

Ohio Northern University Print Publication and Electronic Media Style Guide

Purpose: To successfully implement Associated Press writing guidelines into all University printed publications so that all printed materials will be fully consistent for our external audiences. The following guidelines will provide a strong framework for all printed publications and will act as an essential tool when writing on behalf of Ohio Northern University.

Please contact the Office of University Communications and Marketing for additional information.

Advisor

This differs from the AP Stylebook; however, please use this spelling in Ohio Northern University publications.

Academic Courses/Majors

Lowercase unless it includes a proper noun (i.e. English, Spanish, etc.).

Correct: She is a music major.

Capitalize the names of all official courses offered by Ohio Northern University, especially when they accompany a course number. Lowercase when referring to a course in general terms.

Correct: I would like to take Tap Dance 2 at Ohio Northern University.

Correct: I would like to take Public Relations Case Studies in the fall.

Correct: I am excited to take an art history class at Ohio Northern University.

Alumni

Alumna: female

Alumnus: male

Alumnus: male or female singular (when gender is unclear or unknown)

Alumni: men/mixed group

Alumnae: women

Avoid the use of the words “alum” or “alums.”

Ohio Northern University defines an “alumnus” or “alumna” as one who has received a degree from the institution.

First references to alumni names in body copy must be bolded and include degree and graduation year. This includes ONU faculty and staff who have graduated from Ohio Northern University. Subsequent references should not be bolded or include degree and graduation year. It is not necessary to bold the degree and class year. This may be omitted on electronic formats.

Do not bold alumni names in headlines, bylines or photo captions.

Example: Rita Tully, BSBA, is the owner of Johnny's Pizza in Boston, MA, where she also resides.

Example: Cara Miabella, BA, is a graphic designer for Ohio Northern University.

In a paragraph:

Example: Brit Rowe, BFA '93, assistant professor of art, gave his students the assignment.

If an alumnus or alumna graduated in a previous century, please list their full year of graduation.

Example: Joy England, AA 1902, and her husband, John, owned Jessi's Jackets in San Jose, NM.

Alumni Events

Capitalize and use the specific title in all print publications.

Example: The Columbus Area Alumni Event

Ampersand (&)

ONLY use an ampersand when it is part of a company's FORMAL name.

Example: Gianna Russo, BSBA, is employed by Johnson & Johnson.

The ampersand should never be used in place of *and*.

Exception: The Getty College of Arts & Sciences.

Athletics

Please refer to the AP Stylebook for further rules and information.

Correct: Third-year head coach Mike Bertie led the team to victory.

Correct: First Team All-America, First Team All-OAC, Academic All-OAC

Correct: 23-year history of the league

Correct: He is ranked No. 12

Correct: She led the team with 15 points.

Correct: The team is lead by coach Judy Bean.

Do not capitalize a **sport** or the word **varsity** unless it begins a sentence or is an included a heading.

Correct: He is a member of the varsity men's basketball team.

Capitalize the word **Polar Bear** when in reference to Ohio Northern University.

Correct: The Polar Bears swept the series.

Boards

Capitalize ONLY when it is part of the formal name.

Example: The Ohio Northern University Alumni Board met last weekend.

Example: The alumni board was on campus during Homecoming 2006.

Bolding

All names of alumni (including faculty/staff alumni) should be listed in **bold** throughout the Ohio Northern Magazine and Alumni Journal. Other publications may adhere to this rule for consistency, but it is not necessary.

DO NOT bold alumni names in photo captions.

Names of students should not be bolded.

Bolding guidelines do not pertain to text found on the Ohio Northern University Web page.

Campus

DO NOT capitalize unless used in reference to Campus Security.

Capitalization

Titles of alumni (or any individual titles) that are used in the Alumni Journal should not be capitalized.

For example, the following sentence is correct.

Example: Paula Jewel, BA, is the vice president of Cedar Point.

Capitalize the word **president** when it comes BEFORE the individual's name.

Captions

All photographs must have a caption if one is needed to identify people or objects within the photograph. Identification of alumni should follow the format below:

Name (comma) degree year (comma) and what's happening in the photograph.

Example: Michael Bandini, BA '01, poses at the Cleveland Area Alumni Event.

If captions include students:

Alumni Journal: always provide name, class year and hometown.

Example: Rose Poland, a fourth-year pharmacy major from Columbus, Ohio, stands in front of the Lehr Building.

All other University publications: include appropriate information applicable to the student.

Identify individuals in a photograph from left, clockwise or front to back.

Example: From left are: Leonard Fino, JD '03, Carl Farms, BS '01, and Leona May, BA '04.

City

Capitalize when used in conjunction with a formal name, popular nickname or official title.

Example: The New York City weather was brutal.

Example: We visited the Windy City last April.

Example: City Manager Alan Debby plans to retire in June.

Lowercase when used in "city of" references.

Example: He went to the city of Tiffin to buy a car.

Class Notes

This is the official format for Class Notes in the Alumni Journal.

If applicable, provide a residence and business location.
DO NOT provide a location if Banner lists their information as CONFIDENTIAL.

Example: Pat Myrtle, BA, is an admissions counselor for Syracuse University. He resides in Fayetteville, N.Y.

Example: Jessica Charles, PharmD, is a clinical pharmacist for Sally Memorial Hospital in Pittsburgh, Pa. She resides in Sailor, Pa.

Always include the maiden name of an alumna.

Example: Angela (Collins) Taylor, BSBA, is a financial analyst for Christopher Industries in Parkview, Colo. She and her family reside in Rocky River, Colo.

Alumni marriage format:

If reporting the marriage of two alumni, include the announcement in BOTH class years. If two alumni of the same class year marry each other, list the announcement once.

Example: Todd Bayberry, BSEE, and **Nikki (Starr)**, BS '03, were married on June 9, 2007. The couple resides in Bryan, Ohio.

If an alumnus marries a non-ONU graduate, DO NOT put parentheses around the maiden name.

Example: Brad Gadget, JD, and Valerie Diamond were married on Aug. 4, 2006. The couple resides in Boulder, Colo.

Only bold the name of a spouse if they are an alumnus/a.

Ex. Michael Carbondale, BA, and **Kay (Umbria)**, BSpH '97, were married June 11, 2004. The couple resides in Tolerico, Fla.

If an individual received more than one degree from ONU, please include their announcement in all appropriate class years.

Example: 1986

Mary (Fee) Curran, BA, JD '86, is employed by Carrier Corporation in Binghamton, N.Y. Mary resides in Utica, N.Y.

Example: 1989

Mary (Fee) Curran, JD, BA '86, is employed by Carrier Corporation in Binghamton, N.Y. Mary resides in Utica, N.Y.

List an e-mail address upon request of the alumni. E-mail addresses should NOT be bold or underlined. If an e-mail is listed at the end of a sentence DO NOT put a period after the

sentence. ALWAYS double-check that the alumni gave permission to include their e-mail address.

Example: Ann Ireland, JD, is an attorney for Samm, Ruger and Co., in Hamilton, Calif., and she can be reached at soccer2@yahoo.com

It is not necessary to include the names and ages of multiple children in the household; however, if alumni list this information, we should honor their request.

In photo captions, it is not necessary to include city/state information when identifying a subject in the Class Notes section.

Class Rank

Capitalize the words freshman, sophomore, junior or senior ONLY if it starts the sentence. Lowercase elsewhere.

Correct: Jeanne Correy is a senior biology major from Attica, OH.

Exception: Senior Class gift

Coed

Colleges

Capitalize the word **college** when part of a formal name. Lowercase elsewhere.

The Getty College of Arts & Sciences

The James F. Dicke College of Business Administration

The T.J. Smull College of Engineering

The Claude W. Pettit College of Law

The Raabe College of Pharmacy

Upon first reference, use the full name of the college.

Refer to it as “the college” after it has been introduced in the paragraph.

Example: The Raabe College of Pharmacy is nationally ranked. The college has several state-of-the-art laboratories.

When it is necessary to distinguish between two or more different colleges, use acceptable shorthand for individual colleges:

The College of Arts & Sciences

The College of Business Administration

The College of Engineering

The College of Law

The College of Pharmacy

Composition Titles

Italicize and capitalize all books, newspapers, magazines, movies, television shows and plays.

Capitalize the first word and all words in a title that contain *four* letters or more.

Exception: do not use italics in press releases. Use quotation marks instead.

Coursework

Dates

Always use Arabic figures **without** *st*, *nd*, *rd*, or *th*.

Correct: March 1,

Wrong: March 1st,

Always place a comma after the year unless the year ends the sentence.

Example: Their wedding was held on July 14, 1997, in the botanical gardens.

See Months entry for additional rules.

Degrees

The following abbreviations have been or are currently in association with Ohio Northern University.

AA	associate of arts
ACIT	alumni citation (University award)
BA	bachelor of arts
BFA	bachelor of fine arts
BM	bachelor of music
BS	bachelor of science
BSBA	bachelor of science in business administration
BSCE	bachelor of science in civil engineering
BSCHE	bachelor of science in chemical engineering
BSCLS	bachelor of science in clinical laboratory science
BSCPE	bachelor of science in computer engineering
BSECE	bachelor of science in electrical and computer engineering
BSEd	bachelor of science in education
BSEE	bachelor of science in electrical engineering
BSME	bachelor of science in mechanical engineering
BSMT	bachelor of science in medical technology
BSN	bachelor of science in nursing
BSPh	bachelor of science in pharmacy
H of F	Hall of Fame
Hon. D.	honorary degree
JD	juris doctorate
LLB	bachelor of laws
LLD	doctor of laws
LLM	master of laws
PharmD	doctor of pharmacy
Ph.D.	doctor of philosophy
Ph.G.	graduate in pharmacy (offered by ONU from 1906-1932)

Given the audience, please use the appropriate degree description.

If an individual received a master's degree or doctorate, utilize the following format:

bachelor's-not capitalized

master's - not capitalized

doctorate - not capitalized

M.A. - including periods

M.S. - including periods

Ph.D. - including periods and no space between letters

Example: Carol Solvay, BA, received a master's degree in psychology from Harvard University. Carol and her family reside in San Diego, CA.

Example: Carol Solvay, BA, received an M.A. in psychology from Harvard University. Carol and her family reside in San Diego, CA.

Example: Carol Solvay, BA, received her Ph.D. in psychology from Harvard University. Carol and her family reside in San Diego, CA.

Do NOT precede a name with a courtesy degree and then follow the name with the degree earned.

Correct: Dr. Baxter O'Donnell or Baxter O'Donnell, Ph.D.

Wrong: Dr. Baxter O'Donnell, Ph.D.

Departments

Use lowercase unless the title includes a proper noun or is part of a formal name.

Correct: Nancy Bradenton, Ph.D., would like to work for the department of history.

Correct: Nancy Bradenton, Ph.D., would like to work for the history department.

Correct: Garrett Cicero, associate professor of journalism, works for the department of English.

Correct: Garrett Cicero, associate professor of journalism, works for the English department.

Correct: The Ohio Northern University Department of Communication Arts is hosting a banquet in May.

Dial-Roberson Stadium

Always refer to the stadium on ONU's campus as Dial-Roberson Stadium.

Directions

Lowercase north, south, east and west when referring to a compass direction...capitalize to indicate a region.

Correct: The storm is moving in from the east.

Correct: The East Coast culture differs from that of the West Coast.

Correct: He grew up in the Midwest.

Correct: He developed a Southern accent.

Drug Information Center

E-mail

Hyphenate the word e-mail. Only capitalize if this word starts the sentence.

Alumni Journal: DO NOT put a period at the end of a sentence if the sentence ends with an e-mail address. Never underline an e-mail address.

Correct: **Barney Grumbach**, BA, is a rocket scientist in Greenville, NC, and he can be reached at barney1234@hotmail.com

Do not use a period at the end of any URL

Emeritus/Emerita

Place this word immediately after the word “professor” or capitalize it if it PRECEDES a name.

Correct: Donald Milks, professor emeritus of civil engineering, attended the event.

Correct: Professor Emeritus Donald Milks attended the event.

Faculty

As a collective noun, “faculty” takes singular verbs and pronouns.

Correct: The faculty is going to a lecture.

When referring to a group of individuals numbering less than the *entire* faculty, use “faculty members.”

All faculty members who graduated from Ohio Northern University will be identified in the Alumni Journal. Their name should be bold and followed by their Ohio Northern degree(s).

Correct: **suffix (space) name (comma) title (comma)**

(1st reference) Dr. Stephen Iseman, professor of communication arts and public relations, is the advisor of PRSSA.

(2nd reference) Iseman has enjoyed a successful career in the public relations field.

-or-

Dr. Iseman has enjoyed a successful career in the public relations field.

Correct: **name (comma) degree (comma) title (comma)**

(1st reference) Stephen Iseman, Ph.D., professor of communication arts and public relations, is the advisor of PRSSA.

(2nd reference) Iseman has enjoyed a successful career in the public relations field.
-or-

Dr. Iseman has enjoyed a successful career in the public relations field.

DO NOT follow a name with a degree if the suffix already indicates a degree.
The suffix will imply the degree received by the individual.

Wrong: Dr. Stephen Iseman, Ph.D., is the advisor of PRSSA.

First Lady

Mrs. Toby Baker, BFA '06,

Freed Center for the Performing Arts

Freshman

This is the proper form for nouns and adjectives (not “freshmen”).

Correct: The freshman orientation event was a resounding success.

Correct: Jane is a freshman in the College of Business Administration.

Fundraiser

One word in all instances

Hakes-Pierstorf Family Pharmacy Education Center

Headings

Use the following format in reference to all alumni in a heading/title:

Single degree: Name (comma) degree year

Example: Kelly Freund, BFA '76

Multiple degrees: Name (comma) degree year (comma) degree year

Example: Melvin Jai Roberts, BA '76, JD '79

Headlines

It is not necessary to title-cap words that appear in headlines.

Health care

High schools

Do not mention a student's high school unless the publication is an all-athletics piece.

Homecoming

Always capitalize the word Homecoming in reference to Ohio Northern University.

Honorary Degrees

Honorary degrees should be noted as such if someone has received one.

Example: Maxwell Marks, Hon. D, is a priest at Our Lady of Pompeii.

The Inn at Ohio Northern University

“The” must be title-capped at all times

Internet

Always capitalize the word Internet.

DO NOT write http:// in front of a Web site address in print publications.

You may write http:// in front of a Web site address in an electronic format.

It’s, Its

It’s is a contraction for it is.

Its is the possessive for *it*.

The James F. Dicke College of Business Administration

“The” must be title-capped at all times

First use: The James F. Dicke College of Business Administration

Second use: the Dicke College of Business Administration (DCBA)

Subsequent uses: DCBA

King-Horn Center

Law students

In law-exclusive publications (ie. *Sidebar*), it is acceptable to use L-1, L-2 or L-3 after a student’s name.

Correct: Jonathan Powers, L-2, attended the awards banquet.

In University publications that include information about other colleges, use “first-year law student,” “second-year law student” or “third-year law student.”

Correct: Jonathan Powers, a second-year law student, attended the awards banquet.

LL.B., LL.M., LL.D.

In press releases, include the periods. Otherwise, use LLB, LLM and LLD

Logon, login, logout

Nouns: login, logon, logoff, logout

Verbs: log in, log on, log off, log out

McIntosh Center

No “the” should precede “McIntosh Center”

Months

Use Associated Press abbreviations for months when used in conjunction with a specific date.

(Jan., Feb., Aug., Sept., Oct., Nov., Dec.)

Correct: Terry Dubiel, BA '99, received the Outstanding Teacher Award on Jan. 4, 2007.

DO NOT abbreviate a month when it stands alone.

Wrong: Jaclyn Capezio, BS '02, received a master of business administration from Ohio State University in Feb. and now works in Florida.

DO NOT include the word “of” between the month and year.

Correct: January 31, 2004, November 2003

Wrong: July of 1979

When a phrase lists only a month and a year, do not separate the month and year with commas.

Example: November 1981 was a bad month.

Names

Use the suffixes Jr., Sr., III, IV, etc., if another alumnus is of the same name.

IF an alumnus requests the suffix to be used, it DEFINITELY needs to be included.

No comma should appear before Jr., Sr., II, III

Correct: Thurston Howell III

Correct: Robert Jones Jr.

Nicknames should only be used if the person was known by that name while at ONU. In other cases, utilize the person’s proper name.

Correct: John “Jack” Gianelli

Exception: Arden “Stretch” Roberson

Common nicknames are acceptable.

Correct: Christine “Chrissy” Trinity

Correct: Michelle “Shelli” Tazman

No.

Use as the abbreviation for **number** in conjunction with a figure to indicate position or rank:
No. 1 man, or No. 3 choice.

Do not use in street addresses or in the names of schools.

Do not use the # symbol to indicate number.

Noon, Midnight

Never use “12 p.m.” or “12 a.m.” Use “noon” or “midnight” instead. Do not put a 12 in front of either of them.

Numbers

DO NOT begin a sentence with a digit. Write out the number.

Figures or Words: spell out first through ninth when they indicate sequence in time or location.

Example: first base, the First Amendment

Spell out whole numbers below 10. For 10 and above, use figures.

Exceptions: age, money, dimensions, percentages, measurements

Correct: He has been with the office for two years.

Correct: He was a pharmacist for 15 years.

Correct: This medicine is 100 percent effective.

Correct: The project is going to cost \$4 million.

Use a comma for *most* figures higher than 99.

Exceptions: street addresses, ACT/SAT scores, room numbers, serial numbers, telephone numbers and years

Correct: She bought 2,345 cans of corn.

Correct: He received a 2200 on the new SAT.

Correct: They graduated in 1985.

Off, of

The *of* is unnecessary.

Correct: He fell off the bed.

Wrong: He fell off of the bed.

Ohio Northern University

Upon first reference in a self-contained, isolated article, write Ohio Northern University. If two or more separate articles appear on the same page or spread, this rule should still be followed.

Use Ohio Northern, Northern or ONU in additional references.

Online

Spell out as one word. Lowercase unless it begins a sentence.

ONU Law

Organizations and Institutions

Capitalize the full names of organizations and institutions.

Upon first reference, state the name of the organization/institution and use its abbreviation in parentheses immediately following.

Example: She graduated from Liverpool High School (LHS) in 1997. She was a member of the LHS swim team.

Exception: It is not necessary to include “(ONU)” after “Ohio Northern University”

People, Persons

Always use people to say the plural of person.

Percent

Spell out “percent” in normal uses. Always precede with a digit.

Examples: 8 percent, 56 percent

Exception: The “%” symbol may be used in charts and graphs.

Pharmacy Skills Center

Pharmacy students

DO NOT use P-1, P-2, P-3, P-4, P-5, P-6

Write out the class year accompanied by the word pharmacy after the name of the student.

Example: Karla Fayce, first-year pharmacy major, from Salt Lake City, enjoyed the event.

Phone numbers

Examples:

555-867-5309

800-867-5309 x1234

Photography

To be used in print publications, an image’s resolution must be high. Please contact the Office of Communications and Marketing for further assistance.

Plurals

See AP Stylebook, Copyright 2004 (pages 190-192) for this information

Polar Bear

Capitalize the word Polar Bear when in reference to Ohio Northern University.

Always use “Polar Bears.” Never shorten to “Bears.”

Correct: The Ohio Northern University women’s soccer team is ranked high in the division. The Polar Bears continue to dominate their opponents.

Wrong: The biology department researched Polar Bears during the summer.

p.m., a.m.

Always use lowercase with periods. Avoid the redundant 10 p.m. tonight.

See “Noon, Midnight” entry for additional information.

Possessives

See AP Stylebook, Copyright 2004 (pages 196-198) for this information

President

Capitalize president ONLY as a formal title before one or more names.

Correct: President Baker

Correct: Presidents Baker and Freed

Wrong: He was the President of Murray Motors.

1st reference: Dr. Kendall L. Baker, Ohio Northern University president,

2nd reference: Baker

Correct: Dr. Kendall L. and Mrs. Toby Baker

Press Releases

Please contact the Office of University Communications and Marketing for additional information.

ALL press releases will be distributed by the Office of Communications and Marketing.

Principal, principle

Principal is the noun and adjective meaning someone or something first in rank, authority, importance or degree.

Examples: Andrea Brothers is the school principal. Aaron Findlay was the principal player in the trade.

Principle is a noun that means a fundamental truth, law, doctrine or motivating force.

Examples: They fought for the principle of self-determination.

Professor

Capitalize before a name if it begins a sentence. Lowercase elsewhere.

Example: Professor Roberto Razopatti gave us the study guide.

Example: We were greeted by professor Roberto Razopatti in the hallway.

Program

Capitalize when part of a formal title. Lowercase elsewhere.

Correct: The graphic design program is remarkable.

Correct: The Overnight Program is hosted by the Office of Admissions.

Correct: The Honors Program is working on several research projects.

Punctuation

See the AP Stylebook, Copyright 2004 (Punctuation Chapter: pages 326-336)

*copies are available upon request from the Office of Communications and Marketing

Quarter hours

No hyphen

Ratio

Use a colon between two numbers in a ratio. This differs from the AP Stylebook; however, please use this format in Ohio Northern University publications.

Examples: 8:1, 10:1

Room

Capitalize to indicate a specific location.

Correct: The exam will be held in Room 226.

RSVP

Seasons of the year

Lowercase spring, summer, fall, winter unless part of a formal name.

Example: She graduated in the spring.

Example: They will visit the campus during the summertime.

Example: They attended the Ohio Northern Summer Carnival in July 2005.

Do not use a “the *season of year*” construction.

Correct: He visited Italy in spring 2004

Wrong: He attended classes in the fall of 2001

Semester

Always lowercase.

Semiannual

Twice a year, synonym of biannual. Often confused with biennial, which means every other year.

Sign in, sign up

Noun/adjective: sign-in, sign-up

Verb: sign in, sign up

Sports Center

Refers to the entire building. The “field house” is inside the “Sports Center.”

Stadium View Apartments

Staff

All staff members who graduated from Ohio Northern University will be identified in the Alumni Journal. Their name should be bold and followed by their Ohio Northern degree(s).

State

DO NOT capitalize unless it is part of a formal name.

Correct: The New York State Association of College Admissions Counselors

Wrong: I went to the State of Texas for a vacation.

State Names

Spell out the names of the 50 U.S. states when they **stand alone** in textual material.

Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah should never be abbreviated in text.

Example: Patti Fort mentioned that Hawaii was her favorite state.

Example: Bill Bubble went to Iowa for the summer.

These state and zip code abbreviations are accepted by The Associated Press:

Alabama	Ala.	(AL)
Alaska		(AK)
Arizona	Ariz.	(AZ)
Arkansas	Ark.	(AR)
California	Calif.	(CA)
Colorado	Colo.	(CO)
Connecticut	Conn.	(CT)
Delaware	Del.	(DE)
Florida	Fla.	(FL)
Georgia	Ga.	(GA)
Hawaii		(HI)
Idaho		(ID)
Illinois	Ill.	(IL)
Indiana	Ind.	(IN)
Iowa		(IA)
Kansas	Kan.	(KS)
Kentucky	Ky.	(KY)
Louisiana	La.	(LA)
Maine		(ME)
Maryland	Md.	(MD)
Massachusetts	Mass.	(MA)
Michigan	Mich.	(MI)
Minnesota	Minn.	(MN)
Mississippi	Miss.	(MI)
Missouri	Mo.	(MO)
Montana	Mont.	(MT)
Nebraska	Neb.	(NE)
Nevada	Nev.	(NV)
New Hampshire	N.H.	(NH)
New Jersey	N.J.	(NJ)
New Mexico	N.M.	(NM)
New York	N.Y.	(NY)
North Carolina	N.C.	(NC)
North Dakota	N.D.	(ND)
Ohio		(OH)
Oklahoma	Okla.	(OK)
Oregon	Ore.	(OR)
Pennsylvania	Pa.	(PA)
Rhode Island	R.I.	(RI)
South Carolina	S.C.	(SC)
South Dakota	S.D.	(SD)
Tennessee	Tenn.	(TN)
Texas		(TX)
Utah		(UT)
Vermont	Vt.	(VT)
Virginia	Va.	(VA)

Washington	Wash.	(WA)
West Virginia	W.Va.	(WV)
Wisconsin	Wis.	(WI)
Wyoming	Wyo.	(WY)

This is the correct way to write Washington, D.C.

Place a comma between the city and state name, and another comma after the state name (unless the state name is at the end of a sentence).

Example: Johnny Kimm, JD '00, said Las Vegas, Nev., had the largest alumni population.

Example: Carmen Anthony, BS '06, is an English teacher in Tempe, Ariz.

Students

Include appropriate information applicable to the student after the name of the student is listed. (freshman-senior, major, hometown)

Example: Richey Edwards, a second-year mathematics major from Cleveland, Ohio, earned a first-place finish in the competition.

While it is not necessary to always include all three pieces of information, this is the proper format to use when you do.

Students may be given a pre-graduation year **ONLY** in Admissions publications.

Technology Department

Officially called Department of Technological Studies

Teddy Bears

This is the official format for Class Notes in the Alumni Journal.

If **two alumni** of different graduating years announce the **birth** of their child, please post the announcement in **BOTH** class years. If two alumni of the same class year announce the birth of their child, list the announcement once.

Search for additional siblings in Banner and include their ages.

Middle names of siblings are not necessary.

If applicable, provide a location of the family.

DO NOT provide a location if Banner lists their information as **CONFIDENTIAL**.

It is not necessary to include the professions of the mother or father.

Example: Julie (Coral) Zenith, BA, and her husband, Jim, a son, Brian, May 17, 2007. The Zenith family resides in Ada, Ohio.

Example: Julie (Coral) Zenith, BA, and her husband, Jim, a son, Brian, May 17, 2007. Brian joins sister, Chloe, 3. The Zenith family resides in Ada, Ohio.

Include an e-mail address when requested by any alumni.

Example: Julie (Coral) Zenith, BA, and her husband, Jim, a son, Brian, May 17, 2007. Brian joins sister, Chloe, 3. The Zenith family resides in Ada, Ohio, and they can be reached at zenithfamily4@yahoo.com

Theatre

Use this version of the word when in reference to Ohio Northern University.

Time

Always use lowercase when referring to a.m. or p.m.
Only use a colon to separate hours from minutes.
Exceptions may be made for invitations, schedules, etc.

Correct: 5 a.m.

Wrong: 5:00 a.m., 5:00 am, 5:00 AM, 5:00 A.M.

Correct: 4:30 p.m.

Titles

Capitalize the title of an individual if it PRECEDES the name.
Use lowercase elsewhere.

Exception: “professor” is only capitalized when it appears at the beginning of a sentence.

Exception: Endowed titles are always title-capped.

Correct: Senior Accountant Joseph D. Bello, spoke at the ceremony.

Correct: Joseph D. Bello, senior accountant, spoke at the ceremony.

Wrong: Joseph D. Bello, Senior Accountant, spoke at the ceremony.

If an individual has a proper noun in their title such as English, Greek or Spanish, etc...you may only capitalize that specific word if it comes after their name.

Correct: Chad Shepherd, director of Greek life and student activities, organized a meeting for all advisors.

Alumni Journal (Class Notes, Teddy Bears, Obituaries)

DO NOT use the title of an individual when first naming them. However, if they have a military title, it may be utilized after the first naming of them if needed.

Correct: Anne Wegman, BSME, is an engineer for Thunderbird Corporation.

Wrong: Mrs. Anne Wegman, BSME, is an engineer for Thunderbird Corporation.

Example: Nino Congleton, BA, graduated from the U.S. Military Academy at West Point. Major Congleton and his family reside in Cicero, N.Y.

United States

Spell out when used as a noun, and abbreviate U.S. (including periods) when used as an adjective.

Example: U.S. Army, U.S. Air Force

Example: She wants to travel to the United States next year.

University

Capitalize the word “University” when referring to Ohio Northern University.

Correct: Ohio Northern University is located in Ada, Ohio. The University is entering a yearlong campaign.

First reference: Ohio Northern University

Second reference: University

URL

In print pieces, never underline a URL (web address).

Vice President

See “president” entry above

Web page

Two words: first word capitalized, second word lowercase.

Web site

Two words: first word capitalized, second word lowercase.

Years

Correct: ’07

Incorrect: ‘07

When listing decades or centuries, do not use an apostrophe.

Correct: 1980s, 1800s

Wrong: 1980’s, 1800’s

To refer to duration of time or span of years please use the following format:

Correct: 1997-98

Wrong: 1997-1998

Exception: 1999-2000

Always place a comma after a year unless it ends the sentence.

Example: He was born on April 15, 1990, at General Community Hospital.

Example: They were married in Atlanta, Ga., on July 10, 1997.