St. Bonaventure University Writing Style Guide

This Writing Style Guide was created as a tool for anyone writing for print or electronic publications on behalf of St. Bonaventure University. We hope it is a valuable source of information for writers and editors anywhere on campus.

It borrows heavily from the Associated Press Stylebook. We recommend this guide as a companion piece to the AP Stylebook, which is updated yearly and available at the University Bookstore. Both guides have the same goal: to provide a uniform presentation of the printed word. Both will help make you a better writer and help achieve consistency in university-generated print and electronic publications.

The St. Bonaventure University Writing Style Guide will help answer writing style questions specific to our university: How do I spell Devereux? Do I abbreviate —father! and —sister! when used as religious titles? What is the Gaudete Medal? What schools are members of the Atlantic 10 Athletic Conference?

We hope you find the guide helpful. Keep in mind that it is a work in progress; old information is routinely deleted and new information added. And we welcome your help in keeping the guide current. Let us know if there is an omission that needs to be addressed or misinformation that needs to be corrected.

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academic degrees
use an apostrophe and lowercase degrees when not attached to the field: bachelor’s
degree, master’s degree.
When writing out the full name of degrees, no apostrophe is used: bachelor of arts degree
in English, master of science degree.
Also: associate degree (no possessive).
When using degree abbreviations after a name, set off by commas. Never precede a name
with a courtesy title for an academic degree and follow it with the abbreviation for the
degree in the same reference: “Dr. Howard White, Ph.D.” (wrong).
Use periods in abbreviations of degrees: B.A., M.B.A., M.S., M.D., and Ph.D.

academic departments
Proper style is to write Department of … and to uppercase when referring to specific
departments at St. Bonaventure, even if the name of the university is only implied:
Department of History, Department of Chemistry, etc. (This varies from the AP rule.)

Academic Programs (Undergraduate)
School of Business
  Accounting/4+1 MBA
  Finance
  Industrial Management
  Management
  Marketing

Jandoli School of Communication
  Journalism & Mass Communication
  Strategic Communication & Digital Media

School of Education
  Childhood Studies
  Elementary Education
  Elementary Education/Early Childhood
  Elementary Education/Children With Disabilities
  Physical Education
  Sport Studies

Sciences (School of Arts & Sciences)
  Biology
  Biochemistry
  Chemistry
  Computer Science
  Engineering Physics
  Environmental Studies
  Mathematics
Physics
Psychology

Liberal Arts (School of Arts & Sciences)
Classical Languages
English
French
History
Modern Languages
Philosophy
Political Science
Professional & Creative Writing
Psychology
Sociology
Spanish
Theology

Visual & Performing Arts (School of Arts & Sciences)
Art History
Music
Theater
Visual Arts

Multidisciplinary & Special Programs
Bioinformatics
Individualized Major
International Studies
Military Science (Army ROTC)
Nonviolence
Women’s Studies

Combined Degree Programs
Medicine (M.D.):
George Washington University School of Medicine 4+4 B.S./B.A.-M.D.
George Washington University School of Medicine Early Assurance Program
SUNY Upstate College of Medicine 4+4 B.S./B.A.-M.D.
SUNY Upstate College of Medicine Early Assurance Program

Medicine (D.O.)
Lake Erie College of Osteopathic Medicine (LECOM) 4+4 B.S./B./A.-D.O
LECOM Accelerated 3+4 B.S.-D.O.

Dentistry
University at Buffalo (UB) School of Dental Medicine 3+4 accelerated B.S.-D.D.S.
LECOM School of Dental Medicine 4+4 B.S.-D.M.D.
Pharmacy
UB School of Pharmacy & Pharmaceutical Sciences 3+4 B.S.-Pharm. D.S.
LECOM School of Pharmacy 3+3 accelerated B.S.-Pharm. D.

Doctor of Physical Therapy
Daemen College Department of Physical Therapy 3+3 accelerated B.S.-D.P.T.
St. Francis (Pa.) University Department of Physical Therapy 4+3 B.S.-D.P.T.

Academic Programs (Graduate)

School of Arts & Sciences
M.A. English

School of Business
Master of Business Administration (MBA); available on campus and online

School of Education
Master of Science in Education:
Differentiated Instruction
Differentiated Instruction – Students with Disabilities
Counselor Education (Clinical Mental Health)
Counselor Education (School)
Counselor Education (Rehabilitation)
Educational Leadership (includes S.B.L)
Literacy – Childhood (Birth-Grade 6)
Literacy – Adolescent (Grades 5-12)
Adolescent Education (Grades 7-12)

Master of Science
Counselor Education (Clinical Mental Health)

Jandoli School of Communication
M.A. Integrated Marketing Communications (on campus and online)
M.A. Strategic Leadership

Certification Programs (Graduate)
School of Education
Educational Leadership
School District Leader (N.Y.)
School Building Leader (N.Y.)

Advanced Certificate of Specialization
Counselor Education (School)
Differentiated Instruction
academic titles
Capitalize and spell out formal titles — professor, dean, chairperson — when they precede a name. Lowercase elsewhere. When referencing members of a university academic department in text, always include on first reference their department title: Roger Smith, associate professor of chemistry ... (The appropriate titles can be found in the current St. Bonaventure University undergraduate catalog).

accept, except
Accept means to receive. Except means to exclude.

accommodate (correct spelling)

acronyms
Acceptable on second and subsequent references if given in parentheses after a first spelled-out use: The Campus Activities Board (CAB) held its first meeting today. The next CAB meeting will take place in two weeks. Acceptable without first spelling out if initials are widely recognized (e.g., SAT, CEO, FBI, NCAA). Do not put in parentheses after a first spelled-out use if the organization will not be mentioned again.

acting
Always lowercase, but capitalize any formal title that may follow before a name: acting Vice President James Brown.

addresses
Use the abbreviations Ave., Blvd. and St. only with a numbered address: 1600 Pennsylvania Ave. Spell them out and capitalize when part of a formal street name without a number: Pennsylvania Avenue. Lowercase and spell out when used alone or with more than one street name: Massachusetts and Pennsylvania avenues.
All similar words (alley, drive, road, terrace, etc.) always are spelled out. Capitalize them when part of a formal name without a number; lowercase when used alone or with two or more names.
Always use figures for an address number: 9 Morningside Circle.
Spell out and capitalize First through Ninth when used as street names; use figures with two letters for 10th and above: 7 Fifth Ave., 100 21st St.
Abbreviate compass points used to indicate directional ends of a street or quadrants of a city in a numbered address: 222 E. 42nd St., 562 W. 43rd St., 600 K St. N.W. Do not abbreviate if the house or business number is omitted: East 42nd Street, West 43rd Street, K Street Northwest.

addresses in running text
List the full name of a city followed by the abbreviated state. State abbreviations in running text differ from ZIP code abbreviations (in parentheses). State abbreviations should be offset by commas. State abbreviations are:

N.D. (ND)  Okla. (OK)  Ore. (OR)  Pa. (PA)  R.I. (RI)  S.C. (SC)  S.D. (SD)

Use the two-letter Postal Service abbreviations only with full addresses, including ZIP code.

These are the ZIP abbreviations for the eight states not abbreviated in datelines or text:

AK (Alaska)  ID (Idaho)  ME (Maine)  TX (Texas)  HI (Hawaii)  IA (Iowa)
OH (Ohio)  UT (Utah)

**adjunct**
Someone who teaches at the university but is not a full-time faculty member.

**administration**
Lowercase: the administration, the president’s administration.

**administrator**
Never abbreviate. Capitalize when used as a formal title before a name.

**Admissions, Office of**
Please note there is an “s” at the end: Admissions.

**adviser**
not advisor

**affect, effect**
Affect, as a verb, means to influence: The game will affect the standings.
Affect, as a noun, is best avoided. It occasionally is used in psychology to describe an emotion, but there is no need for it in everyday language.

Effect, as a verb, means to cause: He will effect many changes in the company.
Effect, as a noun, means result: The effect was overwhelming.

**All-Conference, All-America, All-Atlantic 10, All A-10**

**Allegany**
It’s Allegany, N.Y., and Allegany County, but it’s the Allegheny Mountains, the Allegheny River and the Allegheny River Valley Trail.

**alumnus, alumni, alumna, alumnae**
Use alumnus (alumni in the plural) when referring to a man who has attended a school.
Use alumna (alumnae in the plural) for similar references to a woman. Use alumni when referring to a group of men and women.
When referencing alumni of the university, always follow the name of the individual with an apostrophe and the last two digits of the graduation year: “Dennis Brown, ’76, was elected...”

a.m., p.m.
Lowercase, with periods. Avoid the redundant 10 a.m. this morning.

annual scholarship
Annual scholarships are gifts that are used completely during the year received. They are distributed to students in the form of financial aid. (See Students First.)

among/between
Among is used with three or more items; between is used with two items.

apostrophes
- Do not use to form plurals (1970s, not 1970’s) except in the cases of single letters: straight A’s.
- Possessives of plural nouns not ending in “s” are formed by adding an apostrophe and an “s”: women’s studies, children’s studies.
- Possessives of plural nouns ending in “s” are formed by adding an apostrophe only: the horses’ food.
- Possessives of nouns plural in form, singular in meaning are formed by adding only an apostrophe: measles’ effects
- Possessives of singular nouns not ending in “s” are formed by adding an apostrophe and an “s”: the student’s computer.
- Possessives of singular proper nouns ending in “s” are formed by adding only an apostrophe: Francis’ book, Tennessee Williams’ plays.

Descriptive Phrases: Do not add an apostrophe to a word ending in “s” when it is used primarily in a descriptive sense: citizens band radio, a Cincinnati Reds infielder, a teachers college, a Teamsters request, a writers guide.

MEMORY AID: The apostrophe usually is not used if for or by rather than of would be appropriate in the longer form: a radio band for citizens, a college for teachers, a guide for writers, a request by the Teamsters.

area codes
Use parentheses and space instead of a hyphen to separate: (716) 375-2000.

Assisi Society
Part of the prestigious Devereux Giving Society, the Assisi Society recognizes university benefactors who give between $2,000 and $4,999 in a fiscal year.
**Athletics Hall of Fame**

At the south end of the Reilly Center, this area houses plaques honoring Athletics Hall of Fame members and other sports memorabilia. It also features an observatory room overlooking the Reilly Center Arena. *NOT Hall of Fame room.*

**Atlantic 10**

The varsity athletic conference to which St. Bonaventure University belongs. Other members of the A-10 include: Davidson College, University of Dayton, Duquesne University, Fordham University, George Mason University, George Washington University, La Salle University, University of Massachusetts, University of Rhode Island, University of Richmond, Saint Joseph’s University, Saint Louis University and Virginia Commonwealth University.

**attribution**

Always attribute information and quotes; it gives a point of reference. The source of information can be as critical as the information itself.

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**B**

**baccalaureate**

The degree of bachelor conferred by universities and colleges; lowercase. Religious service held before graduation ceremonies. Capitalize when referring to a specific service: *Fr. Dan Riley, O.F.M., will preside at St. Bonaventure’s Baccalaureate Mass.*

**bachelor’s degree – see academic degrees**

**Bell Tower**

Located adjacent to the University Chapel, the Bell Tower was dedicated on July 16, 1961. A gift from the late Fr. Bill Warren, ’60, and his family, the tower embodies the university’s Catholic roots with its three bells, the topmost dedicated to Mary, Queen of the Order of Friars Minor; the second, to St. Francis of Assisi; and the third, to St. Bonaventure, patron of the university. At the top of all three is the cross, reminding us of Christ.

**Bell Tower Club**

The Bell Tower Club recognizes university benefactors who give between $100 and $249 during the fiscal year.

**biweekly/bimonthly**

Means once every two weeks/months. Semimonthly means twice a month. AP Stylebook rules for prefixes apply, but in general, no hyphen with “bi” or “semi”.
Bob Lanier Court
The name of the basketball court in Reilly Center Arena, dedicated in Lanier’s name in a ceremony in October 2007. Lanier, a member of the Basketball Hall of Fame, led St. Bonaventure to the NCAA Final Four in 1969-70.

Board of Trustees
Always capitalize when referring to St. Bonaventure University Board of Trustees. A list of current members can be found in the current university catalog and on the university website.

Bona and Bona’s (informal references)
Acceptable in certain references to the university. Bona is the adjective form: His jacket was Bona brown. Bona’s is a noun: I graduated from Bona’s.

Bonaventure Fund, The
The Bonaventure Fund serves as the foundation for the university’s fundraising program. While all giving to the university is valued, there is nothing more important than The Bonaventure Fund, which transitions gifts of all sizes into support for St. Bonaventure’s most pressing needs.

Bona Venture, The
Produced by students and published weekly, The Bona Venture has been ranked as one of the top college newspapers in the nation. Always, The Bona Venture.

Bonadieu
St. Bonaventure University’s yearbook.

Bonaventure, The Magazine of St. Bonaventure University
A magazine for alumni and friends of St. Bonaventure University published twice a year. The full-color magazine, first published in Fall/Winter ’08, replaced BonAlumnus, a newspaper-style publication.

Bonnies
Official nickname of St. Bonaventure University athletics.

book references
See composition titles entry.

Buffalo Center
The St. Bonaventure Buffalo Center at Hilbert College in Hamburg, N.Y., provides several graduate degree programs in a convenient weekend format.

buildings and spaces on campus
As a general rule, capitalize campus buildings that have a formal, given name, including the word building if it is an integral part of the proper name: the Empire State Building. (Some descriptions listed under separate specific building entries.)
Butler Gymnasium

Built in 1916, Butler Gym was originally used by the university’s basketball team. It is now used primarily as a practice facility and for other group activities.
Café La Verna

This 5,500-square-foot addition to Hickey Dining Hall in the Magnano Centre, named by students in a campuswide contest, opened in May of 2007. La Verna is the name of the mountain retreat given to St. Francis and his brothers. It is a place to which Francis returned frequently and where Saint Bonaventure wrote the “Itinerarium,” the fundamental text for the Intellectual Journey course and the Clare College core curriculum at St. Bonaventure.

campus

Do not capitalize

Campus Activities Board (CAB)

CAB (appropriate on second reference) is a student club in charge of bringing speakers and entertainment to campus and coordinating campus events.

capitalization

Capitalize schools, colleges, centers, departments and offices when referring specifically to St. Bonaventure University entities (even when St. Bonaventure University does not precede the reference): Clare College, The School of Arts and Sciences, the Franciscan Center for Social Concern, Department of Biology, Office of Student Life.

captions for photos

Always include a caption.
Use (left), (from left), or the like if there might be confusion about who’s who. Do not use a middle initial if the full name with initial is already in the story. Use full sentences to describe what’s happening where appropriate.

Cattaraugus County (correct spelling)

Center for Activities, Recreation and Leadership (CARL)

CARL is part of the Student Affairs division and provides students the opportunity to program and attend events on campus, participate in athletic and recreational activities, and grow through leadership opportunities. It is the centralized location for all recreation activities, club sports, student engagement and programming.

Century Society

Part of the prestigious Devereux Giving Society, the Century Society recognizes university benefactors who give between $100,000 and $499,999 during a fiscal year.

chair

Use instead of chairman or chairperson. Capitalize as part of a formal title before an individual’s name.
cities and towns
See addresses, datelines

Clare College
Established in 1996, it is the core curriculum for all SBU students.

Class of …
Do not capitalize: She is a member of the class of 1976.

class year
See alumni

clergy
The correct abbreviations for clergy of St. Bonaventure University:
Father — Fr.
Brother — Br.
Sister — Sr.
Mother — not abbreviated
Always include O.F.M., or O.S.F., where appropriate. Use only after full names, and set them off with commas: Fr. John Brown, O.F.M., Ph.D.

In running text on subsequent references, use the abbreviation with the person’s first name: Fr. John said 150 students attended the lecture.

Clubhouse Restaurant
Located across Route 417 from the campus, the Clubhouse serves lunch and dinner and is open to the community.

club sports
University club sports include:
Men: baseball, basketball, ice hockey, lacrosse, rugby, soccer and volleyball
Women: basketball, ice hockey, field hockey, lacrosse, rugby, soccer, softball, volleyball
Men & Women: running, ski racing

colleges and universities
Always spell out in full on first references.

commitment (correct spelling)

composition titles
Apply the following guidelines to book titles, computer game titles (but not software titles), movie titles, opera titles, play titles, poem titles, song titles, television program titles, and the titles of lectures, speeches and works of art: Put quotation marks around the names of all such works except the bible and books that are primarily catalogs of reference material. Do not put quotes around almanacs, directories, dictionaries, encyclopedias, gazetteers, handbooks and similar publications: The “CBS Evening
News,” “The Star-Spangled Banner,” “Gone with the Wind,” Encyclopedia Britannica. Do not place the name of a magazine in quotes and lowercase magazine unless it is part of the formal name: Harper’s Magazine, Newsweek magazine, Time magazine.

Contractions
Avoid excessive use of contractions.

copyedit
Always one word.

County
Capitalize when an integral part of a proper name: Allegany County.
Capitalize the full names of county governmental units: Cattaraugus County Legislature. Retain capitalization for the name of a county body if the proper noun is not needed in the context; lowercase the word county if it is used to distinguish an agency from state or federal counterparts: the Board of Supervisors, the county Board of Supervisors.
Lowercase the board, the department, etc. whenever they stand alone.

course names
Capitalize. Do not italicize.

currently
Avoid its use. It is redundant to write: “He is currently working on his capstone project.”

D

Dates
In running text, dates are listed by day, month, date, and year (if appropriate). When listing month and date, month generally becomes abbreviated: Jan. 19, 1999.

Do not use a comma between the month and the year alone; Please return your check by the December 2003 deadline.
Use numerals for decades: the 1970s; the ’70s. Note there is no apostrophe before the lowercase “s”.
When a full date is used in mid-sentence, the year must be set off by commas: Sally Smith was born on March 7, 1982, in Buffalo.

dateline (local)
The dateline for St. Bonaventure: ST. BONAVENTURE, N.Y.
Datelines  
Use AP style for datelines and state references. Include the state on the first reference to a city or town that requires identification; do not use the state on all subsequent references.

deadlines  
Critical; always be aware of when the release needs to go out, generally four to five days in advance if it’s a local release, 10 days to two weeks for regional releases.

decades  
When referencing specific decades, always use the numerical year with a lowercase “s” and no apostrophe: the 1970s.

degrees  
See academic degrees.

De La Roche Hall (William F. Walsh Science Center)  
Built in 1931 and renovated in 1975 and 2007-08, De La Roche was named for Dr. De La Roche d’Allion, one of the first men to discover oil in North America. This academic building houses the sciences including the following programs: chemistry, biochemistry, biology, physics, psychology, computer science, environmental science and medical technology. Also in the building, computer science maintains its own upper-division lab featuring Sun workstations, including a high-speed graphics station and equipment to support a parallel computation laboratory. (Note there are spaces in —De La Roche)  
The $13 million William F. Walsh Science Center, an addition to De La Roche, opened in the fall of 2008. See William F. Walsh Science Center.

Devereux Hall  
Built in 1929 and named for Western New York businessman Nicholas Devereux, “Dev” is the university’s oldest residence hall. It was renovated in 1999. Devereux Hall houses approximately 500 students. Garret Theater is located in Devereux Hall.

differ from, differ with  
To differ from means to be unlike. To differ with means to disagree.

doctorate/doctoral  
Doctorate is the degree name for a Doctor of Philosophy. Doctoral is an adjective; He earned a doctorate or he earned a doctoral degree.

Doyle Hall  
Formerly the home of Franciscan Friars, it was opened as a residence hall in 1986. Doyle Hall houses the registrar’s office, the Wellness Center, the University Chapel, the Department of History, the Robert R. Jones Board of Trustees Room and Dining Room, and the Teaching and Learning Center. The second, third and fourth floors are used as a residence hall.
Dresser Foundation Gallery
Located in The Regina A. Quick Center for the Arts, this gallery displays selected works from the University’s Permanent Collection.

Ellicottville (correct spelling)

Ellipsis
Three periods used to indicate missing or continuing text in a passage or publication.

email
Short form of electronic mail; NO hyphen and lowercase, as per AP Style.

entitled
Not a substitute for “titled;” see “titled”

exhibit/exhibition
To exhibit is a verb meaning to show externally or display. An exhibition is a noun meaning a public showing of, such as in art or athletics.

Enchanted Mountain Club
Part of the Devereux Giving Society, the Enchanted Mountain Club recognizes university benefactors who give between $250 and $499 during the fiscal year.

endowed scholarships
Endowed scholarships are gifts that are placed in the university’s endowment where they remain in perpetuity. Income earned from these gifts is awarded annually to deserving students in the form of financial aid. (See Students First.)

ext.
Abbreviation for citing university extension telephone numbers: ext. 2300.

Family Weekend
Capitalized. A weekend-long celebration held the last weekend in September.
Fidelity Society
Part of the prestigious Devereux Giving Society, the Fidelity Society recognizes university benefactors who give between $500,000 and $999,999 during a fiscal year.

Francis Hall
Francis Hall houses the offices of University Relations (Marketing and Communications), University Advancement (Alumni Services, Annual Fund) and, on Upper floors, residence rooms. The first floor includes a café as well as space for instruction in the visual arts.

Franciscan Friary
Completed in 1986, it is home to the Franciscan friars. The Friary includes a living room, dining room, chapel and bedrooms.

Franciscan Institute
Internationally acclaimed center of research, teaching and publication on the history, spirituality and intellectual tradition of the Franciscan movement. Located in the lower level of Friedsam Memorial Library, the Institute holds the finest collection of books, journals, special collections and manuscripts on Franciscan subjects in the Americas.

Franciscan order
Order of Friars Minor, abbreviated O.F.M., following a member’s name.

freshman
Freshman can be either a noun referring to a first-year student, or an adjective to describe a group or common characteristic of a freshman. Freshmen is a noun referring to a group of first-year students: He recently became a member of the freshman class; she was given a tour of campus along with the other freshmen.

Friary Chapel
Located in the Franciscan Friary; used as a site of weekday Eucharist.

Friedsam Memorial Library
Named for the late Col. Michael Friedsam, the library is a tri-level structure that contains more than 250,000 books, 1,300 periodical subscriptions and 60,000 bound periodical volumes, along with access to electronic sources either on CD-ROM, or online. A U.S. Government Depository Library, it also houses the Holy Name Library for the Franciscan Institute (formerly the Rare Books Addition), university archives and the Franciscan Institute. Friedsam also houses the offices of Technology Services and its Helpdesk.

Holy Name Library for the Franciscan Institute
Formally known as The Rare Books Addition, this climate-controlled 4,600-square-foot addition to Friedsam protects the university’s rare books collection. This library includes treasures gathered over more than a century including the most important collection of Franciscana in North America — more than 9,000 rare books and manuscripts dating from the 12th century. The structure's interior is a vault-like room with state-of-the-art
mechanical, electrical, security and fire-protection systems. The vault is surrounded by a glass-walled walkway.

fundraising, fundraiser
As per AP style, one word in all cases.

G

Garden Apartments (Gardens of Br. Leo)
The Garden Apartments house up to 96 students. Each six-person furnished apartment three bedrooms, two bathrooms, a living room, dining room and kitchen.

Garret Theater
Located on the first level of Devereux Hall in the old chapel wing. Note spelling.

Gaudete Medal
Awarded annually to business and community leaders who exemplify the philosophy, ideals and teachings of St. Francis of Assisi.

Glen of St. Clare
The Glen townhouse apartment complex is located to the west of Francis Hall.

Gobonnies.com
The official website of St. Bonaventure’s Department of Athletics

graduate/graduates/graduated
A class graduates; a student is graduated from a college, but does not graduate college.

GPA
Grade point average. GPA on second reference

grades
University grades are generally referenced on a 4.0 scale.

Greccio Society
Part of the prestigious Devereux Giving Society, the Greccio Society recognizes university benefactors who give between $5,000 and $9,999.

Grotto Society
Part of the prestigious Devereux Giving Society, the Grotto Society recognizes university benefactors who give between $1,000 and $1,999 during a fiscal year. The Young Alumni Grotto Society is designed for young alumni who have graduated in the last 10 years. To qualify for membership, graduates one to five years out must make a contribution of $250 or more; graduates six to 10 years out must contribute $500 or more.
headlines
On press releases, headlines should always be upper and lowercase and centered.

Hellinger Award, Mark
Established in 1960, the Mark Hellinger Award is presented annually to a senior in the Jandoli School of Communication who has demonstrated excellence and genuine promise in the field. It is one of several Media Excellence Awards presented annually.

HEOP
Arthur O. Eve Higher Education Opportunity Program. HEOP on second reference. Sponsored by New York state and host institutions, HEOP helps provide access to private colleges and universities for all New Yorkers.

Heritage Society
Part of the prestigious Devereux Giving Society, the Heritage Society recognizes University benefactors who give between $50,000 and $99,999 during a fiscal year.

Hickey Dining Hall (Alexander Hickey Memorial Dining Hall)
Located in Magnano Centre, Hickey is named for the first postmaster at SBU. Opened in 1930, it was renovated in 1986 and 2006. Hickey offers cafeteria-style dining. (See Magnano Centre.)

Holy Name Province
Franciscan order that serves primarily the eastern coast of the United States. One of the university’s founding provinces, its Provincialate is in New York City.

Hopkins Hall
Hopkins houses administrative offices, including that of the university president, provost, chief financial officer, business offices, as well as offices for Admissions, Financial Aid and Human Resources. Built in 1964 in the shape of a cross, Hopkins stands on the site of a former football stadium.

Holy Week
Always capitalize. Holy Week is the week before Easter.

honorary degrees
Honorary degrees awarded by St. Bonaventure:
• Doctor of Commercial Science (D.C.S.)
• Doctor of Humane Letters (L.H.D.)
• Doctor of Laws (L.L.D.)
• Doctor of Letters (Litt.D.)
• Doctor of Pedagogy (Pd.D.)
• Doctor of Science (Sc.D.)
International Student Association
An organization of American and international university students; ISA on second reference.

internet
Lowercase, as per AP Style. If an internet address falls at the end of a sentence, use a period. (If an address breaks between lines, split it directly before a slash or a dot that is part of the address, without an inserted hyphen.)

intramurals
In reference to St. Bonaventure University, always intramurals, never intermurals.

invitations
Invitations do not require end-of-line punctuation. Numbers greater than 10 may be spelled out. Street numbers may be spelled out. When including time, o'clock or :00 may be used.

J-K-L

Jandoli School of Communication
Formerly the Russell Jandoli School of Journalism and Mass Communication, the school’s name was changed in 2016 because “journalism is no longer the sole focus of what we offer our students, and the term ‘mass communication’ is too narrow to account for all the communication platforms in the world today,” said Dr. Pauline Hoffmann, dean. Producing top-notch writers and journalists is still an essential focus of the school’s curriculum. Undergraduate majors include Journalism/Mass Communication, Strategic Communication & Digital Media, and Professional and Creative Writing (offered collaboratively with the Department of English. The school also awards two graduate degrees: MA in Integrated Marketing Communications and MA in Strategic Leadership (an online program).

John J. Murphy Professional Building
Completed in 1982, The John J. Murphy Professional Building is a multi-purpose academic facility housing the Jandoli School of Communication, the 400-seat Dresser Auditorium, the Koop Broadcasting Lab, a computer lab, lecture classrooms, and offices for deans and faculty members. Murphy Professional Building acceptable on second reference. Murphy is the temporary home of University Ministries while its new home, the McGinley-Carney Center for Franciscan Ministry, is being built.

Joyce Field
Home to SBU Division I women’s softball, Joyce Field is part of the Tom ’80 & Michelle Marra Athletics Fields Complex located behind Reilly Center. Charles Joyce of Wellsville, N.Y., and his family, longtime benefactors of SBU, provided the lead gift for
a major renovation project in 2015 that included installation of a turf playing surface, a new scoreboard, backstop and perimeter fencing. Mr. Joyce is president and CEO of Otis Eastern Service LLC in Wellsville, which is one of the leading oil and gas pipeline construction companies in the northeast U.S.

Jr., Sr., III in names
Do not set off with commas: Sammy Davis Jr.; Hank Williams Sr.; John Jones III.

F. Donald Kenney Museum & Art Study Wing
Wing dedicated as part of the Regina A. Quick Center for the Arts on St. Patrick’s Day 2000. With this opening came two new galleries, creating a total of four exhibit halls; a prints and drawings/study room and support spaces. The museum and study wing was made possible through the generous contribution of the late F. Donald Kenney, a university trustee and arts patron.

Koop Broadcasting Lab
Part of the Jandoli School of Communication, the Koop Broadcasting Lab is a newsroom and television production studio located in the John J. Murphy Professional Building. It’s named for the late Bob Koop, a longtime anchor on WIVB-TV Channel 4 News in Buffalo. Facilities include a professional news set and anchor desk, a separate control room, digital camcorders, digital editing systems, production software and a digital on-screen graphics machine.

Laurel
The Laurel is the longest continually published college literary magazine in the Nation. Debuting in June 1899, it served what was then St. Bonaventure’s College as a literary magazine and college newspaper. The Laurel is published twice a year, in the fall and spring, and welcomes contributions of poetry, short fiction, nonfiction, photographs and other visual art from current and former students, current and former faculty, staff, administrators and members of the surrounding area.

La Verna Society
Part of the prestigious Devereux Giving Society, the La Verna Society recognizes university benefactors who give between $10,000 and $24,999 during the fiscal year.

Lenna Visiting Professor
The Lenna Endowed Visiting Professorship was established in 1990 through gifts from Betty Lenna-Fairbank and the late Reginald Lenna of Jamestown, N.Y.

location of St. Bonaventure University
St. Bonaventure is located in the town of Allegany, between the city of Olean and the village of Allegany, N.Y. For travelers on I-86, the Southern Tier Expressway, it is most easily accessible from exit 24.
Logos
See logos in addendum.

Loughlen Hall
A residence hall on the west side of campus and joined to Shay Hall by a common lounge area. Built in 1965 and renovated in 2006, Loughlen offers a conventional dormitory living arrangement with double-occupancy rooms and large common bathrooms.

M

Magnano Centre
The building housing Hickey Dining Hall, Café La Verna, the University Club and the Rathskeller. It is named after the late Olean businessman and philanthropist Louis Magnano and his widow, Patricia, in recognition of their $2 million donation to SBU.

Maintenance/Central Receiving Building
The maintenance department and central receiving/storeroom are located in the Maintenance/Central Receiving building.

Marra Athletics Fields Complex
See formal name: Tom ’80 & Michelle Marra Athletics Fields Complex.

Mass
Always capitalize when referring to a religious service.

mathematics
Math is an informal term while mathematics is the preferred formal term: Department of Mathematics.

McGinley-Carney Center for Franciscan Ministry
Home of University Ministries in the heart of campus, just north of Reilly Center. Ministries’ former home, the Thomas Merton Center, which stood on the same site, was razed to make was for the new McGinley-Carney Center. The building is named for SBU Trustee Emeritus Jack McGinley, ’65, whose family foundation donated $2.5 million for the project, and for former University President Sr. Margaret Carney, O.S.F., S.T.D. The University Board of Trustees unanimously approved McGinley’s request that Sr. Margaret’s name be included on the building as a tribute to the former president who retired in 2016 after leading the university for 12 years.

McGraw-Jennings Athletic Fields
Former name of the acreage behind Reilly Center accommodating home playing fields for baseball, softball, soccer, lacrosse and rugby, as well as club and intramural athletics contests. This area was renamed the Tom ’80 and Michelle Marra Athletics Fields Complex in 2014. It includes the soccer/lacrosse/rugby field (for which a naming opportunity exists) as well as Joyce Field, home field for women’s softball; and Fred Handler Park at McGraw-Jennings Field, home field for men’s baseball. John McGraw
and Hugh Jennings, both members of the Baseball Hall of Fame, coached baseball at St. Bonaventure between 1892 and 1895 and attended the university during the off-seasons of their professional baseball careers.

**Merton’s Heart Club**
Recognizes university benefactors who give between $500 and $999 in a fiscal year.

**military titles**
Abbreviate military titles when preceding an individual’s name. See AP Stylebook under “military titles.”

**Millennium Society**
Part of the prestigious Devereux Giving Society, the Millennium Society recognizes university benefactors who give $1 million or more in a fiscal year.

**months**
In running text, months are abbreviated when connected with the date. Do not abbreviate March, April, May, June or July: *At a presentation on Jan. 29, 2010...*

(more)
Found at the bottom of a press release if there is more information on another page.

**Mt. Irenaeus**
Franciscan retreat located in the hills of neighboring Allegany County, about a 35-minute drive from campus. It is home to the friars of Holy Name Province. Named after the late Fr. Irenaeus Herscher, O.F.M., a longtime university librarian, The Mountain (an acceptable reference) celebrated its 25th anniversary in 2009-10. Learn more at [http://www.mounti.com](http://www.mounti.com).

**National Alumni Association Board**
The National Alumni Association Board (NAAB) is composed of alumni from various class years, professions and geographic areas. The NAAB provides recommendations to the university, and serves as an advisory board to the alumni office. Members meet three times each year and are elected to two-year terms.

**newspaper names**
Capitalize “The” in a newspaper’s name if that is the way the publication prefers to be known; *The Bona Venture, The Buffalo News.*

**numbers**
• Spell out one through nine; use numerals for 10 and above.
• Spell out first through ninth; thereafter, 10th, 11th, etc.;
• use two letters with 22nd, 23rd, etc.
• Use numerals with percent (1 percent), dollar sign ($3), temperature (6 degrees),
scores (7-3), page (page 2), room (room 9), and chapter (chapter 6).

- Numbers beginning a sentence are always spelled out, unless it’s a year.
- For figures greater than 999,999, use million or billion: 2.3 million, 4 billion.

O

office
Capitalize when part of a formal title: St. Bonaventure University Office of Marketing and Community Relations; but, the marketing office.

O.F.M.
Order of Friars Minor; follows the name of a male Franciscan clergy. It’s set off by a comma from the friar’s name and preceded and followed by a comma in running text.

O.S.F.
Order of St. Francis; always follows name of female Franciscan clergy. See O.F.M. entry.

online
One word

over
It generally refers to spatial relationships: The plane flew over the city. “More than” is preferred with numerals: Their salaries went up more than $20 a week.

P

Paul W. Beltz Gallery
Located in The Regina A. Quick Center for the Arts, this gallery displays the university’s art collection and is named after Buffalo attorney Paul Beltz.

Plassmann Hall
Named for Fr. Thomas Plassmann, O.F.M., the 11th university president, Plassmann was built in 1958 and houses the offices of the School of Arts and Sciences and the School of Education. It contains classrooms, offices, seminar rooms and a unique modern language laboratory and a high-tech “Classroom of the Future.” A contemporary two-story annex is located at the rear of the building. Each Opening Mass is held on the steps of Plassmann Hall, weather permitting.

president
Capitalize only as a formal title before a name: President Jack Ryan; lowercase otherwise: The president adjourned the meeting.
**press releases (news releases)**

Releases are issued by the university to disseminate information to administration, faculty, staff and newsgathering organizations. They should include:

- Headlines in all upper and lowercase, centered;
- Dateline followed by long dash;
- If more than one page, *(more)* should be at the end of the first page;
- Use — 30 — to signify end of release.

**professor**

Never abbreviate. Capitalize when used as a formal title before a full name. Do not continue in second reference unless part of a quotation.

**Province of the Immaculate Conception**

Based in New York City, the province has more than 200 friars in service in the Northeast, Canada and Central America. It is one of the university’s founding provinces.

**Q-R**

**Rathskeller**

Located under Hickey Dining Hall in the Magnano Centre, the Rathskeller provides social activities such as dancing, films and games; also provides food and beverages. *(Note: Rathskeller, not Rathskellar)*

**Regina A. Quick Center for the Arts**

Completed in 1995, this $7 million facility is home to a 321-seat Rigas Family Theater, visual arts instructional spaces, art galleries for the university’s art collection and visiting artists’ exhibits, and The Loft, a multi-purpose space used for many campus events. The F. Donald Kenney Museum and Art Study Wing, which opened in March 2001, created additional galleries, a study room and support spaces. On first reference, always *The Regina A. Quick Center for the Arts;* on second reference, *The Quick Center.* Center staff have begun to use the shortened QAC (Quick Arts Center), which is also acceptable. The Quick Center, in conjunction with the Friends of Good Music, a private music appreciation group, offers an annual concert series.

**Reilly Center**

The Reilly Center, or RC, was completed in 1966 and named in honor of Mike Reilly, former university football and basketball coach. St. Bonaventure’s largest building, the RC houses a 5,780-seat arena overlooking Bob Lanier Court, home of the men’s and women’s D-I basketball teams. Also in the RC is the Athletics Hall of Fame, a swimming pool, locker rooms, athletic training and conditioning facilities, the St. Bonaventure Post Office, a snack bar, the University Bookstore, the RC Ticket Office, campus radio station 88.3 The Buzz, as well as the offices of the Reserve Officers’ Training Corps (ROTC), Athletics, Student Affairs, student and staff ID, the Career and Professional Readiness Center, the Office of International Studies, the Higher Education Opportunity Program (HEOP), and the Office of Residential Living.
Sandra A. and William L. Richter Center
This $6 million state-of-the-art recreation facility opened in September 2004. The facility features three basketball courts, a running/walking track, racquetball/squash/wallyball courts, an aerobics room, a recreational area for roller hockey, a weight room, a cardiovascular fitness room, locker rooms, an equipment check-out station, a reception area, a juice bar, a climbing wall, and classes in yoga, pilates and more. The Richter Center is acceptable on second reference.

Rigas Family Theater
Located in The Regina A. Quick Center for the Arts and made possible through funding of the John R. Rigas family, the theater seats 321 people.

Robinson Hall
Robinson Hall is a centrally located residence hall next to Falconio Hall. The two were formerly connected by a common lounge, which was razed to create an outdoor common area and walkway to The Sandra A. and William L. Richter Center. Rob (acceptable on second reference) houses the offices for Clare College, Safety and Security Services, The Bona Venture (student newspaper), and Event Management.

room
Lowercase unless a specific room is specified: Room 102, San Damiano Room, Jim Bishop Room. Drop room when identifying by building name and number: Plassmann 111, Murphy 102.

ROTC
Army Reserve Officers’ Training Corps. ROTC acceptable On all references, ROTC. The University ROTC, the Seneca Battalion, is located in the lower level of Reilly Center.

Russell J. Jandoli School of Journalism and Mass Communication
Former name of the Jandoli School of Communication. See Jandoli School of Communication.

S

SBU

SBU Theater
The university’s faculty-directed production company, SBU Theater presents contemporary and classical plays (and the occasional musical) in two theaters, the Rigas Family Theater in the Regina A. Quick Center for the Arts, and Garret Theater in Devereux Hall. Auditions or SBU Theater are open to all members of the SBU community.
San Damiano Cross
The San Damiano Cross is a reproduction of the crucifix in a little chapel in San Damiano, near Assisi, through which God told St. Francis to rebuild the church in 1205. The cross is a painting containing images of Christ’s passion, death, resurrection and ascension. Franciscans cherish the cross as their symbol of their mission from God.

San Damiano Room
Located in Francis Hall, the San Damiano Room was formerly the Francis Hall Chapel. Remodeled in the summer of 2003, this space serves as the primary home of the Clare College University Forum course. It was decommissioned as a chapel at that time and is now a multi-purpose use space.

San Damiano Society
Part of the prestigious Devereux Giving Society, the San Damiano Society recognizes university benefactors who give between $25,000 and $49,999 during a fiscal year.

schools
The different schools within the university are:
- Jandoli School of Communication
- School of Arts and Sciences
- School of Business
- School of Education
- School of Franciscan Studies
- School of Graduate Studies

seasons
Lowercase unless part of a formal title:
SBU Winter Concert.
She just completed her spring semester of college.

Seraphim Legacy Society
The Seraphim Legacy Society recognizes and honors individuals who have made provisions for St. Bonaventure University in their will, trust or other long-term plans.

Shay Hall
A residence hall on the west side of campus and joined to Loughlen Hall by a common lounge area. Built in 1965 and renovated in 2006, Shay offers a suite configuration, with two double-occupancy rooms joined by a bathroom.

Shay-Lo
A common and acceptable reference for Shay and Loughlen halls when referring to both residence halls. Joined by a large common lounge area, the halls give the appearance of being the same building.
St. Bonaventure University
The university, first known as St. Bonaventure’s College, was founded in 1858, three years after a young Franciscan from Italy, Pamphilo da Magliano, and three other friars came to Western New York at the invitation of John Timon, bishop of Buffalo, and Utica landowner Nicholas Devereux to establish a Catholic college and seminary. They formed the nucleus of the group of friars who created St. Bonaventure’s College. On Oct. 4, 1858, the Feast of St. Francis, the formal dedication of the new school was held on the tract of land donated by Devereux. It was then that the College was named after St. Bonaventure of Bagnoregio, the patron of Franciscan Studies and Learning. St. Bonaventure’s College held its first commencement exercise in June 1860, graduating a class of 15 students.

Use the entire name – St. Bonaventure University – on first reference; second references as St. Bonaventure or the university are acceptable.

Always abbreviate St.; never use —Saint Bonaventure.

St. Joseph’s Oratory
Iconic round brick, stand-alone shrine in the heart of campus constructed in 1927 and renovated in 2016 into a Eucharistic Adoration Chapel that is open to students 24/7.

student-athlete
Any student who is a member of a varsity athletic team.

students
When referencing students in an article, identification should include full name, class year, major and hometown along with other appropriate information including son/daughter of …, student organization title, etc.

T

telephone numbers
For news releases and on the web, the area code should precede all phone numbers (for the benefit of those living out of the area) and be placed in parentheses. For flyers, invitations and other specialty publications, dots or dashes may be used to separate the three sets of numbers (including area code) in a standard phone number. For publications to be distributed only on campus, university phone numbers beginning with “375” may be abbreviated with “ext” followed by the last four digits: Contact Smith at ext. 2451.

that/which
“That” can never be used with a comma; “which” always is.

Thomas Merton Center
The former building in the heart of campus, just north of Reilly Center, that was razed in fall 2016 to make way for construction of Ministries’ new home, the McGinley-Carney
Center for Franciscan Ministry.

time
In running text, times are always listed with numerals followed by a.m. or p.m. Whole number times do not require “:00” at the end:
The concert begins at 8 p.m.;
The conference took place at 7:30 p.m.
Never use “o’clock” unless part of a direct quote.

time element
Information for events should be written in this order: time, date, place. When possible, use the day of the week for upcoming events. Example: The group will meet at 3 p.m. Tuesday, Sept. 12, in Room 111 of Doyle Hall.

titles
Check all titles of campus sources in the undergraduate catalog.

Titled
Titled means in reference to the name of something; entitled means deserving of.

Tom ’80 & Michelle Marra Athletics Fields Complex
Located just south of Reilly Center, this complex includes three artificial turf playing surfaces:
- A main field that is home to SBU’s men’s and women’s soccer teams, women’s lacrosse, and men’s and women’s rugby.
- Fred Handler Park, home to St. Bonaventure baseball.
- Joyce Field, home to St. Bonaventure softball
The complex is named for Tom Marra, ’80, and his wife, Michelle, whose $1 million donation jump-started the campaign to renovate the facility. Upgrades, which included the installation of seating, scoreboards and media/PR facilities, were completed in 2014.

trustees, Board of Trustees, Robert R. Jones Board of Trustees Room
No apostrophe used.

U

University Chapel
Part of Doyle Hall, the University Chapel is the site of official university Masses, the annual December Recognition Ceremony, Reunion Weekend events and other activities.
University Club
Located in Magnano Centre, above Hickey Dining Hall, this is a gathering place for informal lunch meetings of the university community.

University Ministries
Refers to the team of university ministers who work for St. Bonaventure University. Temporarily located in Plassmann Hall while the new McGinley-Carney Center for Franciscan Ministry is being built, Ministries operates the following programs:
- Bona Buddies Youth Program
- The Warming House, a student-run soup kitchen in Olean
- Franciscan Center for Social Concern
- Service trips to Mexico, Jamaica and Vietnam
- Music Ministry
- Ministers-in-Residence Program
- Mt. Irenaeus Franciscan Retreat

University Observatory
Located behind Reilly Center near Fred Handler Park, the observatory houses an 11-inch reflecting telescope and two 8-inch telescopes. The observatory is used in astronomy course and labs.

varsity sports
University varsity sports include:
- Men: baseball, basketball, golf, soccer, cross country, swimming and diving, tennis.
- Women: basketball, soccer, softball, cross country, swimming and diving, tennis and lacrosse.
All teams compete in the Division I level in the Atlantic 10 Conference.

Village of St. Anthony
“The village,” situated at the east end of campus, offers townhouses and traditional apartments for seniors and graduate students. Each unit accommodates either four or six students with single bedrooms, living rooms, two bathrooms and a kitchen.

WXYZ
WSBU
Award-winning campus radio station at 88.3 FM. Call name is The Buzz.
The Warming House
Believed to be the oldest student-run soup kitchen in the nation (opened in 1974), the Warming Houses is located on North Union Street in downtown Olean and offers meals to needy and elderly residents. Always used with “The.”

web
The web is not the same as the internet. Rather, it is a service, or set of standards, that enables the publishing of multimedia documents on the internet. Do not capitalize: The web, web page, web feed, website, webcam, webcast, webmaster. St. Bonaventure University’s official website is www.sbu.edu.

Wolf (Bona Wolf)
Incorporated in 1999 as the official university athletics mascot.

William E. and Ann L. Swan Business Center
Home to the School of Business, the Swan Business Center opened in fall 2013, providing state-of-the-art technology and amenities that cater to the school’s personalized, collaborative approach to business education. The building houses faculty offices, a financial services lab with electronic ticker tape, a corporate boardroom simulator, high-tech classrooms, break-out areas for student-faculty collaboration and team building, space for faculty research, and innovative technology that includes Bloomberg terminals, the gold-standard source of information for monitoring and analyzing real-time financial market data.

William F. Walsh Science Center
Opened in 2008, the center stands adjacent to De La Roche Hall. The two buildings are connected by hallways. Walsh houses computer science, laboratory and classroom space, biology and chemistry labs, a Natural World lab, a 150-seat amphitheater and faculty offices. William F. Walsh graduated from St. Bonaventure in 1934. He was a two-term mayor of Syracuse and served three terms as a congressman. His son, Congressman James T. Walsh, a 1970 St. Bonaventure graduate, helped secure funding for the center. Upon completion of the Walsh Science Center, De La Roche was remodeled from top to bottom.
UNIVERSITY LOGOS

The Office of Marketing and Communications/University Relations maintains the graphic standards for all university logos, marks and stationery. Creation of all such graphic representations of schools, departments and programs MUST be done in consultation with, and with the approval of, University Relations. The logos should be used in black and white or brown and white, using only “Bonaventure brown” (Pantone 477) from the approved university color palette (see below). To obtain a copy of a logo or permission for its use, contact Tom Missel, director of media relations and marketing, at (716) 375-2303 or by email at tmissel@sbu.edu

Official University logo

This is the official university logo to be used on all university-generated documents and publications. No other versions of this logo or previously issued logos are deemed appropriate. (The logo may be used without the founded date.) The logo should be printed in black or Bonaventure Brown (see color palette below).

University Wordmark

The official university logo may be used without the bell tower graphic, in black or Bonaventure Brown, with or without the founded date.

The St. Bonaventure University Seal

This is to be used only by the Office of the President or those so authorized by the office.
Becoming Extraordinary logo
This is used exclusively for undergraduate recruitment purposes.

Department-level Logos
Additional logos have been created to help promote specific programs, schools, offices and departments at St. Bonaventure. Their use is generally limited to those programs. Examples (shown below) include: The Center for Law & Society, the School of Business, William E. & Ann L. Swan Business Center, Career and Professional Readiness Center, Integrated Marketing Communications, McQuade Center for Accounting Excellence.

The Regina A. Quick Center for the Arts at St. Bonaventure (two versions):
University Advancement/Alumni Logos

The following logos are used to promote programs, campaigns and events conducted by the Advancement and Alumni offices at St. Bonaventure University. (Logos are used in black and white and with colors from the university palette.)

![Logos of Bona's Online, The BonaVventure Fund, Founders Society, Devereux Giving Societies, and Seraphim Legacy Society.]

Department of Athletics

The Department of Athletics maintains the graphic standards for a number of logos and wordmarks identifying specific teams and programs at St. Bonaventure University. To obtain a copy of a logo or permission to use it, contact Steve Mest, associate athletic director for external relations, at (716) 375-2319 or smest@sbu.edu.

![Primary and Secondary logos of St. Bonaventure Bonnies and Bonnies wordmarks.]

St. Bonaventure wordmark

Bonnie's wordmark
**UNIVERSITY COLORS**

University Relations maintains the standards for use of color in all print and electronic documents. Variations from the approved color palette are not to be made without approval from University Relations.

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