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.

Additional questions regarding this style guide may be directed to Emily Muthersbaugh, director for Marketing and University Relations, at emily@wallawalla.edu or (509) 527-2656.

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

The logo type is a unique arrangement and treatment of the words, “Walla Walla University” using 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 institutions’ 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 sized at less than 1.5 inches in width, the identity statement is not used due to legibility issues.
Size and space

Keep blank space around the logo.

With any logo, it’s important to follow the guidelines the logo is applied to documents and communication for application. Size, space around the logo and how pieces is important for brand consistency.

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.
1.5in x 1in

Minimum size without identity statement.
1in x 0.7in
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.
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 lower case and the upper case letters, and the ligature between the “t” and the “y”. That is the reason why it is very important to always use the complete logo and never type the words alone.
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:

<table>
<thead>
<tr>
<th>Color Palette</th>
<th>Primary colors</th>
<th>Secondary colors</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Primary colors</strong></td>
<td>PMS 5743 U</td>
<td>PMS 1807 U</td>
</tr>
<tr>
<td></td>
<td>C69 / M48 / Y87 / K9</td>
<td>C26 / M74 / Y67 / K18</td>
</tr>
<tr>
<td><strong>Secondary colors</strong></td>
<td>PMS 7414 C</td>
<td>PMS 161 U</td>
</tr>
<tr>
<td></td>
<td>C0 / M58 / Y94 / K25</td>
<td>C38 / M42 / Y80 / K31</td>
</tr>
<tr>
<td></td>
<td>PMS 653 U</td>
<td>PMS 7502 U</td>
</tr>
<tr>
<td></td>
<td>C65 / M38 / Y20 / K12</td>
<td>C17 / M22 / Y49 / K11</td>
</tr>
<tr>
<td></td>
<td>PMS 7505 U</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C38 / M33 / Y57 / K30</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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.
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 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 alumnus 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 alumnus 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.

dead
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.
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.

**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.

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

**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 when used in full; 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.
Example: 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 on the website. All are listed here for reference.

<table>
<thead>
<tr>
<th>Official Name</th>
<th>Common abb.</th>
<th>Not for text</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration Building</td>
<td>Ad Building</td>
<td>ADM</td>
</tr>
<tr>
<td>Birch Street Apartments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bowers Hall</td>
<td>Bowers</td>
<td>BWH</td>
</tr>
<tr>
<td>Campus Security</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Canaday Technology Center</td>
<td>Canaday</td>
<td>CTC</td>
</tr>
<tr>
<td>Chan Shun Pavilion</td>
<td>Chan Shun</td>
<td>CSP</td>
</tr>
<tr>
<td>Conard Hall</td>
<td>Conard</td>
<td>CH</td>
</tr>
<tr>
<td>Donnie Rigby Stage</td>
<td>Black Box</td>
<td></td>
</tr>
<tr>
<td>Facility Services</td>
<td></td>
<td>FS</td>
</tr>
</tbody>
</table>
Camp meeting
Two words, both lowercase

campuswide
One word

Campus Health and Wellness (CHW)
Located in Meske Hall

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 eastern Washington

class designations
Lowercase freshman, sophomore, junior, and 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, names of professorships, publication titles, buildings, particular offices, 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

**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

**courses** (see capitalization)

**course work**
Two words

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

**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 or reference dates in advance. 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 (B.B.A)
Bachelor of Music (B.Mus.)
Bachelor of Science (B.S.)
Bachelor of Science in Engineering (B.S.E.)
Bachelor of Social Work (B.S.W.)

graduate
Master of Arts (M.A.)
Master of Education (M.Ed.)
Master of Arts in Teaching (M.A.T.)
Master of Science (M.S.)
Master of Social Work (M.S.W.)

Spelling
When spelled out, degrees are lower cased 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
M.B.A., 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.”
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.

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

If abbreviations are necessary, use them only after a full name and set them off with commas (or semicolons, in a complex list).

**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.

Example: 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 and schools are as follows:**

**Academic Administration**
Academic Advisement
Academic Records
Department of Art
Department of Biological Sciences
Department of Chemistry
Department of Communication and Languages
Department of Computer Science
Department of English
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
Institutional Research
School of Business
Walla Walla University

School of Education and Psychology
School of Engineering
School of Nursing
School of Social Work and Sociology
School of Theology
School of Graduate Studies
Student Development Center

Financial Administration
Accounting
Facility Services
Human Resources
Information Technology
Student Financial Services
The Express
Risk and Safety Management

Student Life
Athletics
Campus Security
Chaplain's Office
Counseling and Testing Services
Residential Life and Housing
Student Life
University Health Clinic
Village Life

University Relations and Advancement
Admissions
Alumni and Advancement Services
Alumni and Parent Relations
Guest Relations
Marketing and Enrollment Services
Marketing and University Relations
Recruitment
Student Information

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.

**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

**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.

**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.

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

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)

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,” “W=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 re-write 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.
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.

KGTS (see Positive Life Radio)

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

Logo
Find Walla Walla University branding and logo usage guidelines, as well as logo files, at wallawalla.edu/logo.

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. On occasion, a student’s concentration can be misidentified 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 term for this annual event (mudbowl or Mudbowl is incorrect).

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)
online
One word, no hyphen.

office
Capitalize when using the full, proper name.
  Example: Office of the President, Office of Accounting
Lowercase office names in all other usages.
  Examples: enrollment office, cashier’s office

Pathways to Change
Student-led counseling resources, located in lower level of Smith Hall

percent
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
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.”

**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. Em dashes can be used either with or without a space before and after the dash, depending on preference. Usage must, however, be consistent within a document or publication.
HOW TO: hold down SHIFT+OPTION+hyphen. Never use a hyphen instead of an em dash.

En dashes show a range, such as 2–4 p.m. or 1860–1865.

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 (preferred use is without a hyphen or a space)

Generally, no hyphen is used with the prefixes “non,” “pre,” “post,” and “sub.”

Examples: nonprofit, postgraduate, preadmission

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.

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, 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

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.

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
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.”

Seventh-day Adventist terms (see also Seventh-day Adventist)
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, Wash. As an institution of higher education, WWU is ….

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

states
Spell out state names in all cases except in Westwind obituaries and AlumNotes where AP abbreviations are appropriate. Use postal abbreviations in addresses but not in text. Following are the state abbreviations with postal abbreviations in parentheses:
<table>
<thead>
<tr>
<th>Alaska (AK)</th>
<th>Ind. (IN)</th>
<th>Neb. (NE)</th>
<th>R.I. (RI)</th>
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<tbody>
<tr>
<td>Ala. (AL)</td>
<td>Iowa (IA)</td>
<td>Nev. (NV)</td>
<td>S.C. (SC)</td>
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<td>Ariz. (AZ)</td>
<td>Kan. (KS)</td>
<td>N.H. (NH)</td>
<td>S.D. (SD)</td>
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<td>Ark. (AR)</td>
<td>Ky. (KY)</td>
<td>N.J. (NJ)</td>
<td>Tenn. (TN)</td>
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<td>Calif. (CA)</td>
<td>La. (LA)</td>
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<td>Colo. (CO)</td>
<td>Maine (ME)</td>
<td>N.Y. (NY)</td>
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<td>Mass. (MA)</td>
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<td>Minn. (MN)</td>
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<td>W.Va. (WV)</td>
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<td>Hawaii (HI)</td>
<td>Miss. (MS)</td>
<td>Ore. (OR)</td>
<td>Wis. (WI)</td>
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<td>Idaho (ID)</td>
<td>Mo. (MO)</td>
<td>Pa. (PA)</td>
<td>Wyo. (WY)</td>
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<td>Ill. (IL)</td>
<td>Mont. (MT)</td>
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</tbody>
</table>

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.

**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.

Example: 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 12:00 noon.

titles (see also degrees)
Titles preceding a personal name are uppercased. 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; Dave Thomas, dean of the School of Theology

For a complete list of administrators, board members, and faculty members with correct titles, please refer to the current Walla Walla University bulletin.

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.

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.

**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 men’s and women’s basketball, men’s soccer, women’s softball, women’s volleyball, and men’s golf.

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

**X**

**Y**

**year** (see alumni)