Holy Family
UNIVERSITY

Adherence to the guidelines outlined in the Style Guide will help ensure the consistency and quality of our documents. Consistency is especially important because Holy Family University publications originate from many different departments within the University and are written by many different people.

The Style Guide is neither intended as a thorough grammar and punctuation guide nor as a guide for writing clear and effective prose. Your academic disciplines and specialties will require varying style, tone, and citation requirements. Use the Chicago Manual of Style, Associated Press, American Psychological Association, and Modern Language Style (among others) as dictated by the norms of your field.

What this guide should do is give you a quick reference resource for those areas where we may differ from major style guide usage—situations like capitalization trends for degrees and buildings, abbreviations for religious titles, proper listing for degrees, and the like.

Heather Dotchel
Director of Marketing and Communications

People

Prefixes

Use Mrs. | Mr. | Ms. as appropriate in addresses. Do not use in prose.
example:
- Mr. John Smith
  123 Main Street
  Philadelphia, PA 12345
- When I introduced myself to Mrs. Collins, she graciously offered me tea.

Spell out professional titles like Doctor, Father, Sister, Senator, and Governor when first used.
If these titles are used subsequently, use the abbreviation (Dr., Fr., S., Sen., Gov.).
NOTE: Abbreviate Sister as S. not Sr.

Use Reverend before a name on first mention. Thereafter, use Father.
example:
- Reverend John Doe, OSFS, MA, attended the meeting. Jane Smith spoke first, and Father Doe spoke second.

On first mention, follow the format Sister first name last name, religious community affiliation, highest degree earned.
Thereafter, use Sister first name.
example:
- Sister Jane Doe, CSFN, PhD, University President, attended the meeting. Sister Jane spoke first at the meeting.
    NOTE: Some of the sisters use Mary or derivations of Mary spelled out with their other names.
    If there is a question as to the preferred rendering of a sister's name, contact the sister.

When listing the Sisters' names, follow this protocol for religious order and degree clarity.
S. Jane Smith, CSFN .... *(Not an alumna)*
S. Jane Smith, CSFN, '87 .... *(Alumna)*
S. Jane Smith, CSFN, '87/M'94 .... *(Alumna, Bachelor and graduate degrees)*
S. Jane Smith, CSFN, '87, PhD .... *(Alumna, Bachelor degree but not graduate degree)*

People *(continued)*

Names

When listing names, use the woman's name first and always include the maiden name of alumna, if possible.
> *example:*
> > • Susan Whitman Smith '83 and James Smith

If the woman goes by her maiden name and is married, then just use her maiden name.
> *example:*
> > • Susan Whitman '83 and James Smith

Abbreviate Junior (Jr.) and Senior (Sr.) with a period, but do not use the comma. I, II, and III take neither the comma nor the period.
> *examples:*
> > • John Doe Jr.　　　　　　　　　• John Doe III

Class Years

When listing class years, use the final two digits preceded by an apostrophe. Please note the direction of the apostrophe is not the one that a word processing program automatically uses.
> *example:*
> > • Mary Smith '74 (**NOT** '74)

Degrees

Abbreviate academic degrees according to the list that follows.
We **DO NOT** use periods in the degrees: AS, BA, BS, DEd, EdD, MA, MBA, MSN, PhD, RN

Abbreviate Esquire as Esq.
> *example:*
> > • John Smith, Esq.

Abbreviated academic degrees written after a person's name should be preceded and followed by a comma.
> *example:*
> > • Jane Doe, MA, attended the meeting.

Always specify that an honorary degree is honorary. Do not use Dr. before the name of a person whose only doctorate is honorary. Use H followed by an apostrophe and the year in which the degree was conferred to indicate the honorary degree.
> *example:*
> > • Cheryl Jones H'98 presented the keynote address at the dedication ceremony.

Use an apostrophe when the degree modifies a noun. If the degree is followed by of or in, do not use an apostrophe.
> *examples:*
> > • John Doe earned a master's degree from Holy Family University.
> > • John Doe earned a master of education degree.
> > • Joe Doe was awarded a master of arts in liberal studies.

Titles

Add to a formal title to denote a person who has retired but retains her/his rank or title. Place *Emerita/us* after the formal title. Italicize *Emerita/us*.
> *examples:*
> > • Professor *Emerita* Alice Doe　　　　• Professor *Emeritus* John Doe

People *(continued)*

Always capitalize titles, regardless of the context in which they are written.
> *examples:*
> - John Doe, PhD, Provost for Academic Affairs, attended the meeting with the Director of Housing, Jane Smith, MA.
> - Joe Smith, Mail Services Coordinator, sorted out the mix-up with the packages.
>
> **NOTE:** For Holy Family University purposes, capitalizing all mentions of offices and titles will ensure consistency throughout all University publications and be a subtle way to draw attention to major divisions and offices.

Places

General Addresses and Directions

If space allows, to avoid inconsistency, spell out qualifying names when used as part of an address, including avenue, boulevard, court, and street. Otherwise, abbreviate.
> *examples:*
> - 111 Roosevelt Boulevard..................... 111 Roosevelt Blvd.
> - 9701 Frankford Avenue....................... 9701 Frankford Ave.
> - 555 Old York Road .... 555 Old York Rd.

Spell out North, East, South, West, etc., whether they are used as part of an address or not. Lowercase directions only when they are used as compass points.
> *examples:*
> - The University is in Northeast Philadelphia.
> - Your hometown is northeast of campus.

Always spell out state names when used in sentences, even when preceded by a city. A comma follows the city and state.
> *example:*
> - Holy Family–Bensalem is located in Bensalem, Pennsylvania.

University Locations and Facilities

When describing the University, please keep in mind the following guidelines.
- Always capitalize Holy Family University. "University" or "the University" should be capitalized whenever they refer directly to Holy Family University.
- Do not refer to Newtown and Bensalem as campuses; instead, refer to them as sites, facilities, or locations. *(Without libraries, they are technically not campuses.)* When referring the Northeast Campus, always capitalize the C in campus.
- Technically, Holy Family University does not qualify as a liberal arts university, so it is not referred to as a liberal arts institution. You can, however, say that it emphasizes the liberal arts.

Holy Family University
9801 Frankford Avenue
Philadelphia, PA 19114-2009

Holy Family University–Newtown
One Campus Drive
Newtown, PA 18940-0992

Holy Family University–Bensalem
1311 Bristol Pike
Bensalem, PA 19020-6415

Schools – Always capitalize as proper nouns.
- School of Arts and Sciences
- School of Business Administration and Extended Learning
- School of Education
- School of Nursing and Allied Health Professions

Newtown Site – Always capitalize as proper nouns.

Center for Counseling Studies and Services
Computer Labs
Conference Room

Information Technology Training Room
Learning Resource Center (LRC)
Multi-media Videoconferencing Room

Multi-purpose Room
Nursing Lab
Portable Language Lab
Science Lab

Places *(continued)*

Facilities Names – Always capitalize as proper nouns.

Academic Advising Center
Admissions Office
Alpha House
Aquinas Hall
Audiovisual Services
Bookstore
Business Office
Campus Center
Campus Ministry
Career Planning
   and Development
Center for Academic
   Enhancement

Computer Labs
Cooperative Education Department
Curriculum Library
Education and Technology Center
Financial Aid Office
Graduate Studies Office
Holy Family Hall
Human Resources/Payroll Department
Language Laboratory
Lourdes Hall
Marian Hall
Nurse Education Building

Preview Room
Registrar's Office
St. Joseph Hall
Special Collections
Student Parking Lots and University
   Parking Lot
Student Services
University Archives
University Center
University Library
Videoconferencing Classroom

Things *(HFU Grammar and Style tidbits)*

Abbreviation
Academic Degrees
Abbreviate according to the list that follows. Note that we DO NOT use periods in the degrees.
   AS   BA   BS   DEd   EdD   MA   MBA   MSN   PhD   RN

Abbreviated academic degrees written after a person's name should be preceded and followed by a comma.
   example:
   • Jane Doe, MA, attended the meeting.

Time
Do not use periods in "am" and "pm" when indicating time.

Capitalization
Academic Years
Use lower-case for freshman, sophomore, junior, and senior.

Campus Names
Capitalize Building Names *(see Places Section)*, Committee Names, Course Names, Department Names,
Program Names, Room Names, School Names *(see Places Section)*

Committee Names
Capitalize when used as proper nouns. When not writing the official, proper name of the committee, do not capitalize.
   examples:
   • Strategic Planning Committee   • Public Relations and Development Committee
   examples:
   • the building committee   • the planning committee

Course Names *(see Program Names)*
Use initial caps when referring to courses.
   examples:
   • My Counseling Psychology course meets today.
   • The Information Systems Management class requires a lot of reading.

Things *(continued)*

Departments, Offices, and Divisions
Always capitalize, regardless of the context in which they are written.
  examples:
  • John J. Doe, MA, attended the meeting in the Office of Alumni and Parents.
  • The Careers Center is open daily.
  • The Division of Extended Learning is located on Bristol Pike.

Program Names *(also see Course Names)*
Use initial caps when referring to programs, but use a lower-case p for program. The same rule applies for division.
  examples:
  • The Nursing Education program is very popular.
  • That program is quite new.
  • He plans to take all the course work in the Nursing Education program.
  • The Sport Marketing-Management program is taught by professional marketing directors.

Room Names
Always capitalize.
  examples:
  • Dining Commons   • Student Lounge
  • Executive Conference Room   • Room 217

Dean's List
Lowercase in all instances.
  example:
  • Mary Smith was on the dean's list last semester.

Mass
Always capitalize the word Mass.

Numbers

Numbers
Spell out numbers below 10, and use figures for 10 and higher. However, always spell out all numbers if they begin a sentence.

Ordinals
First, second, third (spelled out) and 1st, 2nd, 3rd (numerals with ordinal suffix) are ordinals. Spell out first through ninth when they indicate sequence in time or location. DO NOT use superscript for ordinals.
  example:
  • The English students were the first in line for the *Folio* reading.

Proper Names That Are Expressed As Numbers
Use words or figures according to the practices of an organization
  examples:
  • Big Ten   • 3M

Years
Use figures without commas. When written as time spans, years take a lowercase s without an apostrophe.
Use an apostrophe to take the place of omitted ordinals.
  examples:
  • the 1930s   • the '90s

Things *(continued)*

Other Punctuation

Commas
Use serial commas (place before the word "and" in a series of three or more). Use commas after introductory phrases and clauses in sentences. While these two commas are sometimes considered optional, you will never be wrong if you use them.

En Dash
May be used in place of the word "to" when linking two numbers or two words that represent a continuous sequence.
Do not leave space before or after the en dash.
> *examples:*
> • during January–June
> • from 1987–1989

Em Dash
May be used in place of the comma, semicolon, the colon, or parentheses. Also, the em dash is often used for emphasis.
Do not leave spaces before or after the em dash.
> *examples:*
> • Many students—far too many students—are reluctant to contribute to class discussions.
> • "I refute it—thus!" said Dr. Johnson, kicking the rock.

Publications
Always italicize publication names.
> *examples:*

Co-op Works	*The Holy Family*	*The Student Handbook*
Familogue	*University Catalog*	*Student News*
Family Connection	*Holy Family*	*Tiger Talk*
The Folio	*University Magazine*	*Tri-Lite*

Spacing
Use one space (**NOT** two) between sentences.

Terms

Chair
Use the word Chairperson.
> *examples:*
> • John Doe is the Chairperson of the committee.
> • The committee was formed by its Chairperson, John Doe.

Computer Terms
The practice of capitalizing, hyphenating, and separating the following computer terms is outdated. Please use the following forms: internet, website, online, email. (But World Wide Web is capitalized as it has remained only a proper name).

Cooperative Education
When spelled out, cooperative education is never hyphenated. When abbreviated, it should be written as co-op
(this, according to AP style, differentiates the term from animal coop).

Faculty
Singular noun that takes a singular verb.
> *example:*
> • The faculty is scheduled to meet before school opens.

Foreign Words
Foreign words that have been accepted universally into the English language may be used without explanation.
Such words include alma mater, ex officio, and ad hoc. Latin terms that are not universally accepted should be italicized and explained.