



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. It is available at the University Bookstore and online. 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 print and electronic publications generated by the university.

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 they are 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
Administration Building B7
St. Bonaventure University
St. Bonaventure, NY 14778
(716) 307-3197
tdonahue@sbu.edu

Last update: August 2021

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 and the degree is capitalized: *Bachelor of Arts degree in English, Master of Science degree*.

Also: associate degree (no possessive).

When using degree abbreviations after a name, set off by commas.

Never precede a name with a courtesy title for an academic degree and follow it with the abbreviation for the degree in the same reference. *Wrong: "Dr. Howard White, Ph.D."*

Use periods in abbreviations of degrees: B.A., M.B.A., M.S., M.D., and Ph.D.

academic departments

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

academic programs

For a list of undergraduate and graduate programs offered by St. Bonaventure, please refer to www.sbu.edu/programs.

academic titles

Capitalize and spell out formal titles — professor, dean, chair — 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: *The request went to acting Vice President James Brown.*

addresses

Use the abbreviations Ave., Blvd. and St. only with a numbered address: *3261 W. State St.* Spell them out and capitalize when part of a formal street name without a number: *West State Street*. Lowercase and spell out when used alone or with more than one street name: *West State and First streets*.

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: *North Union Street, West State Street, East 42nd Street, West 43rd Street, K Street Northwest*.

addresses in running text

The names of the 50 U.S. states should be spelled out when used in the body of a story, whether standing alone or in conjunction with a city, town, village or military base. No state name is necessary if it is the same as the dateline. This applies to newspapers cited in a story. For example, a story datelined Providence, R.I., would reference the Providence Journal, not the Providence (R.I.) Journal.

Eight Not Abbreviated: The names of eight states are never abbreviated in datelines or text: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah.

Memory Aid: Spell out the names of the two states that are not part of the contiguous United States and of the continental states that are five letters or fewer.

Abbreviations required: Use the state abbreviations listed below:

- In conjunction with the name of a city, town, village or military base in most datelines.
- In lists, agate, tabular material and credit lines.
- In short-form listings of party affiliation: D-Ala., R-N.Y.

Following are the state abbreviations (postal code abbreviations in parentheses).

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

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

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

adjunct

Someone who teaches at the university but is not a full-time faculty member. Do not refer to an adjunct as a professor, even in the generic sense.

Administration Building

The Administration Building houses administrative offices, including those of the university president and university provost. The first floor houses the Office of Admissions, space just inside the front entrance that was gutted and renovated as a modern “Welcome Center” in the summer of 2021. The building’s first floor also houses the Student Records and Financial Services Center, a one-stop service center for students, as well as offices for the university registrar, student records, financial aid and student accounts/cashier. The Office of Marketing and Communications is located in the building’s bottom level. Built in 1964 in the shape of a cross, the building was known as Hopkins Hall until 2020, when the name “Hopkins” was removed after a student reporter for The Bona Venture student newspaper reported that the diocesan priest for whom the building was named was credibly accused of sexual abuse.

administration

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

administrator

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

Admissions, Office of

Note the “s” at the end: *Office of Admissions.*

adviser

not advisor. This complies with AP Style.

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 or Allegheny?

Ready to be confused? Essentially, it's Allegany in New York and Allegheny in Pennsylvania, with some notable exceptions, such as the Allegheny River (always, on both sides of the border) and the Allegheny Mountains (part of the Appalachian Mountain Range), which extend from Pennsylvania into West Virginia, and Allegheny River Valley Trail (the trail that runs around and through the SBU campus and is named after the river, not the community). In New York it's Allegany (the town and village adjacent to the SBU campus), Allegany River Park (the small park at the end of Union Street in Allegany, named for the community, not the river the park parallels), Allegany County (adjacent to Cattaraugus County), and Allegany State Park (part of the New York state park system, accessible from the Salamanca exit of I-86). In Pennsylvania, it's Allegheny County (near Pittsburgh) and Allegheny National Forest (which is just over the state line from Allegany State Park).

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.

among/between

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

apostrophes

Do not use to form plurals (*1970s, not 1970's*) except in the cases of single letters: *straight A's*.

Possessives of plural nouns not ending in "s" are formed by adding an apostrophe and an "s": *women's studies, children's studies*.

Possessives of plural nouns ending in "s" are formed by adding an apostrophe only: *the horses' food*.

Possessives of nouns plural in form, singular in meaning are formed by adding only an apostrophe: *measles' effects*.

Possessives of singular nouns not ending in "s" are formed by adding an apostrophe and an "s": *the student's computer*.

Possessives of singular proper nouns ending in "s" are formed by adding only an apostrophe: *Francis' book, Tennessee Williams' plays*.

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

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

area codes

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

Arthur O. Eve Higher Education Opportunity Program (HEOP)

The Arthur O. Eve Higher Education Opportunity Program (HEOP acceptable on second reference) provides access to higher education to students who are economically disadvantaged and academically underprepared. Sponsored by New York state and host institutions, HEOP provides programming to help students overcome their challenges. HEOP is headquartered in the Student Success Center in Plassmann Hall.

Assisi Society

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

Athletics Hall of Fame

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

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’s Baccalaureate Mass.*

bachelor's degree – see academic degrees

Bell Tower

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

Bell Tower Club

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

biweekly/bimonthly

Means once every two weeks/months. Semimonthly means twice a month. AP Stylebook rules for prefixes apply, but in general, no hyphen with "bi" or "semi."

Bob Lanier Court

The name of the basketball court in Reilly Center Arena, dedicated in Lanier's name in a ceremony in October 2007. Lanier, '70, a member of the Basketball Hall of Fame, led St. Bonaventure to the NCAA Final Four in 1969-70. He was the number one overall draft pick of the Detroit Pistons in the 1970 NBA Draft and was named to the NBA's All-Rookie Team for the 1970-71 season.

Board of Trustees

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

Bona and Bona's (informal references)

Acceptable in certain references to the university. Bona is the adjective form: His jacket was Bona brown. Bona's is a noun: I graduated from Bona's.

Bonaventure Fund, The

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

Bona Venture, The

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

Bonadieu

St. Bonaventure University's yearbook.

Bonaventure, The Magazine of St. Bonaventure University

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

Bonnies

Official nickname of St. Bonaventure University athletics.

book references

See composition titles entry.

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.)

Administration Building (formerly Hopkins Hall)

Café LaVerna

Bell Tower

Butler Memorial Hall

Damietta Center for Multicultural Student Affairs (in Reilly Center)

De La Roche Hall (*note spacing*): Connected to the William F. Walsh Science Center

Devereux Hall (Garret Theater located in the east wing)

Devereux Hall Pavilion (on the front lawn)

Doyle Hall (includes the William C. Foster, '62, Memorial Courtyard)

Falconio Hall

Franciscan Friary

Francis Hall

Friedsam Memorial Library (*connected to Holy Name Library for the Franciscan Institute, which houses the university's Rare Books Collection*)

Fred Handler Park at McGraw-Jennings Field

Gardens of Br. Leo (residences for upper-class students)

Glen of St. Clare (residences for upper-class students)

(Alexander) Hickey Memorial Dining Hall (Hickey Dining Hall acceptable)

Grotto of Our Lady of Lourdes

Holy Name Library for the Franciscan Institute (connected to Friedsam Library)

John J. Murphy Professional Building

Joyce Field (softball facility at the Marra Athletics Fields Complex)

Loughlen Hall (*connected to Shay Hall by a common lounge.*)

Magnano Centre (*houses Hickey Dining Hall, Café La Verna and the Rathskeller*)

McGinley-Carney Center for Franciscan Ministry

Maintenance/Central Receiving Building

Murphy Professional Building (listed by full name above: John J. Murphy...)

Plassmann Hall (Plassmann Annex)

Public Restroom Facility (on campus loop of the Allegheny River Valley Trail)

Regina A. Quick Center for the Arts

Reilly Center/Bob Lanier Court
Robinson Hall
Sandra A. and William L. Richter Center
San Damiano Room (in Francis Hall)
Serra House (at Francis Hall)
Shay Hall (*connected to Loughlen Hall by a common lounge*)
St. Bonaventure Friary
St. Bonaventure Golf Course & Fairway View Pavilion
St. Joseph's Oratory
Tennis Courts (outdoor courts on west end of campus)
Tom '80 and Michelle Marra Athletics Fields Complex
University Chapel
University Observatory
Village of St. Anthony (residences for upper-class students)
Western New York Cybersecurity Center
William C. Foster, '62, Memorial Courtyard (in Doyle Hall)
William E. and Ann L. Swan Business Center
William F. Walsh Science Center (connected to De La Roche Hall)

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 Saint Francis and his brothers. It is a place to which Francis returned frequently and where Saint Bonaventure wrote the "Itinerarium." This space also houses The Wolf Den, formerly known as the Café La Verna Deli.

campus

Do not capitalize

Campus Activities Board (CAB)

CAB (appropriate on second reference), part of the Center for Activities, Recreation and Leadership, 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): *Department of Biology, School of Arts and Sciences, Office of Admissions*. Do not capitalize academic programs: *He earned his bachelor's degree in biology*. Do not capitalize *university* on second reference, even when it is a specific reference 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)

Always spell out on first reference; CARL acceptable on second reference. The center, part of the Division of Student Affairs, provides students the opportunity to program and attend events on campus, participate in athletic and recreational activities (including student clubs and organizations, and club and intramural sports) and to grow through leadership opportunities.

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

Class of ...

Capitalize in reference to students and alumni: *She is a member of the Class of 1976.*

class year

See alumni

clergy abbreviations

The correct abbreviations for clergy of St. Bonaventure University:

Father: Fr.; Brother: Br.; Sister: Sr.; Mother: not abbreviated

Always include O.F.M., or O.S.F. (including periods), where appropriate. Use only after full names, and set them off with commas: *Fr. John Brown, O.F.M., Ph.D.*

Second reference:

In keeping with a long-standing tradition on campus, on second reference it is acceptable to use the appropriate abbreviation with the person's first name: *Fr. John said 150 students attended the lecture.* This breaks with AP Style, which says to use only a last name on second reference: *the Rev. Billy Graham* on first reference, *Graham* on second. Note that following AP Style is acceptable. The writer should follow the rule that seems appropriate for the tone of the piece, or follow the preference of the person the writer is referencing.

club sports

Club sports teams at St. Bonaventure compete against club teams from other colleges and universities in the region. For a list of men’s, women’s and combined teams, please go to www.sbu.edu/clubsports.

colleges and universities

Always spell out in full on first reference. Capitalize when used with the name of the school: *She attends St. Bonaventure University*; lowercase on second reference, even when it references a particular school: *She attended St. Bonaventure, receiving a degree in economics from the university.*

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.*

Conference Center

See *St. Bonaventure University Conference Center.*

contractions

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

course names

Capitalize. Do not italicize.

currently

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

D

Damietta Center for Multicultural Student Affairs

The Damietta Center (OK on second reference), located in Reilly Center, focuses on the history of St. Francis’ meeting with Sultan Malik al-Kamil at Damietta. Through this legacy, the center encourages, inspires, educates and empowers students to live and work effectively in culturally diverse environments, providing opportunities for students to learn and understand the effects of prejudice and inequality in the world and inspiring them to become representatives of social justice.

dates

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

Do not use a comma between the month and the year alone; *Please return your check by the December 2003 deadline*.

Use numerals for decades: the 1970s; the ’70s. Note there is no apostrophe before the lowercase “s.”

When a full date is used in mid-sentence, the year must be set off by commas: *Sally Smith was born on March 7, 1982, in Buffalo*.

dateline (local)

The dateline for St. Bonaventure: ST. BONAVENTURE, N.Y.

datelines

Use AP style for datelines and state references. Include the state on the first reference to a city or town that requires identification; do not use the state on all subsequent references.

deadlines

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

decades

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

December Recognition Ceremony

A formal ceremony held in December of each year, at the conclusion of fall semester, to recognize graduate and undergraduate students who completed their degree requirements that semester.

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 (note the spacing) is named for Dr. De La Roache d'Allion, one of the first men to discover oil in North America. This academic building houses programs in the sciences: 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. 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.*

department

Capitalize when part of a formal title: *St. Bonaventure University Department of Intercollegiate Athletics*; or when referring to the specific department: St. Bonaventure student-athletes are subject to rules established by the *Department of Intercollegiate Athletics*.

Some departments, divisions and offices at St. Bonaventure:

- Department of Intercollegiate Athletics
- Department of Biology, etc. (for other academic programs)

- Division of Academic Affairs
- Division of Finance and Administration
- Division of Advancement
- Division of Enrollment
- Division of Student Affairs
- Division of University Ministries

- Office of Admissions (in the Division of Enrollment)
- Office of the President
- Office of the Provost
- Office of Marketing and Communications
- Office of Alumni Services (in the Division of Advancement)

Devereux Hall

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

Devereux Hall Pavilion

Constructed in the summer of 2021, this large pavilion on the lawn in front of Devereux Hall features two fire pits, ample seating and serves as a nearly year-round gathering spot and event venue. It was built as a permanent legacy to Ryan Marchiori, '08, '09, who died in 2019, with funds from the Ryan Marchiori Memorial Fund, established by Ryan's

family, as well as gifts from the classes of 2020 and 2021. The memorial fund also benefitted the Warming House.

differ from, differ with

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

Disability Support Services

Located in the Student Success Center in Plassmann Hall, the Office of Disability Support Services provides services and accommodations for students with disabilities.

division

Capitalize when part of a formal title: *St. Bonaventure University Division of Finance and Administration*, or when referring to the specific office without referencing St. Bonaventure: *The Division of Finance and Administration can help you with your questions about tuition*. For a list of departments, divisions and offices at SBU, see *Department listing*.

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, Doyle was opened as a residence hall in 1986 and continues to house students on its upper floors. Doyle also houses the St. Bonaventure University Conference Center, the Center for Student Wellness, University Chapel, the Office of Human Resources, Seneca Battalion of the Reserve Officers' Training Corps (ROTC), offices of the Department of History, the Office of Events & Conferences and the William C. Foster '62 Memorial Courtyard.

Dresser Foundation Gallery

Located in The Regina A. Quick Center for the Arts, this gallery displays selected works from the University's Permanent Collection.

E

Ellicottville (correct spelling)

ellipsis

Three periods used to indicate missing or continuing text in a passage or publication. There should be a space on both sides of an ellipsis.

email

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

entitled

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

exhibit/exhibition

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

Enchanted Mountain Club

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

endowed scholarships

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

ext.

Abbreviation for citing university extension telephone numbers: *Contact the Office of Admissions at ext. 2300.*

F

faculty and staff identifications

Include abbreviation “Dr.” before the name, if warranted, and always follow with the university title: *Dr. Lauren Matz, professor of English*. These titles can be found in the university’s graduate and undergraduate catalogs:

<https://www.sbu.edu/academics/registrar's-office/course-catalogs>

Fairway View Pavilion

Opened in 2021, Fairway View Pavilion at St. Bonaventure Golf Course was built to replace the Clubhouse Restaurant, which had been deemed obsolete and was demolished. Large garage doors can be opened on both sides of the building and a large patio runs the length of the building, overlooking the golf course’s second and third fairways. The restaurant is closed during the winter months.

Family Weekend

Capitalize. A weekend-long celebration held in September.

Fidelity Society

Part of the prestigious Devereux Giving Society, the Fidelity Society recognizes university benefactors who give between \$500,000 and \$999,999 during a fiscal year.

First-Year Experience

The First-Year Experience program, located in the Student Success Center in Plassmann Hall, provides programming designed to engage new students in the academic, social and spiritual life of the university.

Francis Hall

Francis Hall became the home of the School of Health Professions following a \$17.5 million renovation project in 2020-2021 that included major exterior renovations as well as the gutting of interior spaces in order to construct classrooms and labs geared specifically for health-related programs. The renovations included improvements to approximately 125 student residence rooms on the building's upper floors. Renovations included creation of Freshens Fresh Food Kitchen (formerly Francis Café) on the building's first floor. Francis was built to house Christ the King Seminary, which occupied the building from 1951 to 1974. Since then, and prior to its most recent transformation, it was used as a residence hall and housed classrooms and university offices.

Franciscan Friary

Completed in 1986, it is home to the Franciscan friars. The Friary includes a living room, dining room, chapel and bedrooms. The offices of Alumni Services and vice president for University Advancement are located at the friary.

Franciscan Institute

Internationally acclaimed center of research, teaching and publication on the history, spirituality and intellectual tradition of the Franciscan movement. Its offices are located in the Murphy Professional Building. The Library of the Franciscan Institute, one of the finest collection of books, journals, special collections and manuscripts on Franciscan subjects in the Americas, is one of the special collections of Friedsam Memorial Library on campus. The Holy Name Library for the Franciscan Institute, an addition to Friedsam, houses the university's collection of rare books.

Franciscan Order

Order of Friars Minor, abbreviated O.F.M., following a member's name.

freshman

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

Friary Chapel

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

Friedsam Memorial Library

Named for the late Col. Michael Friedsam, the library is a tri-level structure that contains more than 250,000 books, 1,300 periodical subscriptions and 60,000 bound periodical

volumes, along with access to electronic sources either on CD-ROM, or online. A U.S. Government Depository Library, it also houses university archives and the Franciscan Institute Library and is connected to Friedsam is connected to the **Holy Name Library for the Franciscan Institute** (see separate listing). Friedsam also houses the offices of Technology Services and its Helpdesk.

fundraising, fundraiser

As per AP style, one word in all cases.

G

Garden Apartments (Gardens of Br. Leo)

The Garden Apartments house up to 96 students. Each six-person furnished apartment contains three bedrooms, two bathrooms, a living room, dining room and kitchen.

Garret Theater

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

Gaudete Medal

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

Glen of St. Clare

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

Gobonnies.com

The official website of St. Bonaventure's Department of Athletics.

graduate/graduates/graduated

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

GPA

Grade point average. GPA on second reference.

grades

University grades are generally referenced on a 4.0 scale.

Greccio Society

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

Grotto Society

Part of the prestigious Devereux Giving Society, the Grotto Society recognizes university benefactors who give between \$1,000 and \$1,999 during a fiscal year. The Young Alumni Grotto Society is designed for young alumni who have graduated in the last 10

years. To qualify for membership, graduates one to five years out must make a contribution of \$250 or more; graduates six to 10 years out must contribute \$500 or more.

H

headlines

On press releases, headlines should always be upper and lowercase and centered.

health care

Two words in all instances, in keeping with AP Style and in our own use of the term in our Franciscan Health Care Professions Program.

Hellinger Award

Established in 1960, the Mark Hellinger Award (always use full name on first reference; *Hellinger Award* acceptable on second) is presented annually to a senior in the Jandoli School of Communication who has demonstrated excellence and genuine promise in the area of journalism and mass communication.

HEOP

See Arthur O. Eve Higher Education Opportunity Program.

Heritage Society

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

Hickey Dining Hall (Alexander Hickey Memorial Dining Hall)

Located in Magnano Centre, Hickey is named for the first postmaster at SBU. Opened in 1930, it was renovated in 1986 and 2006. Hickey offers cafeteria-style dining. *Hickey Dining Hall* acceptable on first reference.

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

Now known as the Administration Building. (See Administration Building).

Holy Name Library for the Franciscan Institute

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

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

internet

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

intramurals

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

invitations

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

J-K-L

Jandoli School of Communication

Formerly the Russell Jandoli School of Journalism and Mass Communication, the school's name was changed in 2016 to reflect the many communication platforms in use around the world today. The school is named for the late Russell J. Jandoli, who founded the Department of Journalism at St. Bonaventure in 1947 and oversaw the program for 34 years. Undergraduate majors include broadcast journalism, journalism, media studies, sports media, strategic communication and video production. A minor in communication is also available. Graduate majors, all available in online format only, include

communication, digital journalism, leadership and sports journalism. For prospective freshmen, early assurance programs are available leading to master's degrees in digital journalism, sports journalism and communication.

John J. Murphy Professional Building

The John J. Murphy Professional Building, which opened in 1982, is a multi-purpose academic facility housing the Jandoli School of Communication, the 400-seat Dresser Auditorium, the Koop Broadcasting Lab, a computer lab, lecture classrooms, and offices for deans and faculty members. It also houses the offices of University Advancement and the Franciscan Institute. *Murphy Professional Building* is acceptable on second reference.

Joyce Field

Home to SBU Division I women's softball, Joyce Field is part of the Tom '80 and Michelle Marra Athletics Fields Complex located behind Reilly Center. Charles Joyce of Wellsville, New York, and his family, longtime benefactors of SBU, provided the lead gift for a major renovation project in 2015 that included installation of a turf playing surface, a new scoreboard, backstop and perimeter fencing.

Jr., Sr., III in names

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

F. Donald Kenney Museum & Art Study Wing

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

Koop Broadcasting Lab

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

Laurel, The

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

lecturer

“Lecturer” is an academic rank in the university. A lecturer is not to be referred to as a professor, even in the generic sense of the term.

Lenna Visiting Professor

The Lenna Endowed Visiting Professorship, established in 1990 and funded through gifts from the late Betty S. Lenna Fairbank and the Reginald A. Lenna of Jamestown, New York, is designed to bring scholars of stature in their fields to St. Bonaventure University and Jamestown Community College for public lectures.

location of St. Bonaventure University

St. Bonaventure is located in the town of Allegany, between the city of Olean and the village of Allegany, New York. For travelers on I-86, the Southern Tier Expressway, it is most easily accessible from exit 24.

Loughlen Hall

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

M

Magnano Centre

The building housing Hickey Dining Hall, Café La Verna, The Wolf Den, the University Club and the Rathskeller. It is named after late Olean businessman and philanthropist Louis Magnano and his widow, Patricia, in recognition of their \$2 million donation to the university in 2007. (*Note spelling: Centre*)

Maintenance/Central Receiving building

The Maintenance Department, central receiving/storeroom and university mailroom are located in the Maintenance/Central Receiving building.

Marra Athletics Fields Complex

See formal name: *Tom '80 and Michelle Marra Athletics Fields Complex*.

Mass

Always capitalize when referring to a religious service.

mathematics

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

McGinley-Carney Center for Franciscan Ministry

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

McGraw-Jennings Athletic Fields

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

Merton's Heart

A heart-shaped clearing on a hillside south of the university and visible from campus. It is named for Thomas Merton (1915-1968), the famous writer and theologian who taught English at St. Bonaventure in the early 1940s and was known to walk through the hills surrounding campus. While Merton's name is associated with the site and the legend is that he would go there to meditate, there is no evidence that the clearing was especially favored by Merton. Myth or not, the connection likely came from the fact that Merton would walk from campus to a cottage on Rock City Hill, to the southeast of campus, where he spent three summers with his good friend and Olean native Robert Lax (1915-2000). The two met as students at Columbia University. Lax, a famous poet, lived most of his adult life on the Greek island of Patmos. For years, a visit to Merton's Heart was a rite of passage for St. Bonaventure students. Now, however, there is no trespassing on the privately owned acreage.

Merton's Heart Club

Recognizes university benefactors who give between \$500 and \$999 in a fiscal year.

military titles

Abbreviate military titles when preceding an individual's name. See AP Stylebook under "military titles."

Millennium Society

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

months

In running text, months are abbreviated when connected with the date. Do not abbreviate March, April, May, June or July: *The presentation took place on Jan. 29, 2021.*

Mt. Irenaeus

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

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. Do not place in quotes or italicize.

numbers

In general, spell out one through nine: *The Yankees finished second. He had nine months to go.*

Use figures for 10 or above and whenever preceding a unit of measure or referring to ages of people, animals, events or things. Also in all tabular matter, and in statistical and sequential forms.

Use figures for:

- academic course numbers: *Philosophy 209*
- addresses: *210 Main St.* Spell out numbered streets nine and under: *5 Sixth Ave.*
- ages: a 6-year-old girl. Use hyphens for ages expressed as adjectives before a noun or as substitutes for a noun. *A 5-year-old boy. The race is for 3-year-olds. The woman is in her 30s, 30-something, but Thirty-something to start a sentence.*
- centuries: 21st century. Spell out for numbers nine and lower: fifth century.
- decimals, percentages and fractions with numbers larger than 1. For amounts less than 1, precede the decimal with a zero. *The cost of living rose 0.03 percent.*
- dimensions, to indicate depth, height, length and width: He is 5 feet, 6 inches tall; a 9-inch snowfall. Exception: two-by-four
- distances: He walked 4 miles. He missed a 3-foot putt.
- school grades: Use figures for grades 10 and above, spell out for first through ninth grades: 10th grade, fourth grade, fifth-grader.

- 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.

See many more examples in AP Stylebook.

O

office

Capitalize when part of a formal title: *St. Bonaventure University Office of the President*; or when referring to the specific office: *University communications are coordinated by the Office of Marketing and Communications*. For a list of offices, departments and divisions at SBU, see *Department* listing.

O.F.M.

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

O.S.F.

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

online

One word

Online and International Student Services

The Office of Online and International Student Services, located in the Student Success Center in Plassmann Hall, provides assistance to students from around the world so they may thrive as members of the St. Bonaventure campus, community and culture.

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 offices of the schools of Arts and Sciences and Education, as well as the Student Success Center. Plassmann contains classrooms, offices, seminar rooms

and a unique modern language laboratory and a high-tech “Classroom of the Future.” A two-story annex is located at the rear of the building.

president

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

press releases (news releases)

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

- Headlines in upper and lowercase, centered;
- Dateline followed by long dash;
- Use — 30 — to signify end of release.

professor

Never abbreviate. Capitalize when used as a formal title before a full name. Do not continue in second reference unless part of a quotation. Note that adjunct instructors and lecturers are not professors and should not be referred to as such, even in the generic sense.

programs of study at St. Bonaventure University

For a listing of undergraduate and graduate programs of study, see the Departments, Majors & Minors site on the university website:

<https://www.sbu.edu/academics/programs-a-z-listings>

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; provides social activities such as musical entertainment, films and games; food and beverages served. (*Note: Rathskeller, not Rathskellar*)

Regina A. Quick Center for the Arts

Completed in 1995, this \$7 million facility houses art galleries for the university’s art collection and visiting artists’ exhibitions. The F. Donald Kenney Museum and Art Study Wing, which opened in March 2001, created additional galleries, a study room and support spaces. The Quick Center also houses the 321-seat Rigas Family Theater. The center’s third floor is utilized by the Department of Visual and Performing Arts at St. Bonaventure. On first reference, always use *The Regina A. Quick Center for the Arts*; on second reference, *The Quick Center*. Center staff have begun to use the shortened QCA, which is also acceptable on second reference. The Quick Center, in conjunction with the

Friends of Good Music, a private music appreciation group in Olean, offers an annual concert series.

Reilly Center

Reilly Center was completed in 1966 and named in honor of Mike Reilly, former university football and basketball coach. St. Bonaventure's largest building, it houses the 5,780-seat Reilly Center Arena overlooking Bob Lanier Court, home of the men's and women's D-I basketball teams, a swimming pool, locker rooms and athletic training and conditioning facilities. It also houses the Athletics Hall of Fame, the St. Bonaventure Post Office, the RC Café, the University Bookstore, the Reilly Center Ticket Office, campus radio station 88.3 The Buzz, The Bona Venture student newspaper, offices of the Division of Student Affairs, the Career and Professional Readiness Center and the student and staff ID office. The center was air conditioned in the summer of 2021 in an extensive project that also included upgrades to the roof, heating and ventilation systems, lighting and electrical systems and the arena's sound system.

Reserve Officers' Training Corps (ROTC)

Spell out on first reference; ROTC acceptable thereafter. Affiliated with the U.S. Army, St. Bonaventure's ROTC unit is the Seneca Battalion. *Note placement of apostrophe in full name.*

Richter Center

See *Sandra A. and William L. Richter Center*

Rigas Family Theater

A 321-seat theater located in The Regina A. Quick Center for the Arts and made possible by funding through the John R. Rigas family.

Robinson Hall

Robinson Hall is a residence hall that shares an outdoor courtyard with its neighboring residence hall, Falconio Hall. The two were formerly connected by a common lounge, which was razed to create the outdoor common area and a walkway to Richter Center. Robinson houses the Office of Safety and Security.

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.

S

SBU

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

SBU Theater

The university's faculty-directed production company, SBU Theater presents contemporary and classical plays (and the occasional musical) in two theaters: 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, where Saint Francis said he was told by God 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, San Damiano Room was formerly the Francis Hall Chapel. Remodeled in the summer of 2003 and upgraded in 2018, it was again refashioned as part of renovations in 2021 to establish Francis Hall as the home of the School of Health Professions renovation. It is now a modern study space.

San Damiano Society

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

Sandra A. and William L. Richter Center

This \$6 million recreation facility opened in September 2004. It features three basketball courts, a running/walking track, racquetball/squash/wallyball courts, an aerobics room, a recreational area, a weight room, a cardiovascular fitness room, locker rooms, an equipment check-out station, a reception area and a climbing wall. *Richter Center* is acceptable on second reference.

schools

The different schools within the university are:

- Jandoli School of Communication (See listing under J)
- School of Arts and Sciences
- School of Business
- School of Education
- School of Health Professions
- School of Graduate Studies

School of Arts & Sciences

The largest and most diverse among the university's six schools, Arts & Sciences offers undergraduate degrees in more than 30 programs as well as many academic minors. The school services most of the courses for the university's General Education curriculum and the Honors Program. For a complete list of majors and minors, visit the School of Arts & Sciences website landing page: <https://www.sbu.edu/academics/schools-at-sbu/school-of-arts-sciences>.

School of Business

Operating out of the state-of-the-art William E. and Ann L. Swan Business Center, the School of Business offers undergraduate degrees in accounting, finance, marketing, management and sports management, as well as a number of minors. For prospective freshmen, two early assurance programs are available, leading to a Master of Science in business analytics or a Master of Business Administration (4+1 BBA/MBA). Besides the graduate-level programs in business analytics and MBA, the School of Business offers a graduate certificate program in strategic management. The School of Business is accredited by the Association for the Advancement of Collegiate Schools of Business.

School of Education

The School of Education, accredited by the National Council for the Accreditation of Teacher Education and a candidate for initial accreditation through the Council for the Accreditation of Educator Preparation, has been preparing educators since 1916. It offers undergraduate degrees in adolescence education, educational studies, childhood education, physical education and sport studies. Graduate programs are available in adolescence education, B-12 literacy, educational leadership, inclusive special education, clinical mental health counseling and school counseling. Advanced certificate programs include school building leader, school district leader, childhood B-6 literacy extension and adolescent 5-12 literacy extension.

School of Graduate Studies

The School of Graduate Studies offers master's and certificate programs in our schools of Business, Education, Communication, Arts & Sciences and Health Professions. See each school for details.

School of Health Professions

The School of Health Professions offers two programs in nursing, RN to B.S. in nursing and dual degree nursing (in conjunction with Jamestown Community College), both accredited by the Commission on Collegiate Nursing Education; as well as undergraduate degrees in public health and health science. Graduate programs include the Master of Science in Physician Assistant Studies, accredited by the Accreditation Review Commission on Education for the Physician Assistant; and the Master of Science in Occupational Therapy, which has been granted candidacy status by the Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association; and Master of Public Health.

seasons

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

Seraphim Legacy Society

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

Shay Hall

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

St. Bonaventure University

The university, first known as St. Bonaventure's College, was founded in 1858, three years after a young Franciscan from Italy, Pamphilo da Magliano, and three other friars came to Western New York at the invitation of John Timon, bishop of Buffalo, and Utica landowner Nicholas Devereux to establish a Catholic college and seminary. They formed the nucleus of the group of friars who created St. Bonaventure's College. On Oct. 4, 1858, the Feast of St. Francis, the formal dedication of the new school was held on the tract of land donated by Devereux. It was then that the College was named after St. Bonaventure of Bagnoregio, the patron of Franciscan Studies and Learning. St. Bonaventure's College held its first commencement exercise in June 1860, graduating a class of 15 students. Use the entire name, *St. Bonaventure University*, on first reference; second references as *St. Bonaventure* or *the university* are acceptable. Always abbreviate St.; never use Saint Bonaventure.

St. Bonaventure University Conference Center

Housed in Doyle Hall, the conference center was created in a 2020 renovation of the Doyle Hall wing behind the chapel. The center offers a modern space with top-of-the-line technology for hosting a wide variety of events. A hidden and hinged sound-resistant wall can be closed to divide the large rectangular space into the Robert R. Jones Room and the Mathias Doyle Room.

St. Joseph's Oratory

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

student-athlete

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

students

When referencing students in an article, identification should include full name, class year, major and hometown. Information that further identifies and characterizes the student is appropriate, such as names of parents/guardians, campus involvement, internships served, etc.

Student Success Center

Located in Plassmann Hall, the Student Success Center was created in 2018 to consolidate offices directly serving students so as to create a one-stop service center. The center includes the offices of Disability Support Services, First-Year Experience, Online and International Student Services, and the Higher Education Opportunity Program. (*See individual office listings for details.*)

T

Technology Services

Housed in Friedsam Memorial Library, Technology Services is staffed by IT professionals who provide technology related support to all members of the campus community. Tech Services (acceptable on second reference) operates the SBU Help Desk, also housed in the library, which answers tech-related questions and works with students to resolve computer issues.

telephone numbers

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

that/which

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

Thomas Merton Center

The building razed in 2016 to make way for construction of the McGinley-Carney Center for Franciscan Ministry, the home of University Ministries.

time

In running text, times are always listed with numerals followed by a.m. or p.m. Whole number times do not require “:00” at the end: *The concert begins at 8 p.m.*; 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: *The group will meet at 3 p.m. Tuesday, Sept. 12, in Room 111 of Doyle Hall.*

titles

Check all titles of campus sources in the undergraduate catalog.

titled

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

Tom ’80 and Michelle Marra Athletics Fields Complex

Located just south of Reilly Center, the Marra Athletics Fields Complex (OK on second reference) includes a lighted, multi-purpose field with artificial turf, which hosts soccer, lacrosse and rugby contests; Joyce Field, the women’s softball facility; and Fred Handler Park at McGraw-Jennings Field, the men’s baseball facility. The Marra Complex is named for Tom Marra, ’80, and his wife, Michelle, whose \$1 million donation jump-

started the campaign to renovate the grounds. Upgrades, which included the installation of seating, scoreboards and media/PR facilities, were completed in 2014. The complex is used by the university's Division I athletics programs, club and intramural programs, and hosts other outdoor university activities.

trustees, Board of Trustees

No apostrophe used.

U

University Chapel

Part of Doyle Hall, University Chapel is the site of official university Masses, the annual December Recognition Ceremony, Reunion Weekend events and other activities.

University Ministries

The team of religious and lay people who welcome students of all religious affiliations to participate in a variety of opportunities for spiritual growth, service learning, social action and community building. Headquartered in the McGinley-Carney Center for Franciscan Ministry, University Ministries offers a number of faith-based programs and opportunities. It includes the Franciscan Center for Social Concern (FCSC), which operates a number of service-learning opportunities. It is also the on-campus headquarters for Mt. Irenaeus, a Franciscan mountain community about a 35-minute drive from campus. For more details about University Ministries, visit the website:

<https://www.sbu.edu/life-at-sbu/university-ministries>.

University Observatory

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

V

varsity sports

University varsity sports include:

Men's teams:

baseball, basketball, cross country, golf, lacrosse, soccer, swimming and diving, tennis, track and rugby.

Women's teams:

basketball, cross country, lacrosse, soccer, softball, cross country, swimming and diving, tennis and track.

All teams compete in the Division I level in the Atlantic 10 Conference with the exception of men's rugby, which plays in Rugby East, in Division 1A of USA Rugby, the highest level in the nation.

Village of St. Anthony

Townhouse apartments located at the east end of campus, offering townhouses and traditional apartments for seniors and graduate students. Each unit accommodates four or six students and includes single bedrooms, a living room, two bathrooms and a kitchen.

WXYZ

WSBU

Award-winning campus radio station at 88.3 FM. Call name is The Buzz.

The Warming House

Believed to be the oldest student-run soup kitchen in the nation (opened in 1974), the Warming House, run by the Franciscan Center for Social Concern, is located on North Union Street in downtown Olean and offers meals to needy and elderly residents. Always used with “The.”

web

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

William E. and Ann L. Swan Business Center

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

William F. Walsh Science Center

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

Wolf (Bona Wolf)

Incorporated in 1999 as the official mascot of the university's Department of Intercollegiate Athletics. *Bonnies* is the official nickname for varsity sports teams.

The Wolf Den

A deli located in Magnano Center, in space shared by Café La Verna. Formerly known as Café La Verna Deli.

University Logos & Colors

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. 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 Marketing and Communications.

The official St. Bonaventure University logo (right) is the foundational graphic element of our brand system. Its consistent application and faithful reproduction strengthen our brand and reinforce the reputation of St. Bonaventure with the university community of students, faculty, staff, and alumni; other academic institutions; the people of Western New York and surrounding regions; and the wider world.



If you have questions about the university's brand standards (a Brand Guide is available) or need the official logo in a different format (one color, black, for web or print), or another university-approved logo, contact graphic designer Jennifer Pulver at (716) 375-2045 or jpulver@sbu.edu.

For Department of Athletics logos, contact Scott Eddy at (716) 375-4019 or seddy@sbu.edu.

Color Palette

The primary color of St. Bonaventure University is Bona Brown. Our secondary palette includes Bona Yellow and Bona Gray. (All color codes are available below.)



BONA BROWN
PMS 476C
CMYK 48 | 69 | 73 | 57
RGB 78 | 50 | 39
HEX #4E3227



BONA YELLOW (SUN)
PMS 115C
CMYK 0 | 6 | 87 | 0
RGB 253 | 218 | 36
HEX #FDDA24



BONA GRAY (WOLF)
PMS WARM GRAY 4C
CMYK 11 | 13 | 15 | 27
RGB 182 | 173 | 165
HEX #B6ADA5

NOTE: Tertiary accent colors (Sky blue and Grass green) are also approved for limited use with university approval.

For complete information on logos, colors and other university branding guidelines, see our “University Style Guides” on our Office of Marketing & Communications website:
<https://www.sbu.edu/about/administration-directories/campus-office-directory/office-of-marketing-and-communications>