



Editorial, Style, and Branding Guide

Walla Walla University

The Walla Walla University Editorial, Style, and Branding Guide

As Walla Walla University faculty, staff, and students, we each are responsible to represent the university and its mission in our community and the world. With so many representatives, however, it can be difficult to maintain a consistent message. This style guide is intended to help each of us communicate the mission of the university in a consistent, unified manner. It establishes a unified way of formatting the visual representation of Walla Walla University communications and addresses common questions about the logo, official colors, style, grammar, and spelling, as well as issues more specific to WWU including academic and religious references. Since this style guide is by no means exhaustive, we recommend the following sources for additional reference:

Associated Press Stylebook and Briefing on Media Law
Merriam-Webster's Collegiate Dictionary and *Merriam-Webster Online*
The Chicago Manual of Style

For other general rules, use a primary style guide that pertains to the publication you are writing or editing for.

The logo

The logo type is a unique arrangement and treatment of the words “Walla Walla University” and uses the font Fairfield. This part of the logo should never be used in isolation from the symbol.

The logo symbol represents an important architectural landmark on campus—the columns that grace the Administration Building. This symbol provides a sense of history and tradition. The identity statement distinguishes the university's unique offering of Christian higher education and the institution's relationship with the Seventh-day Adventist Church.

The Walla Walla University logo is designed to honor the tradition and history of the institution through the illustrative quality of the column and also provide a contemporary facet through a more modern type treatment.

These guidelines describe the ways in which the logo should and should not be used. It is important that these guidelines be followed to ensure continuity among all applications.

Approved versions of the logo include the following color options. When the logo is less than 1.5 inches in width, the identity statement is not used due to legibility issues.



▶ The logo may appear in color. Use black and green (PMS 5743).



▶ The preferred version of the logo is all black.



▶ For small applications there is a simplified version of the logo graphic available.



▶ A white or reversed version of the logo may also be used. Whenever possible, the logo should be “anchored” to the bottom of a page or color block.

Additional questions regarding this style guide may be directed to Caeden Rogers, University Relations supervisor, at caeden.rogers@wallawalla.edu or (509) 527-2514.

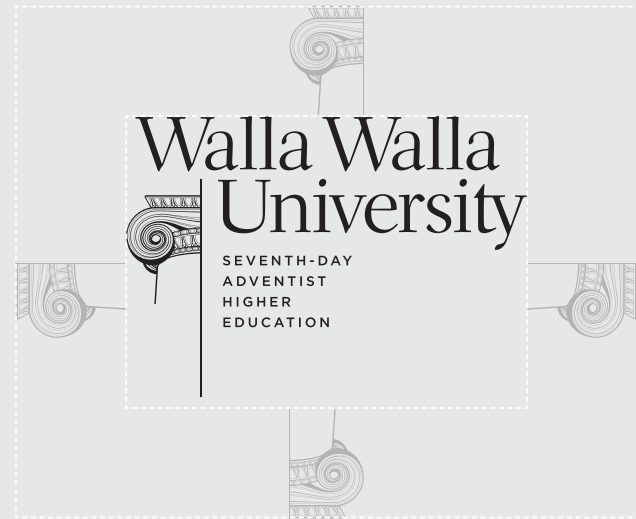
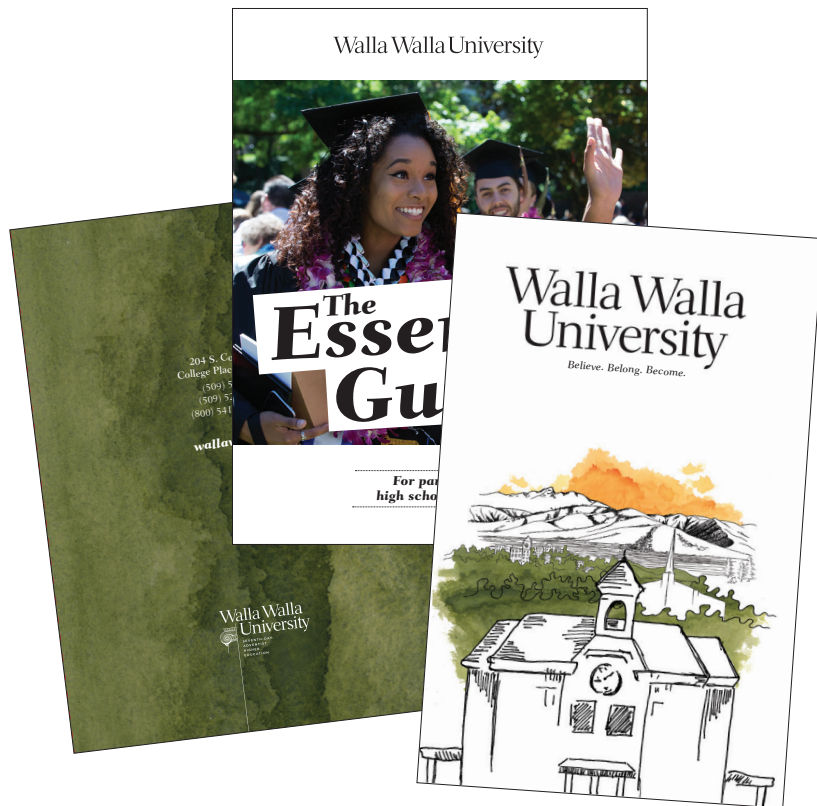
This style guide is also available online at wallawalla.edu/styleguide.

Size and space

Keep blank space around the logo.

When using the logo it's important to follow defined guidelines to maintain brand consistency across a variety of applications. Considerations include size, location, and space around the logo.

As a visual guide, use the size of the graphic icon to estimate the clear space needed around the logo. The best application of the logo is when it is "anchored" to the edge of a document or another design element. Here are examples of appropriate placement:



▶ Minimum size with identity statement:
1.5 in x 1 in



▶ Minimum size without identity statement:
1 in x 0.7 in

Fonts

The font used in the logo is Fairfield Medium and the identity statement uses Gotham Book. Both fonts can be used on communication material. It is recommended that Fairfield be used as the body font for letters and all official documents produced by the university.

▶ Example of Fairfield 45 Light

Example of Fairfield 45 Light Caption

Example of Fairfield 46 Light Italic

Example of Fairfield 55 Medium

Example of Fairfield 55 Medium Caption

Example of Fairfield 56 Medium Italic

Example of Fairfield 75 Bold

Example of Fairfield 75 Bold Caption

Example of Fairfield 76 Bold Italic

Example of Fairfield 85 Heavy

Example of Fairfield 85 Heavy Caption

Example of Fairfield 86 Heavy Italic

Example of Gotham Light

Example of Gotham Book

Example of Gotham Medium

Example of Gotham Bold

Logotype

The type used in the logo is Fairfield Medium, mixed case. It has been altered slightly to reduce the difference between the x-height of the lowercase and the uppercase letters and the ligature between the “t” and the “y.” That is the reason it is very important to always use the complete logo and never type the words alone.

Walla Walla University

Original font

Walla Walla University

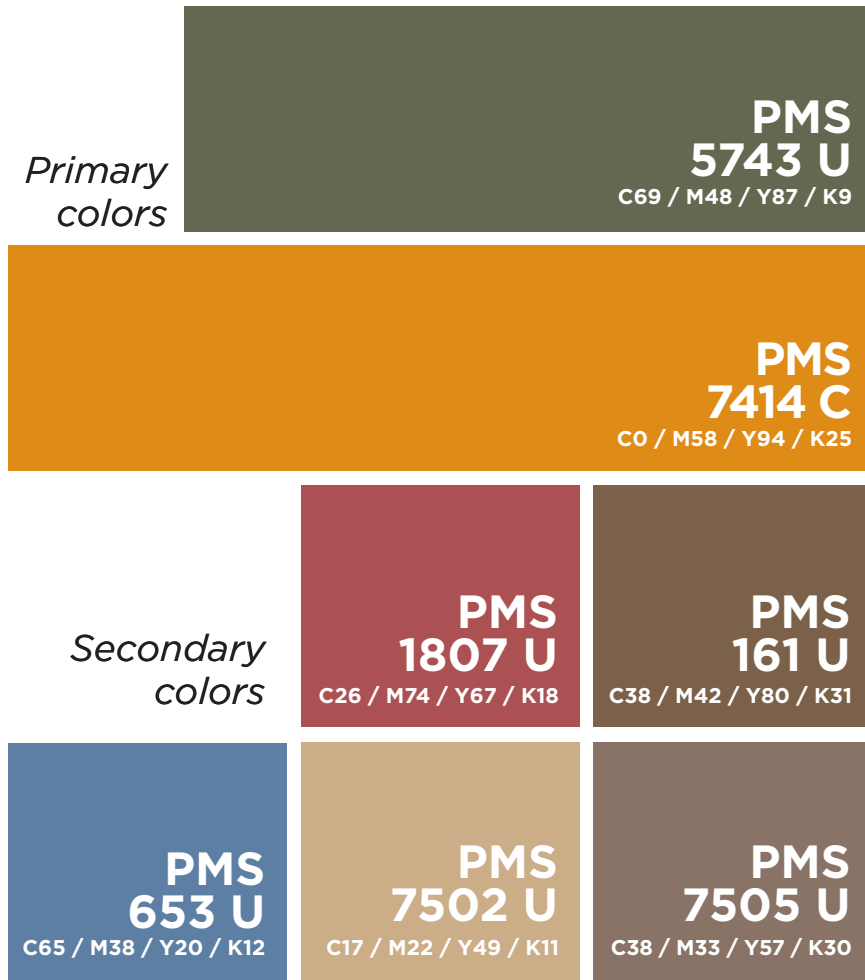
Customized

Walla Walla
University

Stacked

Color palette

The official colors used in the logo on business cards, stationery, and all university documentation will be PMS 5743 (green) and black. Other approved secondary colors that can be used in association with marketing materials but should be kept to a minimum include the following:



These colors are built for printing on uncoated paper stock. Please contact Marketing and University Relations for coated paper stock color equivalencies.

Business card and letter styling

Letterhead specifications:

Colors: Black + PMS 5743

Printed on 60 lb. Cougar Opaque White Text

Business card specifications:

Colors: Black + PMS 5743

Printed on 100 lb. Cougar Opaque White Cover

Full name followed by a comma and degree(s). Two letter degrees take periods; certifications or credentials take periods but should be used sparingly. Exception: PT is unpunctuated when referring to physical therapist.

Line limited to 30 characters.

Capitalize job titles and do not follow with the department.

Email addresses are lowercase.

Envelope specifications:

Colors: Black + PMS 5743

Printed on 60 lb. Cougar Opaque White Text



Improper uses of the logo

A Never use a color that is not in the approved logo colors.

B Never use a different typeface for the logo type.

C Never stretch the logo in a way that compromises its original shape.

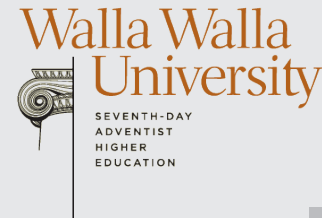
D Never use a logo file with a white box on a colored background.

E Never use the university initials with the logo symbol.

F Do not rearrange the type or placement of the logo symbol.

Exceptions to these rules include:

- The monument sign.
- Vehicle signs.
- Promotional items that require a horizontal arrangement such as pens.



A



B



C



D



E

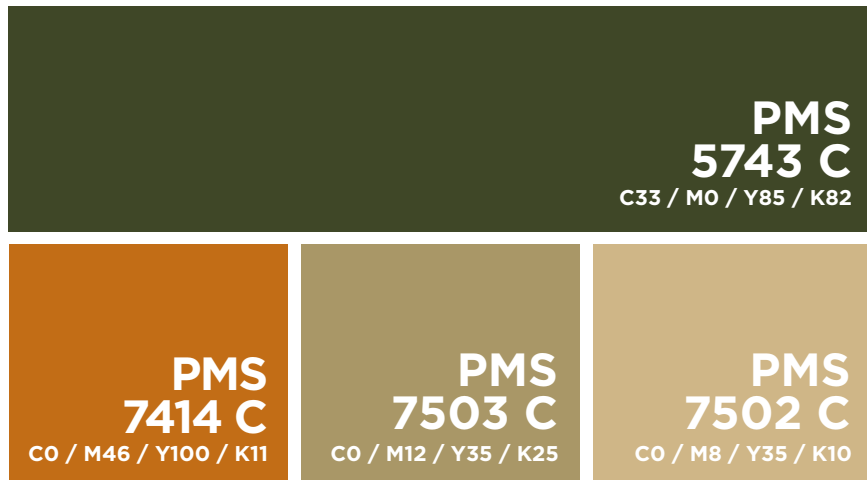


F

The secondary logo

The secondary logo depicts the wolf, our mascot, and is designed for use by Student Life. It is not to be used by other departments (e.g. academic, financial, advancement, etc.). It should not be placed on university letterhead or business cards as these should adhere to the business system (pp. 9).

The secondary logo involves a modified color palette. The colors of the logo must not be modified (e.g. black and white, all green, all orange, etc.). When this secondary logo appears on a dark background the logo version with the outer beige stroke must be used. Whenever using the wolf logo, use the modified color palette within the same material for consistency.



Other logos and identifying marks

Other departments and centers on campus may have logos or identifying marks only at the approval of Marketing and University Relations. Once approved, the use of marks in publicly visible places must also be approved on a case by case basis.

These logos and identifying marks should not be used by other departments or placed on university letterhead or business cards as these adhere to the business system (pp. 9). The colors must not be modified. Use of these logos follows similar rules to the university logo (pp. 10).

**Donald
Blake
Center**

*for the study of race,
ethnicity, and culture*



Walla Walla University Editorial Style

Additional questions regarding this style guide may be directed to Caeden Rogers, University Relations supervisor, at caeden.rogers@wallawalla.edu or (509) 527-2514.

This style guide is also available online at wallawalla.edu/styleguide.

A

abbreviations and acronyms

Abbreviations or acronyms are appropriate in some situations, particularly when dealing with a long college name or title. Attempt to find other ways to identify the subject rather than using an acronym repeatedly. Spell out the first citation followed by the acronym in parentheses. The acronym may be used alone for subsequent references.

Example: The Associated Students of Walla Walla University (ASWWU) will deliver a speech. ASWWU is an essential organization.

Abbreviate Jan., Feb., Aug., Sept., Oct., Nov., and Dec. as shown only when used with a specific calendar date: Jan. 10, 1985 or Monday, Jan. 10. Spell out March, April, May, June, and July.

Abbreviate state names according to the Associated Press Stylebook guidelines. For a complete list, see “states.”

Avoid using abbreviations and acronyms unless they are universally recognized. A good test: Check the AP stylebook since some that seem universal are ones that should be spelled out.

Examples: NASA, FBI, CIA

When necessary, acronyms should be all caps with no periods.

Examples: GPA, ID cards

academic degrees (see degrees)

academic departments (see departments)

advisor

Advisor is the preferred spelling, rather than adviser. Exception to AP style.

academic titles (see titles)

addresses

Use the abbreviations Ave., Blvd., and St. only with a numbered address: 204 S. College Ave. Spell them out and capitalize when part of a formal street name without a number: S. College Avenue.

Administration Building (ADM)

Houses administration offices

Adventist Church (see Seventh-day Adventist Church)

Adventist Colleges Abroad (ACA)

Walla Walla University co-sponsors Adventist Colleges Abroad, a program for qualified students to study overseas while completing requirements for a WWU degree.

alma mater

Lowercase

alumni

Proper usage is as follows:

- *alumnus*—one male
- *alumni*—more than one male or a mixture of male and female
- *alumna*—one female
- *alumnae*—more than one female

Example: Susan and George are alumni of the university, but Sally and Kristi are alumnae. Jan has been an alumna for five years.

Alum (or alums in the plural) is an acceptable non-gender-specific colloquial term.

attended/graduated

Please note that an alum is not the same as a graduate. A graduate is someone who has completed a prescribed course of study and has earned a degree. An alum is anyone who has completed at least one quarter hour at WWU. To specify that someone has attended, but did not graduate, place “att.” after the name. To specify someone is currently attending, place “curr. att.” after the name.

Example: Brian Jones att.

Example: Marie and Ralph have two children: Julie '92 and James, curr. att.

deceased

In the AlumNotes section of Westwind, there are occasions when it is necessary to note that someone is deceased. The recommended style is:

Example: Marie and Ralph have three children: Julie '92, James (deceased), and John.

name change

For an alumna with a different married name, place her maiden name in parentheses between her first name and current last name.

Example: Jill (Smith) Brown '99

year and major

When identifying current students or alumni by their class years, the year is expressed in two digits and preceded by an apostrophe, such as *Jon Doe '60*. Please be sure to use an apostrophe (') rather than an opening single quotation mark (').

Use the full year when the last two digits of that year have repeated in university history unless context makes this distinction obvious, such as 1899, 1999.

Use full four-digit year if referring to a class as a proper name.

Example: She is a member of the class of 2007.

When referring to an alumnus, use their full name followed by their graduation year, with their major set off by commas. This style is used primarily in the AlumNotes section of *Westwind*.

Example: Jon Rodriguez '00, mechanical engineering, received an award.

Another acceptable style in a feature or news story is:

Example: Sam Wallace '76, a theology graduate, sang for the service.

ampersand (&)

Avoid the use of ampersands. Spell out the word in all cases rather than using the ampersand (&) unless it is part of a formal name, such as AT&T. Avoid the use of ampersands on the website unless necessary to avoid line breaks in headers and menu items.

apostrophe (') (see punctuation)

assistant or associate (see titles)

Associated Students of Walla Walla University (ASWWU)

ASWWU is the undergraduate student government sponsored through Student Life.

Athletics

A department of Student Life, distinct from the academic Department of Health and Physical Education. See also department listings. Varsity sports include:

- Women's and men's basketball
- Women's and men's cross-country
- Women's and men's golf
- Men's soccer
- Women's volleyball

awards

Capitalize titles of awards: Distinguished Faculty Lecturer, Presidential Award for Excellence in Teaching, Staff Member of the Year, Biology Merit Scholarship

B

B.C.

Acceptable in all references to a calendar year in the period before Christ.

Baccalaureate

Believe. Belong. Become.

College tagline. Not an official part of the Walla Walla University logo.

Bible

Capitalize, without quotation marks, when referring to the Scriptures in the Old Testament or the New Testament. Capitalize also related terms.

Examples: the Gospels (referring to the first four books of the New Testament), Gospel of St. Mark, the Scriptures, the Holy Scriptures

Lowercase biblical in all uses.

Lowercase bible as a nonreligious term.

Example: My dictionary is my bible.

Do not abbreviate individual books of the Bible.

Board of Trustees

Capitalize. On second reference, "board" (lowercase without modifiers) is acceptable. The official name is Walla Walla University Board of Trustees.

book titles

Italicize and capitalize first word and all main words.

Examples: The professor assigned The Scarlet Letter.

bookstore

Lowercase unless using official name: Walla Walla University Bookstore

buildings

The official name of a building should always be used on first reference. The common abbreviation may be used in subsequent referrals. The all-capital abbreviation is used on official schedules, the calendar, and myWWU but is not to be included in text or on the website. All are listed here for reference.

Official name	Common abb.	Not for text
Administration Building	Ad Building	ADM
Birch Street Apartments		

Official name	Common abb.	Not for text
Bowers Hall	Bowers	BWH
Campus Security		
Canaday Technology Center	Canaday	CTC
Chan Shun Pavilion	Chan Shun	CSP
Conard Hall	Conard	CH
Donnie Rigby Stage	Black Box	
Facility Services		FS
Foreman Hall	Foreman	FH
Lindgren Hall		
Hansen Hall	Hansen	
Havstad Alumni Center	Havstad	HAC
Kellogg Hall	Kellogg	KH
Kretschmar Hall	Kretschmar	KRH
Melvin K. West Fine Arts Center	Fine Arts Center	FAC
Meske Hall	Meske	MH
Mountain View Apartments		
Peterson Memorial Library	the library	PML
Rigby Hall	Rigby	RGB
Rosario Beach Marine Laboratory	Rosario	
Sittner Hall	Sittner	SH
Smith Hall		SMH
Spiritual Life and Mission		
The Express		
University Bookstore	bookstore	
Village Hall		VH
Walla Walla University Church	University Church	UC
Winter Educational Complex	the WEC	WEC
Alumni Gymnasium	the gym	
Whitman Lodge		

bullets (see punctuation)

C

camp meeting

Two words, both lowercase

campuswide

One word

Campus Ministries

capitalization (see also degrees, departments, Internet/technical terms, and majors)

For capitalization on specific words, refer to the case used for each entry in this style guide. Our preference is to lowercase. There are, however, several instances warranting exception.

classes and courses

Use lowercase when you refer to courses and classes, unless you use the specific name of a class or the class uses a proper noun or numeral. Lowercase when describing courses in general; uppercase the specific course or program.

Example: I took Organic Chemistry, Ancient Greek and Roman Mythology, General Physics Lab, and Elementary Calculus. I passed two of them but still was dropped from the Biochemistry Program.

Example: He is enrolled in a mathematics course, two literature courses, and a physical education course.

colleges and divisions

Capitalize formal names of colleges and divisions of the university. Lowercase informal references.

Example: School of Social Work and Sociology

Incorrect: In the Business College, professors stress economics and quantum topics over management and human factors studies.

compass directions

Lowercase north, south, east, and west (also northern, southern, eastern, western) when not part of a proper name. Capitalize when referring to a proper name or region.

Examples: the Northwest, the West Coast, but northeastern Washington

class designations

Lowercase freshman, sophomore, junior, senior

holidays and breaks

Capitalize national holidays but lowercase unofficial words following the holiday: Christmas day, Thanksgiving break, Memorial Day holiday
Lowercase school breaks: Christmas vacation, spring break, Thanksgiving break, midterm break, winter break

names

Capitalize any reference to the proper name of the university (do not capitalize “university” when used alone), names of professorships, publication titles, buildings, rooms with names, certain special-interest groups, university-specific events and programming, and formal names of committees and clubs.

seasons

Lowercase spring, summer, fall (autumn), winter

terms

When referring to the academic year, fall quarter, winter quarter, spring quarter, and summer quarter are all lowercase.

captions

Identify people as “(front row, from left)” or similar.

catalog

Not catalogue

Center for Humanitarian Engagement**Center for Health Professions**

Provides comprehensive preparation for students pursuing health professions. Disciplines addressed by the center are called programs.

Example: The Center for Health Professions covers a range of programs, including pre-medicine, pre-dentistry, and nursing.

Centennial Green

Official name is capitalized. All other lawns on campus are lowercase aside from proper names.

Examples: Kretschmar lawn, CTC bowl.

College Place Health Clinic

On-campus health care provided by Columbia County Health System.

commas (see punctuation)

Commencement

This is the event where degrees are awarded. Graduation refers to all weekend activities.

core themes

We are a community of faith and discovery committed to:
Excellence in thought.
Generosity in service.
Beauty in expression.
Faith in God.

When used in sentence form, lowercase each item and separate with commas. When used in list format, use a colon, bullets, and periods at the end of each core theme. Styling is subjective when used as a design element.

courses (see capitalization)

course work

Two words

cross-country

Note hyphen

curriculum vitae

curriculum vitae (singular); curricula vitae (plural); vita (informal)

D**dates and times**

For times, use a.m. and p.m. (lowercase, with periods).

Examples: The class meets at 3 p.m. At 10 a.m., I'll meet you by the library.

Use an en dash between times or a hyphen if an en dash is not available (2–4 p.m.)

Write out full words for days of the week (Monday, Tuesday) and use numerical dates (5/19) to save space. Months can also be abbreviated (Jan., Feb.) for space. Do not abbreviate March, April, May, June, or July, per AP style. Date format follows the standard U.S. style: month, day, year.

Example: May 15, 2015

degrees

Walla Walla University offers the following degrees:

undergraduate

Associate of Science (A.S.)
 Bachelor of Arts (B.A.)
 Bachelor of Business Administration (BBA)
 Bachelor of Fine Arts (BFA)
 Bachelor of Music (B.Mus.)
 Bachelor of Science (B.S.)
 Bachelor of Science in Engineering (BSE)
 Bachelor of Social Work (BSW)

graduate

Master of Arts (M.A.)
 Master of Business Administration (MBA)
 Master of Education (M.Ed.)
 Master of Initial Teaching (MIT)
 Master of Science (M.S.)
 Master of Social Work (MSW)

postgraduate

Doctor of Social Work (DSW)

spelling and capitalization

When spelled out, degrees are lowercased in all instances, unless they appear in list format.

B.A., B.S., bachelor of arts, bachelor of science
 M.A., M.S., master of arts, master of science
 Ed.D., Ph.D., doctor of education, doctor of philosophy
 MBA, master of business administration

Do not add the word “degree” after an abbreviation of the degree.

Example: She'll receive a Ph.D. this fall.

Incorrect: She'll receive a Ph.D. degree this fall.

Incorrect: She has a B.A. degree in chemistry.

Example: She has a bachelor's degree in chemistry.

Example: She has a bachelor of science degree in chemical engineering.

In *Westwind* and in other campus publications, we do not include degrees following names. We also do not refer to someone as “Dr.,” as in Dr. Jane Doe. We simply give their department title.

Use an apostrophe in “bachelor’s degree” and “master’s degree,” but not in “bachelor of arts” or “master of science.” There is no possessive (’s) in associate degree.

Example: I have an associate degree and a bachelor's degree, but not a master's.

Avoid abbreviations when possible.

Example: John Jones, who has a doctorate in psychology...

Incorrect: John Jones, Ph.D. ...

Use of abbreviations is permitted to identify many individuals by degree only when the preferred form would be cumbersome. Otherwise, write out all degrees. If abbreviations are necessary, use them only after a full name and set them off with commas (or semicolons, in a complex list).

Example: Brenda Smith, Ph.D.; Scott Stone, M.S.; and Julie Marks, BBA; spoke at the conference.

When multiple degrees and certifications are listed, such as in Distinguished Faculty Lecture materials, two letter degrees and certifications take periods.

departments

Capitalize when using the full, proper name.

Examples: Department of History, Department of Mathematics, Marketing and University Relations, School of Engineering

Lowercase department names in all other usages.

Examples: history department, mathematics department, enrollment office, biology student

Exceptions include the names of languages, which are always capitalized:

Example: The English department won the award.

Official names of WWU departments, schools, and programs are as follows:**Academic Administration**

Academic Records

Academic Advisement

Center for Bible, Faith, and Mission

Center for Education, Equity, and Diversity

Center for Health Professions

Center for Media Ministry

Center for Teaching, Learning, and Technology

Department of Biological Sciences

Department of Chemistry

Department of Communication

Department of Computer Science

Department of English and Modern Languages

Department of Health and Physical Education

Department of History and Philosophy

Department of Humanities
 Department of Mathematics
 Department of Music
 Department of Physics
 Department of Technology
 Department of Visual Arts
 Donald Blake Center
 Edward F. Cross School of Engineering
 Honors General Studies Program
 Institutional Research
 Office of Diversity and Inclusion
 Office of Graduate Studies
 School of Business
 School of Education and Psychology
 School of Nursing
 School of Theology
 Student Development Center
 Career Services
 Disability Support Services
 Employer Relations
 Internship Services
 Peer Tutoring
 Student Success
 Mentoring
 Wilma Hepker School of Social Work and Sociology

Financial Administration

Accounting
 Facility Services
 Custodial Services
 Key Shop
 Mailroom
 Rental Properties
 Human Resources
 Information Technology
 Student Financial Services
 Student Employment
 The Express
 Risk and Safety Management

Student Life

Athletics
 Campus Security

Chaplain's Office
 Health and Wellness Center
 Residential Life and Housing
 Student Life
 Village Housing

Marketing and Enrollment Services

Admissions
 Guest Relations
 Marketing and University Relations
 Office of Diversity
 Recruitment
 Student Information

Advancement and Alumni Engagement

Advancement
 Alumni Engagement

Discovery Preschool at Walla Walla University

Formerly known as Child Development Center, located in basement of Smith Hall

dining services

Dining services is the preferred term in formal references rather than food services or cafeteria.

diversity

WWU believes in respecting the cultural, racial, and ethnic identities of individuals and does not promote one term over another, such as "African-American" over "Black." When relevant, terms related to diversity should reflect the preference of the person who is being described.

dorms or dormitories

The preferred term is residence halls.

E**email**

One word, lowercase "m" and lowercase "e." Names in an email address should appear in lowercase.

Example: john.jones@wallawalla.edu

Incorrect: John.Jones@wallawalla.edu

ex-officio

Note hyphen.

The Express

Also known as Dairy Express, DX or just Express

F**Facility Services (FS)**

Formerly known as Plant Services

font

WWU fonts are Gotham and Fairfield. If these fonts are not available, acceptable substitutions are Nevis, Proxima Sans, Montserrat, and Fanwood Text. See pp. 6-7.

formatting (see also publication titles)**boldface**

Avoid boldfacing individual words within a paragraph for emphasis (use emphatic words or revise syntax for emphasis, if possible).

italics

Use italics for emphasis if word choice or syntax is not sufficient.
Italicize non-English words and phrases, such as *magna cum laude*.
Italicize titles of publications.

G**graduate studies**

Refers to all post-undergraduate degree programs. Office of Graduate Studies refers to the office responsible graduate studies (see also departments).

graduation

Refers to all weekend activities. Commencement is the event where degrees are awarded.

H**health care**

One word as adjective, two words as a noun.

Example: Ana Maria is a healthcare executive. She has worked in health care for 15 years.

homecoming weekend

Capitalize when including the year, otherwise lowercase. Do not refer to the

weekend as “alumni weekend.”

Example: *Homecoming Weekend 2019*

Incorrect: *Homecoming, Homecoming Weekend, Alumni Weekend*

Honors General Studies Program or **Honors Program**

Capitalize both uses.

honors

Dean’s List: Student must be taking a minimum of 15 quarter hours and have a GPA of 3.5 or above

Dean’s List of Distinguished Students: Same as Dean’s list except GPA is 3.75 or above

Graduation honors: *cum laude* (GPA of 3.5 to 3.74), *magna cum laude* (GPA of 3.75 to 3.89), *summa cum laude* (GPA of 3.9 to 4.0)

I**Information Technology (IT)**

Formerly Information Services

InTents

Offered spring quarter, the InTents evangelistic-style meetings offer students an opportunity to worship together.

internet/technical terms

This section represents a few of the more common terms we use; however, there are many more terms to consider. Check the AP stylebook “Key Terms and Definitions” section for further definitions and style guidelines.

The Walla Walla University home page should always be written *wallawalla.edu*.

Capitalize “World Wide Web.”

Lowercase “internet” and “the web.”

The word “website” is one word with a lowercase “w,” as are “webcam,” “webcast,” and “webmaster.” “Web page,” “web feed,” and “home page” are two words, and the “w” is lowercased.

The word “email” is one word and lowercase. So is “online.”

Avoid technical terms and jargon when possible. Offer a brief definition or rewrite in everyday language so untrained readers may understand. Keep in mind that, especially for technology terms, what might have been unfamiliar a year or

so ago may be common knowledge now, and therefore may not need explanation.

J

JumpStart

JumpStart, a weeklong freshman orientation, helps students transition from high school to the privileges and responsibilities of being a student at Walla Walla University. JumpStart is designed specifically for first-time freshmen.

K

KGTS (see Positive Life Radio)

L

library

Lowercase unless using as part of official name: Peterson Memorial Library (PML)

logo

Find Walla Walla University branding and logo usage guidelines on pp. 2–14 of this stylebook, as well as logo files, at wallawalla.edu/logo.

M

majors (academic)

Lowercase general references; capitalize if proper noun.

Example: She is a biology major. He is a Spanish major.

majors/concentrations

Consult the bulletin when citing a student's major. Avoid misidentifying a concentration as a major.

Example: John's major is mass communication with a concentration in journalism and public relations.

Incorrect: John is a journalism and public relations major.

Mud Bowl

Two words, uppercase is the preferred styling for this annual event (mudbowl or Mudbowl is incorrect).

music ensembles

"ICantori of Walla Walla University" on first reference, "ICantori" on second reference.

University Singers

Wind Symphony

Big Band

Steelband

N

names

Refer to the university bulletin for the correct spelling and usage of administrator and faculty names. Refer to the myWWU directory for current staff names.

nonprofit

Not non-profit; however, not-for-profit is also correct.

numbers

Spell out numbers one through nine. Use numerals for 10 and greater. Always spell out numbers at the beginning of a sentence, or reword the sentence to avoid spelling out a large number.

Use "more than" rather than "over" with numbers.

Example: More than 500 students attended vespers.

ordinals

Spell out ordinal numbers through ninth; use numerals and a suffix for 10th and above. Superscript for the suffix is acceptable.

Example: first, second, third ... ninth; 10th, 50th, 123rd

Incorrect: 1st, 9th, tenth, twenty-fifth, one-hundred and fiftieth

fractions

Fractions standing alone are spelled out. For fractions with whole numbers, use numerals.

Example: About one-fifth of her salary goes to buy 2 1/2 tons of pet food each year.

percent

Spell out the word "percent," repeating the word if a range is being described. Do not spell out the numbers in percentages even for numbers below 10; use numerals.

Example: The tuition increase will be between 5 percent and 10 percent.

Incorrect: More than 30% of the students were below average.

Incorrect: Fewer than five percent of students own airplanes.

Incorrect: The tuition remission will be between 15 and 40 percent.

Note: Use the symbol % in tables and charts.

room numbers

CSP 154 is preferred over 154 CSP.

telephone numbers

Telephone numbers are written with parentheses around the area code.

Example: (509) 527-2615

Incorrect: 509/527/2615

Incorrect: 509.527.2615

Incorrect: 509-527-2615

Extensions: (509) 527-2615, ext. 123 (note comma)

O**online**

One word, no hyphen.

office

Capitalize when using the full, proper name.

Examples: *Office of the President, Chaplain's Office*

Lowercase office names in all other usages.

Examples: *enrollment office, cashier's office*

P**percent** (see numbers)

Not per cent.

philosophy

Walla Walla University is founded on Christian teachings and values as understood and appreciated by the Seventh-day Adventist Church. Central to these teachings is the belief that every person is created in the image of God as a being of inestimable value and worth, imbued with powers of intelligence, stewardship, and creativity akin to those of the Creator. Walla Walla University, therefore, seeks in its mission to foster the unique gifts of every individual within this Christian community of faith and discovery. Committed to excellence in thought, the university seeks to impart a broad knowledge of the arts, sciences, and professions by careful instruction and open inquiry at both the undergraduate and graduate levels. Recognizing that God is the source of all truth, goodness, and beauty, the university seeks to convey to students a wisdom that translates academic achievement into responsible citizenship, generous service, a deep respect for the beauty in God's creation, and the promise of re-creation through Jesus Christ.

Positive Life Radio

Also known as KGTS, located in Canaday Technology Center

president (see also titles)

Lowercase unless using president as part of a name.

Example: *We were happy to welcome President John McVay.*

Example: *We were happy to welcome John McVay, president of Walla Walla University.*

Providence Medical Group

Entity which staffs the University Health Clinic

publications

Westwind: The Journal of Walla Walla University on first reference, *Westwind* on second reference

The Collegian (student newspaper)

Mountain Ash (yearbook)

Mask (online pictorial directory)

Gadfly (journal of literature and art)

punctuation**apostrophes**

Plural degrees: M.S.'s, Ph.D.'s; however, try to use "master's degrees" and "doctorates" instead

Plural of a single letter: A's, B's

Decade as a noun: *The 1990s were a profitable time. The '90s saw a rise in enrollment.*

Decade as a possessive: Avoid making a decade possessive, such as "His thesis discusses the 1990s' cultural changes." Try to rephrase: "His thesis discusses the cultural changes of the 1990s."

bullets

Use periods at the end of bulleted sentences and phrases, especially if they are standalone sentences or finish the sentence that leads into the bulleted list. For example:

Career options

- Investigate forensic scenes and cases.
- Work in community health settings.

Students can live off-campus if they:

- Are 22 years of age or older.
- Are married.
- Have attained XXX credits.

Periods are not necessary at the end of each bullet in a bulleted list of single items, such as a lists of areas of study, degrees, courses, concentrations, majors, and minors. For example:

- Degrees offered
- Bachelor of business administration (BBA)
- Business administration (B.A. and B.S.)
- Associate's degree

commas

Do not use a comma between a month and year unless a date is included.

Examples: July 2002 or July 16, 2002.

Always include a comma before a conjunction in the last word in a list. This is known as a “serial comma” or “Oxford comma.”

Example: Jon Dybdahl prayed for the students, faculty, and staff.

Example: The balloons come in red and blue, orange and green, or black and white.

double spaces

Do not use double spaces between sentences.

ellipsis

Use an ellipsis (three periods) to show where something has been omitted (as in a quote that has been shortened) or (in rare instances) to signal suspense. Include a space before and after ellipses.

Example: “It was a sunny day ... filled with light,” she said.

em dashes and en dashes

Can be used to set off various parts of a sentence. All dashes should be used without a space before and after the dash. Never use a hyphen instead of an em dash.

En dashes show a range, such as 2–4 p.m. or the 2019–20 school year.

exclamation points

Use a single exclamation point to signal excitement. More than one exclamation point in formal writing is unnecessary.

hyphens

As a general rule, all compound modifiers should be hyphenated unless

the first modifier is an adverb.

Example: On-campus program

Example: highly developed product (no hyphen with adverbs ending in “ly”)

Omit hyphens in compound nouns and words that are no longer hyphenated.

Examples: vice president, fundraising, fundraiser (consult Merriam-Webster dictionary for styling and spelling of compound nouns)

Generally, no hyphen is used with the prefixes “non,” “pre,” “post,” and “sub.” Use hyphen with “pre-professional” and Center for Health Professions program names.

Examples: nonprofit, postgraduate, preadmission, pre-medicine

However, do use a hyphen at certain times, including:

- When the second word in a pair is capitalized, such as *non-English*.
- Numbers, such as *pre-1954*.
- Words that could be confused with other words of the same spelling, such as *re-create* when used to mean “create again”; *recreate* is an awkward verb meaning to take part in recreation.
- When the last letter of a prefix is the same as the first letter in the second word, use a hyphen: *anti-intellectual, pre-existing*.

periods

Periods are appropriate in first-tier headers in marketing materials following a directive. Periods should not follow a descriptive header. Headers should be consistent in styling throughout a piece if both directive and descriptive headers are used distinguish between the two in font and style.

Example: Study in action.

Example: Quality programs

Use periods at the end of each bulleted sentences or phrases but not for single items.

quotation marks

Articles and chapters: Use quotation marks; “How I Spent My Career at Walla Walla University”

Books/videos: Names of books, newspapers, magazines, newsletters, reports, television show, and videos should be italicized. (If italics is not available, use underline; if neither italics nor underline is available,

just capitalize as follows: Undergraduate Catalog, Graduate Catalog, Westwind).

R

resident assistant

RA is an acceptable abbreviation on second reference.

Recital Hall The Fine Arts Center Recital Hall is a key event and programming location on campus. It should not be referred to as the Auditorium.

Rogers Adventist School

The school serving grades K-8, located at 200 SW Academy Way, College Place, WA, 99324

Rosario Beach Marine Laboratory

The Rosario Beach Marine Laboratory exists primarily for the training of undergraduate and graduate students in marine, field, and experimental sciences in a Christian setting.

Use full name on first reference. “Rosario” by itself on subsequent references is okay.

S

Seventh-day Adventist

Do not use the abbreviation “SDA.” On subsequent references “Adventist” may be used alone. The official church name is always hyphenated with a lowercase “d.”

Seventh-day Adventist Church terms (see also Seventh-day Adventist)

Always use Seventh-day Adventist Church on first reference, capitalizing “C” for the word church. Use a lowercase “c” for local congregations, church members, etc. Lowercase the “d” in “day.”

The official name of the church includes a capital C: Seventh-day Adventist Church. “Church” does not need to be capitalized unless it is part of an official name or title.

Example: He will meet you in the church lobby. Vespers will be held in the University Church.

Use the full name of an institution or organization on first reference, such as North Pacific Union Conference. Abbreviations are acceptable on second reference, such as NPUC.

Example: Walla Walla University is located in College Place,

Washington. As an institution of higher education, WWU is

The word “Sabbath” is always capitalized. “Sabbath school” is written with a lowercase “s” on school.

social media

The official handles of Walla Walla University social media accounts are as follows:

Facebook: @wallawallau

Instagram: @wallawallauniversity

Twitter: @wallauniversity

LinkedIn: Walla Walla University

states

Spell out state names in all cases except in *Westwind* obituaries and AlumNotes where state abbreviations are appropriate. Use postal abbreviations in addresses but not in text. Following are the state abbreviations with postal abbreviations in parentheses:

State abbreviations with postal abbreviations

Alaska (AK)	Ind. (IN)	Neb. (NE)	R.I. (RI)
Ala. (AL)	Iowa (IA)	Nev. (NV)	S.C. (SC)
Ariz. (AZ)	Kan. (KS)	N.H. (NH)	S.D. (SD)
Ark. (AR)	Ky. (KY)	N.J. (NJ)	Tenn. (TN)
Calif. (CA)	La. (LA)	N.M. (NM)	Texas (TX)
Colo. (CO)	Maine (ME)	N.Y. (NY)	Utah (UT)
Conn. (CT)	Mass. (MA)	N.C. (NC)	Vt. (VT)
Del. (DE)	Md. (MD)	N.D. (ND)	Va. (VA)
Fla. (FL)	Mich. (MI)	Ohio (OH)	Wash. (WA)
Ga. (GA)	Minn. (MN)	Okla. (OK)	W.Va. (WV)
Hawaii (HI)	Miss. (MS)	Ore. (OR)	Wis. (WI)
Idaho (ID)	Mo. (MO)	Pa. (PA)	Wyo. (WY)
Ill. (IL)	Mont. (MT)		

Punctuation: Place one comma between the city and the state name, and another comma after the state name, even when states are abbreviated in AlumNotes and obituaries, unless ending a sentence or indicating a dateline.

Example: He was traveling from Nashville, Tennessee, to Austin, Texas, en route to his home in Albuquerque, New Mexico.

Miscellaneous: use New York state when necessary to distinguish the state from New York City (note lowercase “s” on “state”). Use state of Washington or

Washington state when necessary to distinguish the state from the District of Columbia.

student-athlete

Prefer use of the term “student” or “athlete” when possible. Use student-athlete with hyphen, both as a noun and an adjective, when necessary per AP and NCAA style.

T

The Atlas *The campus cafe run by ASWWU should be referred to by its complete name*

time, a.m. and p.m.

Time is designated by a numeral plus a.m. or p.m.

Examples: 9:30 a.m., 6 p.m.

Do not add “:00” after the numeral.

Example: 6 p.m.

Incorrect: 6:00 p.m.

Lowercase a.m. and p.m. with periods. However, it is acceptable to remove periods as needed for space and alignment in charts, graphs, and calendars. Avoid redundancy.

Examples: 10 in the morning, 10 a.m.

Incorrect: 10 a.m. this morning (redundant)

Noon can be used in place of 12 p.m.

Example: The meeting will take place at noon.

Incorrect: The meeting will take place at 12 noon.

titles (see also degrees)

Titles preceding a personal name are uppercased when not used in a descriptive way. The title is lowercased when it stands alone or follows a personal name. This includes professor, assistant professor, and associate professor, which is an exception to AP.

Examples: President John McVay; John McVay, president of Walla Walla University; the president; Carl Cosaert, dean of the School of Theology

For a complete list of administrators, board members, and faculty members with correct titles, please refer to the myWWU directory.

U

United States

Spell out when used as a noun. Abbreviate without spaces (U.S.) when used as an adjective.

Example: He came to the United States to get an education.

Example: The extension is part of the U.S. Department of Agriculture.

Incorrect: He came to the U.S. to get an education.

university

Lowercase “university” when referring to Walla Walla University in text.

Example: Dave Thomas is dean of the School of Theology at Walla Walla University. He joined the university faculty in 2001.

U-Days

W

Walla Walla University Church (WWUC)

Also University Church

Walla Walla University Church terms

FirstServe is an early morning, contemporary worship service held each Sabbath in the University Church.

Second Service is the more traditional service held each Sabbath in the University Church.

Community Builders are the Sabbath school options held Sabbath morning between FirstServe and Second Service.

Local church names:

College Place Seventh-day Adventist Church (Village Church)

College Place Spanish Seventh-day Adventist Church

Milton Seventh-day Adventist Church

Stateline Seventh-day Adventist Church

Walla Walla City Seventh-day Adventist Church

Walla Walla University Seventh-day Adventist Church

Eastgate Seventh-day Adventist Church

Walla Walla Spanish Seventh-day Adventist Church

Walla Walla University (WWU)

On first reference, use the full name of “Walla Walla University.” On second or subsequent references, either WWU or “the university” is acceptable. Note that “university” is lowercase on this reference.

Example: Walla Walla University is a liberal arts university. WWU has a student population of 1,900.

Example: Dave Thomas is the dean of the School of Theology at Walla Walla University. He joined the university faculty in 2001.

Walla Walla Valley Academy (WWVA)

A private, Seventh-day Adventist day school for grades 9-12 located at 300 SW Academy Way in College Place, WA

Wally

The university's mascot is named Wally the Wolf. Wally is acceptable on first reference, although care must be taken when communicating with constituents who may not recognize him.

Web addresses

Refer in print to the university web address as *wallawalla.edu*. When a web address ends a sentence, finish with a period. Web addresses appear in italics in text and appear in italics and boldface in a call to action.

website (see internet/technical terms)

Lowercase all references to “web” except when referring to the World Wide Web.

Examples: website, web page, the web, a personal website

Wolves

Capitalize the official name of the Walla Walla University varsity athletic teams. Includes women's and men's basketball, women's and men's cross-country, women's and men's golf, men's soccer, and women's volleyball.

Examples: The Wolves basketball team will play tonight. The lady Wolves won their basketball game last night.

Y

year (see alumni)

**Marketing and
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