



Editorial Style Guide



Editorial Style Guide

Fairfield University
Marketing and Communications

The Fairfield University Department of Marketing and Communications maintains high-quality and consistent editorial style and graphic identity. We work with all departments and schools to ensure that externally facing material and all print projects (newsletters, posters, brochures, etc.) adhere to the University identity systems.

COMPOSITION GUIDELINES

PowerPoint and other presentation applications like Prezi are powerful tools for creating compelling and interactive messaging through the use of language, graphics and multimedia. However, it is important to remember that overuse of the graphic applications could blur or crowd your message.

Clean, well-prepared documents and consistent identification are as much a part of brand identity as are proper use of the logo and other branding elements. The following are guidelines for creating branded, professional documents that are marketing and communications in nature.

Powerpoint and General Document Preparation

The following are guidelines for creating branded, professional documents.

Keep it simple.

- Always start with a title slide with a header in Calibri font, type size 48. Depending on the audience, name and date are recommended.
- Stick with one message per slide. More than one message can be distracting for your audience.
- Limit the amount of text. Slide titles should be short, and content should be bulleted on one-line with no more than six lines of text on any one slide.
- Graphic elements should add context and support your message. Good graphics can significantly add to learning; bad graphics can confuse and distract your audience.
- Maintain a consistent design with regard to colors, font styles, and graphics.
- Map out your "story". What is the final result you strive for? Build backwards from there.

Typeface

The University has an official typographic identity that calls for the use of a specific typeface or “font.” The University font is **Calibri in 12 point font size**. To help fit a document on one page, 11 point font size can be used.

Select the appropriate Calibri font from the drop down menu for all regular, bold, and italicized print.

Calibri

Calibri Bold

Calibri Italic

Calibri Bold Italic

CALIBRI UPPERCASE

CALIBRI UPPERCASE ITALIC BOLD

Document Standards

Always:

- Type full, complete sentences with text in upper and lower case.
- Use title case for headlines. (ex. Special Events and Performances)
- Enter all copy flush left.
- Type only one space after a period.
- Use single spacing except for press releases or other specific formats.
- Use only hard return (enter key) at the end of a paragraph or headline, not at the end of each line within a paragraph.
- Do not indent paragraphs.
- Avoid end-of-line hyphens. Re-wrap accordingly.
- Avoid widows (i.e. one word alone on a line at the end of a sentence).
- Use the proper Baskerville font for all documents and formal titles.

Writing

Different kinds of documents require different formatting and tone. However, basic style and rules of good writing are universal.

Writing Style

- Avoid overly sophisticated vocabulary.
- Capture and hold attention with subject matter that’s relevant.
- Keep communications simple and clear. Avoid overly long sentences.
- Get to the point. Focus on University positioning, features, benefits, and impact.
- Use humor (when appropriate).
- Include a call to action.
- Use active voice.
- Know your audience.
- Place yourself on the receiving end.

Tone

Because we are a University, the general tone should be inviting, positive, active and conversational. More serious communications should be geared to the specific audience.

- Avoid the tendency to include all descriptions, details, rules and disclaimers.
- All brand impressions should be positive ones.
- Find the right balance between content and promotion.
- Keep copy short, sweet and to the point.

Proofing and Fact Checking

- Doublecheck all facts, figures and any information that comes from outside sources.
- Proof all company names, contacts and titles for accuracy.
- Refer to their sources (website, business card, letterhead), not ours.
- When in doubt, check directly with the source.
- Exercise caution with company types (Inc., LLC, LLP, etc.).

Grammar, Punctuation, and Spelling

Fairfield University is an educational institution. It is especially important that we practice perfect English, spelling, grammar and punctuation.

Referencing Fairfield University

- Refer to Fairfield as a premier educational institution founded by the Jesuits and committed to fostering a strong sense of community.
- When using our web address in a sentence, use www.fairfield.edu.
- When using our web address alone, use fairfield.edu (drop the www.).

Other Punctuation

- Oxford Comma — in a series of three or more, use a comma before “and.”
 - The soccer, lacrosse, and basketball teams made it to the finals.
- Ampersand (&) – It should only be used if absolutely necessary for spacing issues. Otherwise spell out “and.”
- Do not capitalize seasons – winter, spring, summer and fall.
- Use non-profit instead of not-for-profit.
- Contain your excitement – do not overuse exclamation points!!!
- Hyphen – When used in a title case headline, uppercase both hyphenated words.
- Avoid hyphenating at the end of a line by moving the full word to the next line.

Composition Titles

- Italicize book titles, movie titles, opera titles, play titles, long musical compositions, television program titles and names of newspapers and journals. Names of songs and television program episodes are quoted.
- Put quotation marks around the names of all such works, except the Bible and books that are primarily catalogs of reference material.

Contact Information

Phone

For consistency, all phone numbers should read:

- (203) 254-4000 or 203.254.4000 ext. 0000
- Note that the extension is abbreviated with punctuation and not capitalized.

E-mail

For consistency, all e-mail signatures should read:

First Last Name

Title, Department

Fairfield University

1073 North Benson Road
Fairfield, Connecticut 06824

T. 203-254-4000 ext. 0000

F. 203-254-4167

www.fairfield.edu

jsmith@fairfield.edu



EDITORIAL GUIDELINES

(Dictionary Style: In alphabetical order)

academic degrees –

Abbreviations: Do NOT use periods after the degree designation

- *AA for associate of arts or associate’s degree*
- *BS for bachelor of science degree or bachelor’s degree*
- *BA for bachelor of arts degree or bachelor’s degree*
- *MA for master of arts degree or master’s*
- *PhD for doctorate or doctoral degree*
MBA RN, BSN, MSN, DNP, etc.

NOTE: Continue to use periods for S.J. This is not an academic designation. Example:
Rev. Jeffrey von Arx, S.J.

Capitalization: Lowercase degrees in body of text.

- *Joan received a bachelor of science degree in psychology.*
- *Juan earned a bachelor’s degree in engineering.*

Apostrophe (or not):

- *master of finance degree OR master’s degree in finance*
- *bachelor of sociology degree OR bachelor’s degree in sociology*

academic departments – Capitalize.

- *Accounting Department or Department of Accounting*

List the Visual and Performing Arts programs as other majors, minors, and/or departments. Do not include “Visual and Performing Arts” when referring to majors within the program.

- *She is a professor of theatre arts in the College of Arts and Sciences.*

acronyms – On first reference, spell out the full name. Follow it with the acronym in parentheses if it is used at least one other time. Use the acronym as the second reference.

- *She enrolled in the Graduate School of Education and Allied Professions (GSEAP) last semester. She is now taking her first GSEAP course.*

address – The proper return address for Fairfield University is:

1073 North Benson Road
Fairfield, CT 06824-5195

adjectives

When two or more words function together as an adjective, connect them with a hyphen. No space on either side.

- *Dr. Marcello is a well-respected member of the faculty.*

Do not use the hyphen to connect *-ly* adverbs.

- *The slowly moving elevator tested Monica's patience, as she was already late for a meeting.*

admission – Office of Undergraduate Admission (NOT Admissions)
Office of Graduate and Continuing Studies Admission

advisor – Not *adviser*

afterward (no "s")

alumni Do not use the terms "alum" or "alums."

- *alumnus* – One male graduate
- *alumna* – One female graduate
- *alumni* – Several male graduates or a group of graduates, including men and women
- *alumnae* – Several female graduates

ampersand – In text, **do not** use the ampersand symbol (&) as a substitute for *and*.

Ampersands **are** allowed in titles: *Graduate School of Education & Allied Professions, College of Arts & Sciences*

NOTE: Designers have leeway to use the ampersand on posters, invitations, or in ads where space is at a premium or it functions as a design element

apostrophes – Used to show possession or, in numerals, to show an omission.

- *Mary picked up Don's tickets by mistake.*
- *John was a member of the Class of '67.*

NOTE: There is often confusion about the use of apostrophe when a word is plural. See page 10.

Arrupe Volunteer Program – Capitalize *Arrupe Volunteer Program*, but use *Arrupe Volunteers* when referring to participants in the program.

athletics – See Appendix C for list of varsity, club, and intramural sports.

The Athletics Program encompasses all sports. "Sports" refers to the individual teams in the athletics program. (See student-athlete.)

Athletics Department OR Department of Athletics – not *Athletic Department*.

Board of Trustees –Always capitalize “Board” when referring to Fairfield University’s Board.

- *Mr. Gregman joined Fairfield University’s Board of Trustees.*
- *The Red Cross board meeting will take place at noon tomorrow.*

board member – Lowercase.

book titles – *Italicize*, and capitalize first letter of each word (except “a,” “and,” “the” and conjunctions of three letters or less).

buildings – See Appendix A for proper names and spelling of buildings on campus.

bullet points

In a list, use bullets to highlight specific points (no need for period after each point, as the unit is not a sentence). Be sure to begin each bullet with the same word type (such as a verb or a noun).

The study abroad program features:

- *On-site coordinators*
- *Travel opportunities*
- *Supervised internships*
- *Fairfield University credit*

In a sentence, use bullets to break the monotony of a paragraph or to highlight specific points. In this case, use punctuation (comma or semi-colon depending on need) after each bullet.

Bullet points:

- *emphasize key facts,*
- *provide visual relief, and*
- *increase reader interest.*

campus – Lowercase unless it begins a sentence.

campuswide

catalog – Not catalogue.

capitalization

Course names – Capitalize course names because they are, in essence, titles. In a body of text, also use quotations.

- *Mark is taking “Issues in Judaism” this semester.*

Majors and minors – Lowercase majors, minors, subjects, and disciplines unless they are proper nouns or adjectives.

- *Tyquan, a sociology major, also enjoys history and English literature.*
- *Judaic studies, American studies, etc.*

Academic departments – Capitalize.

- *Biology Department, English Department*

Titles See **title** entries on pages 13-15.

Associations and conferences – Capitalize the full names of associations, societies, meetings, and conferences. Lowercase the preceding *the* in running text.

- *Society of Teachers of English as a Second Language*
- *She attended the 33rd Conference on Social Justice in Asia.*

century – Spell out centuries one through nine (first through ninth); use numerals for 10th and higher, unless the century is part of someone’s title.

- 19th-century literature (used as an adjective)
- Literature of the 19th century (used as a noun)
- *Exception – When related to art history, centuries may be spelled out (a fourteenth-century work).*

CEO – Spell out *chief executive officer* on first reference; use CEO for subsequent references. Same rule applies to CFO.

class years (see Appendix B for details)

Remove comma between name and first class year. Use a space between name and apostrophe for UGs only.

Joe Smith ’13

Ellen Smith MSN’15

Chase Longhorn MFA’09

EXCEPTION: Use comma before a parent designation:

John O’Malley, P’11, ’09

Capitalize the formal name of a graduating class in all cases: Class of 1950

city, state

Capitalize “city” only when part of the city’s name.

- *St. Peter’s College is located in Jersey City.*
- *The city of Baltimore has a wonderful harbor.*

In text, a comma should follow the city, country, or state.

- *While attending the conference in Houston, Texas, Dr. Horton met several colleagues with whom he hopes to collaborate.*

code of conduct

keep it lowercase

collective nouns

When a group is acting as a unit, it is considered a **singular noun** and therefore needs a **singular verb**.

- *The **team** worked **its** hardest and won the game.*
- *The basketball **team** won **its** ninth game of the season.*
- *The faculty **is** voting on changes to the handbook.*

When using a **plural noun** to represent the group, a plural verb is needed.

- *The **players** worked **their** hardest and won the game.*
- *Faculty **members are** voting on changes to the handbook.*

commas

When referring to a Jesuit, set the S.J. following his name within commas.

- *The Rev. Michael Cavanaugh, S.J., went on a mission trip to El Salvador.*

Oxford Comma — in a series of three or more, use a comma before “and.”

- *The soccer, lacrosse, and basketball teams made it to the finals.*

Commencement – Do not use graduation.

Capitalize when referring to Fairfield and it’s used as a noun.

committee – When the entire, official (formal) name of a committee is used, capitalize the first letter of each word. On second reference, you may use Committee. Otherwise, use lowercase.

- *John Jones served on the Trustees Advisory Committee for six years. He finds the work of the Committee fulfilling.*
- *The curriculum committee met last week to vote on the proposed course.*

company/institution names

Capitalize the full names of institutions and companies, and their departments and divisions.

Abbreviate *company, companies, corporation, and limited* when these words appear at the end of a firm’s name.

Omit *Inc., P.C., LLC,* and similar designations at the end of company/institution names, EXCEPT in donor lists.

computer terminology Use the spelling and capitalization shown below for these common computer and Internet terms.

access	cyberspace	download
bit	database	e-mail
byte	disk	Facebook
CD	dot-com	high-tech
chat room	DOS	homepage
disk	9	hyperlink

information	logoff	voicemail
technology	my.Fairfield	Web
Internet	online	web page
Intranet	shareware	website
login (noun)	Twitter, tweet	webmaster
logon (verb)	URL	workstation

conferences

Capitalize conference titles (except articles and words of three letters or less).

Place conference presentations within quotation marks (same capitalization as above).

course names – Capitalize in lists. In text, capitalize and place inside quotation marks.

dashes

– an *en dash*, approximately the width of a capital N, is used to denote duration and has a space on each side. To make, option + dash

– an *em dash*, approximately the width of a capital M, has one space on either side and is used in place of a colon or parentheses, or to indicate an abrupt change of thought. To make, space+option/shift/dash+space

day(s) of week

When standing alone in text, spell out.

- *We will meet on Tuesday to decide.*

When day and date appear together, you may abbreviate the day (or opt not to) but be sure to use a comma after each element (including the year).

- *We will meet on Wednesday, April 14, in Canisius 100.*
- *We will meet on Weds., April 14, in Canisius 100*
- *We will meet on Nov. 3, 2015, to interview the next candidate.*

Abbreviate in calendar listings (exception: formal invitations)

Dean's List

decades – Do not use apostrophes when all four digits are used. Do not use apostrophe in front of s

- *The 1950s*
- *The '50s*
- **WRONG**—*the 1950's, the '50's*

departments/divisions – Capitalize full titles of the University’s academic and administrative departments and divisions. Capitalize first word of titles and programs that end in “studies.”

- *Department of Biology or Biology Department*
- *Office of Financial Aid*
- *Advancement Division*
- *Asian studies*
- *Women’s studies program*

directions

regions – Lowercase when they indicate compass direction; capitalize when they refer to a region.

- *She drove north on I-95.*
- *The storm brought floodwaters to the East Coast.*

states and cities – Lowercase sections of a state or city. Capitalize widely known sections of a city or if part of a proper noun.

- *northern Michigan*
- *the Lower East Side of New York*

dollar amounts: For even amounts, eliminate the decimal and numbers after.

- *He paid the \$15 fine.*

ellipsis (...) – Treat an ellipsis like a three-letter word, placing a space before and after the three periods. Use to indicate a deletion of one or more words, particularly in a quote.

e-mail – Use a hyphen after *e*; capitalize the *e* only when it begins a sentence.

Endowed chairs and professorships – Capitalize in all uses.

Note: the person who holds the chair is “professor” not “the chair.”

- *Dr. Edward Deak, Roger M. Lynch Professor of Economics, spoke at a recent conference on employment issues.*
- *Dr. Edward Deak holds the Roger M. Lynch Chair in Economics.*

events – Capitalize the titles or names of lectures, dinners, and annual events, such as Orientation, Reunion, Homecoming, Alumni & Family Weekend, Jacoby-Lunin Humanitarian Lecture, etc.

faculty – Use with singular verb (see **collective nouns** entry).

- The faculty is voting on amendments to its handbook.
- Faculty members are pleased with the rank and tenure decisions.

faculty titles – Include the name of the faculty member’s School after his or her academic title.

- *Dr. Michael Smith, assistant professor of economics in the College of Arts and Sciences*
- *Dr. Ameila Morchinski, professor of computer engineering in the School of Engineering*

FAQs (Frequently asked questions) *no apostrophe*

Fairfield University

Abbreviation: Do not use F.U. Ever.

Mailing address: 1073 North Benson Road, Fairfield, CT 06824-5195

Web address: www.fairfield.edu

Schools (formal name and second reference):

- College of Arts and Sciences – CAS on second reference
- Charles F. Dolan School of Business – Dolan School of Business, Dolan School, or DSB
- Graduate School of Education and the Allied Professions – GSEAP
- School of Engineering – SOE
- Marion Peckham Egan School of Nursing and Health Studies—Egan School on second reference.

foreign words – *Generally italicize, with the exception of commonly known or frequently used words such as *alma mater*, *alumni*, or names of honor societies.*

fundraiser, fundraising

first-year/freshman/freshmen – Use the preferred term, first-year student, whenever possible. Use the singular freshman as an adjective.

- *The meeting for first-year students will take place at 6:30 p.m. in the John A. Barone Campus Center.*
- *The incoming freshman class has an average SAT score of 1200.*

flier, flyer – Use flier for a handbill.

grade levels

- K-12
- First grade

grades – Capitalize in text; form plurals by adding 's.

- *She received a B in mathematics.*
- *He received three A's on his exams.*

healthcare

Honorable, the

When used before a person's name, abbreviate to *Hon.* and precede it with "the." (lowercase the, uppercase Honorable)

hyphens

When two or more words function together as an adjective, connect them with a hyphen.

- *Dr. Marcello is a well-respected member of the faculty.*

Do not use the hyphen to connect -ly adverbs.

- *The slowly moving elevator tested Monica's patience, as she was already late for a meeting.*

i.e. vs. e.g.

i.e. translates "that is"

e.g. translates "for example"

Ignatian Residential College – Ignatian College on second reference. Do not abbreviate to IRC.

Internet and Intranet – Always capitalize.

Intersession – Timeframe between semesters when some courses are offered.

its/it's – Do not confuse the pronoun *its* with the contraction *it's*, which means *it is*.

- *It's time for Susan to catch her train.*
- *The company failed to report its falling earnings to stockholders.*

italics – See **titles: written works** entry (page 15) for usage.

junior/senior – Do not use a comma between a person's name and the designation junior, senior, III, etc.

- *John Dean Jr. went to his father's alma mater.*
- *Mr. and Mrs. Michael Scarpetta III*
- *John Jones Jr. '57*

magazine/journal titles – *Italicize*, and capitalize first letter of each word (except “a,” “and,” “the”)

mailroom

majors/minors – Only capitalize majors that are proper nouns.

- *Alta Kosydar earned a double major in nursing and Spanish.*

Mass – Always capitalize.

- Priests preside over or celebrate Mass. They do not “say” Mass. And by the way, there is no “a” in front of Mass. See Appendix F for religious terminology

month

In text, if it stands alone, spell it out.

- *John went to Nebraska in January for a conference.*

When month is part of a date, abbreviate it (except March, April, May, June, July).

- *Dr. Jones left on Jan. 4, 2014, for a conference in Mexico.*
- *Dr. Jones left on July 3 for the conference in Hawaii.*

If month and year are together, spell month out. Do not use a comma between month and year.

- *John’s conference took place in January 2003.*

newspaper titles – Capitalize first letter of each word (except articles and conjunctions of three letters or less), and *italicize*. Include the word “*The*” if it is part of the masthead title.

noon / midnight – Do not precede with 12.

numbers

In text, spell out one through nine, **except** when referring to age, clothing size, percentages, or currency.

In text, use numerals for numbers 10 and beyond:

- *10, 21, 435, 1,435*

offices – Capitalize initial reference.

- *Office of Public Safety*

online

over/under – When referring to something that can be counted, use *more than* rather than over. The word *over* generally refers to spatial relationships.

- *More than 1,600 people attended the concert.*
- *Over the past three years, John traveled to Greece five times.*

percent

In running text, always spell out *percent* and use with numerals.

In tabular materials, charts, graphs, and similar uses, use the percent symbol (%), with no space between the number and the symbol.

plural – Use the letter “s” to indicate more than one subject; use apostrophe when indicating that the subject is used as an adjective/possessive

- *The Burkes boarded the plane in Boston. (two or more persons boarded)*
- *The Burkes’ flight was delayed in Chicago. (Burkes is now possessive, and the flight belongs to both of them, so the apostrophe follows the “s”)*
- *Mary Burke boarded the plane in Boston. (one person)*
- *Mary Burke’s flight was delayed in Chicago. (possessive: her flight)*

NOTE: When pluralizing a name that ends in “s” (e.g. Lucas), adding ’s is the preferred style (Lucas’s); however, Lucas’ is not incorrect. Just be consistent!

prerequisite (and co-requisite)

president – Lowercase unless it immediately precedes the name of the person who holds

the position.

Penelope P. Brainiak ’89 has just been named president of Alcorn Energy.

And now President Elmer J. Fudd will make a statement about those silly rabbits.

The President’s Circle – Always capitalize “The.”

quotation marks – Also see **titles: written works** entry (page 15) for usage.

In a quote, keep all periods, commas, and question marks within the quotation marks.

- *As George Washington once said, “I love crossing rivers.”*
- *“I get a kick out of playing soccer,” admitted Pelé.*

When a quote is divided by an attribution, format as follows:

- *“I love going to soccer games,” said Mary Jones, “especially when it rains.”*
- *“I promise to keep my speech short,” said President Lincoln. “I’ll just write it on the back of this envelope.”*

race and ethnicity – If race is relevant to the story, ask the subject how he or she defines his or her race and ethnicity.

religious titles – See *titles*, pg. 14

resident assistant – R.A. or resident assistant, lower case (Note: not resident advisor)

résumé

reverend

Abbreviate before an individual's name. Capitalize "the" only if it is at the beginning of a sentence.

- *I would now like to honor the Rev. Sean Flynn, who served his parishioners faithfully and well.*

If person is a Catholic priest, use "Fr." on second reference.

- *It was a joy to know the Rev. Sean Flynn, who served his parishioners faithfully and well. Fr. Flynn died in 1978 and is buried in Ireland.*

room numbers – Capitalize the word "Room" when combined with a number, separating with a comma.

- *The meeting will take place in the Dolan School, Room 127.*

R.s.v.p. / R.S.V.P. – Choose one, and use periods.

salutations – In business correspondence, use colon, even when addressing person by his/her first name; reserve comma for personal correspondence.

- *Dear Mr. Smith:*
- *Dear Joe:*

seasons – Lowercase if they refer to the time of year or a particular semester.

- *She registered for one course in the fall semester, and will take two in the spring if she does well.*

semesters – fall, spring, intersession (Do not capitalize.)

schools of Fairfield University – See **Fairfield University** entry.

School vs. school – Capitalize School when it refers to a specific Fairfield school. Do not capitalize when it refers to another school.

S.J. – Society of Jesus (Jesuits)

In text, use commas before and after in a Jesuit's name. Given its meaning (“of the Society of Jesus”), S.J. modifies the name that precedes it.

- *The Rev. Jeffrey von Arx, S.J., is Fairfield University's president.*
- *The Rev. Thomas Regan, S.J., was named provincial superior in 2003.*

states – See Appendix E for state abbreviations.

In text and lists, use traditional abbreviations (Conn., Minn., Calif., N.Y.).

Use postal abbreviations (CT, MN, CA, NY, etc) in mailing addresses only.

In text, if the state stands alone, spell it out:

- *She traveled to New York for the event.*

If combined with a city, abbreviate it (but don't use the postal abbreviation):

- *She traveled to Birmingham, Ala., to visit her parents.*

space between sentences – Use only one space after a period.

student-athlete – Member of a varsity team.

student handbook -- lowercase

telephone numbers

In phone numbers, place area code in parentheses: (203) 254-4000.

- Note: At their discretion, designers have the option to use periods in design on posters, invitations, etc. *Example: 203.254.4000*

Extensions: Abbreviate the word extension with “ext.,” not “x.”

Toll-free when used as adjective.

time

Remember: if you use a.m. or p.m., you don't need to add “in the morning” or “in the evening.”

Lowercase a.m./p.m. and use periods: *(10:30 a.m.)*

For times on the hour, simply use the number *(9 p.m.)*

Spell out *noon* and *midnight* (and do not precede with 12)

- In lists, use an en dash to separate the times: *(3:30 p.m.- 5 p.m.)*
- In text, use the word “to” as a separator: *(noon to 5:30 p.m.)*
- The first a.m. or p.m. may be dropped for space: *(1:30 - 4:30 p.m.)* Exception: when time spans a.m. and p.m., use both.

The workshop runs from 11 a.m. to 3:30 p.m.

theater/theatre – Use **theater** for all generic references to auditoriums or buildings. Use **theatre** when referring to the theatrical arts or when it is part of a facility or company's name.

- *The theater held 400 students.*
- *PepsiCo Theatre*

titles: academic

Use PhD on first reference for those holding doctoral degrees. On subsequent references use the title, *Dr.*, and last name only. If a Fairfield faculty member, be sure to include his/her School.

Samuel Barker, PhD, is a member of the Physics Department in the College of Arts and Sciences. With his colleagues, Dr. Barker is doing research in the field of electromagnetics.

Mary McMorgan, PhD, is a member of the Finance Department in the Charles F. Dolan School of Business. Channel 12 News recently spoke to Dr. McMorgan about the recommendations she has made on bank regulation.

Do not follow the person's name with an academic credential such as PhD or MD except when a formal title precedes the name:

- *Dean of the School of Engineering, Bruce Berdanier, PhD,.....*

assistant/associate/acting – Do not abbreviate; capitalize when part of a formal title that precedes the person's name.

- *Assistant Professor John Smith, PhD, was promoted to associate and received tenure.*
- *Dr. John Smith, associate dean, hopes to return to teaching when he completes his commitment.*

dean – Capitalize when used as a formal title *before* a name. Lowercase in all other instances.

- *Dean Lynn Babington, PhD, met with first-year students at Orientation.*
- *The dean schedules office hours every Thursday.*
- *Dr. Don Gibson, dean of the School of Business, attended the lecture.*

professor – Treat the word professor as a formal title when it stands alone before a name. When professor is modified by another word, lowercase it regardless of placement.

- *Professor Mary Billingsley*
- *mathematics professor Jazelle Evans*

artist-in-residence/scholar-in-residence – Capitalize only when used as a formal title; always hyphenate.

titles: government

Follow a senator or representative's name by his/her party affiliation and state/town.

- *U.S. Sen. Richard Blumenthal, D-Conn.*
- *U.S. Rep. Rosa DeLauro, D-Conn.*
- *State Rep. John Stone, R-Fairfield*
- *State Sen. John McKinney, R-Fairfield*

Capitalize the names of government bodies and political parties.

- *Democratic Party, State Senate*

Use lowercase for civil and noble titles unless they precede an individual's name.

Capitalize the names of United States departments, bureaus, etc.

- *U.S. Department of Agriculture, Federal Bureau of Investigation*

titles: professional

Capitalize and spell out titles that appear before a name; lowercase titles that appear after a name.

- *Vice President of Technology Gloria Jones*
- *Anthony Salerno, chief executive officer of Bankers Unlimited*

titles: religious

For members of the Society of Jesus, precede the person's name with *Rev.* and follow his last name with *S.J.* set off by commas. Use the abbreviation *Fr.* and the individual's last name on second reference.

- *The Rev. Michael Garrison, S.J., celebrated Mass on Saturday. Fr. Garrison visited his mother later in the day.*

For all other clergy, on first reference precede the person's name with *Rev.*, the Reverend, the most Reverend, Rabbi, Pastor, Cardinal, Archbishop, Bishop, or Monsignor, as appropriate.

For women's religious titles (nuns, sisters), use first and last name followed by the initials of the religious order to which they belong. On second reference, use *Sr.* or *Sister* with the last name.

- *Michele Larson, RSM, has taught at Fairfield for many years. Sr. Larson now serves on the Faculty Rank and Tenure Committee.*

titles: written works – Capitalize all words of four or more letters in length.

Italicize the following (in alpha order):

art exhibit titles	musical works
books	newspapers
journals	plays
magazines	radio programs
movies	television programs

Use “quotation marks” around:

articles – newspaper	essays
articles – journal	speech titles
articles - magazine	dissertations
chapter titles	theses
course titles (in running text)	songs
lectures	paintings
papers read at meetings/conferences	poems

United States – Capitalize and write out when used as a noun. Abbreviate U.S. when used as an adjective.

University – Capitalize university when it refers to Fairfield. Do not capitalize when referring to another university.

- *Don Gibson, PhD, represented the University at a scholarly meeting.*
- *The meeting was held at Santa Clara, and the university provided the attendees with lunch and a tour.*

vice president – Do not hyphenate.

year

Abbreviated two-digit numeric years are preceded by an apostrophe ('); make sure it's pointed in the right direction: (Class of '97).

A span of years in the same century contains no apostrophe: (2002-03).

A span of years covering different centuries includes all digits: (1998-2001).

Avoid these common errors by using:

- *The 1960s (no apostrophe)*
- *The '60s (no apostrophe before s)*

yearlong

Common Pitfalls

It's: translates "it is"

Its: this is the possessive

Their: possessive; refers to people

There: refers to place

APPENDIX A

Buildings and Roads on Campus

Spell out the full name of all campus buildings on first reference. Spell out the full name on second reference unless indicated by additional options listed after each name.

Administration and Classroom Buildings

- Alumni House (alumni relations)
- Rudolph F. Bannow Science Center (School of Engineering)
- Bellarmino Hall
- Canisius Hall
- Charles F. Dolan School of Business
- David J. Dolan House
- Thomas F. Dolan Commons (north campus, technology administration)
- Donnarumma Hall
- Aloysius P. Kelley, S.J. Administrative Center
- Loyola Hall
- McAuliffe Hall
- School of Nursing
- Southwell Hall/ Kathryn P. Koslow Family Counseling Center

Arts

- Regina A. Quick Center for the Arts
- Thomas J. Walsh Gallery
- Aloysius P. Kelley, S.J., Theatre
- Wien Experimental Theatre (Black Box)
- PepsiCo Theatre

Athletics and Recreation

- Alumni Hall
- Thomas J. Walsh Jr. Athletic Center
- Leslie C. Quick Jr. Recreation Complex
- Webster Bank Arena (Bridgeport)

Business

- Charles F. Dolan School of Business

Campus Center/Student Life

- John A. Barone Campus Center
- The Levee

Chapel

Egan Chapel of St. Ignatius Loyola
Pedro Arrupe, S.J., Campus Ministry Center

Library

DiMenna-Nyselius Library

Residence Halls

The Quad:

Campion Hall

Claver Hall

Jogues Hall

Loyola Hall

Regis Hall

Apartment Village

Townhouses

John C. Dolan Hall

Kostka Hall

Claver Hall

47 Mahan Rd.

51 McInnes Rd.

42 Bellarmine Rd.

St. Robert's Hall

St. Ignatius Hall (Fairfield Jesuit Community)

Science

Rudolph F. Bannow Science Center

Joseph F. MacDonnell, S.J., Atrium

Study Abroad

David J. Dolan House

Fairfield Prep

Berchmanns Hall

Xavier Hall

Fr. Brissette Athletic Center

Pedro Arrupe Hall

Campus Street Names (and those they honor)

Bellarmino Road (St. Robert Bellarmine)

Coughlin Road (Rev. James H. Coughlin, S.J.)

Fitzgerald Way (University Presidents Joseph D. FitzGerald, 1951-58; Rev. James E. Fitzgerald (1958-64; Rev Thomas R. Fitzgerald, 1973-79)

Langguth Road (Rev. Laurence Langguth, S.J.)

Leeber Road (Rev. Victor Leeber, S.J.)*

Loyola Drive (St. Ignatius Loyola)

Lynch Road (Rev. Donald Lynch, S.J.)

Mahan Road (Rev. George Mahan, S.J.)

McCormick Road (Rev. Joseph McCormick, S.J.)

McInnes Road (Rev. William C. McInnes, S.J., president 1964-73)

Mooney Road (Rev. Christopher Mooney, S.J.)

Murphy Road (Rev. Henry Murphy, Rev. Thomas Murphy)

O'Neil Way (Rev. Lawrence O'Neil, S.J.)

Porter Road (Dr. Phyllis Porter)

Stonkas Road (Karen Sontkas '74)

Stuart Way (Mr. Chester Stuart)*

Riel Way (Mr. Arthur Riel)*

Ross Road (Dr. Donald Ross)

Walters Road (Dr. Joan Walters)

* Original faculty member

APPENDIX B

Class Year Format

Helpful hints

undergraduates

Use space but no comma between name and class year

An alumna's name (woman) goes inside the parentheses if:

- i. Her husband is not an alumnus
- ii. Her husband is an alumnus, but from a different class year (see below for examples).

grad alumni

No comma between name and class year (Smith MA'xx)

No space between degree and year (MA'04)

parents

Use comma between name and the "P" designation (Smith, P'xx)

List their children by class year, beginning with most recent year

No space between P'xx

No spaces between multiple class years: P'xx,'xx,'xx

students

undergraduates

- *John Smith '04*
- *Mary Jones '07, Jim Lynch '06, and John Smith '04 placed first.*

Use one space between name and year.

When students are members of the same class, you may use class name.

- *Sophomores Mary Jones, John Smith, and Jim Lynch became lectors.*
- *Ted Tyn and Mike Garner, both juniors, scored two runs against St. Peter's.*

graduate students – Do not use class year designation for current graduate students because most go part-time and are not part of a specific class.

alumni

undergraduate degree

Martin Greenberg '75

graduate degree

Bethany Silberg MA'03

undergraduate and graduate degrees

Bart Jackson '92, MA'98

alumnae who have married and changed last name

Rebecca (Anderson) O'Neill '98

Ann (Barkley) Bacon MA'83

hyphenated names

Lisa McMasters-Gray '63

Jack Rydell-Davis '75, MS'89

alumnus and non-alumna wife

Garrett '93 and Bridget Dean

Bridget and Garrett Dean '93

alumna and non-alumnus husband

John and Sarah (Barker '79) Bailey

Sarah (Barker '79) and John Bailey

married alumna and alumnus

Tucker and Grace (Ribideau) Jackson '89 (same class year)

Grace (Ribideau) and Tucker Jackson '89 (same class year)

Tucker '89 and Grace (Ribideau '93) Jackson (different class years)

Grace (Ribideau '93) and Tucker Jackson '89 (different class years)

alumnus or alumna using two last names

Elizabeth Rocco Barton '82

parents – Uses same format as for graduate alumni.

Note: keep comma between name and "P"

non-alumni parents

William and Beverly Marcus, P'03

Gregory and Cindy Charles, P'06,'03,'99

Ed Deak, PhD, P '98

alumnus parent and non-alumna wife

Charles '65 and Martha Haliburton, P'87

Martha and Charles Haliburton '65, P'89,'87

alumna parent and non-alumnus husband

Luke and Maria (Rizzi '82, MS'84) Pickard, P'04

Maria (Rizzi '82, MS'84) and Luke Pickard, P'04

married alumna and alumnus who are parents

Joel '79 and Carol (Karra '78) Ackerman, P'08

Carol (Karra '78) and Joel Ackerman '79, P'08

APPENDIX C/ Lists of Sports

Varsity Sports

baseball (men's)
basketball (men's and women's)
cross country (men's and women's)
golf (men's and women's)
field hockey (women's)
lacrosse (men's and women's)
rowing (women's)
soccer (men's and women's)
softball (women's)
swimming/diving (men's and women's)
tennis (men's and women's)
volleyball (women's)

Club Sports

crew (men's)
equestrian (coed)
ice hockey (men's and women's)
karate (coed)
rugby (men's and women's)
ski and snowboard (coed)
volleyball (men's and women's)

Intramurals

Basketball
3x3 hoops
beach volleyball
billiards
field hockey
floor hockey
football (arena and flag)
frisbee golf
golf
lacrosse (indoor and outdoor)
racquetball
soccer (indoor and outdoor)
softball
sports trivia

table tennis
tennis
volleyball

Other Recreational Organizations

Cheerleading
Dance Ensemble (ballet, hip-hop, jazz, modern, tap)
Dance Team
Scuba Club
Surf Club
Ultimate Frisbee

APPENDIX D/ Athletic Terminology

All-America, All-American – When referring to the team, use All-America Team, use All-American when referring to an individual.

- *He was a High School All-American.*
- *Tom Werney, a Preseason All-America Team member, will captain the Stags this season.*

Arena, Webster Bank– Use the full name on first reference, after which either The Arena is acceptable.

Athletic Ticket Office – The office, which is within the Athletics Department, is responsible for the ticket sales for all athletic events. It should be capitalized.

baseball/softball

Typical terms:

- RBI (*sing. and plural*)
- hit and run (v.), hit-and-run (n., adj.); pinch hit (v), pinch-hit (n., adj.)
- left-hander (n.)
- at-bats
- bread-and-butter pitch (a pitcher's most reliable pitch)
- ground-rule double (This occurs when a ball is hit and lands fair, but then becomes unplayable because it leaves the field of play. The hitter must stop at second base.)
- backstop
- pitchout (when a pitcher intentionally pitches away from home plate in an effort to aid the catcher in throwing out a stealing base runner)
- passed ball (a pitch that is not caught by the catcher)
- line drive
- double play
- base on balls (another way to say walk)
- walkoff (a hit that ends a game, ie. walkoff single, a walkoff home run)
- home run
- twinbill, two-game set, doubleheader

basketball

Typical terms:

- field goal
- in the paint, in the key, in the lane (the area from the foul line to the basket)
- free throw, free-throw line
- charity stripe (the foul line)
- man-to-man defense, zone defense

- full-court press
- layup, jump shot, three-point attempt, three-pointer, dunk
- beyond the arc (a three-point attempt)

coach – Use lower case unless being used as a title.

- *Head Coach Andy Copelan announced the signing of five recruits.*
- *Andy Copelan is the head coach of the men’s lacrosse team.*

conference affiliations – Fairfield is a member of the Metro Atlantic Athletic Conference (MAAC) and the men’s lacrosse team, which plays in the Colonial Athletic Association (CAA).

cross country – No hyphen.

doubleG double – Is used whenever a player tallies doubles digits in any two statistical categories.

- *Deng Gai registered a double, double with 14 points and 10 rebounds.*
- *Janelle McManus tallied a double, double with 24 points while dishing out 11 assists.*

golf

Numbers:

- *He has a 3 handicap; a 3-handicap golfer*
- *A par-4 hole, a 7-under-par 64, the par-3 seventh hole*

high school – When used as part of the school’s name, it should be capitalized, otherwise it should be lowercase.

- *Jane Smith was a four-year letterwinner for the Solvay High School softball team.*
- *Following his high school career, he gave up swimming and focused on baseball.*

honors

Typical terms:

- All-League, All-County, All-Conference, All-Star
- MVP, Most Improved Player
- Player of the Year, Rookie of the Year, Defensive Player of the Year
- Player of the Week, Rookie of the Week
- All-Star Team, First Team All-League, All-OHSA Second Team

invitational – Capitalize when part of a title.

- *The women’s golf team will participate in the Third Annual Hoya Invitational.*
- *The men’s golf team played in five invitationals during the fall season.*

lacrosse

Typical terms:

- face off (v), faceoff (n., adj.)
- man-down goal, man-up goal
- hat trick (when one player scores three or more goals in a contest)
- in the crease (the circle that goes around the goal)
- the cage (the goal)
- between the pipes (the goal)
- long-stick midfielder, long-pole middie (a midfielder who uses a defensive stick)
- short-stick defensive midfielder, defensive middie (a midfielder who plays on the defensive line)

letterwinner

MAAC Championship/MAAC Tournament – The word championship and tournament should be capitalized because it is the official title of the event. It is not correct to say MAAC Conference Championship; the word conference is a part of the MAAC acronym.

- *Fairfield University hosted the 2004 MAAC Women’s Soccer Championship.*
- *The win gave the Stags the number one seed in the MAAC Tournament.*

MAAC honors – Capitalize the honor when being used as a title.

- *Fairfield swept the weekly MAAC honors as Meghan King was named Player of the Week, Janna Breitenwischer was selected Rookie of the Week and Brett Maron was chosen Defender of the Week.*
- *Cathy Dash was named First Team All-MAAC while Candice Lindsey was named All-MAAC Second Team.*
- *Beth Loffredo was named the MAAC Player of the Year and was a First Team All-MAAC selection.*

mascots – A team or university mascot may be used on second reference when discussing a team. A mascot name can stand-alone and does not need to be paired with a school name, unless it is a first reference. Fairfield University’s athletic teams are known as the Stags. While the term “Lady Stags” was used in the past to designate the women’s teams it SHOULD NOT be used to describe any of the current women’s teams (note: some schools do use the “Lady” designation).

- *Fairfield dropped an 11-10 heartbreaker to Manhattan College on Friday evening. Jenna Jones, who scored six goals and added one assist, led the Lady Jaspers.*

MVP – Most Valuable Player. Capitalized with no periods.

National Letter of Intent (s)/ National Letters of Intent (pl) – Capitalize. Can be shortened to NLI (s) or NLIs (pl) on second reference.

- *Fairfield received a National Letter of Intent from Jim Johnson, a 6-5 forward from Syracuse, N.Y. Johnson will join three other student-athletes who have already signed NLI's to play for the Stags.*
- *The Fairfield men's lacrosse team received seven National Letters of Intent during the early signing period.*

NCAA Championship/Tournament – The word championship and tournament should be capitalized in this use because it is the official title of the event.

- *Fairfield University served as the host of 2004 NCAA Division I Women's Basketball Championship First- and Second-Rounds.*
- *The Stags received their first NCAA Tournament berth in 1998 when they defeated Loyola, 78-76 in the MAAC Championship.*

numbers – Use AP style and spell out any number under 10. EXCEPT: listing a player's height.

- *Doug Soucy went three for five at the plate with two singles and a double.*
- *Meka Werts shot seven for 11 from the field, including a three for five performance from beyond the arc.*
- *Pete Vlahakis went 17 for 19 in face-of attempts.*
- *Sean Flynn, a 6-3 defender, gives the Stags a commanding presence on the back line.*

postseason – No hyphen.

preseason – No hyphen.

redshirt – A designation given to a student-athlete who has been granted a fifth-year of eligibility by the NCAA.

- *Tom Werney, a redshirt senior, has been named captain of the men's lacrosse team for the upcoming season.*

runner-up, runners-up

Senior Woman Administrator – This is an official title that is given to the most senior woman administrator within an Athletic Department.

soccer

Positions:

- forward, midfielder, defender, striker, sweeper, back
- goalkeeper, keeper (A soccer goalkeeper should NOT be referred to as a goalie or a goaltender.)

Typical terms:

- the pitch (the field), match (game)
- header, cross, throw-in, one-touch, flick, through ball

- far post (the goal post most distant from the ball)
- near post (the goal post nearest the ball)
- free kick, indirect free kick, corner, corner kick, penalty kick
- cross bar, in the box
- offside
- breakaway, one-on-one
- chip pass, chip shot (a ball that is lofted over the defenders head)
- hat trick (when one player scores three or more goals in a contest)
- volley (a kick that is made without the ball touching the ground)
- half-volley (a kick that is made just as the ball is rebounding off the ground)
- tackle, poke tackle, slide tackle (to take the ball away from the opposing player)
- wall (A tactical maneuver in which players stand as a line to protect the goal against a free kick.)

Sport clubs – Sport clubs differ from varsity athletics as they are not a part of Athletics Department at Fairfield University, but fall under the Department of Recreation. Likewise, each team is organized and managed by students with guidance from the Director of Sport Clubs. See Appendix H for a list.

student-athlete, student-athletes

swimming

Typical terms:

- 400-meter breaststroke (on first reference), 400 breast (on second reference)
- 200-yard medley relay
- 200 IM

tennis

Scores:

- *At No. 1 singles John Smith defeated Jim Johnson 6-0, 3-6, 6-4*
- *At No. 2 singles Jim Jackson defeated Jason Jones 6-0, 7-6 (11-9)*
- *Down 40-love, Jackson rallied four-straight points to pull even.*
- *At deuce, Smith served two-straight aces to take the game.*

Typical terms:

- Cross-court
- No. 1 singles player

triple-double: Used when a player tallies double-digits in any three statistical categories.

- *Ashley Hanohano registered a triple-double with 20 assists, 12 digs and 10 kills.*
- *Deng Gai had his first career triple-double with 22 points, 15 rebounds and 11 blocks.*

volleyball

Positions:

- libero, defensive specialist
- outside hitter, right side hitter
- middle blocker, middle hitter
- setter

Typical terms:

- dig, set, attack, kill, ace, dink
- back-row, front-row
- back-row attack
- jump serve

APPENDIX E /States

When Standing Alone or In Formal Invitations	In Text	In Addresses and Tabular Material
Alabama	Ala.	AL
Alaska	Alaska	AK
Arizona	Ariz.	AZ
Arkansas	Ark.	AR
California	Calif.	CA
Colorado	Colo.	CO
Connecticut	Conn.	CT
Delaware	Del.	DE
Florida	Fla.	FL
Georgia	Ga.	GA
Hawaii	Hawaii	HI
Idaho	Idaho	ID
Illinois	Ill.	IL
Indiana	Ind.	IN
Iowa	Iowa	IA
Kansas	Kan.	KS
Kentucky	Ky.	KY
Louisiana	La.	LA
Maine	Maine	ME
Maryland	Md.	MD
Massachusetts	Mass.	MA
Michigan	Mich.	MI
Minnesota	Minn.	MN
Mississippi	Miss.	MS
Missouri	Mo.	MO
Montana	Mont.	MT
Ohio	Ohio	OH
Nebraska	Neb.	NE
Nevada	Nev.	NV
New Hampshire	N.H.	NH
New Jersey	N.J.	NJ
New Mexico	N.Mex.	NM
New York	N.Y.	NY
North Carolina	N.C.	NC
North Dakota	N.D.	ND
Oklahoma	Okla.	OK
Oregon	Ore.	OR
Pennsylvania	Pa.	PA

When Standing Alone or In Formal Invitations	In Text	In Addresses and Tabular Material
Rhode Island	R.I.	RI
South Carolina	S.C.	SC
South Dakota	S.D.	SD
Tennessee	Tenn.	TN
Texas	Texas	TX
Utah	Utah	UT
Vermont	Vt.	VT
Virginia	Va.	VA
Washington	Wash.	WA
West Virginia	W. Va.	WV
Wisconsin	Wis.	WI
Wyoming	Wyo.	WY

APPENDIX F

Jesuit background and terminology/ Other religious terminology

(Much of the information that follows was adapted from *Do You Speak Ignatian? A Glossary of Terms Used in Ignatian and Jesuit Circles*, Xavier University)

A.M.D.G. – *Ad Majorem Dei Gloriam* (Latin) – This motto of the Society of Jesus means: *for the greater glory of God.*

discernment – A process for making choices in the context of Christian faith, when the option is between several choices, each potentially good. In the Ignatian* model, this involves prayer, reflection, and conversations with others, with attention given both to the rational (weighing the pros and cons) and the affective (feelings, emotions, and desires).

Ignatian – An adjective derived from the noun *Ignatius* (of Loyola). Note the proper spelling: **Ignatian**.

Ignatius of Loyola (1491-1556) – He was the youngest child of a noble Basque family fiercely loyal to the Spanish crown. Raised to be a courtier, he was trying to defend the fortress town of Pamplona in 1521 when a French cannonball shattered his leg. During a long convalescence, he found himself drawn to spiritual reading, specifically the illustrated life of Jesus. After his recovery, Ignatius set out for the Holy Land to realize his dream of converting the infidel. Slightly more than a year later, he realized that he needed an education to be able to *help souls*, and began attending school in Barcelona with boys a quarter of his age before moving on to other Spanish university cities. In each, he was imprisoned and interrogated for speaking to people about spiritual matters without a theology degree or priestly ordination.

Turning his back on his homeland, Ignatius went to the University of Paris, then the foremost university of its time. After five years he received a master of arts degree. After graduating, Ignatius, Francis Xavier, and Peter Faber joined together to form the apostolic community that would become the Society of Jesus. Unanimously elected superior by his companions, Ignatius spent the last 16 years of his life in Rome directing the fledgling order, while others traveled across Europe, the Far East, and eventually the New World, founding schools as a means of helping people to find God in all things.

IHS – The first three letters, in Greek, of the name Jesus. These letters appear as a symbol on the official seal of the Society of Jesus.

Jesuit – Noun: a member of the Society of Jesus. Adjective: pertaining to the Society of Jesus.

magis – Latin for *more*. The spirit of generous excellence in which ministry and life are to be carried out, always striving for the greater good, the greater glory of God (similar in concept to the business practice of continuous quality improvement).

men and women for others – In an ideal world, what alumni of Jesuit schools should be. In the words of Joseph MacDonnell, S.J., professor of mathematics at Fairfield University: “Our hope is that students leave here wanting for others the same good things they want for themselves.” The current Jesuit leader, Peter-Hans Kolvenbach, describes it as teaching students to make “no significant decision without first thinking of how it would impact the least in society.” [the poor, the marginal, those who have no voice]

mens sano in corpore sano – Latin for *a sound mind in a sound body*, often used to affirm the importance of athletics and physical recreational as integral to the development of the whole person.

service of faith and the promotion of justice – At a 1975 assembly, the Society of Jesus adopted as a hallmark of any ministry called Jesuit: the *service in faith* of which *the promotion of justice* is an absolute requirement. In other words, Jesuit education should aspire to help students move toward a mature and intellectually adult faith, enabling them to develop a disciplined sensitivity toward the suffering of our world, and a will to act for the transformation of unjust social structures that cause that suffering.

The Society of Jesus – A Catholic religious order of men founded in 1540 by Ignatius of Loyola and a small group of his multinational *friends in the Lord*. They saw their mission as one of being available to go anywhere and do anything to *help souls*, especially where the need was greatest. Today, Jesuit priests and brothers minister in nearly every country of the world.

the Spiritual Exercises – An organized series of spiritual exercises put together by Ignatius of Loyola from his own personal experience and that of others to whom he listened. They invite the *retreatant* or *exercitant* to meditate on the central aspects of Christian faith and contemplate (imaginatively enter into) the life, death, and resurrection of Jesus.

The Spiritual Exercises is a handbook to help the guide who coaches a person engaged in *making the Exercises*. The goal is the attainment of spiritual freedom – the power to act, not out of social pressure or personal compulsion, but out of the promptings of God’s spirit in the deepest core of one’s being.

The Spiritual Exercises take 30 days of focused, directed prayer. Realizing that most people cannot disengage from life to do this, Ignatius adapted the *Exercises* so it is possible to make the full Exercises part-time over a period of six to nine months.

Religious Terminology

archdiocese – Lowercase when it stands alone; capitalize as part of a proper noun.

capitalized words – The following words are always capitalized.

Blessed Sacrament	Blessed Virgin	Eucharistic minister
Latin Rite	Lent	Lord's Supper
Mass	New Testament	Scripture, Scriptures

Bible – Capitalize, in regular type and without quotation marks, when referring to the Scriptures in the Old Testament or the New Testament. Capitalize related terms: the Gospels, the Scriptures, the Holy Scriptures, the Gospel of John. Lowercase *biblical* in all uses and *bible* when used in a non-religious sense. Avoid abbreviating the names of individual books of the Bible. To cite chapter and verse, use the following format: Psalms 23, Job 2:1-5.

catholic, Catholic –

On first reference, use *Roman Catholic, Roman Catholic Church, or Roman Catholicism* when referring to the denomination of which the Society of Jesus, is a part.

On second reference, use *Catholic, Catholic Church, the Church, or Catholicism*, unless context demands that you make a distinction between Roman Catholics and other Catholic faiths.

Lowercase catholic when it is used to mean general or universal.

diocese – Capitalize as part of a proper name; lowercase all other uses. Fairfield is part of the Bridgeport Diocese.

God – Capitalize *God* in references to the deity of all monotheistic religions and in all noun references. Lowercase personal pronouns referring to God.

Lowercase all references to deities of polytheistic religions and references to false gods.

God the Father	Holy Ghost	Holy Spirit
----------------	------------	-------------

Gospel, Gospels, gospel – Capitalize when referring to any or all of the first four books of the New Testament. Lowercase in other references.

Jesus, Jesus Christ, Christ

Jewish holy days – The High Holy Days are Rosh Hashana and Yom Kippur. Other holy days include: Hanukkah, Passover, Purim, Shavuot, and Sukkot. All Jewish holy days and the Jewish Sabbath start at sunset before the day marked on most calendars.



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