

INDIANA**TECH**

Editorial Style Guide

Abbreviations

Abbreviations are generally avoided in running text.

Professor Carr, not Prof. Carr

Alumni

Any graduate of Indiana Tech is considered to be an Indiana Tech alumnus.

- Alumna: feminine singular
- Alumnus: masculine singular (or gender unknown)
- Alumn: plural form
- Alumnae: feminine plural

Do not use the slash form of alumnus/na. Use “alumni” to refer to all or use “alumnus and alumna.”

Athletic Teams

Do not capitalize the names of sports such as basketball and soccer, even if the sport is preceded by the name of the school or the school mascot.

- Indiana Tech baseball, Warrior softball

Building Names

Following are the correct names for buildings on the Fort Wayne campus:

- Abbott Center
- Andorfer Commons
- Cunningham Business Center
- Evans-Kimmell Hall
- Frank & Anne Oropeza Hall
- Kalbfleisch Hall
- Law School
- Pierson Center
- Schaefer Center
- Warrior Athletic Center
- Warrior Fieldhouse
- Warrior Row A
- Warrior Row B
- Warrior Row C
- Wilfred Uytengsu, Sr. Center
- Yergens-Rogers Hall
- Zollner Engineering Center

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Capitalization

- University is lowercase, unless used as part of the full name of an institution. Examples: Indiana University, that university in Bloomington
- When referring to the academic year, fall semester, spring semester, and summer session are lowercase, as are freshman, sophomore, junior, and senior.
- Academic degrees are lowercase when spelled out: baccalaureate degree, bachelor's degree, bachelor of arts; master's degree, master of science; doctoral degree, doctorate, doctor of philosophy, etc. Note the plural form: bachelor's degrees; master's degrees; doctoral degrees.
- Names of majors, minors, concentrations, and programs are lowercase.

Commencement

Use a capital C to refer to the Indiana Tech event.

Course Listings/Titles

Each course has a course number and a course title, which is always capitalized (even if the course is referred to without the number). There is no punctuation between the course number and the course title. No italics or quotation marks.

There is a space between the letters and digits: ACC 1040 rather than ACC1040

Credits

Use numerals to refer to credits. Spell out. Abbreviation (cr.) acceptable in table formats and when space is limited.

3 credits; BA 3880 Commercial Law (3 cr.); a 3-credit course

NOT: semester hours

PREFER: credit over credit hours

Dates

- Abbreviate months when used with a specific day (except March, April, May, June, and July). Otherwise spell out.
- Use numerals for years.
- Do not abbreviate days of the week.
- Use no punctuation if listing just the month and the year, but set the year off with commas if using the day of the month as well. Examples: March 1948; an August 1, 1999, deadline.
- Do not use the word "of" between the month, season, or semester and the year.
- Decades may be referred to in any of the following ways:
 - PREFER: the '80s (Note: it's an apostrophe, not an opening single quote)
 - The 1980s (Note: NO apostrophe before the "s")
 - The eighties (Note: NOT capitalized)

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Degrees

Degrees: Refer informally to the degree levels as:

- associate degree (not associate's degree)
- bachelor's degree
- master's degree
- Ph.D. or doctorate

Forms

Full names of official forms and documents are capitalized but are not italicized or put between quotation marks.

Freshman

Although freshman is the plural, use freshman courses, freshman year

Grade

When referring to a grade, use a capital letter; quotation marks should not be used around letter grades.

Grade Point Average

Grade point averages refer to numbers, not grades. We use GPAs calculated to two decimal points. Use zero after decimal if GPA is a whole number. Do not use a zero in the hundredths place if the GPA totals to an even tenth.

A 3.85 grade point average; a GPA of 4.0; the Dean's List represents students with GPAs above 3.5

NOT: A GPA of C

Indiana Tech

When referring to the university use Indiana Tech, unless the official name Indiana Institute of Technology is necessary for legal reasons. Tech is OK on second reference in casual use. Avoid IT or IIT. Do not use Indiana Tech University.

Off campus, on campus

Hyphenate only when using as an adjective, not as an adverb.

Off-campus housing is plentiful during the summer.

It's difficult to find housing off campus during fall term.

President

Capitalize only if immediately preceding a person's name.

President Arthur; Arthur E. Snyder is president of Indiana Tech.

NOT: Arthur E. Snyder is the President of Indiana Tech.

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Titles Of People

Courtesy titles (Mr., Ms., Mrs.) should not be used except in correspondence and obituaries.

In text, use first and last names of the person on first reference and only last name in subsequent references.

Professional titles immediately preceding a name are capitalized; those following a name are set off by commas and NOT capitalized.

The latest book written by Professor I.R. Smart....

I.R. Smart, assistant professor of engineering, has written...

A professor of engineering at Indiana Tech since 1980, I.R. Smart teaches about electricity.

This rule applies not only to academic titles, but also to administrative titles.

Vice President for Academics Elaine Pontillo gave the address.

Elaine Pontillo, vice president for academics, gave the address.

Some words identifying occupations or professions are pseudo titles and should not be capitalized even if they precede the name.

Attorney Robert Shapiro, pianist Karl Wright, instructor John Morris

Used in a list: When used in a directory listing or other similar situations, the title may be capitalized whether it precedes the name, follows the name on a subsequent line, or appears in tabular form.

Treat references to Indiana Tech trustees in the same way as other personal titles observed above.

I recently discussed the event with Trustee Steven R. Brody.

He is one of our more prominent trustees.

Trustees

When using the article “the” before the official name in running text, don’t capitalize the t. Lowercase the word trustees if used on its own.

At the April meeting of the Indiana Tech Board of Trustees, the trustees approved funding for the project.

University

Lowercase the word, unless used as part of the full name of an institution.

Indiana Tech is the university of choice.

URLs

When listing web addresses, try to get the URL to fit on a single line. If it is necessary to break the URL, try to break it before a slash or period. Don’t allow the URL to break itself by adding a hyphen because that could change the address. Use appropriate punctuation after a URL. If it finishes a sentence, place a period after it.

Work-Study

Lowercase general references to the work-study program, but capitalize official references to Federal Work-Study (the program for undergraduates) and Federal Graduate Work-Study (the program for graduate students).