SHENANDOAH UNIVERSITY

Editorial Guidelines

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REVISED SEPTEMBER 2026

Brief History of Shenandoah University

150-word description:

Located in historic Winchester, at the top of Virginia, Shenandoah University is a nationally recognized, private university that invites students to study in a close-knit community rich in creative energy and intellectual challenge.

With over 4,000 undergraduate and graduate students in six academic schools, student life is rich and diverse. Shenandoah University offers 23 Division III men's and women's athletic teams; numerous clubs and societies; global travel, spiritual life and service opportunities; and more than 300 concerts and performances throughout the academic year. Students take advantage of the university's close proximity to the nation's capital as well as the beauty of the Shenandoah Valley and surrounding region. The university also has a location in Loudoun County, Virginia.

Whether studying with accomplished faculty members or participating in global initiatives, a Shenandoah education incorporates scholarship, experiential learning and sophisticated technologies that prepare graduates to be principled professionals and leaders wherever they go.

For information about Shenandoah University, call (800) 432-2266 or visit su.edu.

Brief description:

Founded in Dayton, Virginia, in 1875, Shenandoah University offers professional certificates and degrees at the bachelor's, master's and doctoral level in more than 200 areas of study; a world-class conservatory; a thriving NCAA Division III athletics program; and a wide variety of student activities. Shenandoah University students and faculty express a range of interests, talents and disciplines reflective of today's global society.

Shenandoah's close proximity to the political and international communities in Washington, D.C., and exchange relationships with colleges and universities around the globe also connect our university, students and faculty to the world.

While communications tools link Shenandoah to a vast universe beyond its campus, and distance learning enhances the way students learn, it's Shenandoah's close community and relationships that provide students with their greatest opportunities for personal and professional growth.

Over 4,000 students (undergraduate and graduate combined) are enrolled at Shenandoah University in six schools:

- **College of Arts & Sciences**
  (including the Division of Education & Leadership)
- **College of Business, Engineering & Technology**
  (including the School of Business and the School of Engineering & Technology)
- **Shenandoah Conservatory**
- **Eleanor Wade Custer School of Nursing**
- **School of Health Professions**
  (Athletic Training, Communication Sciences & Disorders, Counselor Education, Doctor of Medical Science, Nutrition & Dietetics, Occupational Therapy, Physical Therapy, graduate Public Health & Physician Assistant Studies)
- **Bernard J. Dunn School of Pharmacy**

Visit Shenandoah at su.edu or visit our Winchester campus. Contact the Office of Admissions at (800) 432-2266.

Official Names

Institution Name

- Shenandoah University (our name is a registered trademark: Shenandoah University®)
- Shenandoah (our name is a registered trademark: Shenandoah®)
- SU (with no periods)
- the university (use lowercase u)

(The official name of the institution is Shenandoah University, but Shenandoah or university are acceptable for subsequent references. Do NOT use Shenandoah U., Shen. Univ., or other variants. The above are acceptable and in preferred order.)

Campus*/Site Names

- Winchester Main Campus / main campus
- East Campus (all property north of Route 50 and east of I-81, including Glo Fiber Field at Shentel Stadium, Wilkins Athletics & Events Center and residence halls)
- Downtown locations *(all buildings in the downtown area)*
- Health Professions Building
- Shenandoah University Loudoun / Shenandoah, Loudoun
- Shenandoah River Campus at Cool Spring Battlefield
- Vaden Campus Commons (located across from main campus on Millwood Avenue, includes residential space, classrooms and Buzzins dining hall)

**Only locations with the word "campus" in their proper names should be referred to using the word "campus," such as the Shenandoah River Campus at Cool Spring Battlefield. The only location that can be commonly referred to as a campus is "main campus."*

Buildings / Structures (Proper Name / *Preferred Short Form*)

- Allen Dining Hall / *dining hall*
- Alson H. Smith, Jr. Library / *Smith Library*
- Armstrong Hall / *Armstrong* (entire building)
- Aikens Athletic Center / *Aikens*
- Brandt Student Center / *BSC* / *student center*
- Caruthers House
- Cecil Pruitt, Jr. Health & Life Sciences Building / *Pruitt HLSB or PHLSB*
- Cooley Hall / *Cooley*
- Cool Spring lodge
- Davis Hall
- Dove's Nest
- Dove's Nest II
- East Campus Commons (all residence halls north of Route 50 and east of I-81, including West Building, North Building, East Building, South Building and Romine Living Center)
- Edwards Residential Village / *Edwards* (located across from the Hazel-Pruitt Armory on Millwood Avenue)
- Esports Arena (next to the Hazel-Pruitt Armory)
- Funkhouser Hall / *Funkhouser*
- Goodson Chapel–Recital Hall / *Goodson*

- Gore Hall / *Gore*
- Gregory Hall / *Gregory*
- Halpin-Harrison Hall / *HHH*
- Hazel-Pruitt Armory / *HPA*
- Health Professions Building / *HPB*
- Howe Hall / *Howe*
- James L. Bowman Building / *Bowman Building* (located at 20 S. Cameron St., Winchester)
- James R. Wilkins, Jr. Athletics & Events Center / *Wilkins Athletics & Events Center* / *WAEC*
- John Kerr Building / *Kerr Building* (located at 203 S. Cameron St., Winchester)
- Kathryn Perry-Werner End-Zone Building / *End-Zone Building*
- maintenance shops
- Mary M. Henkel Hall / *Henkel Hall*
- Parker Hall / *Parker*
- The Q
- Racey Hall / *Racey*
- Romine Living Center / *Romine*
- Roni's Roost
- Ruebush Hall / *Ruebush*
- Shenandoah University Child Care Center / *Child Care Center* (located at 118 Regency Lakes Dr., Winchester)
- Shingleton Hall / *Shingleton*
- Smith Library Plaza (brick courtyard in front of Smith Library)
- Solenberger Hall / *Solenberger* (located at 142 N. Loudoun St., Winchester)
- Shentel Stadium / *Shentel* (located on East Campus)
- The Village (apartment-style residence halls; includes Caruthers House, Dove's Nest, Dove's Nest II, The Q, and Roni's Roost)
- The Swarm Gym at Mt. Carmel / *Swarm Gym*
- University Inn / *U.I.*
- Vaden Campus Commons (located across from main campus on Millwood Avenue, includes residential space, classrooms, and Buzzins dining facility)
- Vickers Communication Center / *Vickers*
- Wilbur and Clare Dove Center for the Arts
- Wilbur M. Feltner Building / *Feltner*
- Wilkins Administration Building / *Wilkins*

Note: Use "residence halls" when referring to campus housing, never use "dorms" or "dormitories."

Interior Spaces (Proper Name / *Preferred Short Form*)

- Aikens Conference Room
- Armstrong Concert Hall (performance space only; never use "Armstrong Auditorium")
- Armstrong 39 (large rehearsal space)
- Armstrong Conference Room (located in Smith Library)
- Borden Student Associations Center (located in Brandt Student Center, Room 123) / *B-SAC*
- Brandt Student Center Food Hall
- Buzzins (Vaden Campus Commons)
- campus store (located in Brandt Student Center)

- Charles A. Ricketts Press Box / *Ricketts Press Box*
- Clement Board Room / *Clement* (upper dining hall)
- Collaboratory (located in Hazel-Pruitt Armory)
- Collins Music Learning Suite (located in Ruebush Hall)
- Davis Hall Board Room
- Dorothy Ewing Studio of Dance / *Ewing dance studio* / *Ewing* (located in Shingleton)
- Ferrari Room (located in Brandt Student Center)
- Glaize Studio Theatre / *Glaize* (located in Ruebush Hall)
- Harding Library of Law and History (located in Davis Hall)
- Harold Herman Lab Theatre / HHLT (located in Ruebush Hall)
- Halpin Rotunda (located in Pruitt HLSB)
- Henkel Board Room (located in Henkel Hall)
- Hester Auditorium / *Hester* (located in Henkel Hall)
- Hornady-Ingham Main Stage (located in OBT)
- Hub for Innovators, Veterans & Entrepreneurs / HIVE (located in the Hazel-Pruitt Armory and other spaces at various university locations)
- Huffer-McAdams Memorial Archives (located in Smith Library)
- Huntsberry Room (located adjacent to Clement Board Room in Allen Dining Hall)
- Janet Copple Davis Choral Room (located in the John Kerr Building)
- Janette E. Ogg Research Center (OBT)
- Lindé Hayen Herman Rehearsal Room (located in Ruebush Hall)
- Margaret Stimpson Auditorium / *Stimpson Auditorium* (located in Halpin-Harrison Hall)
- Mary B. Wilkins Wellness & Counseling Center / *Wilkins Wellness & Counseling Center* / *Wellness Center* (located in Racey Hall)
- Mosaic Center for Diversity & Inclusion / Mosaic Center
- Office of Global Engagement (located in Gregory Hall)
- Ohrstrom-Bryant Theatre / *OBT* (theatre only, the entire building is Ruebush Hall)
- Omps Auditorium (located in the Health Professions Building)
- President's Box (located in Charles A. Ricketts Press Box at Shentel Stadium)
- Shingleton Dance Space /Shingleton black box theatre
- Shingleton Fitness Center / fitness center
- Scholl Seminar Room (Henkel Hall, Room 111)
- Toan Strength & Fitness Center / *weight room* (located in Brandt Student Center)
- Veterans, Military and Families Center / VMFC
- Wilkins Conference Room (located in Wilkins Administration Building)
- Wilkins Health & Fitness Suite (located in Cecil Pruitt, Jr. Health & Life Sciences Building)

Exterior Spaces

- Abrams Creek Amphitheatre / amphitheatre (near Ruebush Hall)
- Aikens Stadium
- Campus Quad (grassy area surrounded by main campus buildings)
- Clement Patio (area outside Allen Dining Hall, near Cooley Hall)
- Dayton Bridge (brown footbridge over Abrams Creek)

- Glo Fiber Field at Shentel Stadium / Shentel (located east of I-81)
- Intramural Field (behind Brandt Student Center)
- Kissing Rock (near the Dayton Bridge)
- McKown Plaza (north side of Brandt Student Center, overlooking Intramural Field)
- Racey Ponds / ponds
- Sarah's Glen (garden area between Abrams Creek and Armstrong, Gregory and Howe halls)
- Sarah's Glen Pavilion
- Smith Library Plaza (brick courtyard in front of Smith Library)
- The Labyrinth (meditation circle in Sarah's Glen)
- The Peacemakers Monument / The Peacemakers
- William Mumaw Plaza / Mumaw Plaza

Schools (Proper Name / *Preferred Short Form*)

- College of Arts & Sciences / *arts & sciences*
- Shenandoah Conservatory / *conservatory*
- College of Business, Engineering & Technology / *CBET*
    - *School of Business* / *business school*
    - School of *Engineering and Technology* / *engineering and technology school* / *SET*
- School of Health Professions / *health professions*
- Eleanor Wade Custer School of Nursing / *nursing school*
- Bernard J. Dunn School of Pharmacy / *pharmacy school*

Community Outreach and Institutes

- Executive Lecture Series
- Center for Civic Engagement
- Children's Literature Conference
- Church Music Institute
- Community History Project
- Contemporary Commercial Music Vocal Pedagogy Institute
- Hugh D. McCormick Civil War Institute
- Center for Entrepreneurship
- Warrington Science Symposium

Office Names and Titles

The Shenandoah University style is to use the following forms:

- Office of the President, Office of Admissions, Office of Marketing & Communications, etc.
- Vice President for _____ (not "of")
- Director of _____ (not "for")

Department Names

In addition to following the guidelines above, use the correct name for these often incorrectly identified departments:

- campus store (not campus bookstore or university store)

- Office of Global Engagement
- Department of Campus Safety / DCS (refer to its staff as “officers” not “guards”)
- Office of Student Leadership & Engagement / OSLE
- Shenandoah Conservatory Arts Academy / SCAA
- SOAR (Shenandoah Outdoor & Adventure Recreation)
- Wilkins Wellness & Counseling Center

Common issues

The HIVE: The Hub for Innovators, Veterans and Entrepreneurs is not a specific space on campus. It is an umbrella term for programming that occurs in multiple Shenandoah locations. While its initial programs are located primarily in Hazel-Pruit Armory, the HIVE and Hazel-Pruitt (HPA) are not interchangeable terms. So, if an event occurs in the Collaboratory, it is in the Hazel-Pruitt Armory, Collaboratory, not the HIVE.

Campus v. location. Shenandoah’s only true campus is the Winchester Main Campus. While certain sites carry the “campus” moniker, such as the Shenandoah University River Campus at Cool Spring Battlefield, the word should only be used for such sites when referring to the location’s proper name. When used otherwise, one would write, “Shenandoah’s Cool Spring location,” or in the case of Shenandoah University Loudoun (which does not include the word campus at all in its formal name), one should write “Shenandoah’s Loudoun location” or “Shenandoah’s Loudoun site,” or even, “Shenandoah, Loudoun.”

Possessives and plurals. Please keep in mind that you do not typcially create a plural by adding ’s or s’. The apostrophe signifies possession. The dog’s bone = the bone that belongs to the dog. The dogs wandered down the street = several dogs wandered down the street. There is one exception to this rule: creating plurals of a single letter. For example: “She had two A’s and two B’s on her report card.”

Use of AI spelling , grammar, and composition aids. These can be wonderful tools. However, please be aware that AI can and does make mistakes and is only as good as the information to which it has access. It also has a tendency to lean on repetitive patterns when used to compose content (overuse of adjectives, cliches, and jargon). Please review all content for accuracy, appropriateness, readability, and flow before sharing with others.

Clauses

Non-Discrimination Clause

In compliance with state and federal laws, Shenandoah University has a responsibility to clearly communicate its commitment to equal opportunity in education and employment, and to make its programs and services accessible to those with disabilities. Please use the following statements as appropriate on printed materials and university-related websites. *Note: Graphic designers, use type size at 7-point type unless space does not allow it.*

Public communications, including recruitment and advancement publications specific to departments and divisions, as well as non-academic community programs, should use the following statement. This should be used on all graphic materials seen by the public including advertising and all print publications:

FULL STATEMENT

Shenandoah University is committed to complying with all federal, state and local laws on matters of discrimination, and the university shall maintain an environment that is free from harassment or discrimination on the basis of sex, race, color, religion, national or ethnic origin, age, physical or mental disability, veteran status and sexual orientation.

For posters, advertising and publications in which space is severely limited:

SHORT STATEMENT

Shenandoah University does not discriminate on the basis of sex, race, color, religion, national or ethnic origin, age, physical or mental disability, veteran status or sexual orientation.

Use this statement for known audiences (example: alumni, invitations, etc.):

WHEN SPACE IS MINIMAL

Shenandoah University is an Equal Opportunity Educational Institution/Employer.

ADA Clause/Disability Accommodations

The university's disabilities access statement should be included in all programs for public events.

The official statement of the university is as follows:
"If you need accommodations to participate in this event, contact (your name) at (your number)."

In some cases, you may also add:
"If you need interpreting services, please send notification a minimum of two weeks in advance."

Media

Print and Electronic Publications

Members of the campus community receive the SUN-e, which electronically delivers Shenandoah University news and information.

All members of the Shenandoah community are encouraged to send news and photos to the Office of Marketing & Communications for inclusion in these publications or on the university's website and social media accounts. Please use the request form at su.edu/request.

Web and Social Media

Shenandoah University platforms include:

- Website — www.su.edu
- YouTube — www.youtube.com/ShenandoahUniversity
- Facebook — www.facebook.com/ShenandoahUniversity
- Instagram – www.instagram.com/shenandoahuniversity
- LinkedIn — www.linkedin.com/school/shenandoah-university
- Threads — www.threads.net/@shenandoahuniversity
- TikTok — www.tiktok.com/@shenandoahuniversity
- X — www.x.com/shenandoahu
- Bluesky — www.bsky.app/profile/shenandoahu.bsky.social

Language and Grammar

Shenandoah University's Office of Marketing & Communications understands individuals may have learned styles somewhat different than what is in the Shenandoah University Editorial Guidelines. Regardless of the style one uses in one's private work, it is imperative that all communications that represent the university reflect the same standards.

The Office of Marketing & Communications uses the AP Stylebook, the official style manual referenced by professional media organizations.

Be consistent with style and punctuation within a single document. Cutting and pasting from a variety of sources can create a visually distracting and unprofessional compilation of tenses, capitalization and styles. In addition to using Spell Check when your document is finished, read the document for consistency of form. The guide below is organized alphabetically and updated regularly. If you have questions or items to be added or updated, please send an email to omc@su.edu.

A

abbreviations and acronyms

A few universally recognized abbreviations are required in some circumstances. Some others are acceptable depending on the context. Do *not* use abbreviations or acronyms a reader would not quickly recognize. Guidance on how to use a particular abbreviation or acronym is provided in entries alphabetized according to the sequence of letters in the word or phrase. Some examples:

Before a name: abbreviate the following titles when used before a full name outside direct quotations: Dr., Gov., Lt. Gov., Mr., Mrs., Rep., The Rev., Sen. and certain military designations. Spell out all except Dr., Mr., Mrs., Ms. and Mx. when they are used before a name in direct quotations. For guidelines on how to use titles, see the entries for the most commonly used titles in the AP Stylebook.

After a name: abbreviate junior or senior after an individual's name. (For clarification, see under Jr., Sr.) Abbreviate company, corporation and incorporated when used after the name of a corporate identity. In some cases, an academic degree may be abbreviated after an individual's name. (see academic titles, credentials and certifications)

With dates or numerals: Use the abbreviations A.D., B.C., B.C.E., B.C., a.m., p.m., No., and abbreviate certain months when used with the day of the month.

Right: In 450 B.C.; at 9:30 a.m.; in room No. 6; on Sept. 16.
Wrong: Early this a.m., he asked for the No. of your room.
Right: Early this morning, he asked for the number of your room.

In numbered addresses: Abbreviate avenue, boulevard and street in numbered addresses: *He lives on Pennsylvania Avenue. He lives at 1600 Pennsylvania Ave.*

States: The names of certain states and the United States are abbreviated with periods in some circumstances. See state names; datelines; and individual entries in the AP Stylebook.

Acceptable but not required: Some organizations and government agencies are widely recognized by their initials: CIA, FBI, GOP. If the entry for such an organization notes an abbreviation is acceptable in all references or on a second reference that does not mean its use should be automatic. Let the context determine, for example, whether to use Federal Bureau of Investigation or FBI.

Avoid awkward constructions: Do not follow an organization's full name with an abbreviation or acronym in parentheses or dashes. If an abbreviation or acronym would not be clear on second reference without this arrangement, do not use it.

Special cases: Abbreviations are used in tabulations and certain types of technical writing.

Caps, periods: Use capital letters and periods according to the listings in the AP Stylebook. Omit periods unless the result would spell an unrelated word.

academic degrees

For materials other than news releases, use Bachelor of Arts (first reference), B.A. (second reference); Master of Arts (first reference), M.A. (second reference); Master of Science (first reference), M.S. (second reference); Doctor of Arts (first reference), D.A. (second reference); Doctor of Education (first reference), Ed.D. (second reference); Doctor of Philosophy (first reference), Ph.D. (second reference): Doctor of Professional Studies (first reference), D.Prof. (second reference). No space after periods in abbreviations. The word degree should not follow a degree abbreviation: he has a B.A. in history, *not* he has a B.A. degree in history. Use bachelor's and master's degrees, never bachelors and masters degrees.

When referring to degrees in general, lowercase the first letter of the degree: *"They all had master's degrees in engineering."* Capitalize formal names of academic degrees but not the name of the subject or major (unless it is a proper noun): Bachelor of Science, Bachelor of Arts in accounting, Doctor of Philosophy.

academic departments/offices

Capitalize the name of departments and the words department, college, conservatory, university, office and school only when they appear as part of the official divisional name (Shenandoah Conservatory, conservatory; Department of Anthropology, anthropology department). But for news releases, use lowercase except for words that are proper nouns or adjectives: the department of history, the history department, the department of English, the English department.

academic majors

Do not capitalize academic majors (such as chemistry major) unless a major includes a proper noun (English major).

academic titles, credentials and certifications

Capitalize and spell out formal titles such as professor, dean, president, chancellor, graduate research professor, such as in history Professor Jane Doe. Lowercase elsewhere. Lowercase modifiers are those such as department in department Chair Jerome Wiesner. Place longer titles after the name. Example: John Smith, executive director of the Center for the Study of Environmental Conservation, said he agrees.

Here is the preferred style for a list of staff or faculty when you want to name their degree and credentials, certifications and/or other associations:

- Name (no courtesy title even if Ph.D., because that will be listed after, and a double listing would be redundant)
- Highest degree a person has received
- Certifications following a name should be avoided if they are vague to the general public. However, if they are to be listed, they should go in order received. No periods.
- Licensing/memberships/associations should be avoided if they are vague to the general public. However, if they are to be listed, they should go in alphabetical order. No periods.

For example:

- Betsy Ross, Ph.D., CPA, AICPA
- George Washington, MBA*, CFP

*MBA is an exception to this rule (no periods are necessary)

addresses

Use the abbreviations Ave., Blvd. and St. only with a numbered address: 1600 Pennsylvania Ave. Spell them out and capitalize when part of a formal street name without a number: Pennsylvania Avenue. Lowercase and spell out when used alone or with more than one street name: Massachusetts and Pennsylvania avenues.

Alley, drive, road, terrace, etc., are always spelled out. Capitalize them when part of a formal name without a number; lowercase when used alone or with two or more names.

Always use figures for an address number: 9 Morningside Circle.

Spell out and capitalize First through Ninth when used as street names; use figures with two letters for 10th and above: 7 Fifth Ave., 100 21st St.

Abbreviate compass points used to indicate directional ends of a street or quadrants of a city in a numbered address: 222 E. 42nd St., 562 W. 43rd St., 600 K St. N.W. Do *not* abbreviate if the number is omitted: East 42nd Street, West 43rd Street, K Street Northwest.

administration

Lowercase: the administration, the president's administration, the governor's administration

admission, admittance

Use admittance for physical entry to a specific place: *no admittance to Parker Hall.* Use admission for figurative entry: *admission of evidence* or, when physical entry is involved, in the further sense of right or privilege of participation: *admission to a society; the price of admission to the Glaize Studio Theatre.*

adviser

Not advisor.

affect, effect

As a verb, affect means to influence: *The game will affect the standings.* As a verb, effect means to cause: *She will effect change immediately.* As a noun, effect means result: *The effect of the accident was damaging.*

ages

Always use numerals; hyphenate if used as an adjective before a noun (or as a substitute for a noun): *His son is 5; His son is 5 years old; He has a 5-year-old son.* Set off ages with commas: *His son, 5, takes piano lessons.*

alma mater

Lowercase.

alumnus, alumni, alumna, alumnae, alum, alums

The terms alumnus (s.) and alumni (pl.) for men, and alumna (s.) and alumnae (pl.) for women, are acceptable. If a gender-neutral term is desired, alum or alums is acceptable.

and/&

Spell out "and" in all uses except for when the ampersand (&) is part of a formal name, composition title or accepted abbreviations

annual

An event cannot be described as annual until it has been held in at least two successive years. Do *not* use the term "first annual." Instead, use "first" or "first-ever," indicating there will be more.

a-thon

While "phonathon" has become generally acceptable, it is phonetically incorrect as it is the "e" in phone that makes the "o" long. The lack of hyphens makes such words more difficult to read. For instance, Shenandoah hosts an annual jazz-a-thon and rehearse-a-thon. Take out the hyphens, and you create a visual hurdle for the reader. Use "phonathon" with care; use "phone-a-thon" when clarity is paramount.

B

Bachelor of Arts, Bachelor of Science

A bachelor's degree or bachelor's is acceptable in any reference. See *academic degrees* for guidelines on when the abbreviations B.A. or B.S. are acceptable.

board room

At Shenandoah, the correct form is two words: board room (as in Clement Board Room)

Board of Trustees

Acceptable for describing the Shenandoah University Board of Trustees. Lowercase trustee in informal use: She became a trustee in 2020.

C

campuswide

One word. Also: citywide, countywide, statewide, nationwide, universitywide and worldwide. But: World Wide Web.

capital, capitol

A capital is the city where a seat of government is located; a capitol is a building.

capitalization

In general, avoid unnecessary capitals. Use a capital letter only if you can justify it by one of the principles listed here. Many words and phrases, including special cases, are listed separately. If there is no relevant listing for a particular word or phrase, consult a dictionary.

proper nouns: Capitalize nouns that identify a specific person, place or thing: Heather, Atlanta and Africa.

proper names: Capitalize common nouns such as party, river, street, west, college and university when they are an integral part of the full name for a person, place or thing: Democratic Party, Potomac River, Fleet Street, West Virginia, College of Fine Arts, University of Florida. Lowercase when they stand alone in subsequent references: the party, the river, the street, the college, the university. Lowercase names in all plural uses: the Democratic and Republican parties, Main and State streets.

titles: Capitalize formal titles when used immediately before a name. Lowercase formal titles when used alone or in constructions that set them off from a name by commas. See *academic titles.*

chair, chairman, chairwoman

AP style is to, in general, use terms such as *chair* or *chairperson, councilperson* unless the *-man* or *-woman* terms are specified by an organization.

Capitalize as a formal title before a name: *company Chair Henry Khan, committee Chairwoman Margaret Chase Smith.*

Do not capitalize as a casual, temporary position: *chair Dara Jackson.*

Chair is acceptable as a verb: *She chaired the meeting; he chairs the committee.*

city

Capitalize *city* if part of a proper name, an integral part of an official name, or a regularly used nickname: *Kansas City, New York City, Windy City, City of Light, Fun City.*

Lowercase elsewhere: *a Texas city; the city government; the city Board of Education;* and all *city of phrases: the city of Winchester.*

cities and towns

Capitalize city and town names in all uses. Capitalize official titles, including separate political entities such as East St. Louis, Ill., or West Palm Beach, Fla. The preferred form for the section of a city is lowercase: the west end, northern Los Angeles. But capitalize widely recognized names for the sections for a city: South Side (Chicago), Lower East Side (New York). Spell out the names of cities unless in direct quotes: *A trip to Los Angeles, but: "We're going to L.A."*

class

Lowercase unless referencing a specific class of graduating students: *the Class of 2021; the Class of '20 had two in-person ceremonies; but the class had a reunion.*

class years

Place a space after the full name, followed by an apostrophe and the two-digit year: *Jane Smith '90; John Smith Jr. '90.*

classes, courses

Lowercase when referring to courses and classes: I took a fine arts class and a business class. Uppercase if referring to specific name of a class or the class uses a proper noun or numeral: *I took Psychology 200 and Spanish 100.*

classroom

One word.

co-

Retain the hyphen when forming nouns, adjectives and verbs that indicate occupation or status:

- co-author
- co-pilot
- co-chairman
- co-respondent (in a divorce suit)
- co-defendant
- co-signer
- co-host
- co-star
- co-owner
- co-worker
- co-partner

If a prefix ends in a vowel and the word that follows begins with a vowel, no hyphen is necessary.

- coed
- cooperate
- coeducation
- cooperative
- coequal
- coordinate
- coexist
- coordination
- coexistence

coach

Capitalize only when used without a qualifying term before the name of the person who directs an athletic team: *Coach Steve Spurrier, head coach Steve Spurrier, the coach said.*

coed

Coed residential halls house students of both sexes, but the term is never used to refer to a female college student.

collective nouns

The collective nouns faculty and staff can be used in singular and plural senses: *The French faculty meets regularly with the other language faculties; the staff sometimes disagree among themselves.*

comma (,)

The following guidelines treat some of the most frequent questions about the use of commas. For detailed guidance, consult the punctuation section in the AP Stylebook. Use commas to separate elements in a series, but do not put a comma before the conjunction in a simple series: *The flag is red, white and blue. He would nominate Tom, Dick or Harry.* However, AP style allows for including a final comma in a simple series if omitting it could make the meaning unclear.

commencement

Lowercase unless in formal usage as University Commencement: *She attended commencement. We are planning to hold multiple in-person University Commencement ceremonies in 2021.*

composition titles

Apply these guidelines to book titles, movie titles, opera titles, play titles, poem titles, song titles, television program titles and the titles of lectures, speeches and works of art.

Capitalize the principal words, including prepositions and conjunctions of four or more letters: “The Star-Spangled Banner.”

Capitalize an article (the, a, an) or a word of fewer than four letters if it is the first or last word in a title: “Of Mice and Men.”

Put quotation marks around the names of all such works except the Bible and books that are primarily catalogs or reference material, including almanacs, directories, dictionaries, encyclopedias, gazetteers, handbooks and similar publications: Encyclopedia Britannica.

Translate a foreign title into English unless a work is known to the American public by its foreign name: Leonardo da Vinci’s “Mona Lisa.”

compound modifiers

A compound modifier is when two or more words that express a single concept precede a noun. Use a hyphen to link all the words in the compound, except the adverb very and all adverbs ending in -ly. *The chart-topping hits were played on the radio all day. The long-term assignment was challenging. The highly regarded author spoke at the conference.*

convocation

Lowercase unless in formal usage: *New Student Convocation;* defined as a special event family and friends are invited to attend to mark the beginning of a student's college life at Shenandoah.

courtesy titles

Do not use Miss, Mrs., Mr. or Ms. before full or last names. First reference of the use of Dr. in the print media is reserved for medical doctors. Otherwise, if an individual has earned a doctorate, the name should be followed by the appropriate degree abbreviation (e.g., Ph.D. or Ed.D.) set off by commas: Jane Doe, Ph.D., announced today.... Also, examples of subsequent references are as follows: first reference would be President Tracy Fitzsimmons , Ph.D.; second reference would be Dr. Fitzsimmons and third reference would be Fitzsimmons. Also see formal titles.

curriculum

In plural form use curricula except for news media releases, where it is preferred to use curriculums.

D

dash(es)

Put a space on both sides of a dash in all uses except the start of a paragraph and sports aggregate summaries. (ex. 35 – 10)

Use an em dash (—) to set off an abrupt break or interruption, or to explain further/include a summary. On a PC, they are created by holding down the CTRL and "shift" keys and hitting the "-" key. On a Mac, they are created by holding down the "option" and "shift" keys and hitting the "-".

dates

Spell out days of week and months without days: September 2000. Abbreviate months — except March, April, May, June, July — when used with specific dates: Sept. 1, 2000. Never use a comma between month and year when a specific day is not mentioned. Same is true for seasons: fall 1991. Comma should follow year when specific date is given: Feb. 8, 1990, was the date mentioned.

Do *not* use "on" with dates when its absence would not lead to confusion: the program ends Dec. 15, not the program ends on Dec. 15.

To describe sequences or inclusive dates or times, use an en-dash (–) for "to": Apply here May 7 – 9, 8 a.m. – 4 p.m.

Spell out numerical designations first through ninth and use numerals with letter suffixes for 10th and above: the first semester, the 10th anniversary.

Do *not* use "st" or "th" with dates: submit applications by Oct. 14, not Oct. 14th. Use 's' without apostrophe to indicate spans of decades or centuries: During the 1940s; the 1700s. Use an apostrophe for class years: *She belonged to the Class* of '72.

days of the week

Do not abbreviate, except when needed in a tabular format: Sun, Mon, Tue, Wed, Thu, Fri, Sat. Three letters, without periods, to facilitate tabular composition.

dean's list

Lowercase in all uses: He is on the dean's list. *She is a dean's list student.*

At Shenandoah, undergraduate students pursuing baccalaureate degree programs in any school or division are eligible to be named to the dean's list. To be considered, students must, for that semester, complete at least 12 semester hours and earn a semester GPA of 3.5 or higher.

decades

AP style is to use numbers; use an apostrophe to indicate numerals left out and show plural by adding the letter *s: the 1980s or the '80s.*

degrees

See academic degrees.

department/office titles

Use uppercase when department is part of the official and formal name: *the Shenandoah University Department of Media and Communication.* Otherwise, AP style calls for lowercase except for proper nouns or adjectives: the department of biology, the math department, the department of English or the Spanish department.

dimensions

Use figures and spell out inches, feet, yards, etc., to indicate depth, height, length and width. Hyphenate adjectival forms before nouns: *He is 5 feet 6 inches tall, the 5-foot-6-inch man, the 5-foot man, the basketball team signed a 7-footer. The car is 17 feet long, 6 feet wide and 5 feet high. The rug is 9 feet by 12 feet, the 9-by-12 rug. The storm left 5 inches of snow.* Use an apostrophe to indicate feet and quote marks to indicate inches: 5'6" only in very technical contexts.

directions, regions

In general, lowercase north, south, northeast, northern, etc., when they indicate compass direction; capitalize these words when they designate regions. Some examples:

compass directions: He drove west.

regions: A storm system that developed in the Midwest is spreading eastward. The North was victorious. She has a Southern accent.

with states and cities: The preferred form is to lowercase compass points only when they describe a section of a state or city: western Texas, southern Atlanta. But capitalize compass points.

when part of a proper name: North Dakota, West Virginia

when used in denoting widely known sections: Southern California, the South Side of Chicago, the Lower East Side of New York. If in doubt, use lowercase.

director

Lowercase in most uses, unless it is an official title.

doctor (medical, academic)

Use Dr. in first reference as a formal title before the name of an individual who holds a doctor of dental surgery, doctor of medicine, doctor of optometry, doctor of osteopathic medicine, doctor of podiatric medicine, or doctor of veterinary medicine: *Dr. Jonas Salk.*

The form Dr., or Drs. in a plural construction, applies to all first-reference uses before a name, including direct quotations. Do not continue the use of Dr. in subsequent references.

When the doctor refers to an academic title, the Shenandoah University style is to note the holder's terminal degree following their name on first reference: *Tracy Fitzsimmons, Ph.D.* The abbreviation Dr. is used before the holder's last name on second reference: *Dr. Fitzsimmons.* Then, from the third reference forward, only the subject's last name is used: *Fitzsimmons.*

dollars

Always lowercase. Use figures and the $ sign in all except casual references or amounts without a figure: *The book cost $4. Dad, please give me a dollar.* For specified amounts, the word takes a singular verb: *He said $500,000 is what they want.* For amounts of more than $1 million, use the $ and numerals up to two decimal places. Do *not* link the numerals and the word by a hyphen: *He is worth $4.35 million. He is worth exactly $4,234,234.* The form for amounts less than $1 million: *$4, $25, $500, $1,000.* (Do not use both $ and the word "dollars.")

dorms/dormitories

Do not use: Always refer to "residence halls" when referring to campus housing.

drop/add

Use solidus i.e., forward slash (/) with no spaces.

E

e.g.,

Exempli gratia or "for example." Do NOT confuse with i.e. (that is).

ellipsis (…)

Use an ellipsis to indicate the deletion of one or more words in condensing quotes, texts and documents. Treat an ellipsis as a three-letter word. See details in the AP Stylebook.

email

Electronic mail. Note lowercase 'e'. While email does not include a hyphen, words like e-commerce, e-trading and e-retailing do. When writing email addresses, use all lowercase unless the address is case sensitive. Email is a noun, not a verb. You send and receive email. *It is incorrect to say, "Email me." Correct form is, "Send me an email."*

entitled, titled

Entitled means one has the right to do or to have something: *She is entitled to the inheritance.* Use titled to introduce the name of a publication, musical composition, seminar, etc.

esports

Acceptable in all references to competitive multiplayer video gaming. Use alternate forms like eSports or e-sports only if part of a formal name, like an organization or arena. Capitalize at the start of sentences. Like other collective nouns that are plural in form, esports takes singular form when the group or quantity is regarded as a unit. *Some gamers are finding esports is a viable profession; nine esports were added to the competition.* It is also acceptable to refer to individual esports events as games or events.

F

faculty

Lowercase unless part of the name or title.

fall, fall semester

Lowercase except when used with the year and then capitalize: *Fall 2021*

first-year/freshman

Use the term first-year as a noun and adjective to describe students entering college.

When referring to upper-level students, use second-year, third-year, and fourth-year or upper-level, upperclass. Sophomore, junior or senior are also acceptable descriptions for upper-level students.

formal titles

Capitalize professional or academic titles immediately before the name: *President Tracy Fitzsimmons, Ph.D.*

For professional or academic titles immediately following the name, use lowercase and set them off with commas: *Tracy Fitzsimmons, Ph.D., president, introduced the speaker.*

If the individual has more than one title, use only the one most appropriate to the context of the publication. A long list of titles can interfere with the clarity of the message.

fractions

Spell out amounts less than one in news releases, using hyphens between the words: two-thirds, four-fifths, seven-sixteenths, etc.

Use figures for precise amounts larger than 1, converting to decimals whenever practical.

When using fractional characters, use a forward-slash mark (/): *1/8, 1/4, 5/16, 9/10,* etc. For mixed numbers, use *1 1/2, 2 5/8,* etc. with a full space between the whole number and the fraction.

In tabular material, use figures exclusively, converting to decimals if the amounts involve extensive use of fractions that cannot be expressed as a single character.

full time, full-time

Hyphenate when used as a compound modifier: *He works full time. She has a full-time job.*

fundraising, fundraiser

Per AP Stylebook, one word in all cases.

G

graduate

Lowercase when classifying status by itself.

GPA

Acceptable to use in place of “grade point average”; does not need an explanation

graduation/commencement

A student graduates when they fulfill all the requirements to graduate. A student does not have to participate in a commencement ceremony in order to graduate.

Shenandoah University holds one commencement exercise each year: University Commencement. Do *not* call it Spring Commencement. August and December events celebrating those who complete their courses of study, are not commencement or graduation ceremonies.

H

healthcare

One word, no hyphen

high school

No hyphen, whether a noun or adjective: *He runs a high school program. She led a group of high school students on a campus tour.*

historical periods

Capitalize names of historical periods, spell out first through ninth centuries, use numbers for 10th and above with century in lowercase: the Renaissance, Baroque music, the 21st century.

note: century is not capitalized.

Homecoming

Capitalize *only* (and always) when referring to Shenandoah's annual event: Homecoming Weekend.

homepage

The "front" page of a website.

Hornet(s)

Hornets and the university's mascot, Buzzy the Hornet (sometimes listed as Buzzy D. Hornet), were initially used only by athletics to represent Shenandoah's varsity teams but the reference has caught on to where all students identify as Hornets. *It's a great day to be a Hornet!*

hyphens

Hyphens are joiners. Used to avoid ambiguity or to form a single idea from two or more words. The fewer hyphens the better; use them only when not using them causes confusion (small-business owner, but health care center).

I

i.e.,

id est or "that is." Do *not* use as "for example." (See *e.g.*)

imply, infer

Writers or speakers imply in the words they use. A listener infers something from the words.

initials

Use periods in initials in personal names (unless specified): *Barbara M. Smith; J.D. Salinger* (note there is no space between two initials)

internet

Always lowercase.

it's, its

It's is a contraction for it is or it has: *It's your choice. It's been a long day.*
Its is the possessive form of the neuter pronoun: *The company has earned its reputation.*

J

Jr., Sr.

Do *not* precede with a comma: Joe Johnson Jr., except in business correspondence. Numerals never take comma: Joe Johnson III.

Note: There are some exceptions to this rule, especially if these have been consistently used over time. For example, the Alson H. Smith, Jr. Library and James R. Wilkins, Jr. Athletics & Events Center.

J Term

Short for January Term.

Juneteenth

See entry under Inclusive Language section.

L

lectures

Capitalize and use quotation marks for their formal titles, as described in composition titles.

long term, long-term

Hyphenate when used as a compound modifier: *We will win in the long term. He has a long-term assignment.*

-ly

Do *not* use a hyphen between adverbs ending in -ly and adjectives they modify: *an easily remembered rule, a badly damaged island, a fully informed student.* See the compound modifiers section of the hyphen entry in the AP Stylebook.

M

magazine names

Capitalize the name but do not place it in quotes. Lowercase magazine unless it is part of the publication's formal title.

majors, programs

Do *not* capitalize majors, programs, specializations or concentrations of study in news releases when they are not part of a designated degree: *She received a Bachelor of Arts in history. She majored in economics. She was a history major.*

master's, Master of Arts, Master of Science

A master's degree or a master's is acceptable in any reference.

media

In regular form, use medium. When used as a subject, media (plural) always takes a plural verb: The news media are often the target of public criticism. Never medias. *The news media are resisting attempts to limit their freedom.*

millions, billions

Use figures with million or billion in all except casual uses: *I'd like to make a billion dollars. The nation has 1 million citizens. I need $7 billion.* **Do not go beyond two decimals:** *7.51 million persons, $2.56 billion, 7,542,500 persons, $2,565,750,000.* Decimals are preferred where practical: 1.5 million, not 1 1/2 million.

Do not mix millions and billions in the same figure: 2.6 billion, not 2 billion 600 million. Do not drop the word million or billion in the first figure of a range: *He is worth from $2 million to $4 million,* not $2 to $4 million, unless you really mean $2. Note that a hyphen is not used to join the figures and the word "million" or "billion," even in this type of phrase: *The president submitted a $300 billion budget.*

money

Always use figures. For dollars, use the $ sign: *A $5 book; $50 million.* For cents, spell out the word cents: *10 cents; a 5-cent tax.*

months

Capitalize the names of months in all uses. When a month is used with a specific date, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov. and Dec. Spell out when using alone or with a year alone. When a phrase lists only a month and a year, do not separate the year with commas: *January 1972 was a cold month.* When a phrase refers to a month, day and year, set off the year with commas: *Feb. 14, 1989, was the target date.*

more than, over

Acceptable in all uses to indicate greater numerical value. *Salaries went up more than $20 a week. Salaries went up over $20 a week.*

mph

Acceptable for miles per hour

multicultural

one word, no hyphen

N

non-

The rules of prefixes apply, but in general, no hyphen is used when forming a compound that does not have special meaning and can be understood if non is used before the base word. Use a hyphen; however, before proper nouns or in awkward combinations: non-nuclear.

nonprofit

No hyphen. Use instead of not-for-profit.

noon, midnight

Do not use 12 a.m. or 12 p.m. in reference to either noon or midnight. Do not use “12 p.m. noon” or “12 noon.” It is simply “noon.”

numbers

Spell out a number at the beginning of a sentence, with one exception: a numeral that identifies a calendar year: *1968 marked a turning point in the Vietnam War*. Spell out whole numbers below 10. Use figures for 10 and above: *They had 10 dogs and four cats.* When large numbers must be spelled out, use a hyphen to connect a word ending in ‘y’ to another word; do *not* use commas between other separate words that are part of one number: twenty, twenty-one, one hundred forty-five.

numerals

In general, spell out one through nine and first through ninth, use numerals for 10 and 10th and above. For more details, see the AP Stylebook.

O

OK, OK’d, OK’ing, OKs

Do not use okay or O.K.

on, about

On refers to spatial objects: *He sat on the chair.* Use about in nonspatial references: *The professor will host a class about history.*

on campus, on-campus

On-campus is a unit modifier: *students live in on-campus housing;* on campus shows adverbial location: *she has a job on campus.*

online

One word in all cases for the computer connection term. Do not use hyphen.

organizations and institutions

Capitalize the full names of organizations and institutions: the American Medical Association; First Presbyterian Church; General Motors Corp.; Harvard University; Harvard University Medical School; the Society of Professional Journalists, Sigma Delta Chi. Use lowercase for internal elements of an organization when they have names that are widely used generic terms: *the board of directors of General Motors, the board of trustees of Columbia University, the history department of Harvard University, the sports department of the Daily Citizen-Leader.* For more details, see the AP Stylebook.

P

percent

AP style is to use the % sign when paired with a number, with no space; for amounts less than 1%, precede the decimal with a zero.

periods

Follow a period with a single space.

Ph.D., Ph.D.s

The preferred form is to say a person holds a doctorate and name the individual's area of specialty.

plurals

For documents forwarded to the media, check the AP Stylebook for Latin phrases. Otherwise use the Latin: symposia, not symposiums; colloquia, colloquiums; millennia, not millenniums.

An apostrophe almost never creates a plural. Do not use an apostrophe to indicate plural of CDs, 1960s, etc. (incorrect: CD's, 1960's) Exception: creating plurals of a single letter. For example: "She had two A's and two B's on her report card."

possessives

Guidelines are as follows:

Singular common nouns not ending in s — Add 's: *the president's speech.*

Singular common nouns ending in s — Add 's: *the hostess's invitation, the witness's story.*

Singular proper nouns ending in s — Use only an apostrophe: *Achilles' heel, Dickens' novels, Jesus' life.*

Plural common nouns not ending in s — Add 's: *the children's reunions.*

Plural common nouns ending in s — Add only the apostrophe: *the classes' secretaries.*

prefixes

Generally do not hyphenate when using a prefix with a word starting with a consonant: *The coach will talk with his team pregame. The dinosaurs roamed during prehistoric ages. The preflight briefing will begin in a few minutes.*

premier/premiere

Premier is top quality; premiere is a first performance.

professor

Capitalize when used as a formal title only before a name. Do not capitalize a course subject, unless it is a proper noun: *He studied history under Professor John Smith.*

pronouns

See entry under Inclusive Language section.

Q

quotation marks

The period and comma *always* go within the quotation marks. The dash, the semicolon, the question mark and the exclamation point go within the quotation marks when they apply to the quoted matter only.

R

race

See "Race and Ethnicity" in the Inclusive Language section.

ranges

Correct form: *$12 million to $14 million.* Not: $12 to $14 million, unless the lower range actually is $12.

ratios

Use figures and hyphens: *the ratio was 2-to-1, a ratio of 2-to-1, a 2-1 ratio.* As illustrated, the word "to" should be omitted when the numbers precede the word "ratio." Always use the word "ratio" or a phrase such as a 2-1 majority to avoid confusion with actual figures.

room

Uppercase in such uses as Ruebush Hall, Room 128.

room numbers

Use figures and capitalize room when used with a figure: Room 2, Room 211.

S

seasons

Lowercase for fall, winter, spring and summer and all derived words such as springtime. Capitalize only when part of a formal name: *Winter Olympics, or in the Shenandoah-specific case for semesters: Fall 2021, for example.*

series comma

Do not use a comma before "and" or "or" in lists of three or more items unless ambiguity would result.

Shenandoah University

The official name of the institution but *Shenandoah* or *SU* (with no periods) or *the university* (lowercase) are acceptable. DO NOT use Shenandoah U., Shen. Univ., or other variants.

spelling

If the dictionary gives two spellings of a word, use the more preferred or the first example given.

spokesman, spokeswoman

Spokesperson is also a gender neutral option.

spring, spring semester

Lowercase unless you are using with the year: *Spring 2021*

spring break

Two words, lowercase.

state, federal

Lowercase state in all references. Capitalize federal as part of corporate or governmental bodies that use the word as part of a formal name; lowercase when used as an adjective to distinguish from state, county, city, town or private entities: *our state universities, federal loans, the commonwealth of Virginia, the state of Florida, state grants, Federal Communications Commission.*

states

The names of the 50 U.S. states should be spelled out when used in the body of a story, whether standing alone or in conjunction with a city, town, village or military base. Unless addressing an envelope, abbreviate according to AP Stylebook, not U.S. Postal Service rules, when listed with a city: Gainesville, Fla., unless giving a full mailing address within a news release: Applications may be mailed to P.O. Box 113075, Gainesville, FL 32611.

student classifications

Do not capitalize first-year, sophomore, junior or senior; do capitalize a class designation: *He is a senior communications major. The Class of 2010 sponsored the lecture.*

summer, summer session

Lowercase unless you are using with the year: *Summer 2021*

T

T-shirt

Include the hyphen and the T is always capitalized in all references.

telephone numbers

If a publication is strictly for on-campus use, omit area code for university numbers: 665-1234; if publication might or will be sent off campus, include area code. The form is *212-621-1500.* For international numbers use 011 (from the United States), the country code, the city code and the telephone number: *011-44-20-7535-1515.* Use hyphens, not periods.

The form for toll-free numbers: *800-111-1000.*

If extension numbers are needed, use a comma to separate the main number from the extension: *212-621-1500, ext. 2.*

that (conjunction)

Use the conjunction that to introduce a dependent clause if the sentence sounds or looks awkward without it. There are no hard-and-fast rules, but in general: That usually may be omitted when a dependent clause immediately follows a form of the verb to say : *The president said he had signed the bill.*

that, which (pronouns)

Use that and which in referring to inanimate objects and to animals without a name. Use that for essential clauses, important to the meaning of a sentence, and without commas: *I remember the day that we met.* Use which for nonessential clauses, where the pronoun is less necessary, and use commas: *The team, which finished last a year ago, is in first place.*

theatre

See entry under Music & Theatre Style Guidelines.

time-date-place sequence

For consistency, when giving time, date and location of an event, list as follows: *The meeting begins at 4 p.m. on Thursday in Room 212.* Note order: time, date, location.

times

Use figures except for noon and midnight: 4 p.m. or 10 a.m. Use a colon to separate hours from minutes: 11 a.m., 3:30 p.m. The word “o’clock” is cumbersome: not 4:30 o’clock, which would be redundant; the colon and numbers are short for o’clock.

Also avoid redundancies such as “10 a.m. this morning.” Time listings with a.m. or p.m. are preferred, except in formal invitations and announcements. The construction 4 o’clock is acceptable, but time listings with a.m. or p.m. are preferred. Also, :00 is not necessary but :30 is.

trademark

A trademark is a brand, symbol, word, etc., used by a manufacturer or dealer and protected by law to prevent a competitor from using it: AstroTurf, Velcro, Kleenex, Xerox, etc. In general, use a generic equivalent unless the trademark name is essential.

transfer

Lowercase to categorize students.

trustee

A person to whom another’s property or management of another’s property is entrusted. Do not capitalize if used before a name.

U

undergraduate

Lowercase to classify students.

university

Lowercase unless in a specific title.

V

virtual reality

Virtual reality is a computer-generated simulation of an interactive, three-dimensional environment. Virtual reality experiences typically require the use of headsets, hand-held controllers and other electronic equipment that allow a person to interact with the simulation. A similar concept, augmented reality, involves the projection of interactive computer-generated images into a person’s real-world surroundings. VR and AR are acceptable on second reference.

W

web

Short form of World Wide Web, it is a service, or set of standards, that enables the publishing of multimedia documents on the internet.

website

One word, lowercase w. *Examples:* webcast, webmaster, website

web addresses

In most cases, “http://” or “https://” may be omitted: www.su.edu. Increasingly, even the “www.” is being dropped in print as people become more technologically savvy.

which

Which is the only acceptable pronoun to introduce a nonessential clause that refers to an inanimate object or an animal without a name. The pronoun “which” occasionally may be substituted for “that” in the introduction of an essential clause that refers to an inanimate object or an animal without a name. In general, this use of “which” should appear only when “that” is used as a conjunction to introduce another clause in the same sentence: *He said Monday that the part of the army which suffered severe casualties needs reinforcement.* Also, use who and whom when referring to people or animals with a name.

Y

years

Use figures, without commas: 1986. Use an ‘s’ without an apostrophe to indicate spans of decades or centuries: the 1890s, the 1900s. Years are the lone exception to the general rule in numerals that a figure is not used to start a sentence: *1976 was a very good year.*

Inclusive Language

Words have the power to unite or divide people, to make an audience feel accepted or rejected. Shenandoah is a welcoming and inclusive community characterized by respect of diverse cultures, experiences and perspectives. This section provides all members of the Shenandoah community with current inclusive language terminology; it will be updated as the terminology evolves. The words and phrases in this guide are recommendations. As a general rule, ask the individual or group what terms they prefer, and use those.

Disabilities & Mental Illness

ableism

Discrimination or prejudice against people with disabilities; the belief that typical abilities – those of people who aren't disabled – are superior. A concept similar to racism, sexism and ageism in that it includes stereotypes, generalizations and demeaning views and language. It is a form of discrimination or prejudice against people with disabilities.

disabilities

People with disabilities are people first: a person with a disability, not disabled person; person on the autism spectrum, not autistic or autistic person. Avoid outdated, offensive words such as handicapped.

Use the term accessible rather than disabled or handicapped to refer to facilities (accessible parking, for example).

In general, do not describe an individual as disabled unless it is clearly pertinent to a story. If a description must be used, try to be specific about the type of disability or symptoms. *An ad featuring actor Michael J. Fox swaying noticeably from the effects of Parkinson's disease drew nationwide attention.*

Avoid descriptions that connote pity, such as afflicted with or suffers from multiple sclerosis. Rather, has multiple sclerosis.

Some terms include:

attention-deficit/hyperactivity disorder **-** One of the most common developmental disorders in children; often lasts into adulthood. People with ADHD may be overly active or may have trouble paying attention or controlling impulsive behavior. ADHD is acceptable on first reference, but spell out shortly thereafter. Describe a person as having ADHD only if relevant to the story, and if a medical diagnosis has been made or the person uses the term. If relatives or others use the term, ask how they know, then consider carefully whether to include the information. Generally, when relevant, say a person has ADHD rather than is ADHD, unless the person prefers the latter. Do not use the outdated terms attention-deficit disorder or ADD.

blind **-** Describes a person with complete or nearly complete loss of sight. For others, use terms such as visually impaired or person with low vision.

brain injury, traumatic brain injury, brain damage, brain-damaged **-** *Traumatic brain injury* usually results from a violent blow or jolt. Do not use *TBI* other than in direct quotations, and explain the acronym. Other brain injuries occur as a result of illnesses such as cancer, stroke and infection. Brain injuries vary in severity and duration. Describe a person as *having brain damage* or *having a traumatic brain injury* only if relevant to the story, and if a medical diagnosis has been made or the person uses the term. If relatives or others use the term, ask how they know, then consider carefully whether to include the information. Do not say a person is *brain-damaged.* Instead, *has brain damage* or *has a brain injury.*

cripple **-** Considered offensive when used to describe a person who is disabled.

deaf, Deaf, hard of hearing **-** Use the lowercase form deaf for the audiological condition of total or major hearing loss and for people with total or major hearing loss, when relevant to the story. Hard of hearing can be used to describe people with a lesser degree of hearing loss. The phrase deaf and hard of hearing encompasses both groups. Do not use hearing-impaired, hearing impairment or partially deaf unless a person uses those terms for themself. Many deaf people

who use sign language have a deeply ingrained sense of culture and community built around the experience of deafness and sign language, and use the uppercase form Deaf to signify that culture. The uppercase is acceptable, if used by the person or group, in descriptions such as the cultural Deaf community, Deaf education, Deaf culture, etc. Do not use the uppercase form for a person; use lowercase deaf, the standard style for medical conditions: Lagier, who is deaf, said the Deaf community is a powerful force in his life. Not all people with hearing loss use sign language or identify with the Deaf culture and community; such identification can be a deeply personal choice. When possible, ask if a person or group uses identity-first language (deaf students) or person-first language (students who are deaf). In the United States, the National Association of the Deaf recommends identity-first language unless an individual or a group uses person-first language. The adjective deaf-blind or deafblind is acceptable to describe a person who uses either for themself. Try to determine which term the person uses. Also acceptable: deaf-blindness or deafblindness. Do not use the terms deaf-mute or deaf and dumb. Hyphenate hard-of-hearing as a modifier: hard-of-hearing students. But: They are hard of hearing. Do not use deaf-mute or deaf and dumb.

dementia - A general term for the impaired ability to remember, think or make decisions that interferes with doing everyday activities. It is not a disease itself. Alzheimer's disease is the most common cause of dementia. Other causes include Huntington's disease, Parkinson's disease, Creutzfeldt-Jakob disease and traumatic brain injury. Though dementia mostly affects older adults, it is not a part of normal aging. Describe a person as having dementia only if relevant to the story, and if a medical diagnosis has been made or the person uses the term. If relatives or others use the term, ask how they know, then consider carefully whether to include the information. The terms younger-onset or early-onset Alzheimer's disease applies to people diagnosed before age 65. Do not use the terms senile or demented.

dyslexia, dyslexic - Dyslexia is a learning disability characterized by problems identifying speech sounds and learning how to connect them to letters and words. Describe a person as *dyslexicor having dyslexia* only if relevant to the story, and if a medical diagnosis has been made or the person uses the term. If relatives or others use the term, ask how they know, then consider carefully whether to include the information. Don't use a dyslexic as a noun unless someone describes themself that way.

disabled - A general term used for a physical, mental, developmental or intellectual disability. Do not use mentally retarded.

handicap - It should be avoided in describing a disability.

mute - Describes a person who cannot speak. Others with speaking difficulties are speech impaired.

neurodiversity, neurodivergent, neurodiverse, neurotypical - *Neurodiversity* is the concept that differences in brain functioning such as *autism*, *dyslexia or attention-deficit/hyperactivity disorder* are normal variations, with strengths and weaknesses. It is not a medical term. Individuals or groups that exhibit those variations are considered *neurodivergent* or *neurodiverse*. The larger population is said to be *neurotypical*. While use of these terms has become more common, to many they remain unfamiliar; they should be used only in direct quotations.

paraplegia/paraplegic, quadriplegia/quadriplegic - *Paraplegia* is the loss of movement in the lower extremities and torso. *Quadriplegia* is the paralysis of all four limbs as well as the torso. Both are typically caused by a spinal cord or brain injury. Refer to the condition only when relevant to the story. Do not use the term as a noun (*a quadriplegic; paraplegics*) unless someone describes themself that way. Do not use the shorthand *para* or *quad* unless someone uses those terms in direct quotes in reference to themself.

stutter A condition that involves significant problems with flow of speech, such as repetitions of syllables, elongations of sounds or prolonged stops. The term *stutter* is generally used rather than *stammer* in the United States. Refer to the condition only if relevant. For example: President Joe Biden has spoken frequently about how overcoming a stutter was one of the hardest things he's done in life. Do not use the term *stutterer* for a person. Instead, *a person who stutters or she has (or had) a stutter.* If using a direct quotation in which a person has stuttered, do not call attention to the stutter. Instead, treat it as you would any other: *"Tomorrow is a new day,"* he said. Not *"T-t-tomorrow is a new day,"* he said.

wheelchair user - People use wheelchairs for independent mobility. Do not use confined to a wheelchair, or wheelchair-bound. If a wheelchair is needed, say why.

mental illness

Mental illness is a general term. Specific conditions are disorders and should be used whenever possible: *He was diagnosed with schizophrenia, according to court documents. She was diagnosed with anorexia, according to her parents. He said he was treated for depression.* Avoid wording such as he is a schizophrenic, she was anorexic or he is mentally ill.

Avoid descriptions that connote pity, such as afflicted with, suffers from or victim of. Rather, *he has obsessive-compulsive disorder.*

Avoid terms such as the mentally ill. Instead: *people with mental illnesses.*

Do not use derogatory terms, such as insane, crazy/crazed, nuts or deranged, unless they are part of a quotation that is essential to the story.

Avoid using mental health terms to describe non-health issues. Don't say that an awards show, for example, was schizophrenic.

Double-check specific symptoms and diagnoses. Avoid interpreting behavior common to many people as symptoms of mental illness. Sadness, anger, exuberance and the occasional desire to be alone are normal emotions experienced by people who have mental illness as well as those who don't.

When practical, let people with mental disorders talk about their own diagnoses. Use the term mental or psychiatric hospital, not asylum. Here is a link that can be used as a reference: https://www.nimh.nih.gov/

Some terms include:

bipolar disorder - A mental illness that causes dramatic shifts in mood, energy, activity levels and concentration levels. These range from periods of extremely elated, irritable or energized behavior (known as manic episodes) to very sad, indifferent or hopeless periods (known as depressive episodes). Describe a person as *having bipolar disorder* only if relevant to the story, and if a medical diagnosis has been made or the person uses the term. If relatives or others use the term, ask how they know, then consider carefully whether to include the information. Do not use the terms *manic-depressive illness* or *manic depression.*

depression (mental health) - A serious mood disorder characterized by a range of symptoms. Those include a persistent sad, anxious or "empty" mood; feelings of hopelessness, worthlessness, guilt, pessimism; loss of interest in activities; difficulty concentrating and making decisions. Describe a person as *having depression only* if relevant to the story, and if a medical diagnosis has been made or the person uses the term. If relatives or others use the term, ask how they know, then consider carefully whether to include the information. Be clear on the type of depression if relevant, such as *He was diagnosed with bipolar disorder* or *She has postpartum depression* or *she is being treated for depression.* Medically diagnosed *depression* is called *clinical depression* or *major depressive disorder.* The terms *depressing* or *depressed* are acceptable in general uses if not intended as a slur, though alternatives are often better: *She found the results disheartening, discouraging, disturbing, etc.*

obsessive-compulsive disorder - An anxiety disorder characterized by uncontrollable, recurring thoughts and fears that lead to repetitive and often ritualized behaviors or compulsions. OCD is acceptable on second reference; avoid in headlines. Describe a person as having OCD only if relevant to the story, and if a medical diagnosis has been made or the person uses the term. If relatives or others use the term, ask how they know, then consider carefully whether to include the information. Say someone has OCD or has obsessive-compulsive disorder, not is OCD or is obsessive-compulsive unless the person prefers the latter.

service animal, assistance animal, guide dog

An animal, usually a dog, that aids a person with a disability. Examples include guiding a person who is blind, alerting a deaf person to the presence of another person, retrieving dropped items, pulling a wheelchair, providing help with balance. *Seeing Eye dog* is a trademark for a guide dog trained by Seeing Eye Inc. of Morristown, New Jersey. *Emotional support animals* or *therapy animals* are sometimes used to help a person with depression, anxiety or other conditions. They are not considered service animals under the Americans with Disabilities Act.

suicide

When information about suicide is shared, one should not go into detail on methods used. Suicide prevention experts believe, based on experience and some studies, that the less said in the media about the methods of suicide, the less likelihood that a death will prompt at-risk people from taking their lives by that same method in the days immediately after.

Often, it may not be necessary to say anything other than that the person died by suicide.

Avoid using the phrase committed suicide. Alternate phrases include killed himself, took her own life or died by suicide. The verb commit with suicide can imply a criminal act. Laws against suicide have been repealed in the United States and many other places. Notes or letters are another area for caution. Generally avoid reporting the contents.

Some experts recommend including in stories the 988 National Suicide and Crisis Lifeline.

Do not refer to an unsuccessful suicide attempt. Refer instead to an attempted suicide.

Medically assisted suicide is permitted in some states and countries. Advocacy groups call it death with dignity or right-to-die, but AP doesn't use those phrases on their own. When referring to legislation whose name includes death with dignity, right-to-die or similar terms, say the law or proposal allows the terminally ill to end their own lives. If the term is in the name of a bill or law, make that clear. Euthanasia should not be used to describe medically assisted suicide or physician-assisted suicide.

More resources: www.reportingonsuicide.org.

Gender and Sexuality

Use the inclusive term LGBTQ+, which stands for lesbian, gay, bisexual, transgender and questioning, or queer, and others, as it is more inclusive than LGBT or LGBTQ.

asexual

Describes people who don't experience sexual attraction, though they may feel other types of attraction, such as romantic or aesthetic. Not synonymous with and does not assume celibacy. A person's asexuality can be constant or change over time.

biological

A word often best confined to medical or scientific contexts, especially in stories or passages about gender. While sex is a biological feature, terms like *biological male*, *man*, *female* or *woman* are sometimes used by opponents of transgender rights to portray sex as more simplistic than scientists assert, and to downplay the significance of *gender* and how it differs from *sex*.

bisexual

Describes people attracted to more than one gender. Some people prefer pansexual, which describes people attracted to others regardless of their gender. The shortened version bi is acceptable in quotations.

cisgender

Describes people whose *gender identity* matches the sex they were assigned at birth; that is, not *transgender*. Explain if necessary. Do not use terms like *normal* to describe people who are not *transgender*. Not synonymous with *heterosexual,* which refers to *sexual orientation*.

conversion therapy

The scientifically discredited practice of using therapy to "convert" LGBTQ people to heterosexuality or traditional gender expectations. Either refer to it as so-called conversion therapy or put quotation marks around it. Do not do both. Gay conversion therapy should take no hyphen. Always include a disclaimer that it is discredited.

cross-dresser

Use this term instead of the outdated transvestite for someone who wears clothing associated with a different gender, and only when the subject identifies as such. Not synonymous with drag performer or transgender.

deadnaming

The practice, widely considered insensitive, offensive or damaging, of referring to transgender people who have changed their name by the name they used before their transition. Use a person's previous name very rarely and only if required to understand the news, or if requested by the person.

The issue of *deadnaming* often arises when public figures announce a gender transition. In such cases, generally use the *deadname* only once and not in the opening paragraph, with future coverage using only the new name.

When naming suspects or victims in stories about crimes or accidents, be cognizant that authorities or family members may be ignorant of or be disregarding the person's wishes; when possible, take into account information given by the person or by current friends or others who may have better information about how the person lived and identified.

drag performer, drag queen, drag king

Entertainers who dress and act as a different gender. Drag queens act as women; drag kings act as men. Male impersonator or female impersonator is also acceptable. Not synonymous with cross-dresser or transgender.

female, male

In general, *female* and *male* are adjectives that can describe people of any age and are used only rarely as nouns, such as for a range of ages or an unknown age. *The study included males ages 10-21. She is the first female governor of North Carolina.*

Woman, women, *man* and *men* are usually reserved for use as a noun to describe adults, while *girl*, *girls*, *boy* and *boys* are typically used as a noun for people under age 18.

Be aware of nuances and pitfalls in the use of *female* and *woman/women.*

Since *female* primarily describes sex, not gender, some people object to its use as a descriptor for women because it can be seen as emphasizing biology and reproductive capacity over *gender identity.* It can also sometimes carry misogynistic tones that may vary in severity by race, class and other factors.

For this reason, *woman* or *women* is increasingly common as an adjective. But its use as such can often be awkward, especially if the words *man* or *men* would not be used adjectivally in a parallel sense.

For instance: *He is the only man construction worker on the otherwise all-woman crew* is awkward, and *He is the only male construction worker on the all otherwise all-woman crew* is not parallel. Options for being both sensitive and eloquent include *He is the only man on the otherwise all-woman construction crew.*

fiancé

(man) fiancée (woman) Generally acceptable to describe anyone who is engaged to be married, regardless of sexual orientation. If a couple requests not to use those terms or if a gender-neutral option is needed, describe couples as engaged or planning to marry or use similar phrasing.

gay, lesbian

Used to describe people attracted to the same sex, though lesbian is the more common term for women. Preferred over homosexual. Include sexual orientation only when it is pertinent, and avoid references to sexual preference or to a gay or alternative lifestyle. Gays is acceptable as a plural noun when necessary, but do not use the singular gay as a noun. Lesbian is acceptable as a noun in singular or plural form. Sexual orientation is not synonymous with gender.

gender

A social construct encompassing a person's behaviors, intrinsic identity and appearance. Gender often corresponds with but is not synonymous with sex. A person's sex and gender are usually assigned at birth by parents or attendants and can turn out to be inaccurate. Experts say gender is a spectrum, not a binary structure consisting of only men and women, that can vary among societies and can change over time.

gender confirmation

The medical treatments that *transgender* and *nonbinary* people sometimes use to transition, or alter their sexual characteristics. Can include surgery and/or hormone therapy. Sometimes rendered *gender-confirming* as an adjective. Alternatives such as *gender affirmation* and *sex reassignment* are acceptable in quotes and in proper names. If surgery is involved, *gender-confirmation surgery*. Do not use abbreviations such as GCS or SRS unless in quotes, and introduce the full term before the quote. Do not use the outdated term *sex change,* and avoid describing someone as *pre-op* or *post-op.*

Refer to a person's *gender-confirmation surgery* only when relevant. Surgery is not necessary for people to transition.

gender dysphoria

Use this term, not gender *identity disorder*, for the distress felt when someone's *gender expression* does not match their *gender identity*. It is also a medical diagnosis often required for people to undergo *gender confirmation* procedures.

gender expression

How people outwardly convey their gender, intentionally or not, such as through fashion choices, mannerisms or pronouns. Gender stereotypes can lead others to incorrectly perceive *someone's gender* or *sexual orientation*.

gender-fluid, gender-fluidity

Refers to a gender identity or expression that changes over time. Include the hyphen.

gender identity

A person's sense of feeling male, female, neither or some combination of both. Often just *gender* will suffice: *She spent a lot of time explaining her gender* may work just as well as *She spent a lot of time explaining her gender identity.* Examples of gender identities include *man* or *boy*; *woman* or *girl; nonbinary; bigender; agender; gender-fluid; genderqueer;* and combinations of identities, such as *nonbinary woman.*

gender-nonconforming

(adj.) Acceptable in broad references to describe people whose identities or expressions do not follow gender norms. May include but is not synonymous with *transgender*. Avoid dated terminology such as *gender-bending* or *tomboy*.

genderqueer

(adj.) An identity describing people whose gender expression does not follow norms; use only if the person or group identifies as such. Not synonymous with *nonbinary*.

heterosexual

(n. and adj.) In males, a sexual orientation that describes attraction to females, and vice versa. Straight is acceptable. Transgender people can be heterosexual.

homophobia, homophobic

Acceptable in broad references or in quotations to the concept of fear or hatred of gays, lesbians and bisexuals. *The governor denounced homophobia.* In individual cases, be specific about observable actions; avoid descriptions or language that assumes motives. *The leaflets contained an anti-gay slur. The voters opposed same-sex marriage.* Related terms include biphobia (fear or hatred specifically of bisexuals) and transphobia (fear or hatred of transgender people).

homosexual

(adj.), homosexuality (n.) Refers to the sexual orientations of gays and/or lesbians. Gay and lesbian is preferred as an adjective; homosexuality is acceptable when an umbrella term is needed. Avoid homosexual as a noun.

hormones

Avoid references to *male* or *female hormones.* All humans have varying levels of sex hormones, including testosterone and estrogen. Hormone replacement therapy may be an element of a person's *gender transition.*

husband, wife

Regardless of sexual orientation, husband for a man or wife for a woman is acceptable in all references to individuals in any legally recognized marriage. Spouse or partner may be used if requested or as a gender-neutral option.

intersex

Describes people born with genitalia, chromosomes or reproductive organs that don't fit typical definitions for males or females. Do not use the outdated term *hermaphrodite*. Not synonymous with *nonbinary*.

LGBT, LGBTQ+

(adj.) Acceptable in all references for lesbian, gay, bisexual and transgender, or lesbian, gay, bisexual, transgender and questioning and/or queer. In quotations and the formal names of organizations and events, other forms such as LGBTQIA and other variations are also acceptable with the other letters explained. I generally stands for intersex, and A can stand for asexual (a person who doesn't experience sexual attraction), ally (some activists decry this use of the abbreviation for a person who is not LGBT but who actively supports LGBT communities) or both. Use of LGBT or LGBTQ is best as an adjective and an umbrella term. Don't use it, for instance, when the group you're referring to is limited to bisexuals. *Walters joined the LGBTQ business association.* Queer is an umbrella term covering people who are not heterosexual or cisgender and is acceptable for people and organizations that use the term to identify themselves. Do not use it when intended as a slur.

nonbinary

(adj.) Describes people who don't identify as strictly *male* or *female*; can include *agender* (having no gender), *gender-fluid* (an identity that fluctuates) or a combination of male and female. Not synonymous with *transgender*, though some *nonbinary* people are also *transgender*.

openly, out

The terms out and openly can imply that to identify as LGBTQ is inherently shameful, so use them only when relevant: *Xiong is the group's first openly gay president* (which would allow for the possibility that previous presidents were gay but not out) or *Xiong, who came out at age 29, wishes he had done so sooner.*

Do not use terms like *avowed* or *admitted*.

Don't assume that because news figures address their *sexual orientation* or *gender transition* publicly, it qualifies as *coming out*; public figures may consider themselves out even if they haven't previously addressed their identity or orientation publicly.

Outing or *outed* is usually used when someone's identity or orientation is revealed against their knowledge or will.

Pride, pride

Capitalize Pride when referring to events or organizations honoring LGBTQ communities and on subsequent references. *Twin Cities Pride. "Are you going to Pride?" she asked. It's Pride day. Several cities are holding Pride events this weekend.* Lowercase pride when referring to generic events or the general concept of LGBTQ pride. *He attended a gay pride parade.*

pronouns (includes the singular “they”)

Plural pronouns are becoming more widely accepted as gender-neutral singular pronouns. It is permissible to rewrite using a form of they if you cannot rephrase your sentence to be plural rather than singular.

- A student who loses too much sleep may have trouble focusing during [his/her] exams.
- Students who lose too much sleep may have trouble focusing during their exams.

When this is not possible, use the singular they:

If your child registers after this date, they will have to make up the additional work.
Use the singular they when referring to someone whose gender is not specified.

Examples:

he or she = they
his/her = his/her/their
his/her = the student’s, the employee’s
he or she = the student, the employee
“the men and women of” = “the people of”

same-sex marriage

The preferred term over *gay marriage*, because it is more inclusive and because the laws generally don’t address sexual orientation. Where legal, *same-sex marriages* do not differ from other marriages, so the term should be used only when relevant and needed to distinguish from marriages of other couples.

sex

Refers to biological and physiological characteristics, including but not limited to chromosomes, hormones and reproductive organs. A person’s sex is usually assigned at birth by parents or attendants, sometimes inaccurately. Sex often corresponds with but is not synonymous with *gender*, which is a social construct.

sex reassignment or gender confirmation

The treatments, surgeries and other medical procedures used by transgender people to match their sex to their gender. The preferred term over gender reassignment; do not use the outdated term sex change. Sex reassignment or gender confirmation surgery is not necessary for people to transition their gender. *Balducci considered having sex reassignment surgery during his transition.*

sexual identity

People’s awareness of themselves in a sexual sense. It incorporates a person’s *sex, gender identity, gender expression* and *sexual orientation.*

sexual orientation

Not *sexual preference.* Examples include *lesbian* (women attracted to women), *gay* (men attracted to men), *bisexual* (attraction to men and women), *pansexual* (attraction regardless of gender), *asexual* (people who don’t experience sexual attraction), and *straight* or *heterosexual* (women attracted to men, and vice versa). Mention a person’s *sexual orientation* only when relevant to the subject matter, and do so only if the information is verified.

Avoid references to a *gay* or *alternative lifestyle.* Avoid *homosexual* to describe people, though *homosexuality* is acceptable as a noun for the concept of same-sex attraction. *Gays* is acceptable as a plural noun when necessary, but use the singular *gay* only as an adjective, not as a noun. *Lesbian* is acceptable as an adjective or as a noun in singular or plural form.

Avoid salacious terminology and unnecessary modifiers in phrasing like *gay lovers* or *lesbian kiss;* instead use neutral terms like *couple* or kiss.

Transgender is not a sexual orientation. Like anyone, transgender people can have any sexual orientation.

SOGI
Increasingly popular shorthand for the concept of *sexual orientation* and *gender identity*. Avoid using the acronym unless necessary, as in a quote or name of an organization, and explain the term if used.

spouse
A gender-neutral alternative in place of wife or husband. For example: physicians and their spouses, not physicians and their wives.

transsexual
Some people who have undergone *gender-confirmation* procedures refer to themselves as *transsexual*; use the term only if a person requests it.

transgender
(adj.) Describes people whose gender does not match the one usually associated with the sex they were assigned at birth. Identify people as *transgender* only when relevant, and use the name by which they live publicly. Unless it is central to the story, avoid mention of a person's *gender transition* or *gender-confirmation surgery* in news coverage, which can be intrusive and insensitive.

Avoid references to a transgender person being born a boy or girl, or phrasing like *birth gender. Sex (or gender) assigned at birth* is the accurate terminology. The shorthand trans is acceptable on second reference and in headlines.

Do not use as a noun, such as referring to someone as a *transgender*, or use the term *transgendered*.

Not synonymous with terms like *cross-dresser* or *drag queen.* Do not use the outdated term *transsexual* unless a source specifically asks to be identified as such.

Avoid derogatory terms such as *tranny*.

Refer to a transgender person's previous name, also called a *deadname*, only in the rare instance it is relevant to the story.

transition, gender transition
The legal, medical or social processes some transgender or nonbinary people undergo to match their *gender identity.* Examples can include a formal or informal change to names or pronouns, makeup and hairstyles, hormone therapy, or gender-confirmation surgery. Mention or describe it only when relevant.

Race and Ethnicity

AAPI
Asian Americans and Pacific Islanders. The acronym is widely used by people within these communities but is not as well known outside of them. Spell out the full term; use *AAPI* only in direct quotations and explain the term.

Aborigine
An outdated term referring to aboriginal people in Australia. It is considered offensive by some and should be avoided.
(See *Indigenous*)

anti-Asian sentiment
Avoid this euphemism, which conveys little meaning. Alternatives may include *anti-Asian bias, anti-Asian harassment, anti-Asian comments, anti-Asian racism or anti-Asian violence*, depending on the situation. Be specific and give details about what happened or what someone says happened.

Asian

Used to describe people from Asia. Avoid using *Asian* as shorthand for *Asian American* when possible.

Asian American

No hyphen. Acceptable for an American of Asian descent. When possible, refer to a person's country of origin or follow the person's preference. For example: *Filipino American or Indian American.* Do not describe *Pacific Islanders as Asian Americans, Asians or of Asian descent*. Avoid using *Asian* as shorthand for *Asian American* when possible.

biracial, multiracial

Acceptable, when clearly relevant, to describe people with more than one racial heritage. Usually more useful when describing large, diverse groups of people than individuals. Avoid mixed-race, which can carry negative connotations, unless a story subject prefers the term. Be specific if possible, and then use biracial for people of two heritages or multiracial for those of two or more on subsequent references if needed. Examples: *She has an African American father and a white mother* instead of, *She is biracial*. But: *The study of biracial people showed a split in support along gender lines.* Multiracial can encompass people of any combination of races.

Black(s), white(s)

Do not use either term as a singular noun. For plurals, phrasing such as Black people, white people, Black teachers, white students, is often preferable when clearly relevant. *White officers account for 64% of the police force, Black officers 21% and Latino officers 15%. The gunman targeted Black churchgoers.* The plural nouns Blacks and whites are generally acceptable when clearly relevant and needed for reasons of space or sentence construction. *He helped integrate dance halls among Blacks, whites, Latinos and Asian Americans.* Black and white are acceptable as adjectives when relevant.

Black

Use the capitalized term as an adjective in a racial, ethnic or cultural sense: Black people, Black culture, Black literature, Black studies, Black colleges.

African American is also acceptable for those in the U.S. The terms are not necessarily interchangeable. Americans of Caribbean heritage, for example, generally refer to themselves as Caribbean American. Follow an individual's preference if known, and be specific when possible and relevant. *Minneapolis has a large Somali American population because of refugee resettlement. The author is Senegalese American.*

Use of the capitalized Black recognizes that language has evolved, along with the common understanding that especially in the United States, the term reflects a shared identity and culture rather than a skin color alone.

Also use Black in racial, ethnic and cultural differences outside the U.S. to avoid equating a person with a skin color.

Black Lives Matter, #BlackLivesMatter

A global movement launched after the 2012 killing of Trayvon Martin with a goal to eradicate systemic racism and white supremacy and to oppose violence committed against Black people. *Either Black Lives Matter as a noun or the Black Lives Matter movement is acceptable. BLM is acceptable on second reference.* Although there are many groups that use "Black Lives Matter" or "BLM" in their names, only 16 are considered affiliates of the Black Lives Matter Global Network. *The Black Lives Matter Global Network Foundation,* which provides organizational infrastructure and funding to the affiliate chapters, was founded in 2014 after what is known as the Ferguson uprising over the August 2014 police shooting death of Michael Brown in Ferguson, Missouri. *The BLM network is acceptable on second reference.* Some respond to the Black Lives Matter movement by saying "all lives matter" or "blue lives matter," the latter in reference to police officers. Neither is a formal movement, so lowercase and enclose in quotes.

Caucasian

Avoid as a synonym for white, unless in a quotation.

Chicano

A term that Mexican Americans in the U.S. Southwest sometimes use to describe their heritage. Use only if it is a person's preference.

dual heritage

No hyphen for terms such as African American, Asian American and Filipino American. Used when relevant to refer to an American person's heritage. The terms are less common when used to describe non-Americans, but may be used when relevant: Turkish German for a German of Turkish descent.

Hispanic / Latino or Latina / Latinx / Latine

Latino is often the preferred noun or adjective for a person from, or whose ancestors were from, a Spanish-speaking land or culture or from Latin America. *Latina* is the feminine form. Some prefer the recently coined gender-neutral term *Latinx*, which should be confined to quotations, names of organizations or descriptions of individuals who request it and should be accompanied by a short explanation. *Hernandez prefers the gender-neutral term Latinx.* For groups of females, use the plural Latinas; for groups of males or of mixed gender, use the plural Latinos.

Hispanic is also generally acceptable for those in the U.S. Hispanic is a person from — or whose ancestors were from — a Spanish-speaking land or culture. Latino, Latina or Latinx are sometimes preferred. Use a more specific identification when possible, such as Cuban, Puerto Rican, Brazilian or Mexican American. Follow the person's preference.

Indigenous

Capitalize this term used to refer to original inhabitants of a place. Aboriginal leaders welcomed a new era of Indigenous relations in Australia. *Bolivia's Indigenous peoples represent some 62% of the population.*

Juneteenth

June 19, the traditional commemoration date of the emancipation of enslaved people in the United States. The holiday also has been called Juneteenth Independence Day or Freedom Day. President Abraham Lincoln first issued the Emancipation Proclamation declaring all slaves free in Confederate territory on Sept. 22, 1862, but the news took time to travel. June 19, 1865, is the date when word of the proclamation reached African Americans in Texas.

Native American, American Indian

Native American is preferred unless the individual or group specifies otherwise. Use the term Indian to refer to people from India. For individuals, use the name of the tribe; if that information is not immediately available, try to obtain it. *He is a Navajo commissioner. She is a member of the Nisqually Indian Tribe. He is a citizen of the Cherokee Nation of Oklahoma.* Some tribes and tribal nations use member; others use citizen. If in doubt, use citizen. First Nation is the preferred term for native tribes in Canada.

Orient, Oriental

Do not use when referring to East Asian nations and their peoples. Asian is the acceptable term for an inhabitant of those regions.

Pacific Islander

Used to describe the Indigenous people of the Pacific Islands, including but not limited to Hawaii, Guam and Samoa. Should be used for people who are ethnically Pacific Islander, not for those who happen to live in Pacific Islands. Be specific about which communities you are referring to whenever possible. Do not use *Asian Pacific Islander* unless referring to Pacific Islanders of Asian descent. Do not describe *Pacific Islanders as Asian Americans, Asians or of Asian descent.*

people of color, racial minority

Do not use the term minority. Refer instead to people of color, students of color, etc., or underserved or underrepresented populations.

race

Consider carefully when deciding whether to identify people by race. Often, it is an irrelevant factor and drawing unnecessary attention to someone's race or ethnicity can be interpreted as bigotry. In situations when race is an issue, use your judgment. Include racial or ethnic details only when they are clearly relevant and that relevance is explicit in the story.

racist, racism

Racism is a doctrine asserting racial differences in character, intelligence, etc., and the superiority of one race over another, or racial discrimination or feelings of hatred or bigotry toward people of another race.

The terms racism and racist can be used in broad references or in quotations to describe the hatred of a race, or assertion of the superiority of one race over others. *The townspeople saw their votes as a rejection of racism.*

Deciding whether a specific statement, action, policy, etc., should be termed racist often is not clear-cut. Such decisions should include discussion with colleagues and/or others from diverse backgrounds and perspectives.

Begin by assessing the facts: Does the statement or action meet the definition of racism? That assessment need not involve examining the motivation of the person who spoke or acted, which is a separate issue that may not be related to how the statement or action itself can be characterized.

In general, avoid using racist or any other label as a noun for a person; it's far harder to match the complexity of a person to a definition or label than it is a statement or action. Instead, be specific in describing the person's words or actions. Again, discuss with senior managers, colleagues and others from diverse backgrounds when the description may be appropriate for a person.

Do not use racially charged or similar terms as euphemisms for racist or racism when the latter terms are truly applicable.

Cases in which the term racist might be used include identifying as racist support for avowed racist organizations, statements calling another race or ethnic group inferior, or employing negative stereotypes for different racial or ethnic groups. *The video shows the candidate wearing blackface and making racist statements including, "You're not white so you can't be right."*

Always use specifics to describe the words or actions in question. But do not use a derogatory term except in rare circumstances when it is crucial to the story or the understanding of a news event.

If racist is not the appropriate term, give careful thought to how best to describe the situation. Alternatives include racially divisive, racially sensitive, or in some cases, simply racial.

slaves, enslaved people

The term slaves denotes an inherent identity of a person or people treated as chattel or property. The term enslaved people underlines that the slave status has been imposed on individuals. Many prefer the term enslaved person/people to separate people's identity from their circumstances. Others prefer the term slave as a way to make a point of the circumstances. Either term is acceptable. Try to determine an individual's preference.

Stop AAPI Hate

A movement that was launched in March 2020 in response to a rise in anti-Asian bias and racism stemming from the coronavirus pandemic that originated in China. The Asian Pacific Planning and Policy Council, Chinese for Affirmative Action and the Asian American Studies Department of San Francisco State University created a reporting center under the name Stop AAPI Hate to track and respond to cases of hate, violence, harassment and discrimination against Asian Americans and Pacific Islanders in the United States. Some prefer to use the hashtag #StopAsianHate.

transracial

The term should not be used to describe people who have adopted a different racial identity.

tribe

Refers to a sovereign political entity, communities sharing a common ancestry, culture or language, and a social group of linked families who may be part of an ethnic group. Capitalize the word tribe when part of a formal name of sovereign political entities, or communities sharing a common ancestry, culture or language. Identify tribes by the political identity specified by the tribe, nation or community: the Apache Tribe of Oklahoma, the Cherokee Nation. The term ethnic group is preferred when referring to ethnicity or ethnic violence.

Music & Theatre Style Guidelines

song/piece

"Song" does not mean "piece of music." The generic word that can be used to refer to any piece of music is "piece." Song is the generic word for a relatively short piece of vocal music, usually for solo singer or small group (duo, trio, etc.), with or without accompaniment. Pieces performed by choirs are not referred to as songs:

right: For the first piece, the choir sang Aaron Copland's "I Bought Me a Cat."
right: The first song of the concert was "The Erlking" by Schubert, performed by baritone Fred Delp and pianist Hermione Brenglefosture.

More often, specific descriptive terms are used. Pieces are symphonies, quartets, sonatas, tone poems, etudes, nocturnes, movements, fugues, fantasies, passacaglias, chaconnes, inventions, preludes, postludes, interludes, intermezzos, art songs, madrigals, motets, masses, cantatas, oratorios, etc. Songs are art songs, Lieder (plural of Lied, German for "song" but used exclusively to mean "art song"), folk songs or piece for solo voice, etc.

styles

Use lowercase for hip-hop, rap, rock 'n' roll (except Rock and Roll Hall of Fame), etc.

theatre

Shenandoah uses the spelling favored by the professionals in New York: theatre. This has been true since the program was founded in the early 1970s. For all programs originating from Shenandoah and all buildings involved in the art form, spell it "theatre." However, when referring to places and programs outside Shenandoah, honor the spelling preference of that organization (Terrace Theater at the Kennedy Center, etc.).

time periods

Capitalize time periods such as Baroque, Classical, Contemporary, Renaissance, Romantic, etc.

titles

When works are listed in a program, they are printed in plain type: Beethoven: Symphony No. 5 in C minor

Unless they are excerpts:
Beethoven: first movement of *Symphony No. 5*
Mussorgsky: "Promenade" from *Pictures at an Exhibition*
Sondheim: scene from *Into the Woods*

When works are cited in prose, the titles of short works are placed in quotation marks:
The pianist played Debussy's "Prelude for Piano, No. 2" and MacDowell's "To a Wild Rose."

When works are cited in prose, the titles of large works are italicized:
The orchestra concert began with Beethoven's *Symphony No. 5.*
The theatre division presented Sondheim's *Into the Woods.*

However, in newspapers, all titles are included in quotation marks. The use of quotation marks for all titles is a holdover from the days of typewriters and complex typesetting.

GPS Addresses

Main Campus

1460 University Dr.
Winchester, VA 22601

Child Care Center

118 Regency Lakes Dr.
Winchester, VA 22603

James R. Wilkins, Jr. Athletics & Events Center

1188 Ralph Shockey Dr.
Winchester, VA 22602

Shentel Stadium

1122 Ralph Shockey Dr.
Winchester, VA 22602

Bowman Building

20 S. Cameron St.
Winchester, VA 22601

Feltner Building

9 Court Square
Winchester, VA 22601

John Kerr Building

203 S. Cameron St.
Winchester, VA 22601

Solenberger Hall

141 N. Loudoun St.
Winchester, VA 22601

Health Professions Building

1775 N. Sector Dr.
Winchester, VA 22601

River Campus at Cool Spring Battlefield

1400 Parker Ln.
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