

## Why a Style Guide?

The *Seton Hall University Style Guide* is a tool to facilitate clear and consistent internal and external nonacademic communications. It provides guidelines and standards for periodicals, brochures, newsletters, correspondence and electronic communications that Seton Hall University generates. Clarity and consistency are important because they:

- protect and nurture our Seton Hall identity
- allow our messages and values to be communicated without distraction
- foster quality in what we produce
- ease the editorial process

In concert with our graphic design and visual standards, the *University Style Guide* helps us to write with focus and power so that our audience is more likely to understand the message.

The Department of University Relations has based the *University Style Guide* on *The Associated Press Stylebook and Briefing on Media Law* (AP Stylebook) and *Merriam-Webster's Collegiate Dictionary, 11th Edition* (Merriam-Webster). This guide is a supplement to the AP Stylebook. Arranged in alphabetical order, it documents rules of grammar, style and consistency unique to Seton Hall University and supersedes the AP Stylebook when there are differences between the two. A PDF version is available for use on computers. This version can be searched and bookmarked, which makes it easy to use.

The AP Stylebook is published each year and can be purchased at all major bookstores, including the University Bookstore. It also is organized alphabetically and documents widely used rules for publication style and consistency.

Merriam-Webster is the dictionary of choice in the Department of Public Relations and Marketing. It is the dictionary most used by editors and publishers in commercial publishing. This dictionary should be used for all spelling issues and supersedes the AP Stylebook in determining proper spelling. Both reference tools are available online by subscription: [merriam-webster.com](http://merriam-webster.com) and [apstylebook.com](http://apstylebook.com)

## A Tool, If It Is Used

This *University Style Guide* is a tool. It cannot account for every situation, and it must be updated periodically. But consulted frequently and prudently, the style guide serves as a valuable resource for improving what we say and how we say it. As language and grammar evolve, so will the style guide. We invite you to participate in this process by sharing your questions and suggestions for this dynamic reference.

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Pegeen Hopkins  
Director of Publications/University Editor  
(973) 378-9842  
[hopkinpe@shu.edu](mailto:hopkinpe@shu.edu)

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# Seton Hall University

## Style Guide

### A

**a, an** Use the word *a* before a pronounced ‘h’ or consonant sound.  
a historic occasion, a one-year sabbatical (sounds as if it starts with *w*).

Use *an* before an unpronounced ‘h’ or vowel sound.  
an annual event, an honest person, an NBA game (sounds as if it begins with *e*).

**abbreviations and acronyms** Use only universally accepted abbreviations and acronyms, but use them sparingly in deference to your readers. Consult Merriam-Webster’s 11th edition and the AP Stylebook for standard abbreviations.

When an acronym can be used with or without periods, use it without. On first reference, spell out the full, formal title and place the acronym in parentheses after the title (a departure from AP style). Do not italicize the shortened form.

National Survey of Student Engagement (NSSE)

Acronyms may be used on first reference if they are well known.  
GPA, YMCA, ACT, GRE

Do not list an acronym if it is not used in the body of the text in a second reference.

**academic degrees** Capitalize the formal name of a degree (Master of Arts in Education), but lowercase the informal and less precise name (master’s degree in education).

When abbreviating a degree after a person's last name, use letters and periods with no intervening spaces (B.A., M.A., M.B.A., Ed.D., Ph.D., etc.). In general, offset the degree with commas.

Paul Kozakski, B.S.,  
Sharon Abelard, Ph.D.,

Note the correct use of *doctorate* (a noun) and *doctoral* (an adjective).  
He earned his doctorate in theology. She received her doctoral degree.

Identify alumni who appear in external university publications text by the formats described and illustrated below. Do not reference associate degrees. (Note: The apostrophe should curve toward the person’s name rather than toward the class year. See **apostrophe**.)

In text, Seton Hall undergraduate and graduate years should not be followed by a comma.  
Kate Valenta ’95 jokes about trying to observe more traffic lights.

Ronald J. Riccio '68/J.D. '81 is appointed dean.

For those with an undergraduate degree from Seton Hall, after the last name insert a space followed by an apostrophe and the last two digits of the undergraduate year.

Armando M. Brigandi '96

For those with a Seton Hall graduate degree, place a comma after the last name, followed by the abbreviation for the graduate degree, then a space, followed by an apostrophe and the year of attaining the graduate degree.

Pamela M. Knitowski, M.A. '92

Pam Dungee, M.A.C.P.C. '04/M.A.D.I.R. '04

Seton Hall undergraduate and graduate years should be separated with a slash (/).

Roger C. Bernhammer '93/J.D. '96

For alumni with three or more Seton Hall degrees, list degrees in chronological order separated by slashes.

Patrick Pelosi '66/M.A. '71/Ed.D. '93

Father Kevin Hanbury '68/M.Div. '75/Ed.S. '79/Ed.D. '85

Alumni who belong to religious orders should be referred to as follows:

Name, Year of Seton Hall Graduation, Religious Order (identified by initials separated by periods).

Examples:

Father Jacob Jones '93, O.P., (Dominican priest with Seton Hall undergraduate degree only)

Father John Smith, M.A.'92, S.J., (Jesuit priest with Seton Hall graduate degree only)

Sister Roberta Nelson '93/Ph.D. '02, O.S.B. (Benedictine nun with Seton Hall undergraduate and graduate degrees)

Observe these other forms:

Alumnae who have married and changed last name:

Christine (Reilly) Andreotti, M.A. '93

Hyphenated names:

Lisa O'Connor-Black '01

James Avalon-Johnson '95/M.S. '08

Alumnus and non-alumna wife:

Garrett '93 and Bridget D'Antonio

Bridget and Garrett D'Antonio '93

Alumna and non-alumnus husband:

Doug and Sara (Barker '89) Sullivan

Sara (Barker '89) and Doug Sullivan

Married alumna and alumnus:

Seth Carlson '05 and Grace (Nguyen '03) Carlson (different class years)  
Grace (Nguyen '05) and Seth Carlson '05 (same class years)

Alumnus or alumna using two last names:

Elizabeth Rizolli Gorman '92

In multiple listings of names, order alphabetically by last name.

**academic departments** See **departments, divisions, schools, colleges**. Refer to [www.shu.edu/academics/index.html](http://www.shu.edu/academics/index.html) for current details on academic programs, schools and colleges.

**academic majors** Refer to [www.shu.edu/academics/all-academic.html](http://www.shu.edu/academics/all-academic.html) for a listing of all academic majors along with accompanying links to Web sites.

**academic ranks and specialties** The academic degrees and titles of most university faculty are listed in the "Directory" section of the *Seton Hall University Undergraduate and Graduate Catalogues*, available from the provost's office. If information is not listed, contact the school, college, division or area where the faculty member works for clarification. Academic ranks and specialties are typically reserved for formal uses, such as invitations or program brochures.

**accept/except** *Accept* means to receive. *Except* means to exclude.

**accommodate** (not accomodate)

**acknowledgment** (not acknowledgement)

**acronyms** See **abbreviations and acronyms**.

**addresses** Spell out elements of an address, including the state, when used in running text, a variation from AP style.

She resided in Minot, North Dakota, before moving to New Jersey. (Set off the state name with commas.)

Exception: "News & Notes" in the alumni magazine. Follow AP style there.

If space is limited, use abbreviations for street (St.), avenue (Ave.) and boulevard (Blvd.). Do not abbreviate road, circle, court, alley, drive, terrace.

Use abbreviations, including postal abbreviations for the state (for example, NJ not N.J.) on forms, address blocks, etc.

Seton Hall University's official address is: 400 South Orange Ave., South Orange, NJ 07079.

**ad nauseam** (not ad nauseum; not italicized)

**adviser** (not advisor). Use advisory as an adjective.

**affect/effect** *Affect* is typically a verb and means to influence. *Effect*, as a verb, means to cause. *Effect*, as a noun, means result.

Her speech affected their voting.

He effected a series of reforms.

The pattern is considered an effect of climate change.

**African-American** Use African-American (hyphenated as a noun and an adjective) as the preferred term unless someone prefers to use the term black. This varies from AP style.

**after** Do not use a hyphen when this word acts as a prefix to form a noun, but use a hyphen when it is part of a compound adjective.

aftereffect, afterthought

after-dinner stroll

**afterward** (not afterwards)

**ages** Always use figures and hyphenate as an adjective:

The 35-year-old man sold his painting to the highest bidder.

The boy is 5 years old.

The boy, 7, has a sister, 5.

**All-America/All-American** An individual team member is an All-American, the entire team is All-America. The award itself is referred to as an All-America honor.

**all right** (not alright) Two words. Hyphenate if serving as part of a compound adjective.

That is all right with me. She is an all-right player.

**a lot** (not alot)

**alma mater** Latin for “dear mother,” this is a term of endearment that refers to a school or college. Do not italicize or capitalize.

Elmhurst College is my alma mater.

**alum/alums** Use this informal construction sparingly.

**alumna, alumnae, alumnus, alumni**

Alumna is feminine singular.

Alumnae is feminine plural.

Alumnus is masculine singular.

Alumni is masculine or mixed-gender plural.

**Americans with Disabilities Act** ADA is acceptable on second reference.

Please note that flyers and invitations for on-campus events should include the following statement: “Should you require special accommodations due to a disability, please contact Disability Support Services at (973) 313-6003 at least two weeks in advance.”

### **amphitheater**

**ampersand** Do not use an ampersand (&) for the word *and* in text. Only use it as part of a formal name or composition title.

AT&T  
Procter & Gamble  
*House & Garden*

An ampersand is used in this heading in *Seton Hall* magazine:  
Alumni “News & Notes”

An ampersand is *not* used in the following titles: College of Arts and Sciences, College of Education and Human Services, School of Health and Medical Sciences.

**a.m., p.m.** See **time** and **order of events**.

**angry** One is angry *at* or *with* someone.

**annual** Lowercase unless part of the official name of an event. Do not use the term first annual. An event must take place at least two succeeding years to be considered annual.

**anybody/anyone** (singular)

**apostrophe** Note that the tail of the apostrophe points left when used to indicate omitted letters or figures (I’ve, it’s, ’tis, ne’er-do-well, rock ’n’ roll, Class of ’62, John Doe ’78, styles of the ’20s).

### **archaeology**

**Archbishop** Capitalize before a proper name or immediately after first reference; lowercase standing alone. On first reference:

Most Reverend John J. Myers, J.C.D., D.D., Archbishop of Newark

On subsequent references:

Archbishop Myers

Standing alone in text:

The remarks by the archbishop made news.

*These are exceptions to AP style and exceptions to other general rules found here.*

**archdiocese** Capitalize before a proper name; lowercase standing alone.

**ashes** Blessed and distributed, not given out.

## Ash Wednesday

**as if/like** *As if* is used to introduce a clause:  
It looks as if it will rain.

*Like* takes a simple object:  
It looks like rain.

**associate degree** Not associate's.

**as well as** A phrase introduced by *as well as, in addition to, besides, accompanied by, together with, plus, such as*, or a similar expression should be set off by commas when it falls between the subject and the verb:

Our faculty and administrators, as well as our staff, supported the decision.

When the phrase occurs elsewhere in the sentence, commas may be omitted if the phrase is closely related to the preceding words.

The decision was acclaimed by our executives as well as our staff.

**author** Reserve for use as a noun, not as a verb.  
He is a renowned and acclaimed author.

**award** Capitalize formal awards and decorations. *Mother Seton Award for Presidential Leadership*.

**awhile/a while** The word *awhile* is an adverb; the words *a while* complete a prepositional phrase.  
Please stay awhile.  
I will visit for a while.

## B

**Bachelor of Arts/Bachelor of Science** Bachelor of Arts or B.A./Bachelor of Science or B.S. can be used interchangeably. When describing formal degrees, use Bachelor of Arts or Bachelor of Science:

Bachelor of Arts in English  
Bachelor of Science in Biology

Informal usage of degree titles are lowercase:  
bachelor's degree in English  
bachelor's degree in science

Also see **academic degrees**.

**bachelor's degree** Use an apostrophe.



**backward** (not *backwards*)

**baptism** See **sacraments**.

**be sure to** (not *be sure and*)

**benediction** The blessing a priest gives at the conclusion of various events such as Charter Day, Commencement Exercises, conferences, receptions, etc.

**beside/besides** The first word means “at the side of”; the second means “in addition to.”

**between/among** *Between* is used with two items or when a definite relationship is clear: Between you and me, this contract will never be signed.

The fight was between Lora’s sister and brother.

*Among* is used with three or more, to imply distribution, or when no explicit relationship is stated.

You are among friends.

The coupons were passed out among the shoppers.

Negotiations have broken down among the government, the union workers and management.

**biannual/biennial** *Biannual* denotes twice per year; *biennial* means every two years.

**Bible** Capitalize *Bible* and related terms such as the *Gospels*, *Gospel of St. Mark*, *the Scriptures*, etc. Lowercase biblical in all uses. Do not abbreviate books of the Bible.

Lowercase bible when used in a nonreligious context:

My style guide is my bible.

**bimonthly** Refers to every other month. *Semimonthly* means twice a month.

**bishop** See **archbishop** and **religious titles**.

**Bishop Dougherty University Center** Use University Center on second reference.

**BIG EAST Conference** Refer to the athletic conference to which Seton Hall belongs as the BIG EAST Conference. BIG EAST is acceptable on second reference.

Seton Hall also is a member of the East Coast Athletic Conference (ECAC acceptable on second reference) and the National Collegiate Athletic Association. (NCAA preferable on first reference)

**biweekly** Refers to every other week. *Semiweekly* means twice a week.

**black** Use this word (lowercase) when a person requests it as a preference to refer to himself or herself. See **African-American**.

## **Blessed Sacrament**

**Board of Trustees, Board of Regents** Capitalize when referring to a Seton Hall University entity on first reference; otherwise lowercase.

The Seton Hall University Board of Trustees voted unanimously; then the board adjourned.

The Board of Regents accepted the resignation.

The corporation's board meets quarterly.

**book titles** See **titles of works**.

**Brother** Do not abbreviate. See **religious titles**.

## **Brownson Speech and Debate Team**

**buildings** The proper names and spellings of buildings, facilities and prominent locations on campus are as follows:

Alfieri Hall  
Alumni Hall  
Aquinas Hall  
Arts and Sciences Hall  
Bayley Hall  
Bishop Dougherty University Center  
Boland Hall  
Cabrini Hall  
Caroline D. Schwartz College of Nursing Building  
Chapel of the Immaculate Conception  
Corrigan Hall  
Duffy Hall  
Fahy Hall  
Fahy Pedestrian Gate  
Farinella Gate  
Father Vincent Monella Arts Center  
Galleon Lawn  
George M. Ring Building  
Gerety Hall  
Health Services  
Jubilee Hall

- Jubilee Hall Auditorium
- Jubilee Hall Atrium

Lewis Hall/Immaculate Conception Seminary  
Marshall Hall  
Mooney Hall  
McNulty Gate  
McNulty Hall

McQuaid Hall  
Neumann Hall  
Ora Manor  
Physical Plant  
Power Plant  
Presidents Hall  
Public Safety and Security  
Richie Regan Recreation and Athletic Center

- Richard and Sheila Regan Field House
- Arthur E. Imperatore Natatorium
- Jack and Charlotte Lavery Coaching Center

Saint Andrew's Hall  
Science and Technology Center

- Helen Lerner Amphitheatre
- Patrick M. and Mary Ann P. Murray Atrium

Serra Hall  
Stafford Hall  
Theatre-in-the-Round  
Turrell Manor  
Walsh Library  
Ward Place Gate  
University Green  
Xavier Hall

Do not abbreviate the word *building*.

**bullet points** Use bullets to highlight points or facilitate readability. Only use a period after each item if the item is a complete sentence; otherwise, do not use any punctuation at the end of each point. Make each bullet the same grammatical construction (for example, noun phrase or command verb). Lowercase the first word of each bulleted item unless the item is a complete sentence or the word is a proper noun.

The program offers:

- experienced educators
- cultural enrichment
- language immersion
- university credit

## C

**campus**

**campuswide**

**can/may** *Can* denotes ability. *May* denotes possibility and permission.

**cancel, canceled, canceling, cancellation**

**cannot**

**capital** Do not capitalize this word that denotes the city where a seat of government is located. The word also refers to money, equipment or property used for investment purposes.

**capitalization** As with AP style, avoid unnecessary capitals. This “down style” applies primarily to text but may also apply to some headings, especially subheadings. This guide provides direction on many words and phrases requiring particular direction regarding capitalization.

If no guidance is provided, consult either the AP Stylebook or Merriam-Webster.

Basic principles of capitalization are reviewed below.

Capitalize proper nouns, or the unique identification of a person, place or thing.

South Orange, Christianity, Julio, Pepsi (no trademark insignia needed)

Maple Street, Passaic River

But Maple and Oak streets; Passaic and Hackensack rivers

Capitalize the first word in a sentence, whether in narrative text or a bullet item that is a sentence.

Do not capitalize words in titles or headlines with four or fewer letters unless the word is the first or last word in the title or a proper noun or pronoun.

For additional guidance, see entries on **abbreviations and acronyms, academic departments, buildings, course titles, courtesy titles, headlines, majors, minors, professional titles, titles of works.**

**capital** Refers to the seat of government, as in a state.

We visited two state capitals, Harrisburg and Trenton, during our vacation.

**capitol, Capitol,** Refers to a building housing the seat of government. Capitalize when referring to the building in Washington, D.C., or to specific state buildings.

Congress meets in the Capitol.

State legislators negotiated at the Capitol in Trenton.

**captions** See photography identification.

**Caroline D. Schwartz College of Nursing Building** Use Nursing Building as second reference.

The College is referred to the College of Nursing, not the Caroline D. Schwartz College of Nursing. It may be referred to as the college on second reference.

**catalogue** A departure from AP style.

## Catholic references

Priest Community  
Blessed Mother  
Our Lady (acceptable first or second reference to the Blessed Mother)  
Her Son (always capitalize when referring to Jesus, Son of the Blessed Mother)  
Him (Always uppercase “H”)  
Our Lord  
Our Savior  
Pope Benedict XVI  
Holy Father (acceptable first or second reference to the pope)  
the pope (acceptable second reference to the pope)  
Holy See/Apostolic See  
Mass (Mass is celebrated; offered Mass [for funerals])  
Liturgy of the Word  
Liturgy of the Eucharist (or Eucharistic Liturgy)  
the Church (uppercase when referring to the Universal Catholic Church)  
Catholic Church  
Roman Catholic Church  
Saint (St.)  
Blessed Sacrament  
Holy Communion (Communion or the Eucharist is distributed; one receives Communion)  
Eucharist/Eucharistic  
Body and Blood of Christ

**Center for Sport Management** (not Center for Sports Management)

**century** Lowercase, spelling out the number under 10: *the first century, the 21st century*

**CEO, CFO, COO** Spell out chief executive officer, chief financial officer, chief operating officer on first reference. Use CEO, CFO, COO on subsequent references. Capitalize the full title only if it precedes a name, *e.g. Chief Executive Officer Bill Gates retired. Bill Gates, the chief executive officer, retired.*

**chairperson/chair** Use “chairperson” when the organization states the designation as such in their bylaws. When in doubt use “chair.”

**Chapel of the Immaculate Conception** (not Immaculate Conception Chapel)

**Charter Day** The full, formal name is Saint Elizabeth Ann Seton Charter Day. It occurs on or about April 3 and annually commemorates the granting of a charter to Seton Hall College in 1861 by the state of New Jersey.

**children** Typically refer to children 15 or younger by their first name on second reference. Use the last name for those 18 and older. Avoid *kids* as a synonym.

**cities and towns** See **states**. The name of a city should be followed by the completely written out state name in publication text (a departure from AP style) and the postal abbreviation for the state in press releases. A comma is used between city and state, and after the state when the sentence continues. (Exception: in “News & Notes,” in the alumni magazine, follow AP style for cities and states. In other words, do not spell out the name of the state as is done elsewhere.)

The name of the state does not follow cities listed below:

Atlanta	Milwaukee
Baltimore	Minneapolis
Boston	New Orleans
Chicago	New York
Cincinnati	Oklahoma City
Cleveland	Philadelphia
Dallas	Phoenix
Denver	Pittsburgh
Detroit	St. Louis
Honolulu	Salt Lake City
Houston	San Antonio
Indianapolis	San Diego
Las Vegas	San Francisco
Los Angeles	Seattle
Miami	Washington

Use New York City and Washington, D.C., in text if these cities must be differentiated to avoid confusion. Similarly, use New York state, state of New York or Washington state if clarification is needed.

**classes and courses** See **course titles**.

**Co.** See **company and corporation names**.

**coast** Lowercase when referring to the physical shoreline (Atlantic coast). Capitalize when referring to a major region (the West Coast).

**collective nouns** Nouns that represent a unit (*class, committee, faculty, jury, team*) take singular verbs, adjectives and pronouns.

The class of 1970 was recognized for its generosity. The team was on a winning streak. The faculty is studying the proposal.

**colleges and universities** Refer to the current issue of the *Peterson’s Guide to Four-Year Colleges* or the Internet for formal names of colleges and universities. Follow the name of a college or university with the city and, if outside New Jersey, the state when necessary.

In general, when referring to a college or university in a second reference use the lowercase “c” in college or “u” in university. But references to Seton Hall University should be capitalized on

second reference: *the University celebrated its 150<sup>th</sup> anniversary*. Historical references to Seton Hall College should be capitalized, as well, on second reference: *the College*.

**College of Arts and Sciences** The College of Arts and Sciences may be referred to as the college on second reference. When using arts and sciences as a reference, the “a” is lowercase in *arts* and the “s” is lowercase in *sciences*.

**College of Education and Human Services (CEHS)** The College of Education and Human Services may be referred to as the college or CEHS on second reference.

**College of Nursing** The College of Nursing may be referred to as the college on second reference. It is not the Caroline D. Schwartz College of Nursing.

**colon** The colon indicates that what follows will complete or amplify what came before it. Use a colon to introduce a list or series:

Three people were vying for the award: John Jones, Pamela Smith and Jack Black.

Do not use a colon between a verb and its complement or object:

The three people are Jones, Smith and Black.

A colon also may be used to link two sentences when the second clause explains or amplifies the first:

Her achievement remains etched in memory: It has not been surpassed in 50 years.

After a colon, capitalize the first letter of the next word if a complete sentence follows. Otherwise, the next word after a colon should start with a lowercase letter.

Use a colon to introduce clauses and phrases that begin with “for example”:

The campaign enabled the school to make important progress: for example, to create two new professorships.

Place colons outside quotation marks unless they are part of the material being quoted.

**commas** Use commas to separate elements in a series, but do not put a comma before the conjunction in a simple series unless the word *and* follows closely after the conjunction:

John is taking biology, English, art and psychology this semester.

He has spent more than 17 years at the school as a physical education and drivers’ education teacher, and director of health, physical education and athletics.

If a sentence contains a complex series of words with other commas, use semicolons to separate them:

The search committee includes Stephen Landry, Ph.D., chief information officer; Matthew Borowick, associate vice president for alumni and government relations; and Susan Basso, associate vice president for human resources.

When a conjunction, such as *and*, *but* or *for*, links two clauses that could stand alone as separate sentences, use a comma before the conjunction.

She entered the classroom, and the professor greeted her warmly.

### Commencement Exercises

**committee** Do not abbreviate. Capitalize when part of a formal name. Do not capitalize in shortened or casual versions of a name.

**company and corporation names** On first reference, use a company's formal name but typically avoid LLC, LLP and PC, which are legal designations that describe limited-liability corporation, limited-liability partnership and professional corporation, respectively. Abbreviate the words *corporation*, *incorporated*, *company* and *limited* after the name of a firm.

If known, use a company's preference, but follow the guidelines described in this entry, especially if variations in text resulting from company preferences would cause inconsistencies.

Do not use a comma before *Inc.* and *Ltd.*

General Foods Corp. (but the Corporation for Public Broadcasting)

Ford Motor Co.

Time Warner Inc.

Sax Smithson Allenby Ltd.

eBay (but capitalize the first letter if it begins a sentence)

BMW

AT&T

Lowercase *the* or *and* in a company name unless it is an exception the company prefers.

(State locations of companies should be listed in *Seton Hall* magazine's "News & Notes" section. In "News & Notes," follow AP style for cities and states. In other words, do not spell out the name of the state as is done elsewhere.)

Spell out and lowercase company, corporation, association, etc., when they stand alone.

Consult the Standard & Poor's *Register of Corporations* as a reference source for company names, but yield to these guidelines when in doubt. Exceptions to these guidelines may occur on donor lists, where firms often provide strict guidance on how to reference their name. See **donor lists**.

**compared to/compared with** Use the preposition *to* when describing the resemblances of unlike things. The preposition *with* is used to evaluate two like things in order to discern their differences or similarities.

He compared her to a spring day.

They often compare the brain to a computer.

She compared her translation with the original.

Her time was 2:11, compared with the record of 2:10.



**complement/compliment** *Complement* means to complete or supplement:  
His tie complements his suit.

*Compliment* means to praise:  
She complimented him on his wardrobe.

**compose/comprise** *Composed of* means made up of. *Comprises* means includes.  
The U.S. is composed of 50 states.  
The U.S. comprises 50 states.

Do not use *comprised of*.

**concelebrant** (not *con-celebrant*)

**conclave** The private meeting of cardinals that elects a pope.

**conferences** Capitalize conference titles (except words of three or fewer letters). Put titles of conference presentations within quotation marks.  
“The Pursuit of Happiness” was the theme of the TED conference in 2004.

See **titles of works**.

**confirmation** See **sacraments**.

**continual/continuous** *Continual* means steady repetition. *Continuous* means uninterrupted, unbroken.

**contractions** Limit use of contractions (*don't, isn't, won't, etc.*) unless in a direct quotation or as part of less formal writing.

**co-op, cooperative, cooperate**

**Cooperman-Ross Chair in Jewish-Christian Studies** A faculty position created through the Sister Rose Thering Endowment.

**copy edit, copy editor** This agrees with AP style.

**Corp.** See **company and corporation names**. The possessive is *Corp.'s*.

**corps** Refers to a body or group of individuals. Capitalize as part of a formal name. The possessive is the same for both singular and plural.

a corps of dedicated volunteers

Signal Corps

one corps' location, two corps' assignments

**couple of** The preposition *of* is necessary. The phrase takes a plural verb.

A couple of diamonds were missing.

**course titles** Use initial capitals (no italics, no quotation marks) for the proper name of a course. (Refer to the current undergraduate and graduate catalogues for course listings, or online at the Academics portion of [www.shu.edu](http://www.shu.edu).)

She signed up for COPA 2515 Promotional Writing. (Note: There is no punctuation between the course number and title, if both are cited.)

Everyone was discussing the last class in the Theology of Work.

Lowercase informal, less specific usage:

He passed his chemistry class but got an incomplete in biology.

**coursework** (not course work)

**courtesy titles** Refer to both men and women by first and last names. Use *Mr.*, *Miss*, *Mrs.* or *Ms.* only in direct quotations or in special situations. On second and subsequent references, use only the last name. An exception would be the subsequent use of both first name and last name for clarity or to differentiate individuals with the same last name, such as married persons or brothers and sisters.

Also, see **Dr.**, **religious titles**, **professional titles**.

**currently** limit use to situations where there is a need to contrast present action with past action or future action.

## D

**database**

**dates** See **th**. When describing an event, use this sequence: time, day, date and location. Spell out the names of days and months, except as required in charts or graphs, or when space is limited. (This differs from AP style.)

When a date consists of only a month and a year, do not use a comma:

May 1997

When a phrase refers to a month, day and year, set off the year with commas:

January 14, 1967, is my parents' wedding date.

Occasionally, such as for Commencement Exercises and president's office materials, the European-style is used. Note the order of date elements and the lack of intervening punctuation.

14 January 2009

When indicating a multiyear span, use 2007-09, not 2007-2009. If this span is introduced with *from*, join with *to* (from 2007 to 2009).

In general do not use *between* to join years, as in *between 2007 and 2009*. But *between* can be used when referring to specific dates or points in time, such as *between March 2007 and June 2008*.

When dates span parts of two centuries, write out the full year for each date:

For the 1999-2000 academic year. . .

**day care** Use day care as a noun; daycare as an adjective.

**daylong, weeklong, monthlong, yearlong**

**days of the week** When standing alone in text, spell out. *We will meet on Friday*. Use a comma after successive date elements. *We will decide on Tuesday, May 13*. Abbreviate in calendar listings except in formal invitations.

**dean's list**

**decades** Use numbers to signify decades. Do not use an apostrophe to indicate a plural.

She was married in the 1970s and had her first child in the '80s.

**decision making** (noun), **decision-making** (adjective)

**degrees** See **academic degrees** and **degree abbreviations**.

**degree abbreviations** See **academic degrees**. Use the abbreviations found online after an individual's last name to indicate terminal degree. For a listing of all undergraduate and graduate degrees and their abbreviations, see [www.shu.edu/academics/all-academic.cfm](http://www.shu.edu/academics/all-academic.cfm).

For publications, the graduate degrees conferred include:

College of Arts and Sciences: M.A., M.S., M.H.A., M.P.A., Ph.D.

Stillman School of Business: M.B.A., M.S.

Whitehead School of Diplomacy and International Relations: M.A.

College of Education and Human Services: M.A., M.S., Ed.S., Ed.D., Psy.D., Ph.D.

College of Nursing: M.S.N., M.A., Ph.D.

Immaculate Conception Seminary School of Theology: M.A., M.A.P.M., M.Div.

School of Health and Medical Sciences: M.S., D.P.T., Ph.D.

School of Law: M.S.J., J.D.

SetonWorldWide: M.A., M.S., M.H.A., M.A.S.C.L., M.S.N.

**departments, divisions, schools, colleges** See **academic departments, academic degrees**.

Capitalize the formal name of a department, division, school or college within Seton Hall University. Refer to the current undergraduate and graduate catalogues for formal names of departments, divisions, schools and colleges within the university. Formal names are capitalized.

Office of the President

Department of Public Safety and Security

Stillman School of Business

Department of Communication  
Department of Public Relations and Marketing  
Department of Housing and Residence Life  
Division of Finance and Technology  
Division of Academic Affairs  
Department of African-American Studies  
Department of Accounting and Taxation  
Department of Educational Studies

Informal names are lowercase:

African-American studies  
psychology department  
economics department

Do not abbreviate the word *department*.

When referring to a department, division or school generically, capitalization is not necessary:

president's office  
business school  
public safety and security  
chemistry department  
housing and residence life  
community development

The proper noun parts of divisions are only capitalized when used as part of the formal name:

Division of Student Affairs  
Laura Wankel, Ed.D., vice president for student affairs

**dependent** (not *dependant*)

**different from** (not *different than*)

**dimensions** Use figures and spell out inches, feet, etc. Hyphenate when using dimensions as an adjective:

He is 5 feet 6 inches tall. (Not 5-6)  
He is a 5-foot-6-inch man.

Use apostrophes and quotation marks for charts and graphs: (5'6").

**diocese** Capitalize before a proper name; lowercase standing alone.

**directions, regions** Lowercase when indicating compass direction. Capitalize when indicating region:

He drove west.  
The storm brought heavy snowfall to the Northeast.

**disc/disk** Use disc except for computer-related references or for disks in a person's spine.

**dispose of**

**doctoral degree** (not *doctor's degree* or *doctorate degree*) See **academic degrees**.

**donor lists** Donors are listed using a standard format that reflects name preferences defined in the donor database, unless a donation requires specific donor's preferences.

Anonymous donors are listed first. If there are more than one in a category, they are listed collectively, e.g. "Anonymous (17)"

When two donors donate together, do not use an ampersand to list them, e.g. "Donny and Marie Osmond"

Do not use salutations for donors. Exception: Use salutations for members of the religious community only.

Follow standard style guidelines for listing class years of Seton Hall graduates. See **academic degrees**.

Do not use a comma before Jr., Sr. or III, etc.

When a person donates on behalf of an organization, the person's name is listed, then the organization, separated by a slash. e.g. Michael Jaharis Jr./The Jaharis Family Foundation Inc.

People who have passed away are recognized with an asterisk.

When listing company names, follow standard style guidelines found in **company and corporation names**.

**dormitory** Use *residence hall* except within a direct quotation.

**Dr.** Reserve the abbreviation *Dr.* for those who hold medical degrees, not for people who hold a Ph.D., Ed.D., D.S.W., etc. However, special circumstances, such as donor lists, may occasionally call for this abbreviation to be used for those with doctoral degrees that are not medical degrees. In any event, do not use the courtesy title and the degree suffix together.

Dr. Jonas Salk (not Dr. Jonas Salk, M.D.)

Dr. Melinda Suozzi (not Dr. Melinda Suozzi, Ed.D.)

## E

**e.g., i.e.** The abbreviation "e.g." stands for the Latin words meaning "for example." The abbreviation "i.e." stands for the Latin words meaning "that is." A comma follows e.g., and i.e.

She gave several reasons for opposing the project: e.g., its high cost and limited appeal.

She gave two reasons: i.e., its cost and limited appeal.

**each other/one another** Each other is used when referring to two people. One another is used when referring to three or more.

**either** Use it to mean one or the other, not both.

**either/or, neither/nor** Should be paired as indicated, and should be used only to connect similar grammatical elements in parallel form. With respect to subject-verb agreement, the element closest to the verb determines whether it is singular or plural in constructions involving *either/or* or *neither/nor*. Since some constructions that are technically correct may appear awkward, it is advisable to recast the sentence so that plural subjects are closest to plural verbs.

Either my sister or my cousins are coming to visit.

Neither my cousins nor my sister is coming to visit.

Are either my brothers or my father staying?

Is either my father or my brothers staying?

**e-mail** E-mail addresses should be placed in italics in text. The word *e-mail* is lowercase unless it begins a sentence. Structure sentences so they do not end with an e-mail address; however, if such a structure cannot be avoided, put a period at the end of the sentence ending with an e-mail address.

She can be reached at *paula.kozaki@shu.edu* if further assistance is needed.

**em dash** The em dash (—) gets its name from the amount of space a capital M occupied in the days of movable type. It emphasizes a point with a pause or denotes an abrupt change in thought in a sentence. Place a space before and after the em dash. (The em dash is shown as a double hyphen on the Web.)

The goal of the project — to increase the focus on academics — is simple, but challenging.

The campaign demonstrated something many doubted — that Seton Hall meant enough in the lives of alumni to warrant extraordinary commitments.

**en dash** The en dash (–) is shorter than an em dash but longer than a hyphen. Use it for continuing sets of words or numbers. Do not place spaces around en dashes. (This is shown as a hyphen on the Web.)

pages 9–12

Tuesday–Thursday

University of California–Santa Cruz

On a PC, create an em dash in Word by placing the cursor where the dash will go; then go to *Insert* in the program menu and open up *Symbol*. Highlight the appropriate dash located there; hit *insert*.

On a Mac, create dashes in Word the same way, or simultaneously hit option/shift/hyphen for the em dash and the option and hyphen keys to make an en dash.

**ellipsis** An ellipsis indicates the deletion of one or more words in a quote or other text. It also can convey a dramatic pause or hesitation, much like an em dash. Treat an ellipsis as a three-letter word, constructed with three periods and single spaces on both sides. When using an ellipsis after a complete sentence, use the final punctuation before the ellipsis.

“Friends, ... countrymen, lend me your ears ... ”  
My car keys ... where on earth did I put them?  
But ... but ... I just knew it.

Configure sentences so you do not use ellipses at the beginning and end of direct quotes.

On a PC, create an ellipsis in Word by placing the cursor where the dash will go; then go to *Insert* in the program menu and open up *Symbol*. Highlight the appropriate dash located there; hit insert.

On a Mac, hit the option key and the semicolon key simultaneously.

**emeritus, emerita, emeriti** Emeritus (for a man) or emerita (for a woman) is an honorary title bestowed on many but not all retired faculty members. The plural is emeriti. The honorary title customarily follows the individual's formal title. *Dr. Elizabeth Gorman, dean emerita of the College of Nursing. . . ; professor emeritus of theology.*

**endowed chairs and professorships** Capitalize formal names.

Joseph M. and Geraldine G. LaMotta Chair in Italian Studies  
Cooperman-Ross Endowed Chair for Jewish-Christian Studies

The person who holds the chair is “professor of” not “the chair of.”

**ensure/insure/assure** Ensure means to make sure. Insure means to provide or obtain insurance. Assure means to give confidence to someone.

**entitled** Entitled means deserving or having the right. A book, lecture, song, etc., is titled, not entitled.

**et al.** *Et al.* is a Latin abbreviation meaning “and others.” No period after the first word.

**events** Events take place, are hosted or are sponsored. They are not held. Capitalize formal names of campus events, such as Many Are One, University Day, Charter Day.

**exaggerate**

**Executive Cabinet**

**ext.** (not Ext.). Stands for extension. Use only with phone numbers. (Note: This is different from AP style.)

## F

**faculty** *Faculty* is singular. *Faculty members* is plural.

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

**Father** Use on first and subsequent references to Catholic priests. Do not abbreviate. This is an exception to AP style. See **religious titles**.

**fax** Short version of facsimile.

**federal** Lowercase, except when referring to the architectural style or a formal name or title.

**fewer/less** Use *fewer* for things you can count:

At Seton Hall University, fewer than 4 percent of our classes are taught by teaching assistants.

Use *less* for things you can't count:

The staff is less gloomy since profits went up.

*Exception:* Use *less than* with plural nouns that refer to time periods, amounts of money, but not people:

less than a dozen years ago

less than a dollar

**field house**

**flier** The preferred term for an aviator.

**flyer** Can use for a circular or a handbill. This differs from AP style but follows Merriam-Webster.

**follow up** (verb)/**follow-up** (noun and adjective)

**forego/forgo** To *forego* means to go before. To *forgo* means to abstain from.

**foreign words** Italicize unless the term is now common in English, such as *et cetera*, *versus*, *bon voyage* and the names of honor societies.

**forward** (not *forwards*)

**freelance, freelancer**

**front line** (noun)/**front-line** (adjective)

**freshman/freshmen** *Freshman* refers to one person; *freshmen* refers to more than one. Use *freshman* as an adjective when referring to courses of study or titles using the word:

Freshman Studies Program

adviser to the freshman class

**full time/full-time** Hyphenate only when used as a compound modifier:

He works full time. She has a full-time job.



**fundraising, fundraiser**

## G

**getaway**

**get-together**

**God/god** Capitalize *God* in references to the deity of all monotheistic religions. Capitalize all noun references to the deity (*God the Father, Holy Spirit, Jehovah*). Capitalize personal pronouns (*He, Him, Thee, Thou*) that refer to Jesus or God. Lowercase gods and goddesses in references to the deities of polytheistic religions and in references to false gods.

**Good Friday**

**Gospel(s), gospel** Capitalize when referring to the first four books of the New Testament. Lowercase in all other references (gospel music, gospel singer, etc.).

**GPA** GPA is acceptable on first reference; it stands for grade point average, which is calculated by numerical grades, not letter grades.

**graduate** It is correct to use the verb *graduate* in the active voice: *She graduated from Seton Hall University*. This is the preferred usage.

It is unnecessary to use the passive voice: *He was graduated from the University*.

Do not drop the preposition *from*, as in *He graduated college*.

**Green:** Capitalize when referring to the location on campus.

Let's meet on the Green.

## H

**handmade**

**hand-picked**

**hands off/hands-off** Hyphenate only when used as a compound modifier:  
a hands-off policy

**headlines** Headlines in press releases and media advisories need not contain Seton Hall University since it is made clear through the use of Seton Hall University letterhead. Press releases and media advisories related to a specific school or college of the University should contain the name of that particular school or college.

**headline capitalization** Generally lowercase: *a, an, and, as, at, but, by, for, if, in, of, on, or, out, the, to, up* and *yet* (as a conjunction), except when they start a line or are in integral part of the verb: *Hold Out, Take Up*. The infinitive use of *to* is lowercase, as well as the preposition.

Do not capitalize words in titles with four or fewer letters unless the word is the first or last word in the title or a proper noun or pronoun. By extension, capitalize words that are five letters or more.

Generally capitalize after hyphens: *Ex-Chairman, Cease-Fire*. But it's not necessary if the second word is an article, preposition, coordinating conjunction: *Co-op, Side-by-Side*. Or if the word has a prefix: *Eco-friendly, Non-reunion Class*. In headlines, capitalize *A.M.* and *P.M.*, though ordinarily these terms are not capitalized.

For subheadings, capitalize only the first letter for the first word, e.g. *Cracking the code*. See **capitalization**.

**headline guidelines** Do not start any section of a headline, subheading or deck with a numeral or a dollar figure. Numerals may be used, even for one through nine, elsewhere in the headline if the numerals aren't mixed with spelled-out numbers in the same headline.

Use single quotes rather than double quotes in headlines and subheadings.

**health care** (noun, two words)/**healthcare** (adjective, one word) Note: This is different from AP style.

**hearsay**

**heaven**

**historical periods and events** Capitalize the names of widely known periods, epochs, ages or events.

the Bronze Age, the Dark Ages, the Pliocene Epoch  
the Age of Discovery, the Exodus, Prohibition

**historic/historical** A historic event is an important occurrence, one that stands out in history. Any occurrence in the past is a historical event.

**hold up** (verb)/**holdup** (noun and adjective)

**Holy Communion, Holy Eucharist** See **sacraments**.

**Holy Father**

**Holy See**

**Holy Spirit**

**Homecoming**

**home page**

**homemade**

**hometown**

**honorary degrees** All references to honorary degrees should specify that the degree was honorary. The terminal degree of a person is not listed if he or she received the terminal degree as an honorary degree.

**hopefully** *Hopefully* means in a hopeful manner:  
Hopefully, we awaited the doctor's diagnosis.

Do not use it to mean *it is hoped*.

**host** *Host* can be used as a verb when describing an event:  
Seton Hall University hosted a parents' reception last fall.

**hyphen** Use a hyphen to form a single idea from two or more words and to avoid ambiguity:  
a full-time professor  
a full-time job  
a well-known person  
a state-of-the-art home

Use a hyphen if the word that follows is capitalized (mid-Atlantic).

Use a hyphen to join doubled prefixes (sub-subparagraph).  
Hyphens should not be used after adverbs:

highly educated  
nationally known

When a prefix ends and a root word begins with the same vowel, words tend to be written solid. (Note: Consult Merriam-Webster for all spelling issues). Examples include:

cooperate	preeminent
cooperative (but co-op)	reelect
preelection	reevaluate

COMPOUND NOUNS: Many noun compounds are hyphenated, including the following (Note: Consult Merriam-Webster's 11th for all spelling issues.):

brother-in-law	one-half
ex-president	well-being
follow-up	18-year-old

Many noun compounds are not hyphenated, including the following (Note: Consult Merriam-Webster's 11th for all spelling issues.):

copy editor	lowest common denominator
day care	problem solving
decision making	vice president

Many noun compounds are written as one word, including the following (Note: Consult Merriam-Webster's 11th for all spelling issues.):

copyedit	workforce
database	workplace
freelance	workstation
statewide	worldwide

Exception: World Wide Web

WORDS WITH PREFIXES: Use this form for suspensive hyphenation:

over- and underused  
macro- and microeconomics  
5- and 6-year-olds  
first- and second-year students

Words using the prefix "co-" usually are spelled **without** a hyphen, but note these exceptions:

co-author	co-op
co-chair	co-opt
co-edit	co-worker
co-host	co-wrote

(Note: Consult Merriam-Webster's 11th for all spelling issues.)

## I

**if/whether** *If* means "in the event that"/ "on the condition that" and is used to introduce clauses expressing nonexistent, hypothetical or improbable conditions:

If Jamie studies hard, she may improve her grade.  
If Jamie were to study with Alice, she might even earn an A.

*Whether* means "if it is so that"/ "if it happens that"/ "in case" and is used to introduce the first of a set of possibilities:

She asked whether her paper was typed properly.  
Whether her paper earns an A or not, she has given it her best effort.

**Immaculate Conception Seminary School of Theology** The Immaculate Conception Seminary School of Theology may be referred to as the seminary, the school of theology or the school on second reference, as needed.

If a line break must occur in the middle of the school's name, place the break between *Seminary* and *School*.

**impact** Avoid using as a verb; use *influence* or *affect*.

**imply/infer** Writers or speakers “imply” in the words they use. Listeners or readers “infer” something from the words.

**in/into** *In* indicates location. *Into* indicates motion.

**Inc.** See **company and corporation names**.

**include/comprise** Use *include* to introduce a series when the items that follow are only part of the total. Do not use a colon after the word *include* to introduce a series. Use *comprise* when the full list is given.

**Incorporated** See **company and corporation names**.

**-in-law** brother-in-law, father-in-law, mother-in-law, sister-in-law

**in memoriam**

**input** Avoid using *input* as a verb.

**instructor** Do not abbreviate. Capitalize when used as a formal title before a name; lowercase if it follows the name or stands alone as a descriptor. See **professor**.

**Internet**

**invocation** The blessing a priest gives at the start of various events such as Charter Day, Commencement Exercises, conferences, receptions, etc.

**italics** See **foreign words, titles of works, and words as words**.

**it's/its** *It's* means “it is” or “it has.” *Its* is possessive.

## J

**Jewish-Christian** Both *Jewish-Christian* and *Judaeo-Christian* (or *Judeo-Christian*) are acceptable terms.

At Seton Hall, *Jewish-Christian Studies* is the master's program at the College of Arts and Sciences. Also the *Sister Rose Thering Endowment for Jewish-Christian Studies* uses the term *Jewish-Christian*. But, the *Institute of Judaeo-Christian Studies* uses the other form. (Note the “ae.”)

**John C. Whitehead School of Diplomacy and International Relations** On second reference Whitehead School of Diplomacy or Whitehead School is acceptable. Do not use SODIR.

**Jr.** There is no comma between the last name and *Jr.*  
John Jones Jr.

**judgment** (not judgement)

## K

**K-12** stands for kindergarten through 12th grade. Do not spell out in text.

**keystroke shortcuts** Tools are available to save keystrokes or create special characters.

For PC computers:

For special characters, place the cursor where the special character (such as an em dash or ellipsis) will go; then go to *Insert* in the program menu and open up *Symbol*. Highlight the appropriate symbol located there; hit *insert*. Other helpful shortcuts:

é Control + shift + ' (apostrophe) key, release, then tap the desired letter  
è Control + shift + ` (accent grave) key, release, then tap the desired letter  
â Control + shift + ^ key, release, then tap the desired letter  
ñ Control + shift + ~ key, release, then tap the desired letter  
ü Control + ;, release, then tap the desired letter  
æ Control + &, release, then tap the A key  
œ Control + &, release, then tap the O key  
å Control + shift + @, release, then tap the A key  
ç Control + , (comma) key, release, then tap the C key  
¿ Alt + control + shift + ? key  
¡ Alt + control + shift + ! key

For Mac computers:

— Option + shift, then -  
– Option + -  
… Option + ;  
é Option + e, release, then tap the desired letter  
^ Option + I, release, then tap the desired letter  
ñ Option + n, release, then tap the desired letter  
ü Option + u, release, then tap the desired letter  
æ Option + '  
œ Option + q  
ç Option + c  
© Option + g

® Option + r  
™ Option + 2

**kick off** (verb), **kickoff** (noun)

## L

**Latin honors** Lowercase and italicize these rankings: *cum laude*, *magna cum laude* and *summa cum laude*.

**Latino/Latina** Spell out *Latino/Latina* when writing about Latin American males and females.

**Law School** Use Seton Hall University School of Law on first reference. Use Seton Hall Law, the law school or the school on second reference.

**lay/lie** The action word is *lay* (*lay, laid, laying*) and takes a direct object. *Lie* indicates a state of reclining along a horizontal plane and does not take a direct object (*lie, lay, lain, lying*).

He is going to lie on the beach this afternoon.

He lay on the beach all day yesterday.

I will lay my beach towel next to his.

**Lent**

**less/fewer** Use *less* for things you can't count:

The staff is less gloomy since profits went up.

Use *fewer* for things you can count:

At Seton Hall University, fewer than 4 percent of our classes are taught by teaching assistants.

*Exception:* Use *less than* with plural nouns that refer to time periods, amounts of money, but not people:

less than a dozen years ago

less than a dollar

**lifelong**

**life-size**

**lifetime**

**likable** (not likeable)

**-like** Do not use a hyphen before this suffix unless the letter “l” would be tripled or the main element is a proper noun.

businesslike; shell-like; Manhattan-like

**like/as** Use *like* to compare nouns and pronouns.

Karen sings like a bird.

Use *as* to introduce clauses:

Karen sings as a way to share her feelings.

**livable** (not liveable)

**long distance/long-distance** Always use a hyphen when referring to telephone calls:

He called long-distance.

She took the long-distance call.

Otherwise, hyphenate only when used as a compound modifier:

He traveled a long distance.

She made a long-distance trip.

**long term/long-term** Hyphenate when used as a compound modifier:

a long-term contract

**long time** (noun)/**longtime** (adjective)

I lived there for a long time.

He is a longtime advocate of reform.

## M

**majors, minors** Lowercase academic majors and minors except when a proper noun is part of the title. See course titles.

a philosophy minor, an English major

**make up** (verb), **makeup** (noun, adjective)

**manageable**

**Many Are One** Many Are One is the formal name for the Alumni Association’s annual awards gala. Always use this name to refer to the event.

**Mass** Capitalize when referring to the ceremony, but lowercase any preceding adjectives (high Mass, requiem Mass). Mass is *celebrated*, not said. (A Mass is *offered*, for a funeral, when the name of the person for whom the Mass is being offered is mentioned.)



**master's degree** Use an apostrophe. See **academic degrees**.

**May Session** Replaces the university's winter session.

**medieval**

**memento, mementos**

**mid-** Do not use a hyphen unless a capitalized word or figure follows:

midsemester

mid-Atlantic

mid-30s

mid-August

**millions/billions** Use figures in all except casual uses:

\$7 million, a billion dollars, 2 million people

Do not go beyond two decimals:

\$7.25 million, 2.75 million people)

Do not hyphenate:

\$300 billion budget

**mini-** In general, no hyphen (minibus, miniseries). Note: Consult Merriam-Webster's 11th for all spelling issues.

**University Mission Statement** Seton Hall University is a major Catholic university. In a diverse and collaborative environment it focuses on academic and ethical development. Seton Hall students are prepared to be leaders in their professional and community lives in a global society and are challenged by outstanding faculty, an evolving technologically advanced setting and values-centered curricula.

**money** Use commas in amounts above 999 (\$1,234). For even dollar amounts, do not add .00 (\$30 not \$30.00). Spell out *cents* for amounts less than a dollar (5 cents). Use figures with million/billion (\$2.25 million).

**Monsignor** See **religious titles**. Do not abbreviate.

**more than/over** *More than* expresses quantity:

More than 500 people attended the event.

*Over* expresses spacial relationships:

The plane flew over the Mississippi River.

**multi-** In general, no hyphen (multicultural, multimillion). NOTE: Consult Merriam-Webster's 11th for all spelling issues.

## multimedia

# N

**newspaper titles** See **titles of works, periodical titles**.

**Neocatechumenal Way, Neocatechumenate** A Catholic movement dedicated to adult faith formation. Do not capitalize C.

**No.** Use as the abbreviation for number in conjunction with a figure to indicate position or rank (No. 1 man, No. 3 choice; not the pound [#] sign). Do not use in addresses.

**non** Typically do not add a hyphen after this prefix.

**nonprofit** Do not hyphenate unless it is hyphenated as part of a formal title.

**not only** This phrase should be followed with *but also*.

She is not only the fastest runner in the world, but also the oldest.

**numbers** The use of words vs. numerals to represent numbers is one of the editor's most vexing challenges. The key is to adhere to a specific set of guidelines and to aim for consistency, especially within a particular article or document. The guidelines here are intended to shepherd writers and editors through difficult editorial and stylistic decisions.

In general, spell out numbers zero through nine; use Arabic numerals for numbers 10 and above. (For ages, see **ages** entry.)

Spell out numbers at the start of a sentence.

Use Arabic numerals for percents, credit hours, dates, ages, parts of a book, scores, decimals, dimensions, measurements, temperatures, ratios, votes. Use commas in numbers above 999 (1,234).

Use Roman numerals for wars and to show sequence for persons and animals.

nine classrooms, 12 attendees, 3 credit hours, 2 percent [use % in tables]

2 years old, 59 years old, 1987

1980s, the '80s, 5 feet 2, 5-foot-6-inch player, 3 feet high, 5 inches of snow

5-4 game, an election tally of 1,001-567

Pope Benedict XVI, Queen Elizabeth II, John Smith III

For ordinals, spell out *first* through *ninth* when they convey sequence in time or location; otherwise, use figures. Use *1st*, *2nd*, *3rd*, *4th*, etc. when the sequence has been used to form a name.

20th century

50th anniversary

4th edition

fourth in line

In tables and graphs, use all numerals.

In a series, apply the guidelines cited here.

They had 11 horses, four dogs and 12 birds.

To avoid confusion, use words and numerals as alternating constructions when abutting consecutive numbers occur. (This is an exception to AP style.)

They had 4 four-room houses, ten 12-room houses and 3 three-room houses.

For further detailed guidance, the AP Stylebook offers lengthy descriptions, examples and cross-referenced categories.

## O

**occasional**

**occur, occurred, occurring, occurrence**

**occur/take place** *Occur* refers to an accidental or unscheduled event. *Take place* refers to a planned event.

**off campus/off-campus** (adjective) They live off campus. It is an off-campus facility.

**off of** The *of* is unnecessary.

The vase fell off the table.

**OK, OK'd, OK'ing, OKs** Reserve for informal writing. Do not use *okay*.

**on campus** (location)/**on-campus** (adjective) The event is on campus. It is an on-campus policy.

**ongoing** This term is often used unnecessarily.

**online** (not *on-line*)

**on to/onto** When *on* is used to introduce a subsequent phrase, the *to* is separate. In these cases, the sense is often other than physical location.

We are on to your methods.

We traveled on to Philadelphia.

They passed the wisdom on to their children.

The preposition *onto* conveys a specific meaning of location that is different from simply using *on* or *in*.

The ball rolled onto the street.

**order of events** When describing an event, use the following sequence of information: event, time, date, place.

The reunion will take place from 10 a.m. to 5 p.m., Saturday, August 12, in the recreation center.

**over-** Consult Merriam-Webster regarding this prefix that is seldom hyphenated.

**overall** Use one word for both the adjective and the adverb.

Overall, I would say it was a very successful campaign.

We endorsed their overall approach.

They looked healthy overall.

**overalls** Note the “s” to describe the article of clothing.

## P

**palm(s)** Distributed, on Palm Sunday. The plural form (*palms*) is rarely used; *palm* is used for both singular and plural.

**parentheses** If the material inside the parentheses is not a complete sentence, put the period outside the parentheses. If the material inside the parenthesis is a complete sentence, put the period inside the parentheses.

**part time/part-time** Hyphenate only when used as a compound modifier.

She works part time.

He has a part-time job.

**percentages** Always use numerals with percentages and spell out the word *percent* in text.

50 percent

2.5 percent

Use the percent sign (%) in tables and graphs and when text is extremely limited.

**periodical titles** See **titles of works**. Capitalize *the* if it is part of the formal name of a newspaper or periodical and that is how the publication prefers to be known. Lowercase *the* if the same sentence has examples of periodicals both with and without *the* as part of their names. Visiting the Web site of a newspaper or periodical likely will prove helpful in determining the formal name of the entity. Indicate in parentheses the location of the periodical if it is not part of the official name.

Our journalism class studied an online edition of *The New York Times*.

We subscribe to the *Daily News*.

We evaluated the *New York Post*, *The Star-Ledger*, and the *Gloucester County Times*.

**photo credit** Photographers' names should also appear alongside each photo contributed. A single entry at the beginning or the end of the article may be used, if all the photos for an article are provided by the same photographer,

Photo(s) by S.R. Smith

Photo credits should not be listed in all capital letters.

**photography identification** Use (from left) to identify people in photographs when needed. When appropriate, Seton Hall class years, terminal degrees and titles should be included in photo captions.

Seated, from left, are Edward Gouda '67, Jane Potenza and Stanley Wroczyk '68.

### **Pirates, Pirate**

She is a new Pirate.

They are longtime Pirates boosters

a Pirates victory

the Pirates shortstop, Pirates center

### **Pirates Cove**

**plurals** Do not use an apostrophe with plural numbers (temperature in the low 20s, size 7s, styles of the 1920s, 747s); multiple letters (ABCs, IOUs, VIPs); or words (ifs, ands and buts). Use an apostrophe for single letters (the three R's, mind your p's and q's, report card with A's and B's).

**Pope** Capitalize when used in front of a name; lowercase in all other usages:

Pope Benedict XVI spoke to the crowd.

The pope blessed the crowd.

**possessives** For nouns ending in s, add 's unless the next word begins with s:

the hostess's invitation

the hostess' seat

For proper names ending in "s," use only an apostrophe:

Achilles' heel

Dickens' novels

Jesus' life

For special expressions ending in "s" or an "s" sound, followed by a word that begins with "s," use only an apostrophe:

for appearance' sake

for goodness' sake

For plural possessives, add an apostrophe to the plural word.

men's basketball, women's lacrosse

girls' and boys' differences and similarities

girls' soccer team

Note that certain possessives used in an adjectival sense can omit the apostrophe. However, if the construction shows possession in the traditional sense, use the possessive form.

Yankees shortstop Derek Jeter made a charity appearance.

Jose Reyes is the Mets' shortstop.

For joint ownership, use the possessive form after the last word only:

Lucy and Ethel's antics

Batman and Robin's adventures

If the objects are individually owned, however, use the possessive form for both:

Timmy's and Lassie's toys

For compound words, use the possessive form for the word closest to the object possessed:

the attorney general's request

John F. Kennedy Jr.'s career

For phrases with the possessive form, use an apostrophe:

a day's pay

two weeks' vacation

16 weeks' pregnant

your money's worth

**post-** Typically do not hyphenate this prefix.

postpartum, postgame, postdoctoral, postgraduate

**pregame, preseason, postgame, postseason**

**president** Capitalize president only as a formal title before a name and in stand-alone text. Lowercase in all other uses.

**Presidents Hall** (no apostrophe)

**press releases/media advisories** When writing press releases, use the approved press release/media advisory template. Headlines in press releases and media advisories need not necessarily contain Seton Hall University since it is made clear through the use of Seton Hall University letterhead. Press releases and media advisories related to a specific school/college at the University should contain the name of that particular school/college. See **italics, quotation marks, periodical titles, titles of works.**

**preventative** (noun)

He took the pill as a preventative.

**preventive** (adjective)

The action was a preventive measure.

**priest** A vocational description, not a formal title. Do not capitalize.

**Priest Community.** Capitalize.

**principal/principle** *Principal* means someone or something first in rank, authority or importance. *Principle* means a fundamental truth, law, doctrine or motivating force.

**prior to** In most cases *before* is simpler, less stilted and preferred.

**pro-** Use a hyphen to create a word denoting support for something (pro-business, pro-labor).

**professional titles** Capitalize formal titles when they appear as “stand-alone” text.

“Everyone had a great time at Many Are One.”

-- *Monsignor Robert Sheeran, University President*

Capitalize the entire title when the title precedes the name. Do not capitalize the name of the department when it follows the name.

Vice President Joseph Sandman

Professor Sulie Chang

Dennis Garbini, vice president for finance and technology

Matthew Borowick, associate vice president for alumni and government relations

President Monsignor Robert Sheeran

In publications text, titles are lowercase when following a name, with the exception of presidential appointed University professorships, chairs, etc., and religious titles:

Monsignor Richard Liddy, Ph.D., University Professor of Catholic Thought and Culture

Most Reverend John J. Myers, Archbishop of Newark

Always spell out titles such as Monsignor, Reverend, Father, Professor, etc.

Use Father on first and subsequent references for priests. (This practice deviates from AP style.)

Father Kevin Hanbury

See courtesy **titles, Dr., religious titles.**

**professor** Do not abbreviate. Capitalize when used as a formal title before a name; lowercase if it follows the name or stands alone as a descriptor. See **courtesy titles, professional titles.**

Professor Anna-Marie McDonnell, Ph.D., spoke at the conference.

He is a tenured professor.

**program** Lowercase unless part of a formal name.

**problem solving** (noun), **problem-solving** (adjective)

**proper names** Lowercase the common noun elements of names in all plural uses:

Essex and Union counties

Centre and Montrose streets

**pull quotes** Use single quotation marks rather than double quotation marks around quoted material. Other material in pull quotes does not take quotation marks.

## Q

**quotation marks** See **titles of works**. Always place periods and commas inside quotation marks. Semicolons and colons are placed outside quotation marks. Question marks go inside or outside, depending on the meaning.

Who wrote "*Gone with the Wind*"?

He asked, "How long will it take?"

If a full paragraph of quoted material is followed by a paragraph that continues the quotation, do not put close-quotation marks at the end of the first paragraph. Do, however, put open quotation marks to indicate the start of the second paragraph. See **apostrophe**.

## R

**ratios** Use figures and colons:

2:1

**regarding** Use *regarding* or *in regard to* or *with regard to* or *as regards* (but never *in regards to*).

**regardless** (not *irregardless*)

**Regents Suite** Located on main level of Presidents Hall.

**Regents Board Room**

**religious titles** In a departure from AP style, use *Father* to precede a priest's name except in the case of those designated monsignor, bishop, archbishop, cardinal, etc. Use *Father* for subsequent references to priests who are not a monsignor, etc. For example:

Father Paul Holmes (Father Holmes)

Monsignor Robert Sheeran (Monsignor Sheeran)

Bishop Walter Curtis (Bishop Curtis)

Exception: In formal program listings and on mailing lists, the following format may be used:

Reverend Paul A. Holmes, S.T.D.

*Father* can also be used to refer to Episcopal priests. Otherwise, use *Reverend* before the name of the member of the clergy on first and subsequent references. Do not abbreviate *Reverend* except in addresses or in lists.

We met Reverend Elizabeth Swenson-Hale.

Reverend Swenson-Hall is the rector of All Saints Church.



Use *Sister* for nuns and *Brother* for brothers. On second reference, refer to a nun or a brother by first name following the religious title. Do not abbreviate *Sister* or *Brother*.

Sister Anita Talar (Sister Anita).

Religious titles that appear after a clergy member's name are capitalized, rather than lowercase (which is true of all other titles):

Most Reverend John J. Myers, Archbishop of Newark

Second reference: Archbishop Myers

See the **Catholic Usage section** for additional guidance.

**résumé** See **keystroke shortcuts**.

**residence hall** (not dormitory) Do not refer to any residence hall as a dorm or dormitory except within a direct quotation.

**Reverend** Do not abbreviate. See **religious titles**.

**Richie Regan Recreation and Athletic Center** Use Richie Regan Recreation and Athletic Center on first reference; Recreation Center is acceptable on second reference.

**Richard and Sheila Regan Field House** (not Regan Field House)

**roommate**

**room numbers** Use figures and capitalize room when used with a figure:

Room 222

Abbreviate in calendars, graphs, etc., where space is limited:

Rm. 222

**rosary** Lowercase. One prays, recites or says the rosary; never reads.

**R.S.V.P.** Not RSVP. There is no need to use the phrase "Please R.S.V.P." because the "SVP" stands for the French words 's'il vous plaît,' which mean 'if you please.'

**runner-up, runners-up**

**Ruth Sharkey Academic Resource Center**

## S

**Sabbath** Capitalize in religious references.

**sacraments** Per AP style, capitalize the proper names of the sacrament that commemorates the death and resurrection of Jesus Christ:

the Lord's Supper, Holy Communion, Holy Eucharist

Lowercase the names of the other sacraments:

baptism, confirmation, matrimony, penance or the sacrament of reconciliation, holy orders, the sacrament of the anointing of the sick

### **sacrilegious**

**Saint** Acceptable as part of the name of a canonized person in the Catholic Church or as part of the name of a church or institution. See **St.**

Saint Augustine

Saint Joseph's Hospital

**scholarships** Use initial capitals for the names of endowed scholarships.

**school and college names** Names of Seton Hall schools and colleges are listed below.

College of Arts and Sciences

College of Education and Human Services

College of Nursing

John C. Whitehead School of Diplomacy and International Relations

Stillman School of Business

School of Health and Medical Sciences

Immaculate Conception Seminary School of Theology

School of Law

Use *school* or *college* (lowercase) on second reference.

**School of Health and Medical Sciences** It may be referred to as the school on second reference. See **school and college names**.

**seasons** Lowercase *spring*, *summer*, *fall*, *winter* and derivatives unless part of a formal name:

She attended the Spring Fling formal ball.

We organized a Winter Wonderland fundraiser.

**second reference** When referring to someone on a second and subsequent reference, use only the last name. Exception: Use both the first name and last name on second or subsequent reference for clarity or to differentiate individuals with the same last name, such as married persons or brothers and sisters. (On first reference, use a courtesy title. See **courtesy titles**.)

**self-** Always hyphenate as a prefix:

self-assured

self-determination

self-esteem

**semi-** In general, no hyphen unless the second word begins with i.

**semicolon** Use a semicolon to separate two independent clauses. In most cases, this construction is akin to two sentences and involves a judgment call on the part of the writer or editor. Note that a common error occurs when a conjunction (such as *however* or *nevertheless*) is used to join the clauses. Be sure to use a semicolon before the conjunction in such cases.

The jury members deliberated two hours; they reached a verdict quickly. (Or: The jury members deliberated two hours. They reached a verdict quickly.)

They pondered the alternatives for weeks; however, they never reached a consensus.

Many of the options raised conflicts; nevertheless, they put their differences aside.

Use a semicolon to separate elements of a series when individual segments contain material that also must be set off by commas:

The alumnus has a son, John Smith of Chicago; three daughters, Jane Smith of Wichita, Mary Smith of Denver, and Susan, wife of William Kingsbury of Boston; and a sister, Martha, wife of Robert Warren of Omaha.

(Note: The semicolon is used before the final element in such a series.)

Place semicolons outside quotation marks.

**Seton** The University is named after Saint Elizabeth Ann Seton, the first native-born American citizen to be declared a saint.

**Seton Hall University School of Law** Use Seton Hall University School of Law on first reference. Use Seton Hall Law, the law school or the school on second reference.

**side by side/side-by-side** Hyphenate only when used as an adjective:

They walked side by side.

She polished the side-by-side cabinets.

**Sister** Do not abbreviate. See **religious titles**.

**sizable** (not *sizeable*)

**SHU** Use sparingly in publications and articles.

**space** Because computerized word-processing programs adjust spacing automatically, there is no need to use two spaces in instances where manuscript typists formerly did. Use one space after a period, colon or comma. (This is now the default on many common word-processing programs.)

Put one space before and after an em dash or ellipsis. Do not put spaces around an en dash. See **ellipsis, em dash, en dash**.

**speeds** Use figures:

He drove 5 miles per hour.

He was afraid of the 40-mile-per-hour winds.

**spouse** Use *spouse* or *spouses*; do not assume a person's gender in constructions such as *the physicians and their spouses*.

**Sports Poll** when referencing the sports poll, use the following wording: Seton Hall Sports Poll, conducted by The Sharkey Institute.

**St.** An acceptable alternative as an abbreviation for *Saint* as part of a proper noun.  
St. Gregory of Nyssa

**St. Patrick Parish** In Chatham, N.J. (Not St. Patrick's)

**states** In a departure from AP style, the name of the state, completely written out, follows the name of the city in publications text. Exception: "News & Notes" in the alumni magazine. Follow AP style there.

Use postal abbreviations for states in press releases, address blocks and forms. In text, a comma is used between city and state, and after the state when the sentence continues. Do not capitalize the word *state* in these constructions: *state of New Jersey* and *Washington state*.  
See **addresses, cities and towns**.

**stationary/stationery** *Stationary* means still. *Stationery* is writing paper.

**Stillman School of Business** (not the W. Paul Stillman School of Business). Use Stillman School or the school on second reference. No longer use the School of Business in any reference.

**students** For students attending Seton Hall, include a class year and their course of study in the publication (when it's relevant.)

**student-athlete** (not student athlete)

**stepbrother, stepfather, stepmother, stepsister**

**sub-** In general, no hyphen (subculture, subdivision, subcommittee).

**such as/like** Use *such as* to indicate example; use *like* to show comparison. See *like/as*.  
He loved following baseball stars, such as Willie Mays and Mickey Mantle.

**Summer Session** Includes May Session (May–early June), June Session (June–early July) and July Session (July–early August).

**supersede**

# T

**tagline** The Seton Hall University tagline is “A Home for the Mind, the Heart and the Spirit.” Note the use of initial capital letters and no comma after *Heart*.

**teammate**

**telephone numbers** Use hyphens to separate component elements of telephone numbers.

973-000-0000

1-800-000-0000

**th** Do not use “th” when writing dates. (June 20 not June 20th). See **dates, numbers**.

When using “th” in copy, it should be written as follows:

20th century (not 20<sup>th</sup> century)

**that, which, who, whom** Use *who* and *whom* when referring to persons and to animals with a name. Use *that* and *which* when referring to inanimate objects and to animals without a name.

Use *that* to introduce an essential clause.

I like to read books that have a historical context.

Use *which* to introduce a nonessential clause, which is set off with commas.

German 101, which the school initiated last year, has been canceled.

**theater** Use this spelling unless the proper name includes theatre.

## Theatre-in-the-Round

**There’s /theirs** *There’s* means “there is” or “there has.” *Theirs* is possessive.

**time** Use a.m. and p.m. (not AM and PM); 9 a.m. and 9 p.m. (not 9:00 a.m. and 9:00 p.m.); noon and midnight (not 12 p.m. or 12 noon, and 12 a.m.); 7–9 a.m. (not 7 a.m.–9 a.m.).

**titles of works** Follow the conventions listed below for titles of works in text. Many of these differ from AP style.

Capitalize principal words in titles, including prepositions and conjunctions of four or more letters.

Capitalize an article (*a, an, the*) or a word of fewer than four letters if it is the first or last word of the title.

Italicize titles of books; movies; plays; newspapers, magazines, journals and periodicals; pamphlets; television and radio programs; blogs; video and computer games; works of art,

including paintings, drawings, statues; long poems that stand alone as published works and collections of poems; albums, operas, oratorios and other extended musical works; and Web site addresses cited in text.

Use quotation marks around (but do not italicize) the titles of articles in a newspaper, journal or periodical; poems; short stories; songs and other short musical works; theses, dissertations or papers; speeches; lectures; presentations; essays; television episodes (not series) and chapter titles.

**The Hall** Do not use in publications. It is acceptable only in a direct quotation of in headlines.

**Trustee** Capitalize when referring to a member of the Seton Hall University Board of Trustees when it precedes the person's name; otherwise lowercase.

**toward** (not towards)

**try to** (not try and)

## U

**ultra-** In general no hyphen for the prefix.  
ultramodern, ultraviolet, ultrapatriotic

**under-** Generally, no hyphen for this prefix.  
undersheriff, underdog

**under way** (two words)

**United Nations** Spell out first reference. Use U.N. (with periods/no space) (not UN) on second reference or in headlines.

**United States** Spell out on first reference. Use U.S. (with periods/no space) on second reference and in headlines.

**university and college names** Refer to *Peterson's Guide to Four-Year Colleges* for formal names of universities and colleges. On first reference use proper names and locations when necessary:  
University of Connecticut, University of Alabama–Birmingham  
Boston College, Miami University of Ohio

On second reference, colloquialisms such as Pitt, UConn and BC are permissible, especially in sports stories or in informal contexts. In sports stories, team nicknames and mascots may be used on first reference.

When referring to Seton Hall University on first reference, use Seton Hall University or Seton Hall.

On subsequent references to Seton Hall, capitalize the word *University*, as in: *The University celebrated its 150th anniversary.*

**University Center** Use Bishop Dougherty University Center on first reference; University Center is acceptable on second reference.

**University Libraries/Walsh Library** University Libraries is the term used to describe the department that administers the university's academic resources.

Seton Hall University is conducting a search for a dean of University Libraries.

Walsh Library is the physical entity on the Seton Hall campus. When referring to entities within the building, their locations are designated within Walsh Library. Walsh Library is always singular, never plural.

**University Recreation Center** Use Recreation Center on second reference.

**upcoming** This term is often used unnecessarily.

**upperclass** When referring to juniors and seniors; not *upper class*.

**upward** (not upwards)

**URL** URL is an acronym for Uniform Resource Locator. The URL is an address on the Web and usually begins with *http://*. When typing a Web address in a computer's browser, the *http://* is not needed. Because a period is required at the end of a sentence, try to configure sentences so they do not end with a URL. If needed, a period can be added after a URL.

Test Web addresses to make sure they work before they are put in print or online.

See **e-mail**.

**use/utilize** The verb *use* is preferred.

## V

**vacuum**

**versus, v., vs.** Spell out in ordinary text. Use *vs.* in sports or informal text; use *v.* for court cases.

**vice** Write as two words (*vice president, vice chairman*), no hyphen.

## W

**Walsh Gymnasium** Use Walsh Gymnasium on first reference; Walsh Gym is acceptable on second reference. Walsh Gymnasium is separate from the Richie Regan Recreation and Athletic Center and the Richard and Sheila Regan Field House; it is a building of its own.

**Web, Web page**

**Webcam, Webcast, Webinar, Webmaster**

**Weblog** *blog* is an acceptable short form.

**Web site (not website)**

**weeklong**

**well-** Hyphenate as part of a compound modifier when it comes before a noun. It is not hyphenated when it follows a noun:

A well-educated person will reap many benefits.

The candidate's speech made her sound well educated.

**well-being**

**well-known** The term is hyphenated before a noun; it is not hyphenated when it follows a noun.

The well-known basketball player made his way through the arena.

The smuggler, well known for taking too many chances, was captured quickly.

**who's/whose** *Who's* means who is or who has. *Whose* is possessive.

**-wide** No hyphen for the suffix (*statewide, nationwide, worldwide*) unless it is used with a proper noun (*America-wide, Europe-wide*).

Hyphenate as part of a compound modifier.

wide-angle

**wintertime**

**Woman's Guild** Not Women's Guild (for the Seton Hall organization)

**words as words** As typically applied throughout the text portion of this guide, italicize words as words.

The word *hopefully* should be used with care and precision.

**workday, workweek, workload, workplace, workstation**

**workforce** (Note: This is different from AP style.)

**World Wide Web** Use *Web* on second reference.



**worship, worshipping, worshipped, worshipper**

**wrongdoing**

**WSOU-FM** WSOU and FM-89.5 are acceptable in subsequent references to the University's radio station.

## **Y**

**year-end**

**yearlong**

**You're/your** You're means you are. Your is possessive.

## **Z**

**zero, zeros**

**ZIP Code**

# Writing for the Web

Writing for the Web poses unique challenges because it differs from traditional print writing. Users do not like to spend a lot of time reading on the Web. Instead they scan pages, trying to pick out a few sentences or even parts of sentences.

When people visit a Web site, they want information and they want it quickly. If you are putting a brochure or newsletter online, rewrite the copy to make it useful and effective for online readers.

## Style Issues

- Strive to conform to this guide in all stylistic matters. We want to present a consistent look and feel conveying similar themes and messages.
- Limit explanatory phrases about faculty members, programs, colleges, schools or departments. Link to the related information. Thus, instead of saying, “Jane Doe, professor of theology,” you can save words and provide a link.
- Whenever possible, use a personal point of view or voice. Use of the first person (we) and second person (you) are encouraged.
- Do not include <http://> when giving a Web address.
- Turn off the automatic hyphenation tool of your word-processing program. You do not want excessive punctuation of any kind when writing for online readers.

## Readability

- Documents must be concise and structured for rapid-browsing. Use headings, bulleted lists (of six or fewer items), and bold text for words and sections you want to emphasize.
- Put the important information at the top of the page so users can find it quickly.
- Make sure the first sentence in any paragraph captures the essence of the paragraph. In many cases one sentence is all you need.
- Write as informally as is appropriate for your audience. Formal writing takes careful reading, and most online readers do not want to do that.
- Use bold for emphasis. Do not underline or use all caps.

## Brevity

- As a general rule, avoid empty chatter like welcoming text or instructions on using the site. Users are looking for information.
- Try to use no more than half the words you would use in a printed publication.

- Keep paragraphs short; they should be about 50 to 60 words long.

### **Accuracy**

- Keep your content up-to-date. Users expect the material to be current.
- If you are stating something as a fact, be sure it is a fact.
- Spellcheck and proofread your text (and have someone else proofread it as well) before putting it online.

### **Links**

While writing or editing copy, think about places where it makes sense to add a link. Some guidelines:

- The name of the link should correspond to the name or title of the linked page. It can be confusing to the user if the link is *Curriculum* and the title of the linked page is *Degree Requirements*.
- Put only the most relevant and significant links in the body of your text. For example, don't make every instance of the word *Curriculum* a link, but only at a natural jump-off point in the copy. Group minor, illustrative, or footnote links at the bottom of the page.
- Most links should lead to other documents in the Seton Hall site, not to outside sites. Make sure readers know when they will be leaving the Seton Hall site.
- Don't underline any copy in your site. Most browsers automatically display links with underlines, and underlining text that is not a link may confuse readers.

### **Sample Program Pages**

Below are program pages that exemplify an “ideal” structure for each page type. Use them as a guide when creating content for your site.

#### **Overview**

<http://www.shu.edu/academics/artsci/ma-asian-studies/index.cfm>

#### **Admissions**

<http://www.shu.edu/academics/business/ms-accounting/admissions.cfm>

#### **Curriculum**

<http://www.shu.edu/academics/business/ms-accounting/curriculum.cfm>

#### **Faculty**

For this section we like to include the faculty member's title and terminal degree

<http://www.shu.edu/academics/business/ms-accounting/faculty.cfm>

**Careers**

This is boilerplate copy that has been used for most of the career pages, but we encourage customization based on the unique opportunities within the program.

<http://www.shu.edu/academics/business/ms-accounting/careers.cfm>

# Catholic Usage

Envelope, Inside Address, Program, Donor List	Speaking and Writing	Salutation in a Letter	In Person (Formal)
Pope John Paul II	Pope John Paul said, did, The Holy Father said, did, The Pope (the Pontiff) said	Your Holiness:	Your Holiness
Edward Cardinal Egan Cardinal Edward Egan	Cardinal Egan said, did	Dear Cardinal Egan: Your Eminence:	How do you do, Your Eminence?
Most Reverend John J. Myers, J.C.D., D.D.	Archbishop Myers said, did	Dear Archbishop Myers: Your Grace:	How do you do, Archbishop? Thank you, Your Grace.
Rev. Msgr. Robert J. Wister, D. Eccl. Hist. <i>but:</i> Monsignor Robert Sheeran	Monsignor Wister said, did, Monsignor Sheeran said, did	Dear Monsignor Wister: Dear Monsignor Sheeran:	How do you do, Monsignor?
Reverend Paul A. Holmes, S.T.D.	Father Holmes said, did	Dear Father Holmes:	Thank you, Father.
(Transitional Deacon) Rev. Mr. Jay Jones (Permanent Deacon) Deacon Jay Smith	Deacon Jones said, did  Deacon Smith said, did	Dear Deacon Jones:  Dear Deacon Smith:	How do you do, Deacon?
Sister Paula Marie Buley, I.H.M., Ph.D.	Sister Paula Marie said, did	Dear Sister Paula Marie:	How do you do, Sister?

<b>Catholic priests</b>	<ul style="list-style-type: none"> <li>Father (in all cases with a verb — in written or spoken speech)</li> </ul>	<i>Avoid: Reverend (in all cases with a verb)</i>
<b>Other Christian ministers</b>	<ul style="list-style-type: none"> <li>Reverend (in all cases, with or without a verb)</li> </ul>	<i>Avoid: Father (except for some Episcopalians)</i>
<b>Mass, the Eucharist, the Liturgy, the Eucharistic Liturgy</b>	<ul style="list-style-type: none"> <li>Father Holmes celebrated the Eucharist (<i>but:</i> he offered Mass in memory of the deceased alumni of the University; Mass was offered for her mother) or: Father Holmes celebrated Mass</li> <li>Seminarians served the Mass</li> </ul>	<i>Avoid: gave Mass, said Mass, offered Mass (except when specifically mentioning the person for whom the Mass is being offered)</i>
<b>Prayers</b>	<ul style="list-style-type: none"> <li>Monsignor Liddy offered the opening prayer</li> </ul>	<i>Avoid: prayed the prayer, said the prayer</i>
<b>Readings</b>	<ul style="list-style-type: none"> <li>Mrs. O’Henry proclaimed the first reading</li> <li>Deacon Smith proclaimed (sang) the Gospel</li> </ul>	<i>Avoid: gave the reading, read the reading, offered the reading, read the Gospel</i>
<b>Concelebrated Mass</b>	<ul style="list-style-type: none"> <li>Monsignor Sheeran presided at the Mass</li> <li>Monsignor Sheeran was the main celebrant of the Liturgy</li> <li>Father Holmes and Monsignor Liddy were concelebrants at the Mass</li> <li>Members of the Priest Community concelebrated the Mass</li> </ul>	
<b>Communion</b>	<ul style="list-style-type: none"> <li>Father Holmes distributed Communion; the Faithful received Communion</li> </ul>	<i>Avoid: gave out Communion, offered Communion</i>
<b>Ashes, palm</b>	<ul style="list-style-type: none"> <li>Members of the Priest Community distributed (imposed) ashes</li> <li><i>but:</i> Father Holmes blessed the ashes</li> <li>Ushers distributed palm to the assembly before Mass began</li> </ul>	<i>Avoid: gave out ashes, handed out palm</i>

Spell Out—whenever possible—Monsignor (*not* Msgr.), Father (*not* Fr.), Sister (*not* Sr.), Reverend (*not* Rev.); Possible Exception: “Rev. Msgr.”

There is no abbreviation for Bishop (*not* Bp.), Archbishop (*not* Abp.);

Only a Cardinal can abbreviate: “Edward Card. Egan” – as part of his signature

Avoid referring to clergy and Religious by their last names; especially: “Buley said. . .” should be “Sister Paula Marie said. . .”