

2023 LINFIELD UNIVERSITY

Editorial Style Guide

This style guide is meant to establish a cohesive image of Linfield University and to provide readers with consistent, clear communications. This guide provides direction on capitalization, spelling, punctuation and how we talk about Linfield University.

As a general rule, Linfield follows The Associated Press Stylebook, or AP style. This style is designed to be easily read and understood by people from a wide variety of backgrounds. Exceptions to AP style are indicated as such. For style questions not addressed here, refer to AP style and Webster's New World Dictionary.

Questions may be directed to Kathy Foss, director of strategic communications, at kfoss@linfield.edu or 503-883-2396.

A

a, an: Use the article 'a' before consonant sounds, and the article 'an' before vowel sounds.

- *He earned an NSF grant.*
- *It was a historic event.*

abbreviations, acronyms: Linfield uses a lot of abbreviations and acronyms in its internal communications. While useful, be aware that readers might not automatically understand what they mean, and their use should be limited in editorial copy. In general, always write a name or term in full on first reference and use a parenthetical to indicate the acronym. An acronym then can be used in subsequent references. If the acronym does not appear later in the content, there is no need to add it as a parenthetical. Do not use periods in an acronym.

- Elections are planned for the Associated Students of Linfield University (ASLU). Mack Wildcat served as last year's ASLU president.

academic degrees: In editorial copy, spell out the full degree name on first reference. On second reference, use "bachelor's," "master's," "doctorate," etc.

- Avoid abbreviating degree names in copy: He earned a B.A. in physics.
- Use an apostrophe in bachelor's, master's but not associate degree.
- When used after a name, an academic degree abbreviation is set off by commas: Mack Wildcat, Ph.D., spoke.
- When referring to doctorate degrees, only use Ph.D. after a name. Do not use it to refer to the degree. See also doctorate/Ph.D.
- If mention of degrees is necessary to establish someone's credentials, the preferred form is to avoid an abbreviation and use instead a phrase such as: Fatima Kader, who has a doctorate in psychology.
- Academic degrees should only be cited after a name if it is a terminal degree (Ph.D., J.D., etc.) or specialist certification, if it's relevant to the content, or upon request from the subject.
- The use of "Dr." as a courtesy title is reserved for medical and veterinarian degrees only.
- A person earns a degree, they do not receive a degree.
- Degrees offered at Linfield:
 - Bachelor of Arts (B.A.)
 - Bachelor of Science (B.S.)

- Bachelor of Science in Nursing (BSN)
- Master of Science (M.S.)
- Master of Science in Nursing (MSN)
- Other than the BSN and MSN or when the subject matter is a proper noun (i.e. English), no other degree has a capitalized letter after the word "in."

academic titles: Capitalize and spell out formal titles such as chancellor, chair, etc., when they precede a name. Lowercase elsewhere. For instructors, use the corrected earned title or rank; do not use "Professor" as a courtesy title.

- President Miles K. Davis
- Miles K. Davis, president
- The president said...
- The class was taught by Assistant Professor Mack Wildcat.
- Mack Wildcat, assistant professor of biology, led the seminar.

academic year: Write as 2020-21, omitting the century in the second year.

advisor: Preferred spelling for one who advises. This is an exception to AP style.

afterward, backward, forward, toward: These words do not end in s.

African American: No hyphen. Acceptable for a Black American of African descent. Black (capitalized) is also acceptable. The terms are not necessarily interchangeable and African American should not be used as a default for any person of color, or any Black person. For example, a Black person may be Haitian or Jamaican, which would mean they are not African American. Follow a person's preference on use. *See also dual heritage, person of color and Black.*

ages: Always use numerals. Use a hyphen when the age precedes the subject.

- The student turned 21.
- The Wildcat is 5 years old.

- The 5-year-old Wildcat.

alumnus, alumni: The forms shown are the singular and plural. Do not use gender-specific options of alumna or alumnae. Do not shorten to "alum" or "alums" in official communications. Class year is denoted after the name of the alumnus. Maiden names appear in parentheses before married name.

- She is an alumnus of Linfield University.
- Linfield alumni gave a record amount.
- Mack Wildcat '20
- Jane (Wildcat) Doe

a.m., p.m.: *See time.*

ampersand (&): Avoid using ampersands in editorial copy unless part of a company's formal name or composition title: House & Garden, Procter & Gamble, etc. It is okay to use the & in display type, such as headlines or invitations.

annual: An event cannot be described as annual until it has happened at least two consecutive years. Do not use the term "first annual."

Asian American: No hyphen. Acceptable for an American of Asian descent. When possible, refer to a person's country of origin or follow the person's preference. Do not describe Pacific Islanders as Asian Americans, Asians or of Asian descent. *See also dual heritage.*

Asian Americans and Pacific Islanders (AAPI): Spell out the full term, when necessary; use AAPI only in direct quotations and explain the term.

Associated Students of Linfield University: Write out full name on first reference. This includes a dash and campus to indicate what student governance system. Use abbreviated name on second reference.

- ASLU-Portland Campus (ASLU-PC)
- ASLU-McMinnville (ASLU-McMinnville)
- There is no ASLU-eCampus.

athletic facilities: Use formal names on first use. Abbreviated versions may be used on further reference. Capitalize formal names.

- Health, Human Performance and Athletics Complex (HHPA Complex on second reference)
- Joe Dancer Park
- Paul Durham Lobby and Foyer
- Roy Helser Field at Jim Wright Stadium (Helser Field on second reference)
- Linfield Aquatics Center
- Linfield Tennis Center
- Michelbook Country Club
- Maxwell Field
- Memorial Stadium
- Rutschman Field House
- Del Smith Stadium
- Hal Smith Fitness Center
- Soccer/Lacrosse Complex
- Ted Wilson Gymnasium (Wilson Gym acceptable on second reference)

B

baccalaureate, Baccalaureate: No capitalization when describing a bachelor's degree or the exam intended to qualify a candidate for higher education. Capitalize in reference to the event previously held on Commencement Weekend.

bachelor's degree: Informal form of Bachelor of Science or Bachelor of Arts degree. *See also academic degrees.*

Black: Use the capitalized term as an adjective in a racial, ethnic or cultural sense. Do not use as a singular or plural noun. For plurals, the preferred phrasing is Black people, white people, etc., when clearly relevant. Be mindful of whether using such designations is necessary. *See also African American.*

Black, Indigenous and people of color (BIPOC): Do not use the term Black,

Indigenous and people of color unless necessary in a direct quotation. Some see this phrase as more inclusive because it distinguishes the experiences of Black and Indigenous people, but others see it as less inclusive by diminishing the experiences of everyone else. Similarly, do not use the term Black, Asian and minority ethnic (sometimes used in European contexts). Do not use the shorthand POC, BIPOC or BAME unless necessary in a direct quotation; when used, explain it. *See also people of color.*

Board of Trustees: Uppercase only when used in its entirety, lowercase in other uses. Capitalize trustee or governor only when used before a name as a title, but lowercase after a name.

- The Board of Trustees meets regularly.
- The trustees agreed to the measure.
- The speaker was Trustee Mack Wildcat.
- Mack Wildcat, a trustee, spoke.

book titles: *See composition titles.*

bookstore, Linfield University Bookstore: Capitalize the formal name. Lowercase in all other references.

building names: When referring to the official name of the building, capitalize all principal words. When using a generic name, don't capitalize.

On the Portland campus, proper names of buildings are "Building" (capitalized) followed by the appropriate numerical. *See also athletic facilities, Hewlett-Packard Apartments and residence halls.*

- University Advancement is located in Melrose Hall.
- I'll meet you in the auditorium.
- The nursing class is held in Building 2.

Buildings owned by the university include:

- Vivian A. Bull Music Center
- Cook Hall
- Cozine Hall
- T.J. Day Hall
- Dillin Hall

- Emmaus House
- Facilities
- Kenneth W. Ford Hall
- Graf Hall
- Health, Human Performance and Athletics Complex
- Mac Hall
- Malthus Hall
- Melrose Hall
- Michelbook House
- James F. Miller Fine Arts Building
- Murdock Hall
- Jereld R. Nicholson Library
- Observatory
- OCE Admission
- Pioneer Hall
- Potter Hall
- President's House
- Renshaw Hall
- Riley Campus Center
- Taylor Hall
- W.M. Keck Science Center
- Walker Hall
- Withnell Commons

C

campus: Linfield has three campuses – two physical locations in McMinnville and Portland and an eCampus that houses Online and Continuing Education. The word campus should not be capitalized as a standalone word unless it is being used in the proper name of the campus, i.e. Linfield University Portland Campus or Linfield University McMinnville Campus. All other references should be lowercase.

campus-wide: Hyphenated as a modifier. Exception to AP style. Use in reference to an individual campus. *See also -wide.*

'Cats: Use Wildcats on first reference. 'Cats should be written with the apostrophe tail going to the left.

CatAlert: One word.

Cat Connect: Two words.

Catdome: Informal nickname referencing Maxwell Field. Avoid using in official communications.

CatNet: One word with capital N.

CatZone: Student section at home football, men's basketball and women's basketball games. One word with 'z' capitalized.

Caucasian: Avoid as a synonym for white, unless in a quotation. *See also Black/white.*

centuries/decades: Lowercase. Spell out numbers under 10. In using spans of decades, use an s, not an 's. *See also years.*

- The first century
- The 21st century
- He was raised in the 1980s.

chair: Use the gender-neutral "chair," not chairman or chairwoman (exception to AP style). Also vice chair, not vice-chair. Co-chair is hyphenated. Capitalize if it precedes the name as a formal title.

- Committee Chair Mack Wildcat
- Mack Wildcat, committee chair

class: Capitalize when referring to a specific class. Otherwise lowercase.

- The Class of 2021
- The classes of 1985, 1995 and 2005 were celebrated at the event.

class year: Students and alumni are identified with the last two numbers of their class year after their names. An apostrophe should be placed before the class year, facing away from the remaining two numbers. Do not use a comma after a name and graduation year in editorial content.

- Mack Wildcat '64
- Mack Wildcat '64 ate in the Oak Grove.

co-: Retain the hyphen when forming nouns, adjectives and verbs that indicate occupation or status. Use no hyphen in other combinations.

- co-author, co-chair, co-host
- coed, cooperate, coexist

coast: Lowercase when describing the physical land and uppercase when it's a formal region.

- The class studies aquatic mammals on the coast.
- The Oregon Coast is home to a variety of wildlife.

college, school: Uppercase when part of a proper name. Lowercase when used alone. Approved acronym for College of Arts and Sciences (CAS) and shortened "School of Nursing" may be used on second reference.

- College of Arts and Sciences (CAS)
- School of Business
- Linfield-Good Samaritan School of Nursing
- The college hired a new instructor.
- The school offers classes in accounting.

commas: Linfield does not use the serial or Oxford comma in a simple series, except where needed to clarify meaning.

- We bought pens, paper and pencils.
- He enjoys reading, mowing the lawn, and his neighbors. (So as to not imply one would enjoy mowing their neighbors).

In a complex list, semicolons or dashes can be used to avoid confusion.

Commencement: Capitalize as a formal name of the event. Lowercase in all other references.

- This year, the commencement ceremony falls on a Friday.
- More than 300 graduating seniors participated in Commencement.

Commencement Green: Capitalized. Singular, no 's.

Commencement Weekend: the entire weekend surrounding Commencement, comprised of many different events, including:

- Commencement
- Spring Pinning Ceremony
- Senior Awards Celebration
- Athletic Stole Ceremony
- Latinx Senior Dinner
- Lavender Ceremony
- Black Excellence Event
- Asian and Pacific Islander Celebration

committee names: Capitalize when the full, formal name is used; lowercase when not using the full name.

- The Technology Advisory Council met Tuesday.
- The vice president search committee suggested hiring the first candidate.

community: We use the phrase "Linfield community" to refer to our students and employees as a group. However, be cautious when using the word "community" to reference other groups of people (such as the LGBTQ community or the Black community). Work to avoid implying homogeneity across all members of a particular "community." This is similar to the concept of avoiding generalizations and stereotypes.

composition titles: Put titles of creative works such as books, plays, poems, TV shows, songs, lectures, speeches and movies in quotation marks. Do not use italics. Do not use quotes or italics for holy books, magazines or reference works such as newspapers, dictionaries, handbooks or software.

- The marching band played "Eye of the Tiger" at halftime.
- The class discussed "Star Wars" ...
- She wrote her paper in Microsoft Word.
- The New York Times article ...

convocation: Capitalize as part of the formal name of the event, "Opening Convocation." Lowercase in all other references.

- This year, the convocation ceremony opened with a benediction from the chaplain.
- The campus community attended Opening Convocation in the Oak Grove.

course numbers and titles: Use numerals and capitalize the subject when used with a numeral. Capitalize the official name of a course. Otherwise, lowercase. If including the course title and number, a colon should follow the course number.

- He took Philosophy 209.
- She registered for Sports in Society.
- The world history class ...
- She is teaching ARTS 330: Topics in Ceramics.

coursework: One word.

curriculum vitae: Spell out on first reference. CV is acceptable on second reference. "Curricula vitae" or "CVs" for plural.

D

dashes: In editorial copy, use a long dash – or em dash – to set off clauses when not using a comma. AP style calls for a space on both sides of a dash. Hyphens should be used to show spans of time or dates.

- Everyone – students and faculty alike – get to know each other.
- The conference runs Jan. 3-6, 2021.
- The hours are 9-11 a.m.

dates: Spell out all months when they stand alone or with a year, such as May 2021. Abbreviate months when paired with a date as shown below. Do not use ordinal numbers on dates.

- January to Jan. 12 (not 12th)
- February to Feb. 1
- August to Aug. 2
- September to Sept. 3

- October to Oct. 4
- November to Nov. 5
- December to Dec. 6
- When using month, date and year, a comma always follows the year.
 - On Dec. 31, 2020, campus will be closed.
- When a phrase lists only a month and year, do not separate with a comma.
 - It debuts in December 2020.

dean: Only capitalize before a name when used as a title. Do not capitalize when used as a description or after a name.

- Dean Jane Doe ...
- John Doe, dean ...
- The new dean, Mack the Wildcat, ...

Dean's List: Considered a formal award name; capitalize. Exception to AP style.

decades: *See centuries/decades.*

degrees: *See academic degrees.*

departments: Capitalize with the office's official name. All other references should be lowercase. Does not require "Linfield University" to precede the name.

- Department of History or history department
- Office of Strategic Communications or communications office
- International Programs Office

doctor, Ph.D.: Refer to someone as a doctor only when they hold a medical or veterinary degree. If the subject wishes to designate their doctorate, set it off with commas after the name. When referring to doctorate degrees, only use Ph.D. after a name. Do not use it to refer to the degree.

- Mack Wildcat, Ph.D.
- Mack Wildcat has a doctorate in biology. (Not: Mack Wildcat has a Ph.D. in biology.)

doctoral, doctorate: Doctorate is a noun, referring to the degree, title or rank of Ph.D. Doctoral is an adjective, “relating to or designed to achieve a doctorate.”

- She has a doctorate in physics.
- His doctoral dissertation is in physics.

dorm, dormitory: *See residence hall.*

double major: Two words as either a verb or noun. Using “double major” is not necessary in most cases. Consider rewriting to avoid use.

- She is majoring in English and science.
- She is pursuing majors in English and science.
- Instead of: She is double majoring in English and science.

dual heritage: No hyphen for terms such as African American, Asian American, Italian American and Mexican American. Used when relevant to refer to an American person’s heritage.

E

E-Cat: Linfield’s electronic newsletter for alumni.

eCampus: Official name of the virtual campus environment that administers the Online and Continuing Education program. *See also campus.*

email: No hyphen and lowercase.

emeritus, emeriti: The forms shown are singular and plural. Always place emeritus after the formal title.

- Mack Wildcat, professor emeritus of journalism
- Professor Emeritus Mack Wildcat

Evenstad Center for Wine Education: First reference to include Linfield University at the end of center name (Evenstad Center for Wine

Education at Linfield University). Use Evenstad Center for Wine Education on second reference. Do not use ECWE in editorial copy.

F

faculty: A singular collective noun. Add the word “members” to make it plural.

- He joined the faculty.
- All the faculty members agreed.

financial aid: Capitalize in formal reference to the department.

- The student received his financial aid package today.
- If you have any questions, check with the Office of Financial Aid.

first-generation student: Spell out. Do not abbreviate to “first gen” in editorial content.

first-year student: Preferred term for freshman. Hyphenate first-year as a modifier.

fiscal year: FY21 or fiscal year 2021 are both acceptable when talking about budgets.

full-time (adj. and adv.) or **full time** (noun) Exception: If *full time* is placed after a verb or a noun, a hyphen is not necessary.

- The employee works full time.
 - She was a full-time student on the McMinnville campus.
-

G

gender: Gender identity is a person’s sense of feeling male, female, neither or a combination. Gender expression is the way gender is presented and communicated to the world. When necessary to reference in content, ask individual their preference.

geographic references: Capitalize when referring to region. Lowercase when using as direction.

- Pacific Northwest, West Coast
- western Oregon, southwest Washington

grade point average(s): GPA or GPAs acceptable in all references. No dashes in long form. Use zero after decimal if GPA is a whole number. Do not use a zero in the hundredths place if the GPA totals to an even tenth.

- A 3.95 grade point average
- A GPA of 4.0

Greek organizations: Capitalize sorority and fraternity when used as part of the organization's proper name. In all other instances, use a lowercase. Linfield University has seven fraternities and sororities, two governing councils and one honor society.

- Fraternities:
 - Delta Psi Delta (Delta)
 - Pi Kappa Alpha (PIKE, members are Pikes)
 - Theta Chi (Theta)
- Sororities:
 - Alpha Phi (APhi)
 - Phi Sigma Sigma (Phi Sig)
 - Sigma Kappa Phi (Sigma)
 - Zeta Tau Alpha (Zeta)
- Interfraternity Council
- Panhellenic Council
- Order of Omega

Examples:

- Alpha Phi International Fraternity or Alpha Phi sorority
 - Pi Kappa Alpha Fraternity
-

H

Hawaii, Hawaiians: Avoid using Use the term Hawaiian or Hawaiians only for members of the ethnic group indigenous to the Hawaiian Islands. They also may be called Native Hawaiians or

Hawaii's Indigenous people. Be sure context makes clear that the reference is to the Indigenous person or group. Use the term Hawaii residents, not Hawaiians – for the overall population of Hawaii.

headlines: Capitalize only the first word and proper nouns in headlines. Exception: The first word after a colon is always uppercase in headlines.

health care: Two words in all uses unless it's one word in a formal name. Note: Linfield's MSN program specialty area uses one word (exception to AP).

Hewlett-Packard Apartments: Write out on first use. HPs acceptable on second reference.

Hispanic" A person from — or whose ancestors were from — a Spanish-speaking land or culture. Latino, Latina, Latinx or Latine (pronounced "Latin-ay") are sometimes preferred. Follow the person's preference. Use a more specific identification when possible, such as Cuban, Puerto Rican or Mexican American. *See also Latino/Latina/Latinx/Latine.*

homepage: One word.

hometown: One word.

I

Ice Auditorium: Richard and Lucille Ice Auditorium on first reference. Ice Auditorium for subsequent uses. Do not use the building code ICE in written copy.

Indigenous: Capitalize this term used to refer to original inhabitants of a place.

Indigenous people(s): Groupings of people who are the original inhabitants of their countries. Use peoples when referring to

multiple Indigenous groups. Use people when referring to multiple individuals from different Indigenous groups.

interoffice: No hyphen. Describes functioning or communicating between the offices of an organization or company.

- The interoffice memo addressed changes in management.

internet, intranet: Lowercase.

J

January Term: Academic offerings during January Term are considered a class or course, never referred to as a trip. The abbreviated "Jan Term" may be used on second reference.

- Students in the January Term course studied coral reefs in the Bahamas.

junior: Abbreviate as Jr. only with full names of persons and do not precede by a comma.

- John F. Kennedy Jr.
-

K

L

Latino, Latina, Latinx, Latine: The preferred nouns or adjectives for a person from, or whose ancestors were from, a Spanish-speaking land or culture or from Latin America. Hispanic is also generally acceptable for those in the U.S. Use a more specific identification when possible, such as Cuban, Puerto Rican, Brazilian or Mexican American. When necessary to reference in content, ask individual their preference. *See also Hispanic.*

lectures: Capitalize the title and put in quotations. *See also composition titles.*

- Tonight's History Pub features Rich Schmidt presenting "Linfield's First 100 Years."

LGBTQ+: Acceptable in all references for lesbian, gay, bisexual, transgender and queer and/or questioning. The + stands for others who fall under the LGBTQ umbrella but who don't identify precisely with the other letters.

- Use of LGBTQ+ is best used as a collective adjective: Walters joined the LGBTQ+ business association.
- Avoid using LGBTQ+ to describe individuals, and don't default to LGBTQ+ if discussing a more specific population: a bisexual advocacy group, a transgender health program.
- In quotations and the formal names of organizations and events, other variations such as LGBTQIA, are also acceptable with the other letters explained.

Linfield Curriculum: Capitalize both words since it refers to the proper name of the university's general education program.

Linfield Libraries: Formal name is plural and consists of Nicholson Library in McMinnville and the Portland Campus Library.

Linfield University: Formal name used on first reference. Linfield may be used on second reference. Do not capitalize university when used alone.

Linfield University Science Complex: Combination of the following buildings: Graf Hall, Murdock Hall and the W.M. Keck Science Center.

Linfield University Portland Campus: Written out on first reference. Portland campus

can be used on second reference. *See also campus.*

login, logon, logoff: Use as one word for nouns. For verbs use two words. Do not hyphenate.

- The login changes every 30 days.
- I log in my hours each week.

long term, long-term: Hyphenate when using as a modifier.

- He will win in the long term.
- He has a long-term assignment.

long time, longtime: One word when used as a modifier.

- They are longtime Linfield supporters.
-

M

Mack the Wildcat: Full name on first reference. "Mack" on future references. Mack the Wildcat is his own individual with his own personality, style and brand. Do not allude to the idea of the person inside the suit unless relevant to the content.

majors: Lowercase in all instances unless it is a proper noun. If referring to the formal name of a program, capitalize.

- She is an economics major.
- He is an English major.
- She is in the Asian Studies Program.

magazine names: Capitalize the initial letters of the name, but do not put in quotes. Lowercase "magazine" unless it is a part of the publication's formal title.

master's degree: *See academic degrees.*

McMinnville campus: Should never be shortened to "Mac." *See also campus.*

more than, over: Over refers to location and is not interchangeable with more than. More than refers to figures.

- The cow jumped over the moon.
- More than 2,000 students attended the event.

months: *See dates.*

N

names: Preferred use is current first and last name, followed by title or position on first reference. Last name only on further references. Use of middle name(s) and maiden names (in parentheses) is optional. The use of courtesy titles (Dr., Mr., Mrs.) is discouraged, unless the individual holds a medical or veterinary degree. Avoid using previous names or using quotation marks around names.

- Miles K. Davis, Linfield University president, spoke today.
- Jane (Wildcat) Doe earned a psychology degree.

Native Americans: Acceptable general reference for those in the U.S. when referring to two or more people of different tribal affiliations. For individuals, use the name of the tribe; if that information is not immediately available, try to obtain it. Some tribes and tribal nations use member; others use citizen. Try to determine the correct term in each case. If that can't be determined, use citizen.

- He is a Navajo commissioner.
- She is a member of the Nisqually Indian Tribe.

nonprofit: One word in all cases.

numbers: Generally, spell out numbers below 10 and numbers at the start of a sentence. Use figures for 10 and above. Use figures for age. *See also age, centuries/decades, dates, class years and years.*

- They had three children.
- She was the first in her family to graduate.
- Twenty-one students attended.
- Nearly 100 students attended.
- The girl is 3 years old.

O

Oak & Vine Society: Capitalize and use ampersand in official name. Exception to AP style.

offices: *See departments.*

off campus, on campus, off-campus, on-campus: Two words after a noun and hyphenated before a noun.

- He lived in an off-campus apartment.
- The event will happen on campus.

on: Do not use “on” before a date or day of the week when its absence would not lead to confusion, except at the beginning of a sentence.

- The meeting will be held Monday.
- He will be inaugurated Jan. 20.

online: One word in all cases.

Online and Continuing Education: An academic unit at Linfield that administers online degrees, certificates and educational opportunities through the eCampus. Use full name on first reference. OCE is appropriate of subsequent references.

Oregon cities: Stand alone in publications written for Linfield University alumni, employees or students. Out-of-state towns and cities should be followed by a comma and the state.

- Rick Smith of Hillsboro received the scholarship.
- Rick Smith of Layton, Utah, received the scholarship.

Oxford comma: *See commas.*

P

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

Partners in Progress: Annual community fundraising campaign; PIP is allowed on second reference.

people of color: The term is acceptable, when necessary, in broad references to multiple races other than white. Be aware, however, that many people of various races object to the term for various reasons, including that it lumps together into one monolithic group anyone who isn't white. Be specific whenever possible. Do not use 'person of color' for an individual.

- We will hire more people of color.
- Nine playwrights of color collaborated on the script.

In some cases, other wording may be appropriate.

- People from various racial and ethnic backgrounds; diverse groups; various heritages; underrepresented students, different cultures.

percent: Percentages should be expressed with % sign when paired with a number, with no space, in most cases.

- For amounts less than 1%, precede the decimal with a zero.
- In casual uses, use words rather than figures and numbers.

- Write out the number at the start of a sentence.
- Use decimals, not fractions, in percentages.
- Examples:
- The pay rate rose 4.5% last year.
- Seventy percent of the senior class....
- The opponent has zero percent chance of winning.

phone numbers: Always include area code with phone numbers. Format with hyphens. Do not include "1" before the area code. Do not use parentheses around the area code.

Portland campus: *See Linfield University Portland Campus and campus.*

prelicensure: No hyphen.

prerequisite: No hyphen.

president: Capitalize president only as a formal title used directly before an individual's name. Lowercase in all other uses.

professor: *See academic titles.*

pronouns: Growing numbers of people use they/them/their as a gender-neutral singular personal pronoun. Always ask a subject what pronouns they prefer to use.

- When using they/them/their as a singular pronoun, explain if it isn't clear in context: Morales, who uses the pronoun they, said they will retire in June.
- Be sure that the phrasing does not imply more than one person. Rephrase if needed to avoid confusion about the antecedent.
- Don't refer to pronouns as "preferred" or "chosen." Instead, use "the pronouns they use," "whose pronouns are," "who uses the pronouns," etc.
- Don't make assumptions about a person's gender identity based on their pronouns, or vice versa. Don't assume a

person's pronouns based on their first name.

Q

queer: Avoid using unless in direct quote or in the formal name of a proper noun or major (i.e. queer studies, the Queer Wine Festival, etc.). While used more prevalently in younger generations, the word may still be seen as offensive by some.

R

residence halls: Preferred term is residence hall. Capitalize the formal name of the hall. University owned residence halls are:

- Anderson Hall
- Campbell Hall
- Elkinton Hall
- Frerichs Hall
- Grover Hall
- Hewitt Hall
- Jane Failing Hall
- Larsell Hall
- Latourette Hall
- Mahaffey Hall
- Miller Hall
- Pioneer Hall
- Potter Hall
- Terrell Hall
- Whitman Hall

resume: No accent marks.

rooms, room numbers: Number should follow the name of the building. Abbreviated building names are acceptable when referencing specific room locations. Capitalize names of specifically designated rooms.

- Riley Hall 105
- Fred Meyer Lounge

RN to BSN: No hyphens or periods.

S

said, says: Said is the preferred attribution in all articles, both print and online. Generally, quote attribution should be subject verb unless attribution contains a long title or description.

- "I like apples," Mack the Wildcat said.
- "I like apples," said Mack, the Linfield University mascot from McMinnville.

seasons and semesters: The four seasons are lowercase. Do not capitalize the word semester. Only exception is if it is part of an official event name.

- The campus is beautiful in the fall.
- This fall, she is enrolled in four courses.
- He will attend Linfield for the fall 2021 semester.

sexual orientation: Should be used instead of 'sexual preference.' Mention a person's sexual orientation only when relevant to the subject matter and do so only if the information is verified.

- Examples of sexual orientations include lesbian (women attracted to women), gay (men attracted to men), bisexual (attraction to people across the gender spectrum), pansexual (attraction regardless of gender), asexual (people who don't experience sexual attraction), and straight or heterosexual (women attracted to men, and vice versa).

social media platform titles: Always capitalized

spacing: Use only one space between sentences and after colons.

sports scores: Game scores should be written in numerals, even if fewer than ten.

staff: A singular collective noun. Add the word "members" to make it plural.

- She joined the admission staff.
- All the staff members agreed.

state names: The names of the 50 U.S. states should be spelled out when used in the body of a story, whether standing alone or in conjunction with a city, town, village or military base. No state name is necessary if it is the same as the dateline.

street names: Write out street names such as Third Street.

Student Symposium: Write out the full name of the event on first reference – 29th Annual Linfield University Student Symposium. Student Symposium is acceptable after first reference. Use of "symposium" alone is lowercase.

T

theatre: Use theatre. Only use -er spelling if it is the formal name and is capitalized. Marshall Theatre on the McMinnville campus is -re. Exception to AP style.

they/them/their: *See pronouns.*

time: Use figures except for noon and midnight. Use a colon to separate hours from minutes: 11 a.m., 1 p.m., 3:30 p.m. Avoid redundancies such as 10 a.m. this morning, 10 p.m. tonight. Never use :00 for the top of the hour. When a time spans a.m. to p.m. use "to".

- Noon is preferred to 12 p.m.
- The meeting is at 3:30 p.m.
- The class runs from 11 a.m. to 2 p.m.

time-date-place: It is preferred that events be listed in time-date-place format. For clarity, list the day of the week and date with event listings.

- The performance is at 7 p.m. Friday, March 3 in Ice Auditorium.

titles: Titles that serve primarily as occupation descriptions should be written in lowercase. *See also academic titles.*

- astronaut John Glenn

TopCat Club: TopCat is one word with a capital C.

transgender: Describes people whose gender does not match the sex they were assigned at birth. Identify people as transgender only when relevant, and use the name by which they live publicly. The shorthand trans is acceptable on second reference and in headlines.

- Avoid references to a transgender person being born a boy or girl, or phrasing like 'birth gender.' Sex assigned at birth is the accurate terminology.

Do not use transgender as a noun, such as referring to someone as 'a transgender,' nor should you use the term 'transgendered.'

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

tribe: Capitalize the word tribe when part of a formal name of sovereign political entities or communities sharing a common ancestry, culture or language.

- The Confederated Tribes of Grand Ronde
- Learn about the local tribes ...

U

upper division, lower division: No hyphen in all uses.

URLs, web addresses: In printed material, it is acceptable to leave off the http://www. For internal web addresses, such as linfield.edu, only type out http:// if not doing so prevents the link from working. For web content, it is preferred to

hyperlink relevant words rather than type out a URL.

university: Uppercase only when part of a formal name. Lowercase when used alone, even when specifically referencing Linfield.

- He was accepted to Linfield University.
- The university announced ...

university-wide: Hyphenated as a modifier. Exception to AP style. Use in reference to the entire Linfield community. *See also -wide.*

V

vice president: No hyphen. Capitalize only when used as a formal title.

voicemail: One word. Add "messages" to make plural.

W

webpage, website: One word in all cases.

white: Lowercase the term as an adjective in a racial, ethnic or cultural sense. Do not use as a singular or plural noun. *See also Black and Caucasian.*

-wide: No hyphen on most words. Campus-wide, institution-wide and university-wide are hyphenated (exception to AP style).

- citywide
- campus-wide
- university-wide

Wildcats: Capitalize if referring to college mascot.

Wildcat Events Board: Created by the Associated Students of Linfield University to

coordinate social, cultural and recreational activities. WEB is appropriate on second reference.

wines: Wine names for grape varieties, such as chardonnay and shiraz, are not capitalized. Wines named regions, such as Champagne or Chianti, are capitalized.

X

Y

years: Use numerals for years, even at the beginning of a sentence. When a phrase lists only a month or season and a year, do not separate the year with commas. *See also dates and numbers.*

- 2020 was full of unexpected events.
 - The event will be held in March 2009.
-

Z

Zoom: Capitalize first letter of software product only. Not ZOOM.