



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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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 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 singular nouns, even those ending in "s," are formed by adding an apostrophe and an "s": Joan's desk, Lucas's office.
- 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' hooves.
- 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 during the fiscal year.

Athletic Hall of Fame

- Situated at the south end of the Reilly Center, this area houses plaques honoring Athletic Hall of Fame members and other sports memorabilia. Dedicated in December 1998, the Hall of Fame 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. Members of the Atlantic 10 conference are:

<i>University of North Carolina at Charlotte</i>	<i>University of Rhode Island</i>
<i>University of Dayton</i>	<i>University of Richmond</i>
<i>Duquesne University</i>	<i>St. Bonaventure University</i>
<i>Fordham University</i>	<i>Saint Joseph's University</i>
<i>The George Washington University</i>	<i>Saint Louis University</i>
<i>La Salle</i>	<i>Temple University</i>
<i>University of Massachusetts</i>	<i>Xavier University</i>

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*.
 - Café LaVerna
 - Bell Tower
 - Butler Gymnasium
 - Doyle Hall
 - De La Roche Hall (note spacing)
(William F. Walsh Science Center)
 - Devereux Hall
 - Falconio Hall

- Franciscan Friary
- Francis Hall
- Friedsam Memorial Library (Rare Books Wing)
- Gardens of Br. Leo
- Golf Course
- Glen of St. Clare
- Alexander Hickey Memorial Dining Hall (Hickey Dining Hall acceptable)
- 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 E. and Ann L. Swan Business Center
- William F. Walsh Science Center (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)

- Part of the Center for Activities, Recreation and Leadership, CAB (appropriate on second reference) is 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. University is always capitalized when referring specifically to St. Bonaventure University.

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)

- Formerly known as Student Activities, CARL is part of the Student Life division and is responsible for scheduling and promoting entertainment to the campus and community.

Center for Community Engagement

- The center is the central coordinating office to facilitate student service-learning opportunities and off-campus outreach.

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, soccer, rugby, lacrosse
 - Women: field hockey, soccer, rugby
 - Coed: ski racing team

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 Roache 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.

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. "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, including Alumni Services, the Annual Fund, and Marketing and Communications. 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. The School of Franciscan Studies offers a master of arts degree as well as an advanced graduate certificate in Franciscan studies.

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.
- The Rare Books Addition to Friedsam Memorial Library, which opened in the fall of 2008, is a 4,600-square-foot addition that 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 Medals

- The Gaudete Medals annually honor 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.

Gobonnies.com

- The official Web site 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 in capital letters, 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 (LL.D.)
 - Doctor of Letters (Litt.D.)
 - Doctor of Pedagogy (Pd.D.)
 - Doctor of Science (Sc.D.)

I

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 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.

Mount Irenaeus

- Franciscan retreat located in the foothills of the Allegheny Mountains in Allegany County, about a 35-minute drive from campus. It is home to the Franciscan community known as Holy Peace Friary. Named after the late Fr. Irenaeus Herscher, O.F.M., a longtime University librarian, Mt. Irenaeus (an acceptable and perhaps more common reference) celebrated its 25th anniversary in 2009-10.

N

National Alumni Association Board

- The National Alumni Association Board (NAAB) is composed of 32 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.

photographs

- Every photograph must be tagged on the reverse side with the name of the individual(s) pictured, along with the typed words, "Photo Courtesy of Office of Marketing and Communications, St. Bonaventure University, St. Bonaventure, N.Y. 14778" typed.

president

- Capitalize 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)

Russell J. Jandoli School of Journalism and Mass Communication

- Master of Arts in Integrated Marketing Communications

School of Arts & Sciences

- Master of Arts in English

School of Business

- Master of Business Administration (MBA)

School of Education

- MSED in Differentiated Instruction
- MSED/MS in Counselor Education – Community Mental Health
- MSED in Counselor Education – School
- MSED in Adolescent Literacy (Reading) 5-12
- MSED in Childhood Literacy (Reading) B-6
- MSED Plus Initial Certification in Adolescence Education 7-12
- MSED in Educational Leadership – hybrid program

Advanced Certificate Programs

- Counselor Education – School Differentiated Instruction
- School Building Leader (SBL) – hybrid program
- School District Leader (SDL) – hybrid program

Franciscan Institute

- Master of Arts in Franciscan Studies (summer program)
- Advanced Certificate in Franciscan Studies (summer program)

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

School of Arts & Sciences

- Humanities
 - Classical Languages
 - English
 - History
 - Modern Languages
 - Philosophy
 - Theology
- Multidisciplinary Programs
 - Art History

- Biochemistry
- Bioinformatics
- Environmental Studies
- Gerontology (Aging Studies)
- International Studies
- Nonviolence
- Women's Studies
- Natural Sciences
 - Bioinformatics
 - Biology
 - Chemistry
 - Computer Science
 - Environmental Science
 - Mathematics
 - Physics
 - Pre-Medicine and Pre-Health Professions
 - Psychology
- Pre-Professional Programs
 - Philosophy Prebusiness
 - Philosophy Prelaw
 - Pre-engineering
 - Prelaw
 - Pre-Medicine and Pre-Health Professions
 - Secondary Education
- Reserve Officers' Training Corps (ROTC)
- Social Sciences
 - Political Science
 - Psychology
 - Sociology and Social Science
- Visual and Performing Arts
 - Art
 - Art History
 - Music
 - Theater

School of Business

- Accounting
- Business Information Systems
- Finance
- Management Sciences
- Marketing
- Pre-Professional Studies

School of Education

- Childhood Studies
- Elementary Education

- Elementary Education/Early Childhood
- Elementary Education/Children with Disabilities
- Physical Education
- Sport Studies

Russell J. Jandoli School of Journalism and Mass Communication

- Journalism and Mass Communication

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 spelling: Rathskellerl, not Rathskellar)

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 Ticket Office, campus radio station 88.3 The Buzz, Reserve Officer Training Corps (ROTC) offices, as well as offices for Athletics, Student Activities, student and staff ID, Counseling Center, Career 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 University Reprographic Center (print shop), The Bona Venture (student newspaper), Student Government, intramurals and Management Services.

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 1949. 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

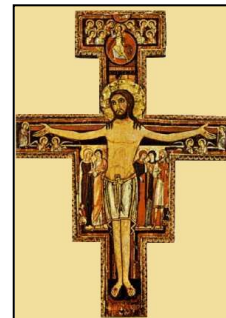
- Acceptable abbreviation for St. Bonaventure University on second reference. Always spell out St. Bonaventure University on first reference.

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 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."

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” can be abbreviated with “ext,” 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

- Always capitalize when referring to St. Bonaventure; lowercase if it is used as a noun not referring to St. Bonaventure University.

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). All ministries programs operate from The Thomas Merton Center, which is the hub for outreach to the community. Programs 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 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.

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 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

The Office of Marketing and 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, the Office of Marketing and 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: (716) 375-2303; 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 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.



Additional logos have been created to help promote specific programs, schools and departments at St. Bonaventure. Their use is generally limited to those programs. They include:

The Regina A. Quick Center for the Arts (two versions):



The Gaudete Medal:



**Career and Professional
Readiness Center (CPRC)**



Center for Community Engagement



Center for Law & Society



**Bona's Online
(For Alumni Services)**



Mt. Irenaeus



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 athletic director for external relations: (716) 375-2319; smest@sbu.edu

University Colors

BONA BROWN HEX: 54261a RGB: 84-38-26 Pantone: 477 CMYK: 41-79-82-59	BONA GOLD HEX: fdb726 RGB: 255-199-38 Pantone: 123 CMYK: 0-22-92-0	BONA BEIGE HEX: efc08a RGB: 239-192-138 Pantone: 156 CMYK: 5-26-50-0
BONA GRAY HEX: bdb6b0 RGB: 189-182-176 Pantone: Warm Gray 4 CMYK: 27-24-27-0	WHITE HEX: ffffff RGB: 255-255-255 Pantone: CMYK: 0-0-0-0	BLACK HEX: 000000 RGB: 0-0-0 Pantone: Black CMYK: 75-68-67-90

The Office of 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.