

Bloomsburg University of Pennsylvania

# *Style Guide*



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# Editorial Style

## *Style Guide* with glossary of publication and printing terminology

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The communications office staff generally follows editorial guidelines from the Associated Press Stylebook, available in the University Store. Some common usages may be found below:

**Abbreviations:** If the reader may not understand an abbreviation, spell out the full name on first reference, followed with the abbreviation in parentheses. The abbreviation alone may be used in subsequent references.

**Academic degrees:** If mentioning degrees to establish someone's credentials, the preferred form is to avoid an abbreviation and use a phrase such as Louis Miller, who holds a doctoral degree in political science. Use an apostrophe in bachelor's degree, a master's, etc.

Use abbreviations as B.A., M.A., LL.D., Ed.D. and Ph.D. only when the need to identify many individuals by degree on first reference makes the preferred form awkward. Use these abbreviations only after a full name, never after a last name only. When used after a name, set off an academic abbreviation with commas: Lorraine Morris, Ph.D., was the featured speaker. "Dr." refers only to someone in the medical profession. For related information see titles.

**Adviser:** Not advisor.

**Affect/effect:** Affect, a verb, means to influence. Effect, as a verb, means to cause; effect, as a noun, means result.

**Alumni Association:** Always capitalized when referring to the Bloomsburg University of Pennsylvania Alumni Association, including second reference to the Alumni Association.

**Alumnus (a) (ae) (i):** Use alumnus when referring to a male graduate; alumna when referring to a female graduate; alumni when referring to two or more graduates — males or males and females — and alumnae when referring to two or more female graduates.

**Ampersand:** Do not use the ampersand (&) in place of "and." Use only when it is part of a company's or organization's formal name.

**Biannual/biennial:** Biannual means twice a year; biennial means every two years.

**Bimonthly:** Means every other month.

**Biweekly:** Means every other week.

**Capitalization:** Avoid unnecessary capital letters. Capitalize nouns that constitute the unique identification for a specific person, place or thing and common nouns that are an integral part of a full name: Jill, Bloomsburg, Carver Hall, Susquehanna River. Capitalize official names; unofficial, informal, shortened or generic names are not capitalized. This applies to offices, buildings, schools, departments, programs, institutes, centers and related entities; phrases such as the university, the center, the institute or the gallery are not capitalized. Examples: the Office of Admissions, the admissions office; the College of Business, the business college; the Department of Mass Communications, the mass communications department.

Capitalize the principal words in the names of books, movies, plays, poems, operas, songs, radio and TV programs and works of art. Capitalize official names of forms, conferences and symposia, such as Health Sciences Symposium, the Reading Conference. Capitalize the letters used for grades, as well as official grade names; do not put quotation marks around grades: A, B, C, Incomplete. Names of official policies, such as Affirmative Action and Equal Opportunity, should be capitalized; if the concept rather than the official name is being discussed, lowercase is appropriate. Names of holidays, other than recurring celebrations, usually are capitalized; names of seasons, academic periods and onetime celebrations generally are not: Thanksgiving, commencement, fall semester, spring break. Do not capitalize fields of study, academic programs, major areas and major subjects, unless they contain proper nouns, such as English or Spanish. Do not capitalize the following words or abbreviations: a.m., p.m., baccalaureate, master's degree, federal, state, government, page.

**Catalog:** Not catalogue.

**Centuries:** Spell out numbers of centuries from first through ninth and lower case (the third century, the ninth century), but use numerals, beginning with the 10th century (the 12th century, the 20th century).

**Chair/chairperson:** Use the same term for both males and females, rather than distinguishing between chairmen and chairwomen or between chairmen and chairpersons.

**Comma:** Do not use a comma before and or or in a series of three or more.

**Compare:** Two or more items are compared with each other (not "to").

**Council of Trustees:** Always capitalize Council of Trustees in reference to the Bloomsburg University of Pennsylvania Council of Trustees, including second reference to the Council of Trustees.

**Dates:** Place a comma between the day and the year. When the date is used as part of a sentence also place a comma after the year. Do not place a comma between the month and year when the day is not mentioned. For example: On July 4, 1976, the nation celebrated its 200th birthday. July 2000.

**Days of the month:** Use figures for days of the month, but omit rd, th, st, nd following the numerals. Example: April 6 or June 1.

**Days of the week:** Never abbreviate the names of the days of the week.

**Degrees:** Bachelor's and master's degrees should always be written with an 's. Never write masters' degrees.

**Dorm:** Use residence hall, rather than dorm. Avoid dormitory.

**Electronic addresses:** E-mail and World Wide Web addresses, also known as URLs, are generally all lowercase; however, there are exceptions. When referring to World Wide Web addresses in text, it is not necessary to use the http://. Example: www.bloomu.edu, abcd@bloomu.edu.

**e-mail:** Use hyphen. Lowercase within a sentence.

**Emerita/emeritus:** Added to formal titles, as approved by the Council of Trustees, to denote individuals who have retained their rank after retirement. Emerita designates female retirees; emeritus designates male retirees.

**Ensure/insure:** Ensure means guarantee; insure refers to insurance.

**Faculty:** Used alone, faculty connotes a group. Refer to an individual as a faculty member.

**Fewer than/less than:** Use fewer for individual items, less for quantity. Example: He had less than \$50. She had fewer than 50 one-dollar bills.

**FTE:** Full-time equivalent.

**Gender:** Use the correct gender or neutralize the context with words that incorporate both genders. Example: The best person (or candidate) for the job is Jon Jones.

**GPA:** Grade point average.

**Graduation year:** Omit the comma between an alumnus' name and graduation year; be sure to use an apostrophe, not a single opening quotation mark. Example: Joseph Smith '98.

**Headings:** Use upper and lower case, not all capitals, for headings. Do not underline.

**Irregardless:** "Irregardless" is a double negative; regardless is correct.

**-ly:** Do not use a hyphen between adverbs ending in -ly and the adjectives they modify. Examples: an easily remembered rule, a poorly behaved child.

**Month names:** Abbreviate names of months when used with specific dates. Do not abbreviate March, April, May, June and July. Correct abbreviations are: Jan., Feb., Aug., Sept., Oct., Nov., Dec. Examples: Sept. 1 or April 15.

**More than/Over:** More than designates an amount; over means physically above.

**Numbers:** Use figures for number 10 and above, including ordinal numbers such as 14th, 21st. Use numerals, even if the number is below 10, when indicating ages, credits (as in 3-credit course), figures with decimals, statistics, percentages, sums of money, times of day, days of month, latitude and longitude, degrees of temperature, dimensions, measurements and proportions.

**Online:** One word in all cases for the computer connection term.

**Percent sign:** Use the percent sign (%) only in scientific, technical and statistical copy. In text, spell out word percent.

**Phonathon:** The name and preferred spelling of alumni and parent fundraisers at Bloomsburg University.

**Preventive:** Not "preventative."

**Staff:** Staff applies to all employees who are not faculty.

**State names:** Use state abbreviations found on page 8 within text, following Associated Press style; consider the audience to determine whether Pennsylvania's abbreviation, Pa., is required. Several state names and Washington, D.C. are not abbreviated: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah.

**State-of-the-art:** Avoid this overused cliché, especially in reference to computers and computer labs. Depending on usage, one of the following may be a suitable alternative: modern, new, advanced, futuristic, enhanced, unparalleled, inimitable.

**Theatre:** Use this spelling only when referring to Bloomsburg University's Theatre Arts program in the Department of Communication Studies and Theatre Arts or a similar entity. In other references, use the traditional spelling, theater.

**Titles:** Use complete, accurate titles of campus buildings, persons, positions and official units in first references. Subsequent references may be informal. The Faculty and Staff Telephone Directory, updated each fall by the communications office, provides individuals' current titles. See listings on pages 27 through 30 of this editorial guide for names of facilities and campus units.

Refer to the chief administrator of an academic department as the department chair or chairperson and the chief administrator of a non-academic unit as the director. "Dr." refers only to someone in the medical profession. In general, capitalize formal or courtesy titles immediately preceding a name and lowercase titles following a name. Lowercase descriptive or occupational titles, such as history professor, department chair, math teacher. Do not capitalize titles standing alone or in apposition, such as: The dean of the College of Professional Studies; Mark Mason, professor of math. Do not capitalize unofficial titles preceding a name, like poet Karl Shapiro. For related information see academic degrees.

**Trademarks:** Words that are registered trademarks should be capitalized. The symbols that often appear on product packaging and in advertisements, ® and ™, are not needed in running text. Examples: Dixie cup, Dumpster, Styrofoam, Xerox.

**T-shirt:** Not tee-shirt.

**university:** Do not capitalize when used alone, even in reference to Bloomsburg University:

**Vice president:** Not vice-president.

# Campus Divisions and Names

## Academic Colleges

College of Business  
College of Liberal Arts  
College of Professional Studies  
College of Science and Technology

## Schools

School of Education  
School of Health Sciences  
Academic Departments  
Department of Accounting  
Department of Administrative Faculty  
Department of Anthropology  
Department of Art and Art History  
Department of Audiology and Speech Pathology  
Department of Biological and Allied Health Sciences  
Department of Business Education and Business Information Systems  
Department of Chemistry and Biochemistry  
Department of Communication Studies and Theatre Arts  
Department of Computer and Information Systems  
Department of Counseling and Human Development  
Department of Developmental Instruction  
Department of Early Childhood and Elementary Education  
Department of Economics  
Department of Educational Studies and Secondary Education  
Department of English  
Department of Exceptionality Programs  
Department of Finance and Business Law  
Department of Geography and Geosciences  
Department of History  
Department of Instructional Technology  
Department of Languages and Cultures

Department of Management  
Department of Marketing  
Department of Mass Communications  
Department of Mathematics, Computer Science and Statistics  
Department of Music  
Department of Nursing  
Department of Philosophy  
Department of Physics and Engineering Technology  
Department of Political Science  
Department of Psychology  
Department of Sociology, Social Welfare and Criminal Justice

## Institutes

Frederick Douglass Institute  
Institute for Environmental Statistics  
Institute for Interactive Technologies  
Corporate Institute  
McDowell Institute for Teacher Excellence in Positive Behavior Support  
Zeigler Institute for Professional Devel

opment

## Non-Academic Units

Office of Administration  
 Office of Admissions  
 Office of Adult Advisement  
 Office of Alumni Affairs  
 Office of Budget  
 Office of Communications  
 Office of Community Activities  
 Office of Diversity and Retention Initiatives  
 Office of Drug, Alcohol and Wellness Network (DAWN)  
 Office of Facilities Management  
 Office of Financial Aid  
 Office of Graduate Studies and Research  
 Office of Human Resources and Labor Relations  
 Office of Instructional Media Services  
 Office of International Education  
 Orientation Office  
 Office of Planning, Institutional Research and Information Management  
 Office of the President  
 Office of Publications  
 Office of Purchasing  
 Office of the Registrar  
 Office of Research and Sponsored Programs  
 Office of Residence Life  
 Office of Social Equity  
 SOLVE, Office of Community Service and Employment  
 Office of Sports Information and Athletic Marketing  
 Office of Student Life  
 Office of Student Support Services  
 Office of Technology  
 Transportation Office  
 Office of University and Student Affairs  
 Office of University Relations  
 Office of University Safety and Police

## Other Entities and Names

Academic Affairs  
 Academic Support Services  
 Accommodative Services for Students with Disabilities  
 ACE Program  
 ACT 101 and Educational Opportunity Program  
 Americans with Disabilities Act (ADA)  
 AFSCME, Local 2361  
 APSCUF/BU  
 Association of Pennsylvania State College and University Retired Faculty (APSCURF)  
 BeSAFe Hotline  
 The Bloomsburg University Foundation Inc.  
 Catholic Campus Ministry  
 Celebrity Artist Series  
 Community Government Association (CGA)  
 Community Outreach and Academic Internships  
 Division of Continuing and Distance Education  
 Council of Trustees  
 Duplicating Services  
 Engineering Science 3+2  
 Escort Service  
 Grants Accounting  
 Greek Affairs  
 Honors Program  
 Husky Athletic Association  
 Husky Hotline  
 Interdisciplinary Studies  
 International Exchange Program, College of Business  
 Intramural Sports Program  
 Medical Technology Program

Military Science	State Vehicle Center
Off-Campus Housing	Student Health Center
Quest Office	Teaching and Learning Enhancement Center (TALE)
Pennsylvania State System of Higher Education	Telecommunications Center
Protestant Campus Ministry	University Records Center
Race, Gender, Ethnicity Consortium	Women's Resource Center
U.S. Air Force ROTC	Writing Lab
U.S. Army ROTC	
Student Standards	
Student Support Services	
Technology Support Services	
TRiO/Upward Bound	
University Tutorial Services	
Urban Learning Academy	
Veterans Affairs	
Work-Study Program	

## Miscellaneous Facility Names

Facilities with general names, like post office and carpentry shop, are not included in this listing.

- Academic Advisement Center
- Career Development Center
- Center for Counseling and Human Development
- Ceramics and Sculpture Studio
- Child Center/Kampus Kids Preschool
- Graphic Art Studio
- Husky Lounge
- Information Center
- Italian Kitchen
- Multicultural Center
- Painting Studio
- Pennsylvania Room
- Performing Arts Facilities
- Reading Center
- Second Street Café
- Speech, Hearing and Language Clinic
- Starbucks

# State Abbreviations

**These abbreviations should be used in text:**

Ala.	Alabama	Md.	Maryland	N.D.	North Dakota
Ariz.	Arizona	Mass.	Massachusetts	Okla.	Oklahoma
Ark.	Arkansas	Mich.	Michigan	Ore.	Oregon
Calif.	California	Minn.	Minnesota	Pa.	Pennsylvania
Colo.	Colorado	Miss.	Mississippi	R.I.	Rhode Island
Conn.	Connecticut	Mo.	Missouri	S.C.	South Carolina
Del.	Delaware	Mont.	Montana	S.D.	South Dakota
Fla.	Florida	Neb.	Nebraska	Tenn.	Tennessee
Ga.	Georgia	Nev.	Nevada	Vt.	Vermont
Ill.	Illinois	N.H.	New Hampshire	Va.	Virginia
Ind.	Indiana	N.J.	New Jersey	Wash.	Washington
Kan.	Kansas	N.M.	New Mexico	W.Va.	West Virginia
Ky.	Kentucky	N.Y.	New York	Wis.	Wisconsin
La.	Louisiana	N.C.	North Carolina	Wyo.	Wyoming

**The two-letter postal abbreviations may be used in complete addresses. Standard abbreviations are:**

AL	Alabama	KY	Kentucky	ND	North Dakota
AK	Alaska	LA	Louisiana	OH	Ohio
AZ	Arizona	ME	Maine	OK	Oklahoma
AR	Arkansas	MD	Maryland	OR	Oregon
CA	California	MA	Massachusetts	PA	Pennsylvania
CO	Colorado	MI	Michigan	RI	Rhode Island
CT	Connecticut	MN	Minnesota	SC	South Carolina
DE	Delaware	MS	Mississippi	SD	South Dakota
DC	District of Columbia	MO	Missouri	TN	Tennessee
FL	Florida	MT	Montana	TX	Texas
GA	Georgia	NE	Nebraska	UT	Utah
HI	Hawaii	NV	Nevada	VT	Vermont
ID	Idaho	NH	New Hampshire	VA	Virginia
IL	Illinois	NJ	New Jersey	WA	Washington
IN	Indiana	NM	New Mexico	WV	West Virginia
IA	Iowa	NY	New York	WI	Wisconsin
KS	Kansas	NC	North Carolina	WY	Wyoming



# Campus Facilities

Listed below are the official names of buildings and other formally designated locations at Bloomsburg University, appropriate second references, the year they were named and, if applicable, additional information about the facility. Two- or three-letter designations for facilities, such as those used in the Faculty and Staff Telephone Directory or class schedules, are not appropriate for publications designed for external audiences. Thanks to Robert Dunkelberger, university archivist, for his assistance in compiling this listing.

Official Name.....	Second Reference .....	Year .....	Notes .....
Academic Quadrangle.....	Academic Quad .....	2007	
Albert Hall.....	same .....	1989 .....	Montgomery Place Apartments
Alumni House, see Howard F. Fenstermaker Alumni House			
Andruss Library, see Harvey A. Andruss Library			
Aumiller Plaza .....	same .....	1980	
Bakeless Center for the Humanities.....	Bakeless Center .....	1970	
Barbara B. and Michael J. Hudock Lecture Hall .....	Hudock Hall .....	2001	
Barton Hall .....	same.....	1989 .....	Montgomery Place Apartments
Benjamin Franklin Building.....	Ben Franklin .....	1930 .....	Previously Benjamin Franklin Training School; never formally rededicated.
Berks Hall .....	same .....	2001 .....	Mount Olympus Apartments
Boyd F. Buckingham			
Campus Maintenance Center .....	Buckingham Maintenance Center.....	1986	
Buckalew Place .....	same.....		Purchased in 1903; never formally dedicated
Buckingham Maintenance Center, see Boyd F. Buckingham Campus Maintenance Center			
Bucks Hall .....	same.....	2001 .....	Mount Olympus Apartments
Carver Hall .....	same.....	1927	
Centennial Hall .....	same.....	1942/2001 .....	Centennial Gymnasium built in 1942; rededicated in 2001 following extensive renovation.
Chester Hall.....	same.....	2001 .....	Mount Olympus Apartments
Columbia Residence Hall.....	Columbia Hall.....	1970	
Danny W. Litwhiler Field.....	Litwhiler Field .....		Completed in 1974; first season used with new field 1975; no formal dedication.
David J. Waller Jr.			
Administration Building.....	Waller Administration Building .....	1973	
Dauphin Hall .....	same.....	2001 .....	Mount Olympus Apartments
Development Center.....	same.....		Acquired 1993
Diehl Hall.....	same .....	1989 .....	Montgomery Place Apartments
Elna H. Nelson Field House.....	Nelson Field House .....	1973	
Elwell Residence Hall.....	Elwell Hall .....	1969	

Official Name.....	Second Reference .....	Year .....	Notes .....
Englehart Hall .....	same .....	1989 .....	Montgomery Place Apartments
Five Friends Plaza.....	same .....	1995 .....	
Francis B. Haas Center for the Arts.....	Haas Center .....	1967 .....	
Gross Auditorium, see Kenneth S. Gross Auditorium			
Haas Center, see Francis B. Haas Center for the Arts			
Hartline Science Center.....	Hartline Center .....	1969 .....	
Harvey A. Andruss Library.....	Andruss Library.....	1967/98 .....	New building in 1998
Howard F. Fenstemaker Alumni House.....	Alumni House.....	1986 .....	
Hudock Hall, see Barbara B. and Michael J. Hudock Lecture Hall			
Hutchinson Field, see Jan M. Hutchinson Field			
James H. McCormick Center for Human ServicesMcCormick Center.....		1984 .....	
Jan M. Hutchinson Field .....	Hutchinson Field.....	2000 .....	
Kehr Union, see Marguerite W. Kehr Union			
Kenneth S. Gross Auditorium.....	Gross Auditorium .....	1993 .....	
Kimber C. Kuster Lecture Hall.....	Kuster Auditorium .....	1969 .....	
Kuster Auditorium, see Kimber C. Kuster Lecture Hall			
Lackawanna Hall .....	same.....	2001 .....	Mount Olympus Apartments
Lancaster Hall.....	same.....	2001 .....	Mount Olympus Apartments
Lehigh Hall .....	same.....	2001 .....	Mount Olympus Apartments
Litwhiler Field, see Danny W. Litwhiler Field			
Luzerne Residence Hall.....	Luzerne Hall .....	1970 .....	
Lycoming Residence Hall.....	Lycoming Hall .....	1976 .....	
McCormick Center, see James H. McCormick Center for Human Services			
Magee Center .....	same.....	Donated in 1988 .....	
Marco and Louise Mitrani Hall.....	Mitrani Hall .....	1985 .....	
Marguerite W. Kehr Union.....	Kehr Union .....	1973 .....	Rededicated in 1993; “college” dropped from title when Bloomsburg became a university.
Marmon Hall.....	same .....	1989 .....	Montgomery Place Apartments
Marshall Hall.....	same .....	1989 .....	Montgomery Place Apartments
Mitchell House .....	same.....	Acquired in 1997 .....	
Mitrani Hall, see Marco and Louise Mitrani Hall			
Montgomery Place Apartments.....	same.....	1989 .....	
Montour Residence Hall.....	Montour Hall .....	1970 .....	Dedicated as Montour Residence Hall in 1970; previously known as East Hall
Monty’s .....	same.....	1990/2004 .....	
Mount Olympus Apartments .....	same .....	2001 .....	
Navy Hall.....	same .....	1943 .....	Construction completed 1939;

Official Name.....	Second Reference .....	Year .....	Notes .....
			formerly junior high school
Nelson Field House, see Elna H. Nelson Field House			
Northampton Hall .....	same .....	2001 .....	Mount Olympus Apartments
Northumberland Residence Hall .....	Northumberland Hall .....	1970 .....	Dedicated as Northumberland Residence Hall in 1970; formerly North Hall
Old Science Hall.....	same .....	1906 .....	Construction completed in 1906; rededicated in 1990 after renovations; known as Science Hall prior to construction of Hartline Science Center.
Percival R. Roberts III Sculpture Garden ....	Roberts Sculpture Garden.....	1985	
Philadelphia Hall .....	same.....	2001 .....	Mount Olympus Apartments
Quad, see Academic Quadrangle			
Rec Center, see Student Recreation Center			
Rec Fields, see Student Recreation Fields			
Redman Stadium, see Robert B. Redman Stadium			
Robert B. Redman Stadium .....	Redman Stadium .....	1974	
Robert D. Warren Student Services Center.....	Warren Student Services Center .....	2001 .....	Redicated in honor of Robert “Doc” Warren in 2005.
Roberts Sculpture Garden, see Percival R. Roberts III Sculpture Garden			
Roongo’s Café .....	same .....	2001	
Schuylkill Residence Hall .....	Schuylkill Hall .....	1970 .....	Construction completed in 1964, previously known as West Hall.
Scranton Commons, see William W. Scranton Commons			
Simon Hall.....	same .....	1983 .....	Council of Trustees’ notes of 1983 stated that “earlier in the year (sic 1983)” it was decided that this building would be named Simon Hall and a committee would be formed to finalize these plans. Since this occurred at the same time the Trustees planned to surprise former President McCormick by naming the new facility in his honor, no written record was kept.
Stitley Dome Building .....	Stitley Dome .....	1982	
Student Recreation Center.....	Rec Center .....	1995	
Student Recreation Fields.....	Rec Fields .....		No formal names and no formal dedication. Portion of land acquired in mid-1980s, some acquired in mid-1990s and lights installed in 2000.
Sutliff Hall, see William Boyd Sutliff Hall			
University Store .....	same.....	Built in 1952 .....	Building had various uses and was never formally dedicated as University Store
Waller Administration Building, see David J. Waller Jr. Administration Building			
Warren Student Services Center, see Robert D. Warren Student Services Center			
William Boyd Sutliff Hall	Sutliff Hall.	1959	
William W. Scranton Commons.....	Scranton Commons.	1970/2001 .....	Rededication in 2001
Wilson House .....	same.....	Acquired in 1988	