always ask someone which pronouns they'd like used if you are referencing a singular person in a published/public piece. Even if you know their pronouns, it is a positive practice to ask to ensure the person's privacy and safety.

### 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; women’s soccer. Do not refer to field hockey as women’s field hockey.

### Student-athlete

Refers to members of Arcadia’s sports teams; always hyphenate.

### 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 an en dash (–) between the numbers. Lowercase a.m. and p.m. Include a space after the number(s) if using periods, no space if not using periods. When writing from an overseas perspective, use regional datelines (i.e., day / month / year; January 7, 2022 would be written 7 January 2022).

**Correct:**

11 a.m.  
9pm  
10 a.m.–noon  
from 10 a.m. to noon  
10 a.m.–4 p.m.

**Incorrect:**

11:00 a.m.  
9PM  
from 4-5 p.m.  
4-5 p.m.

### Title IX

See Office of Equity and Civil Rights.



## Transgender

An adjective describing someone whose gender identity differs from the sex they were assigned at birth. Should not be used with an “-ed” or “-s” at the end. By using both prefixes “cis-” (see: Cisgender) and “trans-,” you avoid “othering” transgender people and don’t create the assumption that being cisgender is the norm.

**Correct:**

Transgender person  
Trans person

**Incorrect:**

Transgendered person  
The transgenders

## Subsections

### 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*



## 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.).

## 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

**28 Varsity Teams (13 men’s, 14 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



# Inclusive Language Guide

## Chosen Name vs. Legal Name

When writing about a specific person by name, if the person has a chosen name that differs from their legal name, confirm with the person which name they'd prefer to have used in published/public pieces to protect that person's privacy and safety.

## Cisgender / Transgender

Cisgender is an adjective describing someone whose gender identity aligns with the sex they were assigned at birth, while transgender describes someone whose gender identity differs from the sex they were assigned at birth. By using both prefixes "cis-" and "trans-" (see: Transgender), you avoid "othering" transgender people and don't create the assumption that being cisgender is the norm. Should not be used with an "-ed" or "-s" at the end.

### Correct:

Transgender person  
Trans person

### Incorrect:

Transgendered person  
The transgenders

## Gender Neutrality

Use singular "they/them" instead of "he/her" or "his/hers." Example: Each graduate will receive *their* diploma upon graduation *instead of* Each graduate will receive his/her diploma upon graduation.

## Pronouns

*Always* ask someone which pronouns they'd like used if you are referencing a singular person in a published/public piece. Even if you know their pronouns, it is a positive practice to ask to ensure the person's privacy and safety.



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