

GUIDELINES FOR WRITING AND STYLE

Cedarville University strives to maintain a consistent image through all printed and online materials. All Cedarville materials should follow the guidelines given in *The Associated Press Stylebook* (AP) and should follow the spellings provided in *Merriam–Webster’s Collegiate Dictionary*. If AP or Webster gives more than one acceptable style or spelling on a particular matter, use the preferred treatment, which is usually listed first.

The order for editing and proofreading decisions at Cedarville should be as follows:

1. Legality (official names, trademarks, etc.)
2. *Cedarville University Style Guide* (this document)
3. *The Associated Press Stylebook*
4. *Merriam–Webster’s Collegiate Dictionary*

Style guides are by nature living documents that occasionally need to be updated. Please contact styleguide@cedarville.edu with any questions concerning usage or any ideas for consideration.

The following list provides information on Cedarville-specific rulings.

A**acronyms** (*see also “degrees” on page 12 and Appendix A on page 33*)

- Do not use periods with acronyms that use only initials.

Example: Caleb met Connor at the SSC.

NOTE: Academic degrees are the only exception. See “degrees” on page 12 for complete information.

- The first time that a building, organization, etc., is mentioned in a document, spell out the full name and follow it with the acronym in parentheses. Use the acronym in the rest of the document.

NOTE: If a building, organization, etc., is used only once in a document, do not follow the name with the acronym in parentheses.

NOTE: In a long document (such as the student handbook), apply this rule to each *chapter*, not to the document as a whole.

Example: The first time in Chapter 2 that the DMC is mentioned, use “Dixon Ministry Center (DMC).” The rest of the time that building is mentioned in Chapter 2, use “DMC.” However, if the building is mentioned again in Chapter 7, spell out the name of the building the first time it is mentioned and use the acronym. The rest of the time that building is mentioned in Chapter 7, use “DMC.”

Administrative Council, administrative council (*see also “capitalization” on page 4*)

- Lowercase “administrative council” unless it is preceded by “Cedarville University.”

Examples: The administrative council had a planning retreat in August.

The Cedarville University Administrative Council had a planning retreat in August.

African-American

- Capitalize both words.
- Always hyphenate.

Example: Cedarville offers several scholarships for African-American students.

alumni

alumnus — male graduate

alumna — female graduate

alumnae — more than one female graduate

alumni — more than one male graduate or a group of female and male graduates

- Follow the first mention of the names of alumni with a two-digit class year.

Example: Claire Smith '97

- Precede the year with an apostrophe, not a left single quotation mark.

Example: Claire Baker '97

Incorrect: Claire Baker ‘97

- Indicate honorary degrees by directly following the year with a capital “H.” (*see also “honorary degrees given by Cedarville” on page 18*)

Example: Alistair Begg '03H

- Use parentheses around maiden names of alumnae.

Example: Emma (Allen) Clark '97

- Only include maiden name in the first reference.

Alumni eNews

- This is a newsletter sent to Cedarville’s alumni via e-mail.
- Capitalize “Alumni” and lowercase the first “e” and capitalize “N” in “eNews.”

Example: Alumni enjoy receiving updates about Cedarville via Alumni eNews.

a.m. (*see also “p.m.” on page 25*)

- Lowercase both letters.
- Use periods between letters.
- Do not use double zeros.
- Do not use “12 midnight.” Instead, use “12 a.m.” or “midnight.”

Examples: Blair went to the library at 11:30 a.m.

Grant had breakfast at 8 a.m.

Incorrect: Reese went shopping at 9 AM.

Reese went shopping at 10:30 am.

Reese went shopping at 11:00 am.

ampersand (&)

- Do not use an ampersand (&) instead of the word “and” unless referring to an official name that contains an ampersand.

Examples: Barnes & Noble

Johnson & Johnson

annual

- An event cannot be described as annual until it has been held at least two successive years.
- Do not use “first annual.” Instead, note that sponsors plan to hold the event annually.

Annual Report (*see “President’s Report” on page 26*)**apostle**

- Lowercase “apostle” when it precedes a person’s name.

Example: I read about the apostle Paul in the Bible.

Awana

- Capitalize only the “A.”

Example: Jenni helps out with the games for Awana on Wednesday nights.

Incorrect: Jenni helps out with the games for AWANA on Wednesday nights.

B**Bible, bible**

- Capitalize “Bible” when it refers to the Word of God.

Example: Take your Bible to church with you.

- Lowercase “bible” when it refers to something else.

Example: The AP manual has been called the journalist’s bible.

Bible Belt

- Capitalize both words.

Bible study

- Capitalize only “Bible.”
- This is two words, not one.

Bible verses

- Use cardinal numbers, not Roman numerals.

Example: Katie read 2 Corinthians last night.

Incorrect: Katie read II Corinthians last night.

biblical

- Lowercase “biblical.”

Beans-n-Cream

- Capitalize “B” and “C.”

BlogVille

- This is a site to meet and interact with Cedarville students.
- Capitalize “B” and “V.”
- This is one word, not two.

Board of Trustees, board of trustees (*see also “capitalization” on page 4*)

- Lowercase “board of trustees” unless it is preceded by “Cedarville University.”

Examples: The board of trustees had lunch today at Olive Garden.

The Cedarville University Board of Trustees had lunch today at Olive Garden.

books (*see “titles” on page 30*)**break names** (*see also “capitalization” on page 4*)

- Lowercase generic break names, but capitalize proper nouns.

Examples: spring break, fall break

Thanksgiving break, Christmas break, Easter break

buildings and sites (*see also “capitalization” on page 4 and Appendix A on page 33*)

- Capitalize the official names of buildings and sites. Reference the list in Appendix A for the official names.

NOTE: The following is the only exception:

bookstore

Examples: The reception will be held in Alumni Hall next Thursday afternoon.

Each year a canoe race is held on Cedar Lake.

Julie was pleased she would be living in Faith Hall.

Caleb and Connor planned to meet at the Centennial Library to study for their biology test.

Sienna has two classes in the Center for Biblical and Theological Studies.

The bookstore is having a sale on fiction books next week.

bullet points

- As stand-alone sentences, capitalize the first word and end with a period.
- As phrases, capitalize the first word and end without a period.

NOTE: In all cases, retain consistent capitalization and consistent ending punctuation.

C**cafeteria** (*see “dining hall” on page 12 and “Chuck’s” on page 8*)**capitalization****Administrative Council, administrative council**

- Lowercase “administrative council” unless it is preceded by “Cedarville University.”

Examples: The administrative council had a planning retreat in August.

The Cedarville University Administrative Council had a planning retreat in August.

*(capitalization continued)***Board of Trustees, board of trustees**

- Lowercase “board of trustees” unless it is preceded by “Cedarville University.”

Examples: The board of trustees had lunch today at Olive Garden.

The Cedarville University Board of Trustees had lunch today at Olive Garden.

break names

- Lowercase generic break names, but capitalize proper nouns.

Examples: spring break, fall break

Thanksgiving break, Christmas break, Easter break

buildings and sites (see also Appendix A on page 33)

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Caleb and Connor planned to meet at the Centennial Library to study for their biology test.

Sienna has two classes in the Center for Biblical and Theological Studies.

The bookstore is having a sale on fiction books next week.

class

- Lowercase “class.”

Examples: The class of 2002 will have a special reunion this Friday.

The 1998 class reunion was held at a local restaurant.

departments (see also Appendix A on page 33)

- Lowercase the names of departments unless they are preceded by “Cedarville University.”

NOTE: The official name of the engineering department is the “Elmer W. Engstrom Department of Engineering and Computer Science.” When using this official name, always capitalize the name of the department; however, do not precede with “Cedarville University.”

Examples: The department of psychology held a meeting today.

The Cedarville University Department of Psychology held a meeting today.

The department of engineering placed first in the competition.

The Elmer W. Engstrom Department of Engineering and Computer Science placed first in the competition.

divisions (see also Appendix A on page 33)

- Lowercase the names of divisions unless they are preceded by “Cedarville University.”

NOTE: Do not use the word “division” unless you use the word “the.” Exceptions are the business division and the academic division, which require both the words “the” and “division.”

Examples: On Wednesday, advancement held a meeting.

On Wednesday, Cedarville University Advancement held a meeting.

On Monday, the business division held a meeting.

On Monday, the academic division held a meeting.

(capitalization continued)**offices (see also Appendix A on page 33)**

- Lowercase the names of offices unless they are preceded by “Cedarville University.”

NOTE: The following are the only exceptions:

The Cove (Capitalize both words.)

CDR Radio Network (Capitalize “CDR,” “R,” and “N.”)

HeartSong touring teams (Capitalize only “H” and “S” in “HeartSong.”)

The PATH (Capitalize “T” in “The” and all the letters of “PATH.”)

Examples: During the summer, admissions planned seven events.

During the summer, Cedarville University Admissions planned seven events.

In December, The Cove holds an event for students studying for finals.

- Do not follow the names of the offices with the word “office.”

NOTE: The following are the only exceptions:

cashiers office

post office

office of the president (This is the preferred format. However, “president’s office” is acceptable only when used in informal contexts.)

office of the provost (This is the preferred format. However, “provost’s office” is acceptable only when used in informal contexts.)

office of the registrar (Use this format in all initial references. However, “registrar” is acceptable in all subsequent references within the same publication.)

Examples: In August, financial aid sent information about scholarships to students.

Sienna went to the post office to pick up the care package her aunt sent.

Needing a copy of her transcript, Blair went to the office of the registrar.

schools (see also Appendix A on page 33)

- Lowercase the names of schools unless they are preceded by “Cedarville University.”

Examples: The school of natural and applied sciences held a meeting today.

The Cedarville University School of Natural and Applied Sciences held a meeting today.

seasons

- Lowercase the names of seasons (spring, summer, fall, winter).

Example: Julie’s favorite season is winter.

semester

- Lowercase “semester.”

Example: The students were excited to return for fall semester.

student organizations (see also Appendix A on page 33)

- Capitalize the official names of the student organizations at Cedarville.

Examples: The Accounting Society is holding a fundraiser this weekend.

In October, Women in Business will be selling T-shirts.

Students interested in helping with the Big Bird project on Saturday should meet at 10 a.m. at The Hive.

The members of Alpha Kappa Delta are creating a float for the homecoming parade.

(capitalization continued)**titles of formal positions**

- Lowercase the title of a person when it follows a person's name.

Example: Bill Brown, president of Cedarville University, spoke in chapel on Monday.

- Capitalize the title of a person when it precedes a person's name.

Example: On Monday, President Bill Brown spoke in chapel.

- Do not capitalize the title when no name is mentioned.

Example: The president enjoyed speaking in chapel.

NOTE: Most individuals' names may be treated informally after first use, though board members, vice presidents, and professors may be treated with perpetual formality (e.g., Dr. Dixon, not Paul).

CDR Radio Network

- The PATH is broadcast on the CDR Radio Network and through CDR CyberRadio at www.ThePath.fm.
- Capitalize "CDR," "R," and "N."
- The following is CDR's official tagline:

A community-supported media ministry of Cedarville University

CedarInfo

- This is a password-protected section on Cedarville's website with resources for faculty, staff, and students.
- Capitalize "C" and "I."
- This is one word, not two.

CedarMania

- This is a biannual event held on Cedarville's campus for junior high students.
- Capitalize "C" and "M."
- This is one word, not two.

CedarNet

- This is Cedarville's computer network.
- Capitalize "C" and "N."
- This is one word, not two.

Cedarville Experience**Cedarville Experience**

- This refers to the program that encompasses all aspects of campus life outside the classroom. It features a variety of activities for the University family, including Art in the Open, Concert Series, Films That Matter, Interruption, Night at the Movies, and The Alternative.
- Capitalize both words.

Example: This year, Cedarville Experience plans to have three concerts at Cedarville.

Cedarville experience

- This refers in general to the experience students have at Cedarville.
- Capitalize only "Cedarville."

Example: Alumni often reflect on their Cedarville experience.

The Cedarville Experience

- This is the official name of the Cedarville University student handbook.
- Capitalize all three words.
- Italicize all three words.

Example: All students should read *The Cedarville Experience*.

Cedarville University Contact Management System, CUCMS (see also “acronyms” on page 2)

- This is a web-based contact management system that allows Cedarville to track contacts with churches, schools, prospective students, current students, and alumni.
- After mentioned in text, use “CUCMS.”

Cedarville Society

- This is advancement’s donor organization that recognizes those who have contributed financially to Cedarville.
- The following tiers of membership are capitalized and based on specific levels of financial giving:
 - President’s Society (\$1,000)
 - Trustee Society (\$2,500)
 - Chairman’s Society (\$5,000)
 - Founder Society (\$10,000)
 - Charter Society (\$25,000)

Center for Bioethics

- Capitalize only “C” and “B.”

Center for Political Studies

- Capitalize only “C,” “P,” and “S.”

chair

- Use “chair,” not “chairman,” “chairwoman,” or “chairperson.”

Chairman’s Society (see “Cedarville Society” on page 8)**chapel**

- Capitalize “chapel” when used with a proper name.
Example: The concert will be held in the Jeremiah Chapel.
- Lowercase “chapel” when it refers to a service.
Example: Caleb enjoys the daily chapel.

chapter

- Capitalize “Chapter” when used with a number.
Example: Connor opened to Chapter 16 in his book.
- Lowercase “chapter” when used without a number.
Example: Sienna wanted to read another chapter in her book before she went to bed.

Charter Society (see “Cedarville Society” on page 8)**Christlike**

- Capitalize “Christlike.”
- Do not hyphenate.

Chuck’s (see also “dining hall” on page 12)

- This is Cedarville’s dining hall on campus.
- Use “Chuck’s” only in materials that are distributed on campus or are informal in nature.
- Capitalize “Chuck’s.”
Example: Blair planned to have lunch with Reese at Chuck’s.

class (see also “capitalization” on page 4)

- Lowercase “class.”
Examples: The class of 2002 will have a special reunion this Friday.
The 1998 class reunion was held at a local restaurant.

class names (see “course names” on page 10)**co-** (see also “prefixes” on page 26)

- Use a hyphen when forming nouns, adjectives, and verbs that indicate occupation or status.

Examples: co-author
 co-curricular
 co-owner
 co-partner
 co-sponsor
 co-worker

- Do not use a hyphen in other combinations.

Examples: coed
 coeducation
 cooperate
 cooperative
 coexist
 coexistence
 coordinate
 coordination

- Cooperate, coordinate, and related words are exceptions to the rule that a hyphen is used if a prefix ends in a vowel and the word that follows begins with the same vowel.

Colonial Pizza

- This is the proper name for this restaurant. The noun form should not be shortened to “Colonials” or “Colonial’s.”
- Capitalize “Pizza” when it refers to the restaurant.

Example: Claire eats at Colonial Pizza every third Wednesday of the month.

- Lowercase “pizza” when it refers to the food.

Example: Claire ate Colonial pizza.

commas

- Always use a serial comma.

Example: Julie went on MIS trips to China, Spain, and France.

- With city and state names, use commas around the state.

Example: Kristen visited Boston, Massachusetts, to see her friends.

- With state/region/province and country names, use commas around the country.

Example: Blake visited Quebec, Canada, on his vacation.

- With country and continent names, use commas around the continent.

Example: Gretchen visited Zimbabwe, Africa, on a missions trip.

- With “Washington, D.C.,” use commas around “D.C.”

Example: Betsy visited Washington, D.C., in May.

- With dates, use commas around the year.

Example: Doug returned home on July 15, 2001, after traveling to Austria on a business trip.

- Use commas around “Jr.” and “Sr.”

Examples: Kurt Michael Smith, Jr., accepted a new job.
 Kurt Michael Smith, Sr., accepted a new job.

- Use commas around “Inc.”

Example: Company XYZ, Inc., just held a grand opening, complete with balloons and door prizes.

commencement

- Capitalize “Commencement” when preceded or followed by a year or number.
- Lowercase “commencement” when a year or number does not accompany the reference.

Examples: Katie enjoyed attending Commencement 2004.

Kay Coles James spoke at Cedarville’s 113th Commencement.

Dr. Charles Colson spoke at the commencement ceremony.

Communion (see also “*Lord’s Supper, Lord’s Table*” on page 20)

- Capitalize “Communion” when referring to the Lord’s Supper.

composition titles (see “*titles*” on page 30)**Corner Bakery**

- Capitalize both words.

course names

- The term “course” is preferable to “class.”
- Lowercase generic course names, but capitalize proper nouns.

Examples: I took a history course last spring.

I want to take a German history course.

- Capitalize names of courses if they are the official names of the courses according to the current Cedarville catalog.

Example: I plan to take History of Literary Criticism this spring.

- Do not use quotation marks around a course name.

Incorrect: I plan to take “History of Literary Criticism” this spring.

- Do not italicize a course name.

Incorrect: I plan to take *History of Literary Criticism* this spring.

- Use a hyphen between the capitalized subject abbreviation and course number.

NOTE: Using the hyphen and abbreviation should only be used in tables, charts, or graphs. Do not use this format in regular text.

Example: HIST-3500

coursework

- This is one word, not two.

CU Friday

- This is a day for prospective students and their families to experience Cedarville firsthand.
- Capitalize “CU” and “F.”

cuMobile

- This refers to Cedarville’s mobile phone initiative.
- Capitalize only the “M.”

CU on the Road

- This is the proper name of the initiative that sends Cedarville representatives on the road for recruitment and ministry purposes.
- Capitalize only “CU” and “R.”

D**Darwinism** (see “*worldview*” on page 31)

dashes — em and en (*see also “hyphen” on page 19*)

NOTE: Do not use a single or double hyphen in place of a dash.

EM

- Use an em dash to indicate a break in thought or to separate an idea or phrase in a sentence.
- Use spaces on both sides of an em dash.

NOTE: Do not use a single or double hyphen in place of an em dash.

Example: I had a party — at the lake.

Incorrect: I had a party--at the lake.

I had a party - at the lake.

- Use an em dash followed by a space for the source of a quote.

Example: “I would like a new car.”

— Katie Jones '04

Incorrect: “I would like a new car.”

-- Katie Jones '04

EN

- Use an en dash to indicate sequential order.
- Do not use spaces on either side of an en dash.

NOTE: Do not use a single or double hyphen in place of an en dash.

Examples: January 14–15

10–23 students

3–5:30 p.m.

2008–09

2008–2009

Incorrect: January 14-15

3 – 5:30 p.m.

dates

- Use cardinal numbers in dates (January 1, 2, 3), not ordinal numbers (January 1st, 2nd, 3rd).
- Use the following formats when indicating sequential years:

Examples: 2006–07

2006–2007

Incorrect: '06-'07

2007/2008

07/08

D.C. (*see also “commas” on page 9*)

- Use commas around “D.C.”

Deans Council

- Capitalize both words.
- This refers to the group of University deans.

dean’s honor list

- Lowercase all three words.

dean’s list

- Lowercase both words.

decades (*see “years” on page 32*)

degrees

- Capitalize the official names of degrees but not the specific disciplines, unless the discipline is a proper noun.

Examples: Bachelor of Arts in communication

Bachelor of Arts in English

Bachelor of Music in composition

Bachelor of Music in performance

Bachelor of Science in biology

Bachelor of Science in social work

- However, the official names of *some* degrees include the disciplines, which are then capitalized.

Examples: Bachelor of Music Education

Bachelor of Science in Nursing

Master of Education

Master of Science in Nursing

Doctor of Pharmacy

- Lowercase general references to degrees.

Examples: bachelor's degree

master's degree

doctorate

- Use an apostrophe in bachelor's degree and master's degree.
- Use periods but not spaces between abbreviations of degrees.

Examples: B.A.

B.M.

B.M.E.

B.S.

B.S.N.

LL.D.

M.Ed.

M.S.N.

Pharm.D.

Ph.D.

- There is a difference between doctorate and doctoral. A doctorate (noun) is a degree. Doctoral is an adjective that describes a degree.

Examples: Claire earned a doctorate from Boston University.

Claire earned her doctoral degree from Boston University.

departments (see also "capitalization" on page 4 and Appendix A on page 33)

- Lowercase the names of departments unless they are preceded by "Cedarville University."

NOTE: The official name of the engineering department is the "Elmer W. Engstrom Department of Engineering and Computer Science." When using this official name, always capitalize the name of the department; however, do not precede with "Cedarville University."

Examples: The department of psychology held a meeting today.

The Cedarville University Department of Psychology held a meeting today.

The department of engineering placed first in the competition.

The Elmer W. Engstrom Department of Engineering and Computer Science placed first in the competition.

dining hall (see also "Chuck's" on page 8)

- Use "dining hall," not "cafeteria."

Example: Blair planned to have lunch with Reese at the dining hall.

directions (see also “regions” on page 27)

- In general, lowercase north, south, northeast, northern, southeast, southern, etc., when they indicate compass direction. Capitalize these words when they designate regions.

Examples: The winter storm is heading east.

Jenni had car trouble while driving north.

Cedarville University is a Christian school located in the Midwest.

A thunderstorm is moving across the East Coast.

As a Northerner, Kurt sometimes had trouble understanding Blake’s thick Southern accent.

- Lowercase compass points when they describe a section of a state or city.

Examples: western Texas

southern Atlanta

- Capitalize compass points when they are part of a proper name.

Examples: North Carolina

West Virginia

- Capitalize compass points when denoting widely known sections. If in doubt, use lowercase.

Examples: Southern California

the South Side of Chicago

the Lower East Side of New York

divisions (see also “capitalization” on page 4 and Appendix A on page 33)

- Lowercase the names of divisions unless they are preceded by “Cedarville University.”

NOTE: Do not use the word “division” unless you use the word “the.” Exceptions are the business division and the academic division, which require both the words “the” and “division.”

Examples: On Wednesday, advancement held a meeting.

On Wednesday, Cedarville University Advancement held a meeting.

On Monday, the business division held a meeting.

On Monday, the academic division held a meeting.

dorm (see “residence hall” on page 27)**dormitory** (see “residence hall” on page 27)**dramaturg, dramaturgy**

- Do not use an “e” after the “g” in either word.

E**East to West**

- This is a Cedarville ministry team.
- Capitalize only “East” and “West.”

ellipsis

- Treat an ellipsis as a three-letter word, with spaces before and after but not in between.

Example: Heather ordered a grande chai ... with extra whipped cream.

Incorrect: Heather ordered a grande chai . . . with extra whipped cream.

Incorrect: Heather ordered a grande chai...with extra whipped cream.

- Minimize the use of ellipses in Cedarville publications.
- Do not use an ellipsis at the beginning or ending of a quote.

e-mail (see also “World Wide Web” on page 32)

- Lowercase “e-mail.”
- Always hyphenate.

Emergency Notification System

- This emergency notification system is utilized as a communication tool in the event of campus-wide imminent danger due to weather (e.g., tornado sighting), structural issue (e.g., building on fire), or threat of violence (e.g., active shooter on campus).
- Capitalize all three words.
- After mentioned in text, use “ENS.”

emeriti

- This refers to someone who has retired from a position but maintains an honorary title.
 - emeritus — male retiree
 - emerita — female retiree
 - emeritae — more than one female retiree
 - emeriti — more than one male retiree or a group of men and women retirees

F

fax

- This term is acceptable as a short version of facsimile or facsimile machine in all references.

first-class, first class

- Hyphenate when used as an adjective.
 - Example: Caleb is a first-class person.
- Do not hyphenate when used as a noun.
 - Example: Caleb flew first class.

firsthand

- This is one word, not two.

Founder Society (see “Cedarville Society” on page 8)**Fulbright scholar**

- Capitalize only “Fulbright.”

full-time, full time

- Hyphenate when used as an adjective.
 - Example: Connor has a full-time job.
- Do not hyphenate when used as a noun.
 - Example: Connor works full time.

fundraiser, fundraising

- These are both one word, not two.

G

Game Room (see also Appendix A on page 33)

- Capitalize both words.
- This is two words, not one.

Getting Started Weekend

- Capitalize all three words.
- In all subsequent references within the same publication, “Getting Started” is acceptable.

Gibson Society

- This is advancement’s gift planning organization that includes all those who have named Cedarville in their wills.

God

- Capitalize any pronouns referring to God, Jesus, or the Holy Spirit.

NOTE: This is an exception to AP’s style of using lowercase pronouns.

Example: The Lord has shown His grace to us.

- Capitalize nouns used in place of God, Jesus, or the Holy Spirit.

Examples: The Creator made us on day six.

We serve the Lamb who was slain.

- Lowercase references to false gods.

Example: A movement to worship ancient gods and goddesses is growing in our society today.

Golden Rule

- Capitalize both words.

Gospel

- Capitalize “Gospel” when referring to any of the first four books of the New Testament.

Examples: Blake read through the Gospels this summer.

The Gospel of Matthew is Julie’s favorite book of the Bible.

- Capitalize “Gospel” when used as a noun referring to the “good news” of the Christian faith.

Example: Kristen went on a missions trip to reach the people of Africa with the Gospel.

- Lowercase “gospel” when referring to gospel music.

Example: Julie is a wonderful gospel singer.

- Lowercase “gospel” when referring to a gospel other than Christ’s.

Example: Many Westerners build their lives around the gospel of wealth.

Grandparents Weekend

- Capitalize both words.
- Do not use an apostrophe.

GroupWise

- This is the e-mail program that Cedarville uses.
- Capitalize “G” and “W”
- This is one word, not two.

H

headlines

- Capitalize the first word and all nouns, adjectives, and adverbs in a headline.
- Lowercase articles (a, an, the); coordinating conjunctions (and, but, or, nor, for, so, yet); and prepositions with three letters or less.

Examples: Students to Arrive From Around the World

An Unexpected Visitor Comes to Campus

HeartSong

- Capitalize “H” and “S.”
- This is one word, not two.

heaven

- Lowercase “heaven.”

high school

- Lowercase both words unless used with the official name of a school.
- Do not hyphenate.

Higher Learning Commission of the North Central Association of Colleges and Schools

- This refers to the commission that grants accreditation to Cedarville.
- By law, the website address must accompany every reference: www.ncahlc.org

Hive (see “*The Hive*” on page 29)

holidays

- Capitalize the names of holidays.
- The following indicates the correct spelling, punctuation, and capitalization of holidays and special days:

April Fools' Day

Armed Forces Day

Ash Wednesday

Christmas Day*

Christmas Eve

Columbus Day*

Easter (or Easter Sunday)

Election Day

Flag Day

Father's Day

Good Friday

Grandparents' Day

Groundhog Day

Hanukkah

Halloween

Holy Week

Inauguration Day

Independence Day*

Kwanzaa

Labor Day*

Lent

Martin Luther King, Jr., Day*

Memorial Day*

Mother's Day

New Year's Day*

New Year's Eve

Palm Sunday

Passover

Presidents Day

Purim

St. Patrick's Day

Thanksgiving Day*

Valentine's Day

Veterans Day*

Washington's Birthday*

* indicates federal holidays

Holy Spirit (see "God" on page 15)

Homecoming, homecoming

- Capitalize "Homecoming" when preceded or followed by a year.
- Lowercase "homecoming" when used without a year.

Examples: Kurt enjoyed attending Homecoming 2007.

The 2007 Homecoming was well attended.

Kurt enjoys returning to Cedarville for homecoming.

homepage (see also “World Wide Web” on page 32)

- Lowercase “homepage.”
- This is one word, not two.

NOTE: This is an exception to AP’s style of using “home page.”

homeschool, homeschooled, homeschooling

- These are all one word, not two.

honorary degrees given by Cedarville

1961	George Sherwin Milner	Doctor of Humanities
1963	Hall Daut	Doctor of Divinity
1963	J. Irving Reese	Doctor of Divinity
1964	Kenneth Masteller	Doctor of Divinity
1965	Ruth Hege	Doctor of Humanities
1966	Roy G. Hamman	Doctor of Divinity
1968	William Hopewell	Doctor of Divinity
1969	Chaplain William V.V. Goldie	Doctor of Divinity
1970	W. Thomas Younger	Doctor of Divinity
1972	Mead C. Armstrong	Doctor of Divinity
1973	James Thomas Jeremiah	Doctor of Letters
1974	William A. Brock	Doctor of Divinity
1974	Viggo B. Olsen	Doctor of Humanities
1975	David Lee Moore	Doctor of Divinity
1976	Mark Evan Jackson	Doctor of Divinity
1977	Gerald V. Smelser	Doctor of Divinity
1977	Donald Leslie Tyler	Doctor of Divinity
1979	Joseph Mishael Stowell	Doctor of Humanities
1981	David Jeremiah	Doctor of Divinity
1982	A. Donald Moffat	Doctor of Divinity
1983	W. Wilbert Welch	Doctor of Letters
1984	Donn W. Ketcham	Doctor of Humanities
1985	Paul Tassell	Doctor of Letters
1986	Donald Kyle	Doctor of Humanities
1987	Clifford W. Johnson	Doctor of Humanities
1987	Milo Thompson	Doctor of Divinity
1988	Vernon Miller	Doctor of Letters
1990	Richard Holliday	Doctor of Divinity
1995	William J. Rudd	Doctor of Divinity
1997	Richard W. Houg	Doctor of Divinity
1998	Eddie L. Hawkins	Doctor of Divinity
2003	Alistair Begg	Doctor of Divinity
2005	Loren M. Reno	Doctor of Science

hyphen (see also “dashes” on page 11 and “prefixes” on page 26)

- Use a hyphen when ambiguity would result if it were omitted.

Example: He re-covered the leaky roof.

- Use a hyphen when a compound modifier (two or more words that express a single concept) precedes a noun.

NOTE: However, do not use a hyphen with the adverb “very” or with any adverbs that end in “-ly.”

Examples: a bluish-green dress

a well-known man

a very enjoyable evening

an easily remembered title

Incorrect: a very-enjoyable evening

an easily-remembered title

I**inc.** (see also “commas” on page 9)

- Use commas around “inc.”
- Capitalize when part of a proper noun.

indentation

- Indent the first line of text of paragraphs, including the first paragraph.
- Do not indent stand-alone paragraphs.

initials

- Do not use a space between names with two adjacent initials.

Examples: T.S. Eliot wrote poetry.

J.E. “Jack” Hoover was the director of the FBI.

Incorrect: T. S. Eliot wrote poetry.

Inspire

- Capitalize only the first “I.”
- Always italicize.

Internet (see also “World Wide Web” on page 32)

- Capitalize “Internet.”

J**Jesus** (see “God” on page 15)**the *Jesus* film**

- Capitalize and italicize only “*Jesus*.”

Example: Many missionaries show the *Jesus* film overseas.

Jubilate

- Do not use an accent over the “e.”
- Capitalize “Jubilate.”

“Jr.” (see also “commas” on page 9)

- Use commas around “Jr.”
- Capitalize “Jr.” when used with a full name.

junior high

- Lowercase both words unless used with the official name of a school.
- Do not hyphenate.

K

Kingdom, kingdom

- Capitalize “Kingdom” when it is used to refer to the Christian faith.
Examples: The Kingdom of God is near.
The students were involved in Kingdom work.
CDR Radio Network proclaims Kingdom-focused news.
- Lowercase “kingdom” when it refers to something else.
Example: The king offered his son up to half his kingdom.

Kingsmen Quartet

- This is the title of a former University men’s choir.

L

Lady Bug Blossoms and Bows

- Capitalize all words except for “and.”

Legacy Circle

- This is advancement’s gift planning organization that includes all those who have given irrevocable gifts (annuities, trusts) to Cedarville.

Lifeline Players

- Capitalize both words.

Li'l Sib's Weekend

- Capitalize all the words.
- Use an apostrophe after the first “i.”

login, log in (see also “World Wide Web” on page 32)

- This is one word when used as an adjective.
Example: At Allison’s company, employees get a new login code each month for security purposes.
- This is two words when used as a verb.
Example: When Allison gets to her office each morning, she logs in to her computer.

logout, log out (see also “World Wide Web” on page 32)

- This is one word when used as a adjective.
Example: At Allison’s company, employees get a new logout code each month for security purposes.
- This is two words when used as a verb.
Example: When Allison leaves her office each afternoon, she logs out of her computer.

Lord’s Supper, Lord’s Table (see also “Communion” on page 10)

- Capitalize both words when referring to Communion.

M

maiden names (see “*alumni*” on page 2)

majors and minors

- Lowercase generic names of majors and minors, but capitalize proper nouns.
- Refer to the current Cedarville catalog for a complete list of the majors and minors.

Examples: Kurt majored in biology.

Claire majored in Spanish education.

Katie minored in graphic design.

Nathan minored in Greek.

MediaPLEX

- This is a one-stop center for audio, video, and imaging services, located on the lower level of the Centennial Library.
- Capitalize “M” and “PLEX.”
- This is one word, not two.

Master’s Puppets (see “*The Master’s Puppets*” on page 29)

mindset

- This is one word, not two.

minors (see “*majors and minors*” on page 21)

mission statement

- The following is Cedarville’s official mission statement:

Cedarville University is a Christ-centered learning community equipping students for lifelong leadership and service through an education marked by excellence and grounded in biblical truth.

missions trip

- Use the “s” on “missions.”

Example: The youth group had a car wash to raise money for the missions trip.

Mom and Dad’s Dairy Bar

- Capitalize all the words except for “and.”

months

- Spell out the names of months. Do not abbreviate them.

NOTE: It is acceptable to abbreviate the names of months in tables, charts, or graphs.

movies (see “*titles*” on page 30)

music (see “*titles*” on page 30)

N

naturalism (see *worldview* on page 31)

network drives

- When referring to Cedarville’s network drives, the letter should be capitalized and followed by a colon, space, and the word “drive.”

Example: Visit the H: drive to access the files.

Incorrect: Visit the J drive to access the files.

Visit the H:/ drive to access the files.

Visit the s:drive to access the files.

newspapers (see “titles” on page 30)

NeXtage

- This is the student theatre production sponsored by Alpha Psi Omega.
- Capitalize “N” and “X.”

non- (see also “prefixes” on page 26)

- In general, do not use a hyphen when forming a compound that does not have special meaning and can be understood if not used before the base word.

Examples: nonfat
nongovernment
nontechnical

- However, use a hyphen before proper nouns or in awkward combinations.

Examples: non-Christian
non-discriminatory
non-nuclear
non-Socratic

non-discriminatory statement

- The following is Cedarville’s official statement:

The University does not discriminate on the basis of ethnicity, color, sex, or national origin. The University admits students with various disabilities.

nonprofit

- Do not hyphenate in text or in an indicia, which is the preprinted text on mail that indicates the sender has paid the postage.

Example: The design students created a brochure for a nonprofit ministry.

numerals

- Spell out numerals zero through nine.

Example: I sliced two limes.

- Use figures for numerals 10 and greater.

Example: I sliced 10 limes, and Sienna sliced 14.

- Use figures for ages.

Example: Claire is 23 years old.

- Use hyphens for ages expressed as adjectives before a noun or as substitutes for a noun. However, do not use hyphens when the ages follow the noun.

Examples: The party is for 5-year-old girls.

Nathan is 3 years old.

- When a sentence begins with a numeral, spell it out or rewrite the sentence to avoid the situation.

Examples: Three hundred students attended the party.

The party attracted 300 students.

NOTE: It is acceptable to use figures for all numerals (including zero through nine) in statistical contexts, such as tables, charts, or graphs.

O

off-campus, off campus

- Hyphenate when used as an adjective.

Example: SGA plans several off-campus activities each month.

- Do not hyphenate when used as a noun.

Example: SGA arranged for transportation for the concert held off campus.

offices (see also “capitalization” on page 4 and Appendix A on page 33)

- Lowercase the names of offices unless they are preceded by “Cedarville University.”

NOTE: The following are the only exceptions:

The Cove (Capitalize both words.)

CDR Radio Network (Capitalize “CDR,” “R,” and “N.”)

HeartSong touring teams (Capitalize only “H” and “S” in “HeartSong.”)

The PATH (Capitalize “T” in “The” and all the letters of “PATH.”)

Examples: During the summer, admissions planned seven events.

During the summer, Cedarville University Admissions planned seven events.

In December, The Cove holds an event for students studying for finals.

- Do not follow the names of the offices with the word “office.”

NOTE: The following are the only exceptions:

cashiers office

post office

office of the president (This is the preferred format. However, “president’s office” is acceptable only when used in informal contexts.)

office of the provost (This is the preferred format. However, “provost’s office” is acceptable only when used in informal contexts.)

office of the registrar (Use this format in all initial references. However, “registrar” is acceptable in all subsequent references within the same publication.)

Examples: In August, financial aid sent information about scholarships to students.

Sienna went to the post office to pick up the care package her aunt sent.

Needing a copy of her transcript, Blair went to the office of the registrar.

OhioLINK

- Capitalize the first “O” and “LINK.”
- This is one word, not two.

on-campus, on campus

- Hyphenate when used as an adjective.

Example: The Photography Club will have monthly on-campus meetings.

- Do not hyphenate when used as a noun.

Example: The Photography Club will exhibit their work on campus at the end of the year.

OneVoice

- This is a gospel choir that is open to all students.
- Capitalize “O” and “V.”
- This is one word, not two.

P

page number

- Capitalize “Page” when used with a number.
Example: See Page 6 for more information.
- Lowercase “page” when used without a number.
Example: Turn to the last page in your book.

NOTE: It is acceptable to abbreviate page references in statistical contexts, such as tables, charts, or graphs. If an abbreviation is necessary, use “p.” (for a single page) or “pp.” (for multiple pages). Include a space between the abbreviation and the number.

NOTE: Only use the abbreviation when a number is included.

Parent Connect eNews

- This is a newsletter sent by e-mail to parents of current students.
- Capitalize the first two words, lowercase the first “e,” and capitalize the “N” in “eNews.”
Example: Parents enjoy receiving updates about Cedarville via Parent Connect eNews.

Parents Day

- Capitalize both words.
- Do not use an apostrophe.

part-time, part time

- Hyphenate when used as an adjective.
Example: Grant has a part-time job.
- Do not hyphenate when used as a noun.
Example: Grant works part time.

Partyline Productions

- Parents may use this service to order cakes, flowers, balloons, etc., that are delivered to Cedarville students.
- Capitalize both words.

Pastors Day

- Capitalize both words.
- Do not use an apostrophe.

percent (%)

- Do not use the percent symbol (%). Instead, spell out “percent.”

NOTE: It is acceptable to use the symbol with numerals in statistical contexts, such as tables, charts, or graphs.

periodicals (see “titles” on page 30)

Peterson’s Competitive Colleges

- Italicize the name of this publication.

phonathon

- Always lowercase.

phone numbers

- Use hyphens between numbers.

Example: 333-333-3333

- Do not use parentheses, slashes, periods, etc.

Incorrect: (333)-333-3333, 333/333/3333, 333.333.3333

- Use a “1” only before toll-free numbers.

Example: 1-800-444-4444

Incorrect: 800-444-4444

1-333-333-3333

- If a word is part of the phone number, set it in all caps and separate multiple words with hyphens. In most cases, put the equivalent numerals in parentheses after the full number.

Example: 1-800-CEDARVILLE (233-2784)

NOTE: 1-800-CEDARVILLE rings to admissions.

1-866-CEDARVILLE rings to church and school relations.

1-877-CEDARVILLE rings to event services.

1-888-CEDARVILLE rings to graduate programs.

plays (see “titles” on page 30)**Platonism** (see “worldview” on page 31)**p.m.** (see also “a.m.” on page 3)

- Lowercase both letters.
- Use periods between letters.
- Do not use double zeros.
- Do not use “12 noon.” Instead, use “12 p.m.” or “noon.”

Examples: Blair went to the coffee shop at 9:30 p.m.

Grant had dinner at 7 p.m.

Incorrect: Reese went shopping at 5 PM.

Reese went shopping at 6:30 pm.

Reese went shopping at 7:00 pm.

post- (see also “prefixes” on page 26)

- In general, do not use a hyphen when the word that follows the prefix starts with a consonant.

Examples: postdate

postdoctoral

postgraduate

postoperative

postscript

postwar

- Otherwise, follow *Merriam–Webster’s Collegiate Dictionary*, and use a hyphen if the word is not listed there.

Examples: post-bellum

post-mortem

post-Cedarville

PowerPoint

- Capitalize both “P”s.
- This is one word, not two.

pre- (see also “*prefixes*” on page 26)

- In general, use a hyphen if a prefix ends in a vowel and the word that follows starts with the same vowel.

Examples: pre-election
pre-establish
pre-exist

- Otherwise, follow *Merriam–Webster’s Collegiate Dictionary*, and use a hyphen if the word is not listed there.

Examples: prearrange
predate
prejudge
premarital
pretest
prewar
pre-Cedarville
pre-convention
pre-college
pre-noon

prefixes (see also “*co-*” on page 9, “*non-*” on page 22, “*post-*” on page 25, and “*pre-*” on page 26)

- In general, do not hyphenate when the word that follows the prefix starts with a consonant.
- Hyphenate words if the prefix ends in a vowel and the word that follows begins with the same vowel. Two exceptions are “cooperate” and “coordinate.”
- Hyphenate if the word that follows is capitalized.
- Hyphenate to join doubled prefixes: sub-subparagraph.

President’s Report

- Capitalize both words.
- This is the correct title of the annual publication produced by the office of the president.

NOTE: The former title was Annual Report. However, President’s Report is now the accurate title.

The Princeton Review

- Italicize the name of this publication.

President’s Society (see “*Cedarville Society*” on page 8)**prophet**

- Lowercase “prophet” when it precedes a person’s name.
- Example: I read about the prophet Jeremiah in the Bible.

postmodernism (see “*worldview*” on page 31)**Q****quick link** (see also “*World Wide Web*” on page 32)

- Lowercase both words.
- This is two words, not one.

R

radio programs (see “titles” on page 30)

regions (see “directions” on page 13)

registered trademarks

- Do not use the registered trademark symbol (®), but do capitalize the first letter of the word.

Examples: Allison bought two boxes of Kleenex.

Heather made four copies on a Xerox.

Kurt ate a bowl of Kellogg’s cereal.

residence hall

- Use “residence hall,” not “dorm” or “dormitory.”

resident assistant, RA (see also “acronyms” on page 2)

- After mentioned in text, use “RA.”
- Lowercase both words.
- Do not use “residence assistant.”

resident director, RD (see also “acronyms” on page 2)

- After mentioned in text, use “RD.”
- Lowercase both words.
- Do not use “residence director.”

Resound Radio

- This is an on-campus radio station run by Cedarville students.
- Capitalize both words.

resumé

- Include the apostrophe over the “e.”

NOTE: Do not confuse this reference with the verb “resume,” meaning to “start again.”

Rinnova

- This is the name of the coffee shop in the SSC.
 - Capitalize “Rinnova.”
 - Do not precede or follow with “café.”
- Example: Heather always orders an espresso at Rinnova.

room

- Capitalize “Room” when used with a number.
- Lowercase “room” when used without a number.

Examples: The test will be given in Room 117.

Meet me in the room at the end of the hall.

roundtable

- This is one word, not two.

S

schools (*see also “capitalization” on page 4 and Appendix A on page 33*)

- Lowercase the names of schools unless they are preceded by “Cedarville University.”

Examples: The school of natural and applied sciences held a meeting today.

The Cedarville University School of Natural and Applied Sciences held a meeting today.

scriptural

- Lowercase “scriptural.”

Scripture

- Capitalize “Scripture” when referring to the Bible.

Example: Katie memorized a passage of Scripture each month.

seasons (*see also “capitalization” on page 4*)

- Lowercase the names of seasons (spring, summer, fall, winter).

Example: Julie’s favorite season is winter.

self-provided computer, SPC (*see also “acronyms” on page 2*)

- This refers to computers that are owned by students, faculty, or staff.
- After mentioned in text, use “SPC.”
- Always use a hyphen in “self-provided.”

semester (*see also “capitalization” on page 4*)

- Lowercase “semester.”

Example: The students were excited to return for fall semester.

smartphone

- This is one word, not two.

soft link (*see also “World Wide Web” on page 32*)

- This is two words, not one.

spacing

- Use only one space (not two) between sentences.
- Use only one space (not two) before zip codes.

“Sr.” (*see also “commas” on page 9*)

- Use commas around “Sr.”
- Capitalize when used with a full name.

states (*see also “commas” on page 9*)

- Use full names of U.S. states. Do not abbreviate them.
- With city and state names, use commas around the state.

Example: Kristen visited Boston, Massachusetts, to see her friends.

NOTE: It is acceptable to abbreviate state names in tables, charts, or graphs.

Stoney Creek Roasters

- Capitalize all three words.

student organizations (see also “capitalization” on page 4 and Appendix A on page 33)

- Capitalize the official names of the student organizations at Cedarville.

Examples: The Accounting Society is holding a fundraiser this weekend.

In October, Women in Business will be selling T-shirts.

Students interested in helping with the Big Bird project this Saturday should meet at 10 a.m. outside The Hive.

The members of Alpha Kappa Delta are creating a float for the homecoming parade.

Sunday school

- Capitalize only “Sunday.”

Example: Several students volunteered to help with the Sunday school picnic.

Swordbearers

- This is the title of a former University men’s choir.
- Capitalize “Swordbearers.”

T**theatre**

- Always use this spelling (not “theater”), unless the proper name uses the “-er” spelling.

Examples: Claire is majoring in theatre.

Nathan is going to the theatre tonight.

The Cedarville Academy

- This is Cedarville’s online learning program for high school students.
- Always include “The.”
- Capitalize all three words.
- In all subsequent references within the same publication, “the Academy” is acceptable.

NOTE: Do not use the terms “The CU Academy” or “CU Academy.”

The Cove

- This is another term for the academic enrichment center.
- Always include “The.”
- Capitalize both words.

The Hive

- This is Cedarville’s snack shop on campus.
- Always include “The.”
- Capitalize both words.

theism (see “worldview” on page 31)**The Master’s Puppets**

- Always include “The.”
- Capitalize all three words.

The PATH (see “CDR Radio Network” on page 7)**timeline**

- This is one word, not two.

titles (see also “capitalization” on page 4)

FORMAL POSITION TITLES

- Lowercase the title of a person when it follows a person’s name.
Example: Bill Brown, president of Cedarville University, spoke in chapel on Monday.
- Capitalize the title of a person when it precedes a person’s name.
Example: On Monday, President Bill Brown spoke in chapel.
- Do not capitalize the title when no name is mentioned.
Example: The president enjoyed speaking in chapel.

NOTE: Most individuals’ names may be treated informally after first use, though board members, vice presidents, and professors may be treated with perpetual formality (e.g., Dr. Dixon, not Paul).

PUBLISHED WORKS

- Italicize the proper titles of books, magazines, periodicals, movies, plays, songs, television programs, radio programs, and works of art.
- In paragraphs of text, italicize the titles of major works of music, but do not italicize the individual movements/sections of the work.
- Use quotation marks around titles of articles, speeches, sermons, television episodes, radio episodes, and lectures.

toll-free

- Always use the hyphen.
Examples: You may call that number toll-free.
I need to call the toll-free number today.

Torch

- Capitalize “*Torch*.”
- Always italicize.

transcendentalism (see “worldview” on page 31)**Trustee Society** (see “Cedarville Society” on page 8)**T-shirt**

- Capitalize “T-shirt.”
Example: Cedarville gives away dozens of T-shirts each year.

U**University, university**

- Capitalize “University” when referring to Cedarville University.
- Lowercase “university” when referring to universities in general.
Examples: The University has an award-winning campus computer network.
Many universities have been raising tuition.

username

- This is one word, not two.

U.S. News & World Report

- Italicize the name of this publication.
- Do not use a space between “U.S.” and “News.”

V

Vecinos

- This is the former name of the coffee shop in the SSC.
- Use this name only when distinguishing between Vecinos and Rinnova.

ˆVille

- Use “ˆVille” only in materials that are distributed on campus or are informal in nature.

vita/vitae

- These terms refer to a listing of one’s academic and professional accomplishments.
- “Vita” is the singular form. “Vitae” is the plural form.

W

web (see also “World Wide Web” on page 32)

- Lowercase “web.”

NOTE: This is an exception to AP’s style of using “Web.”

webpage (see also “World Wide Web” on page 32)

- Lowercase “webpage.”
- This is one word, not two.

NOTE: This is an exception to AP’s style of using “Web page.”

website (see also “World Wide Web” on page 32)

- Lowercase “website.”
- This is one word, not two.

NOTE: This is an exception to AP’s style of using “Web site.”

- Lowercase all letters in a website address.

NOTE: The following website addresses are exceptions:

www.ThePath.fm

www.cedarville.edu/TheCove

www.TheCedarvilleAcademy.com

- At the beginning of all websites, use “www.”

Examples: Visit Cedarville’s website at www.cedarville.edu.

Visit www.apple.com for information on their latest products.

Winner’s Village Market

- Capitalize all three words.

worldview

- This is one word, not two.
- Do not capitalize the names of specific worldviews unless derived from a proper noun.

Examples: naturalism

postmodernism

theism

transcendentalism

Darwinism

Platonism

World Wide Web

- The following are words related to the web:

e-mail

homepage*

Internet

log in (when used as a verb)

login (when used as an adjective)

log out (when used as a verb)

logout (when used as an adjective)

quick link

soft link

web*

webpage*

website*

World Wide Web

**These are exceptions to AP's style.*

X

Y

years

- Use the following formats when indicating sequential years:

Examples: 2006–07

2006–2007

Incorrect: '06–'07

2007/2008

07/08

- When referring to decades, use an apostrophe to indicate numerals that are left out. Do not use an apostrophe between the year and “s.”

Examples: 1980s

'90s

Incorrect: 1980's

90s

90's

Young's Jersey Dairy

- Capitalize all three words.

Z

zip codes

- Always lowercase “zip.”
- In an address, precede the zip code with one space, not two.

APPENDIX A

Refer to this appendix for the official names and spellings of Buildings and Sites, Departments, Divisions, Offices, Schools and Departments, and Student Organizations at Cedarville. For the sake of consistency, all terms have been capitalized in these lists. However, see the entry “capitalization” for the complete guidelines for when to lowercase and when to capitalize these terms.

Buildings and Sites

For the sake of consistency, all terms have been capitalized in these lists. However, see the entry “capitalization” for the complete guidelines for when to lowercase and when to capitalize these terms.

Alford Annex
 Alford Auditorium (AL)
 Alumni Center
 Alumni Hall
 Ambassador Hall
 Apple Technology Resource Center (APP)
 Bolthouse Center for Music
 Bookstore
 Brock Hall — *men*
 Callan Athletic Center (CAL)
 Carr Hall (The Hill) — *men*
 Cedar Lake
 Centennial Library (LB)
 Center for Biblical and Theological Studies (BTS)
 Center for Lifelong Learning
 Center for Teaching and Learning
 Chuck's
 Collins Hall (CO)
 DeVries Theatre
 Dixon Ministry Center (DMC)
 Doden Field House (DFH)
 Elvin R. King Cross Country Course
 Engineering, Nursing, and Science Center (ENS)
 Engineering Projects Laboratory (EPL)
 Faith Hall — *women*
 Fine Arts Building (FA)
 Fitness Center (FIT)
 Founders Hall (FH)
 Game Room
 Gathany Media Center (GMC)
 Green Conference Center (Johnson-Green-St. Clair*)
 Harriman Hall — *men*
 Human Resource and Safety Center (HRS)

(buildings and sites continued)

Information Center

Jeremiah Chapel

Jeremiah Hall

Johnson Hall (Johnson-Green-St. Clair*) — *women*

Johnson-Murdoch Tennis Complex

KeyBank Trading Center

Lawlor Hall — *men*Maddox Hall — *women*Marshall Hall (The Hill) — *men*McChesney Hall (McKinney-Miter-McChesney*) — *men*McKinney Hall (McKinney-Miter-McChesney*) — *women*

Milner Business Administration Building (MIL)

Miter Conference Center (McKinney-Miter-McChesney*)

Murphy Hall (Murphy-Younger-Rickard*) — *women*Palmer Hall (The Hill) — *men*

Patterson Hall (PAT)

President's Dining Room (PDR)

Printy Hall — *women*

Recital Hall (RH)

Recreation Center (REC)

Reese Center for Christian Ministries

Rickard Hall (Murphy-Younger-Rickard*) — *men*

Rinnova

Rogers Hall (The Hill) — *men*

Service Center (SERV)

South Apartments — *men*South Hall — *men*St. Clair Hall (Johnson-Green-St. Clair*) — *men*

Stevens Student Center (SSC)

Stevens Student Center Lakeside Plaza

Stranahan Gymnasium

The Hive

Tyler Digital Communication Center (TYL)

University Medical Services (UMS)

Willetts Hall — *women*

Williams Hall

Wisecup Hall

Writing Center

Younger Conference Center (Murphy-Younger-Rickard*)

**When speaking of an entire residence hall complex, hyphenate the names with the women's hall first, the conference center second, and then the men's hall.*

Departments (see also “Schools and Departments” on page 37)

For the sake of consistency, all terms have been capitalized in these lists. However, see the entry “capitalization” for the complete guidelines for when to lowercase and when to capitalize these terms.

Department of Biblical and Theological Studies
 Department of Business Administration
 Department of Communication Arts
 Department of Education
 Department of Exercise and Sport Science
 Department of History and Government
 Department of Language and Literature
 Department of Music, Art, and Worship
 Department of Nursing
 Department of Pharmacy Practice
 Department of Pharmaceutical Sciences
 Department of Psychology
 Department of Science and Mathematics
 Department of Social Work, Criminal Justice, and Sociology
 Elmer W. Engstrom Department of Engineering and Computer Science

Divisions

For the sake of consistency, all terms have been capitalized in these lists. However, see the entry “capitalization” for the complete guidelines for when to lowercase and when to capitalize these terms.

Academic Division
 Advancement Division
 Business Division
 Christian Ministries Division
 Enrollment Management and Marketing Division
 Student Life Division

Offices

For the sake of consistency, all terms have been capitalized in these lists. However, see the entry “capitalization” for the complete guidelines for when to lowercase and when to capitalize these terms.

Academic Enrichment Center (The Cove)
 Accounts Payable
 Admissions
 Advancement Events
 Advancement Services
 Alumni Relations

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Appendix A Appendix B

(offices continued)

Athletics

Campus Recreation

Campus Safety

Career Services

Cashiers Office

CDR Radio Network

Cedarville Fund

Center for Lifelong Learning

Center for Teaching and Learning

Community Ministries

Computer Services

Counseling Services

Creative Services

Discipleship Ministries

Drama Touring Teams

Event Services

Financial Aid

Gift Planning and Endowment

Graduate Admissions

HeartSong Touring Teams

Human Resources

International Programs

Marketing

Missions Involvement Services (MIS)

Office of the President

Office of the Provost

Office of the Registrar

Payroll

Physical Plant

Postal and Print Services

Post Office

Production Services

Public Relations

Residence Life

Strategic Planning and Research

Student Life Programs

The Cove (*see Academic Enrichment Center*)

The PATH

Schools and Departments

For the sake of consistency, all terms have been capitalized in these lists. However, see the entry “capitalization” for the complete guidelines for when to lowercase and when to capitalize these terms.

School of Biblical and Theological Studies

Department of Biblical and Theological Studies

School of Humanities

Department of Communication Arts

Department of History and Government

Department of Language and Literature

Department of Music, Art, and Worship

School of Natural and Applied Sciences

Department of Business Administration

Department of Nursing

Department of Science and Mathematics

Elmer W. Engstrom Department of Engineering and Computer Science

School of Pharmacy

Department of Pharmacy Practice

Department of Pharmaceutical Sciences

School of Social Sciences and Human Performance

Department of Education

Department of Exercise and Sport Science

Department of Psychology

Department of Social Work, Criminal Justice, and Sociology

Student Organizations

For the sake of consistency, all terms have been capitalized in these lists. However, see the entry “capitalization” for the complete guidelines for when to lowercase and when to capitalize these terms.

Academic

Accounting Society

Alpha Delta Nu (criminal justice)

Alpha Sigma (philosophy)

Chi Theta Pi (medical)

Christian Nurses Association

Epsilon Alpha Pi (social work)

Health and Fitness Association (exercise science)

History and Government

The Icarus Collective (writing)

Omega Tau Kappa (science education)

Pi Epsilon Omega (physical education)

Psi Kappa Theta (psychology)

Society of Composers (music)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Appendix A Appendix B

Sport Management Organization

Student CEOs (business)

Women in Business

Academic/Honor

Alpha Kappa Delta (English)

Alpha Psi Omega (theatre)

Delta Mu Delta (business)

Epsilon Omega (social work)

Omega Mu (political science)

Tau Beta Pi (engineering)

Tau Delta Kappa (honors program)

Academic/Professional

AITP (Association of Information Technology Professionals)

AFCEA (Armed Forces Communications and Electronics Association)

ASME (American Society of Mechanical Engineers)

FMA (Financial Management Association)

IEEE (Institute of Electrical and Electronics Engineers)

LPH (Lambda Pi Eta)

MENC (National Association for Music Education)

SAE (Society of Automotive Engineers)

SEAM (Society of Engineers Aiding Missions)

SHRM (Society of Human Resources Management)

SIFE (Students in Free Enterprise)

STC (Society for Technical Communication)

SWE (Society for Women Engineers)

Cross-Cultural

Amplified! (urban ministry)

German Club

Mu Kappa (for children of missionaries and for international students)

PEACE Project (Promoting Ethnic and Cultural Education)

Société de Français (French club)

Spanish Club

Media Groups

Cedars (newspaper)

Miracle (yearbook)

Resound Radio (radio station)

Service

Big Bird (community service)

CUEMS (emergency medical squad)

Habitat for Humanity

Social/Service Organizations — Men

Alpha Chi

Basilean

Delta Omega Epsilon

Sigma Phi Lambda

Theta Rho Epsilon (OPE)

Zeta Pi Sigma

Social/Service Organizations — Women

Alpha Delta Gamma

Alpha Delta Omega

Delta Pi Sigma

Gamma Chi

Phi Epsilon Beta

Phi Gamma Psi

Special Interest

Acting on Aids

Alpha Mu Beta (Ultimate Frisbee)

Alpha Sigma Lambda (sign language)

Chess Club

College Democrats

College Republicans

CU Climbing Club (rock climbing)

Eating Disorder Awareness

Fusion Film Society

Literati (literature)

Officers' Christian Fellowship (military)

Photography Club

PRAIRIE (Prairie Restoration and Initiative for Research, Inspiration, and Earthkeeping)

Racquetball Club

Semper Fidelis Society (U.S. Marine Corps)

Student Government Association

Students for Life

Students for Religious Freedom

Table Tennis Club

The Underground (music and campus bands)

Women of Vision (improving life for women and children throughout the world)

Other

CREW (events)

DAE (alumni)

Discipleship Council

Ministry Council

SCAB (campus service)

TEN 24 (campus service)

APPENDIX B

Frequently Misused Words

accept/except

- Accept means to receive. Except means to exclude.

Examples: I will accept the gift from Ruth.

Everyone went to the meeting except Henry.

affect/effect

- Affect as a verb means to influence. Effect as a verb means to cause. Effect as a noun means a result.

Examples: Eating habits affect people's health.

He plans to effect many changes in his company.

Her decisions may have a negative effect on her future.

allusion/illusion

- An allusion is an indirect reference to something else. An illusion is a hallucination or something that is seen but does not really exist.

Examples: The allusion was to the political candidate's record.

David Copperfield made the Statue of Liberty disappear through an illusion.

among/between

- Between compares two items or several items seen as distinct from one another. Among compares three or more items.

Examples: Alex chose between history and social science for his major.

Emma chose between Harvard, Brown, and Yale.

Among Anne's most-loved books, *Middlemarch* was by far her favorite.

This was the best choice among all the options.

assure/ensure/insure

- Assure means to promise or encourage. Ensure means to guarantee. Insure refers to insurance.

Examples: He assured himself that he was qualified for the job.

Being organized ensures you will get to class on time.

She is insured through her school.

entitled/titled

- Entitled refers to deserving something. Titled refers to a name.

Examples: After all the work he did, he is entitled to another piece of pie.

The book was titled *Walden*.

e.g./etc./i.e.

- E.g. means "for instance" or "for example." I.e. means "that is." Etc. means "and so on."

Examples: Connie does not eat at fast food restaurants (e.g., McDonald's and Burger King).

Mark loves watching Donald Duck's nephews (i.e., Huey, Dewey, and Louie).

For the trip, Rachel packed clothes, towels, shoes, etc.

farther/further

- Farther applies to an actual distance. Further refers to a degree or extent.

Examples: She can run farther than her sister.

His father will go no further in his concessions.

fewer/less

- Fewer refers to a number. Less refers to a quantity or extent.
Examples: The old theatre held fewer viewers than the new one does.
Glen earns less money than Rick does.

first/firstly

- If you use “first” (or second, third, etc.) to begin a list or enumeration, follow it with “second” (third, fourth, etc.).
- If you choose to use “firstly” (or secondly, thirdly, etc.) to begin a list or enumeration, follow it with “secondly” (thirdly, fourthly, etc.).
- The key is consistency. Do not use “first” followed by “secondly.”

hopefully

- “Hopefully” can describe how a person acts or thinks. “Hopefully” cannot refer to an event or occurrence.
Example: Josh looked to the future hopefully.
Incorrect: Hopefully, it will not rain today.

imply/infer

- Speakers imply something through what they say. Others infer something from the speaker’s words.
Examples: In her speech, Julia implied that she was happy with her job.
Elizabeth inferred from the speech that the speaker was happy with her job.

it’s/its

- It’s is a contraction for “it is.” Its is the possessive form.
Examples: It’s snowing outside.
The dog lost its bone.

over/more than

- Over refers to a spatial relationship. More than is the preferred choice when referring to numerals.
Examples: The cardinal flew over the tree.
More than 250 students visited campus last week.

perspective/prospective

- Perspective refers to someone’s outlook on a topic. Prospective makes reference to the future.
Examples: Because he is from another country, he has a different perspective on politics than I do.
Cedarville is offering a campus tour for prospective students.

principle/principal

- A principle is a fundamental truth or logic. Principal refers to a position of authority, such as a school principal, the principal player of an orchestra, or a capital sum.
Examples: Rick operates under the principle that justice will triumph.
Diane is principal of the school.

toward/towards

- The American version of this word never includes an “s” on the end. The same rule applies for words such as backward, afterward, forward, and among.

Pronouns

gender-specific pronouns

- Do not use gender-specific pronouns to refer to a group of people that includes both genders.

NOTE: In the vast majority of cases, the preferable correction is to rewrite the sentence to include a plural noun and plural pronouns (they, them, their).

Example: Students must accept the consequences of their choices.

Incorrect: Each student must accept the consequences of his choices.

noun/pronoun agreement

- Pronouns should agree with their antecedents (nouns) in number. Do not use a singular noun with a plural pronoun, or vice versa.

Example: Most people want to have their cake and eat it too.

Incorrect: Everyone wants to have their cake and eat it too.

which/that

- That introduces a statement that limits or restricts its antecedent. Which introduces a statement that clarifies or adds information about its antecedent and is usually set apart with commas.

Examples: The organization that raises the most funds wins the competition.

The lawnmower, which is in the garage, needs sharpening.

who/that

- Who refers to people. That refers to groups or things.

Examples: John remembers the faculty members who made the greatest difference in his life.

John remembers the basketball games that were most exciting.

who/whom

- Who is a subject pronoun (a nominative case pronoun). It can be substituted with he, she, they, or we.

Examples: Who is that person in the corner?

He is the man who received the award.

- Whom is used as an object (an objective case pronoun). It can be substituted with him, her, them, or us.

Examples: Whom can we turn to in a time of crisis?

Jones is the man with whom I went fishing last spring.

The women, two of whom are my sisters, went shopping in Easton.

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