A

academic degrees: in most cases, use bachelor’s degree rather than B.A. or B.S.; master’s degree rather than M.A. or M.S.; doctoral degree or doctorate rather than Ph.D. or Ed.D.

She has a bachelor’s degree in English, a master’s degree in translation and a doctorate in comparative literature.

If the publication’s audience is more formal, it is acceptable to use Bachelor of Arts, Bachelor of Science, Master of Arts, Master of Science, etc.

acronym: avoid on first reference and use sparingly throughout text. ACT, SAT, LSAT, GMAT, GRE, MAT, MCAT and other entrance examination titles usually do not need to be spelled out on first reference.

addresses: 921 S. 8th Avenue, Stop XXXX, Pocatello, ID 83209-XXXX

alumni: use alumni when referring to a group of men and women. Use of the term alum is discouraged. A woman is an alumna; a man is an alumnus.

Alumni Association: Idaho State University Alumni Association, ISU Alumni Association on second reference

Ampersand: in bodies of text, do not use.

ASISU: on first reference, Associated Students of Idaho State University, or, if Idaho State University has already been written in the piece, Associated Students of ISU.

associate degree: not associates or associate’s degree.

B

bachelor’s degree: use instead of B.A. or B.S. Do not capitalize.

Bengal: official mascot of ISU; always capitalize. May be used to refer to members of the campus community.

Bengal Pharmacy: Bengal Pharmacy is owned by the ISU Foundation and operates in cooperation with the ISU College of Pharmacy. Bengal Pharmacy employees include technicians, students and pharmacists, including ISU faculty and residents.

Bennion Student Union: this building is located at University Place in Idaho Falls and is where many ISU-Idaho Falls activities take place. On first reference in official text, it should be written as the Samuel Home Bennion Student Union.

Bilyeu Theatre: this theatre is located in Frazier Hall on the Pocatello campus. On first reference, it is the Diane and Chick Bilyeu Theatre.


branch campuses: ISU operates campuses in Idaho Falls, Meridian and Twin Falls. These locations outside of Pocatello are to be referred to as branch campuses not satellite locations or outreach centers. When referring to the branch campuses, use ISU-Idaho Falls, ISU-Meridian or ISU-Twin Falls.

building names: for commonly used building names not listed in the Style Guide, refer to ISU Directory for proper spellings.

Business Administration Building: home to the College of Business; Business Administration Building on first reference, BA Building on following references is acceptable.

Business and Technology Center: Idaho State University’s Business and Technology Center is located in the ISU Research and Business Park on Alvin Ricken Drive.

C

campuswide: one word

capitalization: capitalize formal building names and capitalize “room” as in Room 213; capitalize formal room names, such as Pond Student Union Ballroom. For committees, commissions and boards, capitalize full formal names of committees, commissions, task forces and advisory boards. Lowercase shortened, informal or descriptive names of committees; strive for consistency within stories.

Our Campus Safety Advisory Board will meet tomorrow. The department’s finance committee met last Thursday.

distinguished titles: Capitalize all words except “of” in titles of named and distinguished professors.
Ronald T. Borchardt, the Summerfield Distinguished Professor of Pharmaceutical Chemistry
Valentino Stella, a University Distinguished Professor of Pharmaceutical Chemistry
On second reference or if the entire proper name of the professorship is not used, do not capitalize.
She was named a distinguished professor in 1994. He also holds a distinguished professorship in medicinal chemistry.

divisions and affiliates of the university: capitalize the formal names of schools, academic departments and divisions of the university. Lowercase names that are flopped or shortened.
College of Business, business school
Department of Chemistry, chemistry department
Office of the President, president’s office
University Registrar, registrar’s office
Always capitalize units that don’t normally use “Office of” or “Department of” in their formal titles.
Continuing Education
Facilities Operations
Capitalize “College” on second reference to the College of Arts and Sciences to avoid confusion with the general term meaning college level or college related.
In plural constructions, lowercase department, school, program, office and other descriptive titles.
I have friends in the schools of engineering and education.
position titles: capitalize titles appearing before a name and lowercase those appearing after a name.
Joan Jones, director of the Center of Latin American Studies
Chancellor Robert Hemenway
William Tuttle, professor of history
Professor William Tuttle of the Department of History
CAES: Center for Advanced Energy Studies on first reference.
Center for Archeology, Materials and Applied Spectrometry: CAMAS on second reference

Center for Advanced Energy Studies: CAES on second reference.

Center for Higher Education: this is a classroom building located at University Place in Idaho Falls where many ISU-Idaho Falls classes are held.

chapter: lowercase chapter in names of local branches of national organizations. Also, chapter is the preferred term over house for sororities and fraternities.

commencement: always lowercase; describe graduates using the semester (not the month) in which they graduated.
Bob Smith is a fall 2005 graduate (not a December 2005 graduate).

course work: two words.
courtesy titles: Use Dr. only if the subject is a medical doctor and the story relates to the medical field. Use Rev. on first reference when referring to members of the clergy. In all other cases, use the person’s name followed by their credentials.
ISU will host Michael Smith, Ed.D., on Wednesday afternoon’s meeting.

CW HOG: On first reference it is the Idaho State University Cooperative Wilderness Handicapped Outdoor Group, and then can be abbreviated CW HOG, without any periods.

D
dates: omit the comma between month or season and year if no day is included. The word “of” does not need to be used in these constructions.
The symposium was in summer 2009.
Set off the date with commas when it follows a day of the week and is in apposition to it. Omit the comma when only day or date is used with the time.
The event is at 8 p.m. Tuesday, Jan. 24, at the Pond Student Union
The event is at 8 p.m. Jan. 24 at the Pond Student Union
Use hyphen or from/to, not through, in giving inclusive dates.
The class runs from May 13 to 26; the seminar is May 13-26.
In body copy, hyphenate when giving fiscal or academic years. The 2000-01 academic year. In news releases, references to upcoming events should include day and date as a double check for editors. References to events in the past or in the distant future are expressed by date only. Include the year only if different from the present.

**Dean, dean’s list:** dean (uppercase only before a dean’s name), dean’s list.

**degrees, academic:** use bachelor’s degree or bachelor’s rather than B.A. or B.S.; master’s degree or master’s rather than M.A. or M.S.; doctoral degree or doctorate rather than Ph.D. or Ed.D.

She has a bachelor’s degree in English, a master’s degree in translation and a doctorate in comparative literature.

**The Delta Dental of Idaho Dental Residency Clinic at Idaho State University:** this is the full name of the dental clinic at ISU-Meridian.

**Department:** Uppercase in official titles (Department of History); lowercase in other instances (history department, departments of mathematics and history).

**Doctor, Dr.:** in news releases, reserve this title for people with medical degrees. Use the abbreviation Dr. with the name in first reference; drop it in subsequent references.

**Doctoral degree, doctorate:** doctoral is the adjective; doctorate the noun. Doctoral degree and doctorate are interchangeable. Do not use doctorate degree.

**dormitories:** Do not use dormitories or dorm. Refer to on-campus housing as residence halls.

**Emerita, emeritus, emeriti:** Use emeriti when referring to a group of men and women.

**email:** one word and no hyphen.

**email addresses:** all email addresses should be written in lowercase only.

**Eugene O Leonard Hall:** this is the location in Pocatello where most of the College of Pharmacy activities take place. Please note: there is no period after the “O” in the formal name.

**exclamation points:** use sparingly; never use multiple exclamation points.

**F**

**Fellowships, fellows:** capitalize only proper names when referring to fellowships and their recipients.

**foreign students:** use international students rather than foreign students.

**Frazier Hall:** Proper name is Frazier Hall. The Diane and Chick Bilyeu Theatre is located inside Frazier Hall.

**Fulbright grants, Fulbright scholars:** Fulbright grants are awarded by the Bureau of Educational and Cultural Affairs of the U.S. Department of State under guidelines established by the J. William Fulbright Foreign Scholarship Board. Always capitalize Fulbright.

**G**

**Gale Life Sciences Complex:**

**Garrison Hall:** formerly an ISU housing residence; now used for faculty and department offices.

**girls:** use women for all female students.

**Goranson Hall:** auditorium located in the Fine Arts Building; Goranson Hall is official name.

**grade-point average, GPA:** Use GPA on first reference when used with figures.

Keep reading... unless you don’t want to know more about the Bengals.
grades: Capitalize the letter (A, B, C, D or F), but don’t add quotes.

A grade of B or better is required.
Use an apostrophe for plurals.
I earned A’s and B’s in school.

Grayson Costume Design Studio: Kathryn Grayson Costume Design Studio in the L.E. and Thelma E. Stephens Performing Arts Center on first reference.

H

health care: two words

Holt Arena: covered stadium where ISU plays football and has major campus events. Holt Arena is official name.

homecoming: lowercase homecoming, homecoming steering committee, homecoming parade and homecoming game. Uppercase Homecoming Week as the formal title that includes all events.

Hutchinson Quadrangle: use full name on first reference; quad is acceptable on second reference.

hyphen: Hyphenate inclusive times and dates.

Workshop hours are 8 a.m.-5 p.m. May 13-26.

Hyphenate terms such as editor-in-residence and artist-in-residence in all cases, whether the term is before or after the person’s name.

Hyphenate such terms as first-year and second-year when referring to students.

Idaho Accelerator Center: the Idaho Accelerator Center is a nuclear research facility at ISU. The center has three laboratory locations, which include on the university campus, in the University Business and Research Park and at the Pocatello Airport.

Idaho National Laboratory: INL on second reference.

Idaho State Board of Education: State Board or board are acceptable on second reference.

Idaho State University-Idaho Falls: ISU-Idaho Falls on second reference. Most classes at ISU-Idaho Falls are located in the Center for Higher Education or the Tingley Administration Building at University Place in Idaho Falls. The Bennion Student Union is located near these two buildings.

Idaho State University- Meridian Health Science Center: ISU-Meridian on second reference.

Idaho State University-Twin Falls: ISU-Twin Falls on second reference. Most ISU-Twin Falls classes are held at the College of Southern Idaho.

international students: do not use foreign students.

J

Janet C. Anderson Gender Resource Center: use full name on first reference, Anderson Center is acceptable on second reference.


K

Kasiska Division of Health Sciences: the Division of Health Sciences on first reference, and it may be abbreviated to DHS on following mentions. The Division of Health Sciences includes: College of Pharmacy, Kasiska School of Health Professions, Office of Oral and Medical Health, School of Nursing and School of Rehabilitation and Communication Sciences.

L

L.S. and Aline W. Skaggs Treasure Valley Anatomy and Physiology Laboratories: this complex contains four labs.

* Virtual Anatomy and Physiology Laboratory
* Bioskills Learning Laboratory
* Anatomy Learning Laboratory
* Cadaver Laboratory
L.S. Skaggs Pharmacy Complex: this is located in the Idaho State University Meridian Health Science Center.

lectures, lecture series: capitalize when using the whole title of the lecture or lecture series. Capitalize only proper names when shortening.

Liberal Arts Building: on first mention, use Charles H. Kegel Liberal Arts Building. On following references, LA Building or Liberal Arts Building are acceptable.

library: Eli M. Oboler Library on first reference; Oboler Library on second reference.

log in/login: use login as a noun; log in as a verb.


master’s degree: Use master’s degree rather than M.A. or M.S.

Memorandum of Agreement: MOA on second reference.

Memorandum of Understanding: MOU on second reference.

Molecular Core Research Facility: this is located in the Gale Life Sciences building. Routine activities include automated DNA sequencing and microsatellite analysis (Genotyping), PCR, electrophoresis and gel documentation and analysis.

more than: use more than in place of “over” when referring to numbers. More than 50 students went to the event.


Notice of Intent: NOI is acceptable on second reference.

numbers: spell out whole numbers one through nine; use numerals for 10 and above. Fractions standing alone are spelled out. For fractions with whole numbers, use numerals.

Correct: She has eight cats and 11 dogs. About one-fifth of her salary goes to buy 2 1/2 tons of pet food each year.

Ages, dimensions

Use numerals for ages and dimensions. (The boy was 2 years old. She is 7 feet tall.)

O

online: one word; only capitalize at the beginning of a sentence.

Outstanding Student Achievement Awards: awarded in the spring by ISU colleges and the Office of Alumni Relations.

percent/percentage: spell out the word “percent.” Do not repeat the word in a range. Do not spell out the numbers in percentages; use numerals.

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

Wrong: Fewer than five percent of students own airplanes.

Ph.D.: use doctoral degree or doctorate if possible.

phone numbers: Use (208) 282-2222, not 208-282-2222 or 208.282.2222. For internal publications, ext. 2222 is acceptable.

Pond Student Union: do not add building to the title. Earl R. Pond Student Union is acceptable on first mention.

Postdoctoral: do not hyphenate.

Q

quotation marks: put titles (books, movies, lectures) in quotes. Do not put quotes around titles for people, such as Best Teacher of the Year.

R

Red Hill: two words; is both the name of the building and location of the ISU Pillars.

Reed Gymnasium: spell out gymnasium on first reference.

Rendezvous Complex: do not use Rendezvous Center or Rendezvous Building.
RFC Complex: the Roy F. Christensen Complex. This houses the main administration for the College of Technology. RFC is an acceptable acronym in secondary reference.

Rogers Black Box Theatre: James E. and Beverly Rogers Black Box Theatre in the L.E. and Thelma E. Stephens Performing Arts Center on first reference.

Room: capitalize “room” when referring to a room in a building such as Room 213 in the Liberal Arts Building.

Scholarships: uppercase when used with the full name of a scholarship only. On second reference or if the entire proper name of the scholarship is not used, do not capitalize.

semesters, seasons: lowercase academic periods and seasons of the year.

Servel House: official name of the President’s residence on Seventh Avenue.

social media: capitalize the names of Facebook, Twitter, Instagram, Snapchat and others according to brand standards. Do not abbreviate. Do not use quotation marks. Do not bold, italicize or underline names. Lowercase and do not use quotation marks around actions or media types on social media sites, including like, share, follow, retweet, snap, story or stories.

Stephens Performing Arts Center: on first reference, L.E. and Thelma E. Stephens Performing Arts Center, Stephens Center on second reference. Stephens Center is also an acceptable second reference.

Southeast Idaho: capitalize Southeast Idaho, lowercase southeastern Idaho.

Student Activities Board: funded through ASISU to plan campuswide activities and events; abbreviation of SAB is acceptable on second reference.

summer programs: located under the Involvement Center in the Students Union. Provides summer entertainment and programming such as concerts and movies.

T times: use noon and midnight. Omit the colon and two zeros when writing hours. 8 p.m.

Set off the date with commas when it follows a day of the week.

8 p.m. Tuesday, Jan. 24, at the Rendezvous Complex.

Omit the comma when only day or date is used with the time.

8 p.m. Thursday at the Pond Student Union or 8 p.m. Jan. 24 at the Pond Student Union.

titles: in press releases, follow Associated Press style and avoid the use of Dr. except in cases of medical doctors. In publications such as newsletters, Dr. is acceptable, but make sure titles are consistent. Capitalize titles in front of names, and lowercase if the title is after the name.

Tingey Administration Building: Located in Idaho Falls; often abbreviated to TAB.

TRiO Student Services: please note lowercase “i”.

Turner House: Turner House is a co-ed residence hall for students.

U universitywide: one word

URLs: bold URLs in publications. In most cases, the http://www. is not necessary to include.

V Vailas: 12th president of ISU. On first reference, use his full name, Arthur C. Vailas.

W web page: two words. Only capitalize if used at the beginning of a sentence.

website: one word. Only capitalize if used at the beginning of a sentence.

Wi-Fi: not wifi, WiFi, Wifi or Wi-fi.
NAMED PROGRAMS AND VENUES

In an effort to better recognize the support received from friends and donors, please include the complete name below when referring to a named building, venue or site. Following first reference, an approved shortened name may be used (see the University Style Guide on page 34).

Albion Hall
Collegiate of Education

Arlo D. and Jackie Luke Promenade
Stephens Performing Arts Center

Arthur P. Oliver Law Library
Pocatello

Babe Caccia Field
Athletics

Barbara J. Marshall Rotunda
Stephens Performing Arts Center

Bartz Field
Pocatello

Bellon Visiting Authors Series
College of Education

Bennion Room (Holt Arena)
Athletics

Blue Cross of Idaho Foundation for Health, Inc.
Virtual Anatomy and Physiology Laboratory

Busco Park

Cheryl H. Jensen Memorial Garden (“Cherry’s Garden”)
Stephens Performing Arts Center

Clark S. Carlile Speaking Contest
College of Arts and Letters

Cooper-Norman Classroom
College of Business

David A. Thomas Set Design Shop
Stephens Performing Arts Center

Davis Field
Athletics

Delta Dental Dental Residency Clinic
Meridian

Diane and Chick Bilyeu Theatre
College of Arts and Letters

Dorothy Broyles Assistive Technology Laboratory
Pocatello

Dr. Claudia Seneckowitsch Classroom
College of Pharmacy

Dr. Dale H. Magleby Preparation/Specimen Storage Area
Meridian

Dr. William L. and Doris Weaver Brydon Mezzanine
Stephens Performing Arts Center

Dyer Hall
Pocatello

Earl R. Pond Student Union
Pocatello

Eli M. Oboler Library
Pocatello
<table>
<thead>
<tr>
<th>Location</th>
<th>Location</th>
<th>College or Department</th>
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</thead>
<tbody>
<tr>
<td>Laurence E. Gale Life Sciences Complex</td>
<td>COLLEGE OF SCIENCE AND ENGINEERING/KASISKA DIVISION OF HEALTH SCIENCES</td>
<td>MERIDIAN</td>
</tr>
<tr>
<td>Loren Hedrich Memorial Practice of Pharmacy Laboratory</td>
<td>COLLEGE OF SCIENCE AND ENGINEERING</td>
<td>MERIDIAN</td>
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<tr>
<td>Lost River Field Station</td>
<td>MERIDIAN</td>
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<tr>
<td>Magnuson Alumni House</td>
<td>POCATELLO</td>
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<td>McIntosh Manor</td>
<td>POCATELLO</td>
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<tr>
<td>Michael C. and Maureen L. Ruettgers Promenade</td>
<td>STEPHENS PERFORMING ARTS CENTER</td>
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<tr>
<td>Miller Ranch Stadium</td>
<td>ATHLETICS</td>
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<td>Nichols Hall</td>
<td>POCATELLO</td>
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<td>Owen-Redfield Complex</td>
<td>POCATELLO</td>
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<td>Reed B. Peterson Compounding Laboratory</td>
<td>COLLEGE OF PHARMACY</td>
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<td>Reed Gymnasium</td>
<td>ATHLETICS</td>
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<td>Roy F. Christensen Building</td>
<td>COLLEGE OF TECHNOLOGY</td>
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<td>Samuel Horne Bennion Promenade</td>
<td>STEPHENS PERFORMING ARTS CENTER</td>
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<td>Samuel Horne Bennion Student Union</td>
<td>IDAHO FALLS</td>
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<td>Schubert Heights</td>
<td>POCATELLO</td>
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<td>Servel House</td>
<td>POCATELLO</td>
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<td>Simplot Decision Center</td>
<td>COLLEGE OF BUSINESS</td>
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<tr>
<td>Susie and A.J. Balukoff Student Study Area</td>
<td>MERIDIAN</td>
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<td>Swanson Arch</td>
<td>POCATELLO</td>
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<td>Ted Reid Digital Mapping Laboratory</td>
<td>COLLEGE OF SCIENCE AND ENGINEERING</td>
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<td>Tektronix Core Laboratory</td>
<td>COLLEGE OF TECHNOLOGY</td>
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<td>Tingey Administration Building</td>
<td>IDAHO FALLS</td>
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<td>Turner Hall</td>
<td>POCATELLO</td>
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<tr>
<td>Walgreens Pharmacy Student Lounge</td>
<td>MERIDIAN</td>
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<tr>
<td>Wells Fargo Speakers Series</td>
<td>COLLEGE OF BUSINESS</td>
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