2016 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.

Tom Donahue
Director of Print and Electronic Publications
216 Francis Hall
St. Bonaventure University
St. Bonaventure, NY 14778
(716) 375-2376
tdonahue@sbu.edu

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A

**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: an 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 Journalism and Mass Communication,* etc. (This varies from the AP rule.)

**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:

- Ala. (AL)
- Ill. (IL)
- Miss. (MS)
- N.Y. (NY)
- S.D. (SD)
- Ariz. (AZ)
- Ind. (IN)
- Mo. (MO)
- N.C. (NC)
- Tenn. (TN)
- Ark. (AR)
- Kan. (KS)
- Mont. (MT)
- N.D. (ND)
- Vt. (VT)
- Calif. (CA)
- Ky. (KY)
- Neb. (NE)
- Okla. (OK)
- Va. (VA)
- Colo. (CO)
- La. (LA)
- Nev. (NV)
- Ore. (OR)
- Wash. (WA)
- Conn. (CT)
- Md. (MD)
- N.H. (NH)
- Pa. (PA)
- W.Va. (WV)
- Del. (DE)
- Mass. (MA)
- N.J. (NJ)
- R.I. (RI)
- Wis. (WI)
- Fla. (FL)
- Mich. (MI)
- N.M. (NM)
- S.C. (SC)
- Wyo. (WY)
- Ga. (GA)
- Minn. (MN)

Use the two-letter Postal Service abbreviations only with full addresses, including ZIP code.
(These are the ZIP code abbreviations for the eight states that are 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 of 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

In the case of plural nouns modifying other nouns, such as the Parents’ Monthly Newsletter, the use of the apostrophe is preferred.

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.

Athletic Hall of Fame
At the south end of the Reilly Center, this area houses plaques honoring Athletic 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.

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 University’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 official 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 Web site.

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
Published weekly, The Bona Venture is 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.)

- Café LaVerna
- Bell Tower
- Butler Gymnasium
- Doyle Hall (includes the William C. Foster, ’62, Memorial Courtyard)
- De La Roche Hall (note spacing)
  (connected to the William F. Walsh Science Center)
- Devereux Hall
- Falconio Hall
- Franciscan Friary
- Francis Hall
- Friedsam Memorial Library (includes Holy Name Library for the Franciscan Institute, which houses the university’s Rare Books Collection)
Gardens of Br. Leo  
Golf Course  
Glen of St. Clare  
(Alexander) Hickey Memorial Dining Hall (Hickey Dining Hall acceptable)  
Holy Name Library for the Franciscan Institute (Rare Books Collection)  
Hopkins Hall  
Loughlen Hall (connected to Shay Hall by a common lounge; in combination: Shay-Loughlen halls or Shay-Loughlen.  
Magnano Centre (building housing Hickey Dining Hall, Café La Verna and the Rathskeller)  
Maintenance/Central Receiving Building  
The John J. Murphy Professional Building  
Plassmann Hall  
Plassmann Annex  
The Regina A. Quick Center for the Arts  
The Reilly Center  
The Sandra A. and William L. Richter Center  
Robinson Hall  
San Damiano Room  
Shay Hall (connected to Loughlen Hall by a common lounge; in combination: Shay-Loughlen halls or Shay-Loughlen.  
St. Bonaventure University Remote Television Facility  
University Chapel  
Thomas J. Merton Ministry Center  
The University Observatory  
Village of St. Anthony  
William C. Foster, ’62, Memorial Courtyard (Doyle Hall)  
William E. and Ann L. Swan Business Center  
William F. Walsh Science Center (connected to De La Roche Hall)

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. 

C

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 St. 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 St. Bonaventure University 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 community are:
- Father – Fr.
- Mother – not abbreviated
- Brother – Br.
- Sister – Sr.
Always include O.F.M., or O.S.F., where appropriate.
Use these abbreviations 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 are
- Men: ice hockey, lacrosse, rugby, soccer, volleyball
- Women: field hockey, rugby, soccer, volleyball
- Coed: ski racing, running

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
Contractions reflect informal speech and writing. Webster’s New World dictionary includes many entries for contractions: aren’t for are not, for example. Avoid excessive use of contractions. Contractions listed in the dictionary are acceptable, however, in informal contexts where they reflect the way a phrase commonly appears in speech or writing.

copyedit
Always one word.

county
Capitalize when an integral part of a proper name: Allegany County, Nassau County, Suffolk County.
Capitalize the full names of county governmental units: the 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
Almost always avoid its use. “Bob is currently working on his capstone project” is redundant.

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 is –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; however, 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**

Named for Western New York businessman Nicholas Devereux, the university’s oldest residence hall was built in 1929 and renovated in 1999. Devereux Hall houses approximately 500 students. Garret Theater is also 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, health services, University chapel, the Department of History, the Robert R. Jones Board of Trustees Room, 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, displayed here are selected works from the University’s Permanent Collection.

E

Ellicottville (correct spelling)

ellipsis
Formed by typing three periods and used to indicate missing or continuing text in a passage or publication.

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

entitled
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.

dowed 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. -For further information, contact University Advancement at ext. 2300.||
F

faculty and staff identifications
Should always include university title and, if appropriate, town of residence. These titles can be found in the current St. Bonaventure University catalog.

Family Weekend
Capitalized. A weekend-long celebration during the last weekend in September for students and their families.

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 (including Alumni Services, Annual Fund), and Franciscan Institute Publications. It is also a residence hall for graduate students and other students requesting single rooms. Francis has its own dining hall and lounge, and contains a gathering space for events (the San Damiano Room). Some of the building’s first-floor space is utilized 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 through the Internet. A U.S. Government Depository Library, it also houses the Rare Books Wing, university archives and the Franciscan Institute.

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 glass-walled walkway.

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

G

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

Garret Theater
Garret Theater is located on the first level of Devereux Hall in the old chapel wing.

Gaudete Medal
The Gaudete Medal annually honors business and community leaders who exemplify the philosophy, ideals and teachings of St. Francis of Assisi. There is a presentation annually in the Buffalo/Rochester area.

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

Gobonnis.com
The official website of St. Bonaventure’s Department of Athletics
graduate/graduates/graduated
A college or university graduates a class. 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 and graduates six to 10 years out must make a contribution of $500 or more.

H

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 Russell J. Jandoli School of Journalism and Mass Communications who has demonstrated excellence and genuine promise in the area of journalism and mass communication. It is one of several Media Excellence Awards presented annually.

HEOP
Arthur O. Eve Higher Education Opportunity Program. HEOP on second reference. HEOP, sponsored by New York state and host institutions, is a program that 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.
Alexander Hickey Memorial Dining Hall (Hickey Dining Hall)

Named for the first postmaster at St. Bonaventure University, Alexander Hickey, the dining hall was opened in 1930, and renovated in 1986 and 2006. Hickey Dining Hall offers cafeteria-style dining to students three times a day, with brunch on Sundays. The University Club, located above the dining hall, serves lunch for faculty and staff and provides brunches, luncheons and dinners for special events. The Rathskeller, an on-campus club, is located in the basement of Hickey.

Café La Verna, a 5,500-square-foot addition to Hickey Dining Hall, opened in May of 2007. (See Buildings: Café La Verna.)

Magnano Centre: The building housing Hickey Dining Hall, Café La Verna and the Rathskeller. (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

Also known as the administration building, Hopkins stands on the site of the former football stadium. Built in 1964, in the shape of a cross, Hopkins Hall houses the offices of the president and provost, business offices, as well as offices for Admissions, Financial Aid, Human Resources and Technology Services.

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 comprised of American and international university students. ISA on second reference.

Internet

Always capitalize.

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.
O’clock or :00 may be used when referring to the time of the event.

J K L

The John J. Murphy Professional Building
Completed in 1982, The John J. Murphy Professional Building is a multi-purpose academic facility for the School of Business and the Russell J. Jandoli School of Journalism and Mass Communication. The building houses a 400-seat auditorium, the Koop Broadcasting Lab, a computer lab, lecture classrooms, and offices for deans and faculty members. Always refer to as The John J. Murphy Professional Building, second reference the Murphy Professional Building. The building’s auditorium is Dresser Auditorium and should not be referred to as Murphy Auditorium.

Jr., Sr., III in names
Do not set off with commas: Sammy Davis Jr.; Hank Williams Sr.; Clarence Williams 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 Russell J. Jandoli School of Journalism and Mass Communication, the Koop Broadcasting Lab is a news room 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.
The Laurel
The Laurel, the longest continually published college literary magazine in the nation, first appeared in June 1899, serving what was then St. Bonaventure’s College as both 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

M

Magnano Centre
The building housing Hickey Dining Hall, Café La Verna and the Rathskeller. The building was named after Olean philanthropists Louis and Patricia Magnano and a new entryway was constructed following the Magnanos’ $2 million donation to the university in August 2007. (Note spelling: —Centre||

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

Mass
Always capitalize when referring to a religious service.

mathematics
–Math|| is an informal term while –mathematics|| is the preferred formal term. It is the Department of Mathematics, not the Department of Math.
McGraw-Jennings Athletic Fields
Named for professional baseball players and St. Bonaventure graduates John McGraw and Hugh Jennings, these athletic fields are located behind the Reilly Center and are the sites of St. Bonaventure University soccer, rugby, baseball, and softball games. Outdoor intramural contests are also held here.

Merton’s Heart Club
The Merton’s Heart Club recognizes university benefactors who give between $500 and $999 during the fiscal year.

military titles
Abbreviate military titles when preceding an individual’s name. Reference titles according to listings in Associated Press 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)
Always found at the bottom of a press release if there is more information on another page.

Mt. Irenaeus
Franciscan retreat located in the foothills of the Allegheny Mountains in Alleghany County, about a 35-minute drive from campus. It is home to a community of Holy Name Province Franciscans. Named after the late Fr. Irenaeus Herscher, O.F.M., a longtime university librarian, The Mountain (an acceptable and perhaps more common reference) celebrated its 25th anniversary in 2009-10. Mountain activities: Mountain Auction, Mountain on the Road, Mountain in Your Home.

N

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 office of marketing and community relations.

O.F.M.
Order of Friars Minor; always follows the name of a male Franciscan clergy. It is set off by a comma from the friar’s name and is 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. It 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. 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
Capitalized president only as a formal title before an individual’s name and lowercase otherwise; President Jack Ryan; the president adjourned the meeting.

press releases
Press releases are issued by the university to disseminate information to administration, faculty, staff and newsgathering organizations. Press releases should always include the following:
- Headlines in all capital letters, 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 (or variation, e.g. –XXX‖ –###‖ ).

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.

Programs of study at St. Bonaventure University (Graduate Studies)
The School of Graduate Studies offers evening and Saturday courses on the St. Bonaventure campus as well as weekend classes at St. Bonaventure’s Buffalo Center at Hilbert College.

On the St. Bonaventure campus, offerings include:
- Master of Arts in English and integrated marketing communications
- Advanced Certificates in Franciscan Studies
- Master of Business Administration
Master of Science in counselor education (community mental health)
Master of Science in education in educational leadership, counselor education (community mental health and school), adolescence education, differentiated instruction, and literacy (childhood and adolescent)
Certification in school administration (building leader and district leader)
Advanced certificate of specialization in counselor education (community mental health and school)

Buffalo Center offerings include:
Master of Business Administration
Master of Arts in integrated marketing communications
Master of Science in education in counselor education (community mental health and school), literacy (childhood and adolescent) and differentiated instruction.
Advanced certificates of specialization in counselor education (community mental health and school) and differentiated instruction
Certificate in school administration (building leader and district leader)

Programs of study at St. Bonaventure University (Undergraduate Studies)

The following undergraduate degrees are offered:

School of Arts and Sciences
  o Bachelor of Arts: art history; classical languages; English; modern languages (French and Spanish); history; international studies; music; philosophy; political science; psychology; sociology; theater; theology; visual arts; women’s studies
  o Bachelor of Science: biology; biochemistry; bioinformatics; chemistry; childhood studies; computer science; environmental science; mathematics; physics; psychology; sport studies

School of Business
  o Bachelor of Business Administration: accounting (5-year accounting MBA); business information systems; finance; management; marketing

School of Education:
  o Bachelor of Science: childhood education; early childhood/childhood education; childhood education/special education; physical education

School of Journalism and Mass Communication
  o Bachelor of Arts: Journalism and Mass Communication; Strategic Communication and Digital Media
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.

QR

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 spelling: Rathskeller, not Rathskellor)

The Regina A. Quick Center for the Arts

Completed in 1995, this $7 million facility is home to a 321-seat theater, visual arts instructional spaces and three art galleries for the university’s art collection and visiting artists’ exhibits. The F. Donald Kenney Museum and Art Study Wing, which opened in March 2001, brings new 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. (Note the capital —T‖ on both references). In conjunction with the Friends of Good Music, a private music appreciation group, The Quick Center 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. The Reilly Center is St. Bonaventure’s largest building and provides a sports arena seating 5,780 spectators, the Athletic Hall of Fame, a swimming pool and other athletic facilities, the St. Bonaventure Post Office, a snack bar, the University Bookstore, the Reilly Center Arena Ticket Office, campus radio station 88.3 The Buzz, Reserve Officer Training Corps (ROTC) offices, as well as offices for Athletics, Student Affairs, student and staff ID, Career and Professional Readiness Center, Office of International Studies, Higher Education Opportunity Program (HEOP), Office of Residential Living. (On first reference, use Reilly Center at St. Bonaventure to ensure the center’s link to the university.)

The 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, the theater holds 321 patrons
and was made possible through funding by the John J. Rigas family.

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. 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
The school is named for the late Dr. Russell Jerome Jandoli who founded the
Department of Journalism at St. Bonaventure in 1947. Educated at Notre Dame,
Columbia University, St. Bonaventure and New York University, Jandoli worked
as a reporter for The Puerto Rico World Journal, Time Magazine, United Press,
Stars & Stripes, the Newark Evening News, and as an editor of publications at the
War Department in Washington, D.C. A beloved teacher and energetic leader, he
was devoted to teaching the art of writing. He served as head of the Department of
Journalism for 34 years, the longest tenure of any journalism chair in the country.
He established (with Jim Bishop) the Mark Hellinger Award, which is presented
annually to a St. Bonaventure graduate who demonstrates academic excellence
and shows genuine promise in the communications arena. An innovator, Jandoli
would adjust the department's curriculum every two to five years to meet the
changing needs of the field, always maintaining a strong liberal arts base.

S

SBU
Acceptable abbreviation for St. Bonaventure University on second reference.
Always spell out St. Bonaventure University on first reference.
SBU Theater

SBU Theater, our faculty-directed production season, 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 for 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:

- School of Arts and Sciences
- School of Business
- School of Education
- School of Franciscan Studies
- School of Graduate Studies
- Russell J. Jandoli School of Journalism and Mass Communication

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-Loughlen halls
Shay and Loughlen are residence halls joined by a large common student lounge. Built in 1965, each was renovated in the summer of 2006. Shay now has a suite configuration, with two double-occupancy rooms joined by a bathroom. Loughlen offers a conventional dormitory living arrangement with double-occupancy rooms and large common bathrooms.

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.[1]

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.

Shrine of St. Joseph (or St. Joseph’s Oratory)
Constructed in 1927, the shrine now stands between Butler Gymnasium and Friedsam Memorial Library.

T

telephone numbers
Parentheses should be used instead of hyphens to separate the area code from the number. For publications to be distributed only on campus, university phone numbers beginning with —375[1] can be abbreviated with — ext.[1] followed by the last four digits of the number: For further information, contact The Quick Arts Center at (716) 375-2494 (off-campus distribution); For further information, contact The Quick Arts Center at ext. 2494 (on-campus distribution).
that/which

That can never be used with a comma; which always is.

Thomas Merton Center
The correct name of the building that houses University Ministries. The Thomas Merton Center is a comfortable gathering place for students. Open 24 hours a day, it offers gathering rooms and a kitchen.

time
In running text, times are always listed with numerals followed by a.m. or p.m. Whole number times do not require –:00]]: 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.

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

U

University Chapel
Part of Doyle Hall, University Chapel is the site of official university Masses. Mass is celebrated Sundays at 10:30 a.m. and 7 p.m., and Monday through Wednesday at 5 p.m.

University Club
A gathering place for informal lunch meetings of the university community. Located above Hickey Dining Hall.
University Ministries

Refers to the team of university ministers who work for St. Bonaventure University. (Not campus ministries). Ministries programs that operate from The Thomas Merton Center include:
- Bona Buddies Youth Program
- The Warming House
- Franciscan Center for Social Concern
- Services trips to Mexico, Jamaica and Vietnam
- Music Ministry
- Ministers-in-Residence Program
- Mt. Irenaeus Franciscan Retreat

University Observatory

An 11-inch reflecting telescope and two 8-inch telescopes can be found in the University Observatory, located behind Reilly Center near the baseball diamond. The observatory is used in astronomy course and labs.

V

varsity sports

University varsity sports are men’s baseball, men’s and women’s basketball, men’s golf, men’s and women’s soccer, women’s softball, men’s and women’s cross country, men’s and women’s swimming and diving, men’s and women’s tennis and women’s lacrosse. All compete in the Division I level in the Atlantic 10 Conference.

Village of St. Anthony

The townhouse apartments or –the village,‖ located at the east end of campus, offer townhouses and traditional apartments for seniors and graduate students. Each accommodates either four or six students with single bedrooms, living rooms, two bathrooms and a kitchen.

WXYZ

WSBU

Award-winning campus radio station, broadcasting at 88.3 FM. Call name is The Buzz.
The Warming House
The oldest student-run soup kitchen in the nation (opened in 1974), located in Olean, N.Y., offers meals to needy and elderly residents of the area. Always The Warming House.

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. Capitalize Web as a short form and in terms with separate words: the Web, Web page, Web feed. DO NOT capitalize the longer forms: website, webcam, webcast, webmaster. St. Bonaventure University’s official Web site is at www.sbu.edu.

Wolf (Bona Wolf)
Incorporated in 1999 as official university athletics mascot. Official university athletics nickname is the Bonnies.

William E. and Ann L. Swan Business Center
The Swan Business Center opened for the start of fall semester 2013. The two-story building, with its unique glass-walled atrium and signature Bonaventure tile roof, gives students in the School of Business access to state-of-the-art technology and amenities that cater to the school’s personalized, collaborative approach to business education. In addition to housing School of Business faculty offices, the Swan Center offers 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 including Bloomberg terminals, the gold-standard source of information for monitoring and analyzing real-time financial market data.

William F. Walsh Science Center
This 46,500 state-of-the-art addition to De La Roche Hall 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. The Walsh Science Center opened at the start of the fall 2008 semester and was followed by a top-to-bottom renovation of De La Roche.
University Logos

St. Bonaventure University reserves the right to determine visual identity symbols and standards that are linked to the university’s name, brand, and university operations. Sub-brand or program logos must adhere to university brand standards, as determined by the Office of Marketing and Communications/University Relations. Alternative logos are not permitted and university resources are not approved to support purchases using non-standard logos. Event-specific logos for limited use may be developed and approved in collaboration with University Relations. (See examples 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 tmis1@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 Bona Brown (see color palette below).

![Official University logo](image)

**University Wordmark**

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

![University Wordmark](image)

**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):
Event-specific Limited Use Logos
(For annual or one-time events)

Examples At right:
Logos created for the annual Gaudete Medal and Awards Ceremony; and for the celebration of the 80th anniversary of the ROTC battalion at SBU.

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.)

Department of Athletics:
The Department of Athletics maintains the graphic standards for a number of logos identifying specific teams and programs at St. Bonaventure University. To obtain a copy of the logo or permission for its use, contact Steven Mest, associate athletics director for strategic communications: (716) 375-2319; smest@sbu.edu
**Department of Athletics Wordmark**
The wordmark below, a variation of the above logos, may be used to identify SBU Athletics.

![ST.BONA](image)

**University Colors**

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

<table>
<thead>
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<th>BONA BROWN</th>
<th>BONA GOLD</th>
<th>BONA BEIGE</th>
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<table>
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