Editorial Style Guide

October 2021

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Northern Illinois University

This document was approved by the Editorial Style Guide Steering Committee Nov. 25, 2019.

The Northern Illinois University Editorial Style Guide will be reviewed and updated annually by the committee. It is available on the [Division of Enrollment Management, Marketing and Communications website](#).

Follow Associated Press and NIU styles.

The official style manuals for all Northern Illinois University communications are [The Associated Press Stylebook](#) and this style guide. All university units are expected to follow AP and NIU style. [Webster's New World College Dictionary](#) is used for spelling and usage issues not covered in The AP Stylebook or this style guide. Further information regarding university branding and standards can be found in our online [Communication Standards for Institutional Brand Identity](#) guide.

1 Introduction and Purpose

The Northern Illinois University Editorial Style Guide is a compilation of university-specific editorial standards. It is meant to be used as the first resource, in addition to the AP Stylebook and Webster's New World College Dictionary, by university personnel across internal and external communication modalities.

Students are expected to follow the standards that are provided by their professors.

This guide was collaboratively assembled by members of the NIU Editorial Style Guide Steering Committee.

2 Style and Usage Guide

2.1 Capitalization and Titles

complete and formal names Capitalize the complete formal names of NIU colleges and departments, offices, committees, programs, course titles (i.e., Department of Marketing, Center for Black Studies, Honors Program). Please see the [Official Names List](#) for a complete list of formal names.

Lowercase any fragmentary titles (i.e., the college, the university, the center, the marketing department, the department's program in finance).

Facebook Like us on Facebook. Uppercase "L" for Like; no quotation marks. Always capitalize "F" for Facebook.

languages Capitalize major in English, minor in Spanish.

Lisa Freeman Refer to her as President Lisa Freeman on first reference and either as President Freeman or Dr. Freeman thereafter. Do not use just her surname.

majors, minors, specializations, emphases, concentrations, options and areas of study Lowercase in text references (i.e., major in elementary education, minor in urban studies, specialization in audiology, biochemistry emphasis, concentration in public history, time arts area of study).

personnel titles Lowercase titles that follow a name or stand-alone (i.e., Poppy Pomfrey, dean of the College of Health and Human Sciences; chair of the School of Nursing and Health Studies; director, Health Services).

Capitalize formal titles preceding names (i.e., President Arthur Weasley; Dean Pomfrey; Professor Minerva McGonagall). However, lowercase a job title when it precedes a name if it serves primarily as an occupational description, such as, "Contact program advisor Sue Smith for more information."

Examples of the different usages of personnel titles:

>   Formal title: Professor Minerva McGonagall
>   Job title following a name: Minerva McGonagall, professor of transfiguration, Hogwarts
>   Job description title: transfiguration professor Minerva McGonagall

The Dr. title is reserved for persons holding medical degrees. For Ph.D. degree holders, state their name followed by the degree (i.e., Parvati Patil, Ph.D.).

In listing the various degrees after a person's name, list academic degrees in the order in which they were earned, then professional designations (i.e., Jane Doe, B.S., M.S., Ph.D., MSN, RN, CNE).

seasons and academic semesters Lowercase fall semester, spring 2020, summer session.

sentence case Only the first word is uppercase unless it is a name or proper noun.

title case Most Every Word is in Uppercase.

titles of work Follow AP style which states:

> Apply the guidelines listed here to book titles, computer and video game titles, movie titles, opera titles, play titles, poem titles, album and song titles, radio and television program titles, and the titles of lectures, speeches and works of art.

> The guidelines, followed by a block of examples:

> - Capitalize the principal words, including prepositions and conjunctions of four or more letters.
> - Capitalize an article — *the, a, an* — or words of fewer than four letters if it is the first or last word in a title.
> - Put quotation marks around the names of all such works except the Bible, the Quran and other holy books, and books that are primarily catalogs of reference material. In addition to catalogs, this category includes almanacs, directories, dictionaries, encyclopedias, gazetteers, handbooks and similar publications. Do not use quotation marks around such software titles as WordPerfect or Windows.

> **EXAMPLES:** "The Star-Spangled Banner," "The Rise and Fall of the Third Reich," "Gone With the Wind," "Of Mice and Men," "For Whom the Bell Tolls," "Time After Time," the NBC-TV "Today" program, the "CBS Evening News," "This Is Us," "A Star Is Born," "Star Wars," "Game of Thrones." See television program names for further guidelines and examples.

> **REFERENCE WORKS:** IHS Jane's All the World's Aircraft; Encyclopaedia Britannica; Webster's New World Dictionary of the American Language, Second Edition.

> Names of most websites and apps are capitalized without quotes: Facebook, Foursquare.

> **EXCEPTION:** "FarmVille" and similar computer game apps are in quotes.

> Foreign works: Rousseau's "War," not Rousseau's "La Guerre." But: Leonardo da Vinci's "Mona Lisa." Mozart's "The Marriage of Figaro" if sung in English but "Le Nozze di Figaro" if sung in Italian. Mozart's "The Magic Flute" if sung in English but "Die Zauberflöte" if sung in German. "Die Walküre" and "Götterdämmerung" from Wagner's "Der Ring des Nibelungen" if sung in German but "The Valkyrie" and "The

Twilight of the Gods" from "The Ring of the Nibelung" if sung in English. Janacek's "From the House of the Dead," not Janacek's "Z Mrtvého Domu."

—For other classical music titles, use quotation marks around the composition's nicknames but not compositions identified by its sequence.

EXAMPLES: Dvorak's "New World Symphony." Dvorak's Symphony No. 9.

webpage navigation Labels are written in Title Case.

2.2   Common Spelling, Grammar and Phrases

accountancy Not *accounting* when referring to the academic department.

acting administrator Serves for a specific period of time.

adviser or advisor Either is accepted but must be used consistently.

A-ID An employee's university account number.

affect, effect Affect, as a verb, means to influence; as a noun, it is best avoided. (It is occasionally used in psychology to describe an emotion, but there is no need for it in everyday language.) Effect, as a verb, means to cause. Effect, as a noun, means result. Do not use *impact* instead.

alumnus, alumni, alumna, alumnae Use *alumnus* (*alumni* in the plural) when referring to a man who has attended school. Use *alumna* (*alumnae* in the plural) when referring to a woman who has attended school. Use *alumni* (not alums) when referring to a group and/or as a gender-neutral term.

Black Use the capitalized term as an adjective in a racial, ethnic or cultural sense: *Black people*, *Black culture*, *Black literature*, *Black studies*, *Black colleges*.

CA Stands for community advisor.

campuswide Not campus wide.

centered on Not centered around.

chair Not chairman, chairwoman or chairperson.

cocurricular Not co-curricular.

compose, comprise, constitute *Compose* means to create or put together: *She composed a song. Comprise* means to contain, include all or embrace. It is best used in the active voice: *The United States comprises 50 states. Constitute*, in the sense of form or make up, may be the best word if neither compose nor comprise fit: *Fifty states constitute the United States.* Use *include* when what follows is only part of the total: *The zoo includes lions and tigers*.

coursework Not course work.

DeKalb Not Dekalb.

Department of Biological Sciences Not biology.

Department of Mathematical Sciences Not mathematics.

departments On second reference, can lowercase department thereafter.

dog guide Not "guide dog" which is a registered trademark.

email Not e-mail.

emeritus Refers to a retired, tenured professor in good standing with the university (singular). Use **professors emeritus** rather than emeriti for plural usage.

first come, first served or first-come, first-served Not first come, first serve.
first-generation student Refers to the first person in a family to attend a four-year university.
first-year Can describe a freshman or student attending NIU for the first time.
freshman class
freshman student orientation
freshman student-athlete
freshmen student-athletes When "man" is part of a compound, both parts of the full term become plural: freshman student, freshmen students.
Founders Memorial Library With an "s." No apostrophe.

GED A trademark abbreviation for *General Educational Development* tests, a battery of five exams designed by the American Council on Education to measure high school equivalency. *GED* should be used as an adjective, not as a noun. Those passing the tests earn a *GED diploma* or *certificate*, not a *GED*.
GPA Acceptable on first reference for grade-point average. Carry decimals in GPA to two digits, i.e., 3.50.
gray Not grey.

health care Not healthcare.
homophones They're/there/their; pore/pour/poor; to/too/two; ware/wear/where; weather/wether/whether; cite/site/sight.
Huskie, Huskies Not Husky.
Huskie Bucks A prepaid debit card account for students to make on-campus purchases and for resident hall laundry access.

interim chair Is appointed for an indefinite period of time.
international student Instead of foreign student.
internet No longer capitalized.

kickoff (noun and adj.) **kick off** (verb).

Latinx, Latinxs (plural) A gender-neutral reference for Latinos (men), Latinas (women). Do not use Latin@s as it is not accessibility compliant. Do not use Latino/a or Latina/o.
LGBTQ+ Lesbian, gay, bisexual, transgender, queer and others. This is the preferred acronym of the director of the Gender and Sexuality Resource Center (GSRC).
login, logon, logoff (noun) But use as two words in verb form: *I log in to my computer*.

Move-in Day (noun/event), move in/move out (verb).

Northern In the body of copy, use NIU instead of Northern. Use of Northern only in established titles such as *Northern Nurse* and *Northern Star* is permissible.

ombudsperson Not ombudsman or ombudswoman.
OneCard The official identification card for NIU students and personnel. Accesses key functions such as Huskie Bucks, meal plans, Campus Recreation facilities, door access and library services.
online

PLUS programs Use AcademicsPLUS, EngagePLUS and JobsPLUS in body copy and headlines. NIU PLUS**,** however, retains the space due to it being all capitals.

post-traditional students Has replaced nontraditional students.

preestablish Not pre-establish, as per AP Style 2019.

preregister Not pre-register.

résumé Not resume.

setup (noun and adj.); **set up** (verb).

state names Spell out the names of states when in the body of a story, whether standing alone or in conjunction with a city, town, village or military base. EXCEPTIONS: Datelines use the postal code abbreviation (i.e., Illinois – IL, Nebraska – NE). Photo captions use regular abbreviations (i.e., Illinois – Ill., Nebraska – Neb.). States that are not abbreviated (apart from datelines) include Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah.

student-at-large Not student at large.

STEAM Acronym for science, technology, engineering, arts and math. Okay to use on first reference, but spell out fully on next reference.

STEM Acronym for science, technology, engineering and math. Okay to use on first reference but spell out fully on next reference.

STEMFest/STEM Fest Use STEMFest in headlines, STEM Fest in body copy.

syllabuses Plural of syllabus (we no longer use syllabi for the plural form).

than, then *Than* is a conjunction used to compare things; *then* is an adverb used to place events in time or things in order. *He wrote a volume that was longer than the AP Stylebook, and then published it.*

that, which Use *that* and *which* when referring to inanimate objects and to animals without a name. Use *that* for essential clauses, important to the meaning of a sentence, and without commas. *I remember the day that we met*. Use *which* for nonessential clauses, where the pronoun is less necessary, and use commas to offset the clause. *The team, which finished last a year ago, is in first place. Tip: If you can drop the clause and not lose the meaning of the sentence, use* which; *otherwise,use* that*. A* which *clause is surrounded by commas; no commas are used with* that *clauses*.

theater Use the "er" spelling unless the proper name is Theatre (e.g., Shubert Theatre).

theatre For Department of Theatre and Dance only, use the "re" spelling for all references (e.g., Department of Theatre and Dance; Black Box Theatre; enjoy an evening of live theatre).

U.S. Use periods when abbreviating United States in a body of text, use US (no periods) in headlines.

universitywide Not university wide or university-wide.

upper division/lower division Not upper class or lower class; not upperclassmen or lowerclassmen. Upper division refers to students taking 300/400-level courses, lower division is for students taking 100/200-level courses. Use inclusive language rather than gendered language.

website, webpage Both lowercase; both one word.

who, that *Who* is used as a pronoun and function word to introduce a relative clause and when referring to human beings. *That* should be used for nonhuman animals and for things. *A generation who had known nothing but war*. – R. B. West.

Z-ID A student's university account number.

2.3   Headlines and Headings

alignment Do not center align text or headings.

headlines for display pieces (posters, etc.) Display pieces may be formatted in Title Case.

headlines for NIU Today and press releases Capitalize the first word and proper nouns in headlines. Exception: First word after a colon is capitalized.

Example:

New for fall 2020: Application fee waivers for freshmen

hyphenation in title case headings Use lowercase on the second word (i.e., Full-time Job).

print headings Print headings are formatted in sentence case (only the first word is capitalized).

Example:

Application fee waivers for freshmen applicants available

punctuation in headlines and headings Avoid using exclamation points (!).

web headings Web headings are formatted in Title Case. In cases where a subheading (H4, H5, etc.) is a complete sentence, it can be formatted in sentence case (only the first word capitalized).

Example:

Application Fee Waiver – Freshmen Applicants

2.4   Inclusive Language

2.4.1   *Disabled*

In general, use people-first language such as *students with disabilities* and do not describe an individual as disabled unless it is clearly pertinent to a story. Avoid descriptions that connote pity, such as *afflicted with* or *suffers from multiple sclerosis*. Rather, *has multiple sclerosis*.

Some terms include:

adaptive education Using instruction and curriculum development to meet the needs of individuals with disabilities.

communicative disorders A program that emphasizes speech-language pathology/audiology and deafness rehabilitation.

deaf Describes a person who is deaf or who has significant hearing loss. For others, use *hard of hearing*. Avoid using *deaf-mute*. Do not use *deaf and dumb*.

disabled A general term used for a physical, mental, developmental or intellectual disability. Do not use mentally retarded or cripple. Use *person with a physical disability*; *person with a mental health disability*; *person with an intellectual disability*.

handicap Should be avoided in describing a disability.

mute Describes a person who cannot speak. Others with speaking difficulties are speech impaired.

visual impairments NIU uses visual impairments. AP style uses blind. Describes a person with complete loss of sight. For others, use terms such as visually impaired or person with low vision.

wheelchair user Used for independent mobility. Do not use *confined to a wheelchair* or *wheelchair-bound*.

2.4.2   Gender Pronouns

women Pronouns include she, her, hers, herself.

men Pronouns include he, him, his, himself.

AP style - gender-neutral Pronouns include they, them, their, theirs, themselves. Do not use themself.

NIU style - gender-neutral Use the pronouns people prefer.

Please see the [Gender and Sexuality Resource Center](#) for updated information.

As a general rule, communication should refrain from saying his/hers (use their instead) or from women and men (use people or students) in the same way we say parents or families instead of mother and father.

2.4.3   Students of Color

African American

AP style - Use the capitalized term as an adjective in a racial, ethnic or cultural sense: *Black people*, *Black culture*, *Black literature*, *Black studies*, *Black colleges*.

NIU style - All persons having origins in any of the Black racial groups of Africa.

Asian American All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam. AP Style no longer uses hyphens.

Black (racial reference) Acceptable for an American Black person of African descent.

DACAmented Refers to youth who are eligible and have applied and received the documentation under the Deferred Action for Childhood Arrivals (DACA) program.

Hispanic, Latinx or Latina/Latino All persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Latin American (noun) Refers to people who hail from or whose family background is in Mexico, Central America, parts of the West Indies or South America, where Spanish, Portuguese and French are the official languages derived from Latin.

Mexican American AP Style no longer uses hyphens.

Native Hawaiian or Other Pacific Islander All persons having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.

undocumented A foreign national who: 1) Entered the United States without inspection or with fraudulent documentation or 2) Entered with a visa and overstayed the terms of their status and remained in the United States without authorization. Other terms commonly used in reference to undocumented students include unauthorized, DREAMers, generation 1.5. Do not use *illegal*; this is a term that is dehumanizing and hurtful.

white (racial reference) All persons having origins in any of the original peoples of Europe, the Middle East or North Africa. Lowercase.

2.5   Numbers, Times, Dates and Locations

2.5.1   Numbers

cardinal numbers Spell out whole numbers between zero and nine, use figures for 10 or above and whenever preceding a unit of measure or referring to ages of people, animals, events or things.

decimals Carry decimals in a grade-point average to two digits: 3.50. When writing monetary figures, delete the ".00" unless the figure is aligned in a table with other figures.

figures of speech Spell out numbers used in casual expressions. *They say a picture is worth a thousand words.*

first word Write out a number when it is the first word in a sentence: *Twenty-one is the legal drinking age in the United States*. Better yet, rewrite the sentence so that it doesn't start with a number: *The legal drinking age in the United States is 21.*

ordinal numbers Spell out first through ninth; use figures starting with 10th.

phone numbers Format with hyphens, not parentheses or periods: *815-555-1234*.

2.5.2   Times

credit hours Use numbers in a list or table, spell out in copy (i.e., "You must be enrolled in six or more credit hours to be eligible …").

time Correct time abbreviations are: a.m., p.m., noon and midnight. If the time is on the hour, it should be written as 1 p.m. (not 1:00 p.m.). If the time is on the half hour, it can be written as 1:30 p.m.

- In **body copy**, use the word "to" instead of a hyphen in all instances regardless of a.m./p.m. span: *Office hours are 9 to 11 a.m.* or *Offer is only available from 9 a.m. to 4 p.m.*

- In **display copy** or **table copy**, use of a hyphen (no spaces) is preferred in all instances: *9-11 a.m.* or *9 a.m.-3 p.m.*

When using **time in a table**, use parallel construction.

In **press releases**, if the release is embargoed (to be held for publication for a future date), use military time (24-hour clock, not 12-hour) and ET for eastern time (e.g., Embargoed for Release, Jan. 15, 2020, 13:30 ET).

2.5.3   *Dates*

datelines In press releases, indicate the location of where the story was reported. The city is written in all caps, followed by an abbreviation of the state and an em dash in the first paragraph (lead), (i.e., DEKALB, IL —).

dates Capitalize the names of months in all uses. When a month is used with a specific date, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov. and Dec. (e.g., Feb. 4, 2020, was the best day).

2.5.4   *Locations*

locations When giving campus addresses within narrative text, use the building name followed by the room number: Altgeld Hall 301. Building name and room number are not used in mailing addresses.

Use **residence hall**, not dormitory or dorm.

Spell out the **names of campus buildings** unless a key is provided. Do not use the two-character abbreviation found in the university telephone directory and the *Schedule of Classes.*

The **Illinois Research and Development Corridor** runs along the East-West Tollway (I-88). The **Technology-Commerce Corridor** is on the Northwest Tollway (I-90).

2.6   Online Style (hyperlinks and URLs)

For the complete guide on **online style**, please refer to NIU Web Standards.

alignment Do not center align text or headings.

ALL CAPS Should only be used in an official name already formatted that way or in cases of abbreviation (e.g., NASA, NIU).

bold May be used to emphasize particular words and phrases. Do not bold full sentences or use bolded words in place of a heading.

hyperlinks In electronic documents, set hyperlinks to webpages directly on words within the copy instead of writing out and hyperlinking the actual URL. Similarly, do not use "click here."

> Incorrect: "Visit https://www.niu.edu/admissions/index.shtml for more information."
> Incorrect: "To visit the Office of Admissions, click here."
> Correct: "Contact our Office of Admissions for more information."

italic To emphasize words or phrases, italic may be used sparingly, but bold is preferred.

italic and bold Should not be combined.

main headings and H3 Should be written in Title Case for webpages.

URLs Do not use "http://www." or "www." when spelling out a URL. For example, our web address is simply "niu.edu."

underline Do not use (may be confused with a hyperlink).

webpage navigation Labels are written in Title Case.

2.7   Punctuation and Symbols

ampersands [&] The word "and" should always be used over ampersands (&), except when the ampersand is part of an official company name.

asterisks [*] Placement is after all punctuation except the dash. Must always have a corresponding, asterisked footnote at the bottom of the page. (Note: AP Stylebook refers to the Chicago Manual of Style on asterisk usage.)

Characters to be used in series after single asterisk (in this order):

- Double asterisk (**)
- Dagger (†)
- Double dagger (‡)
- Section mark (§)
- Parallels (||)
- Octothorpe (#)
- Pilcrow (¶)

bullets [●] Bulleted lists should be preceded by an opening sentence that ends with a colon, or a question that ends with a question mark. Every bulleted item should agree or "read" with the opening sentence. Bulleted items end with a period. The exception is when the bulleted list consists of single words. Always use parallel construction (i.e., all sentences or all fragments).

For example, when creating a bulleted list:

- Use a colon after the opening statement.
- Capitalize the first word after the bullet.
- Insert periods at the ends of the bullet points if it is a complete sentence.

Does the bulleted list start with a question?

- That's OK. It's another way to compile a list.
- Just make sure the bullet points answer or are relevant to the question.

And here is the exception for single words:

- One
- Two
- Three

comma [,] In general, don't use the serial comma.

> Correct: Peter, Paul and Mary.
> Incorrect: Peter, Paul, and Mary.

> Put a comma before the concluding conjunction in a series if an integral element of the series requires a conjunction: *I had orange juice, toast, and ham and eggs for breakfast*.

> Use a comma also before the concluding conjunction in a complex series of phrases: *The main points to consider are whether the athletes are skillful enough to compete, whether they have the stamina to endure the training, and whether they have the proper mental attitude*.

hyphenation [-]

> 2D, 3D, 4D (AP style no longer hyphens these as of 2018)
> cocurricular
> college-level
> de-escalation
> first-generation student
> four-year
> fundraiser; fundraising
> half-semester
> half-session
> in-house (adj.)
> nondegree (adj.)
> noncredit
> on-campus, on campus: Use the hyphen when phrase is used as an adjective, leave unhyphenated when used as a preposition.
> onsite
> pre, post and re: leave unhyphenated unless followed by a proper noun (AP Style 2019): preregistration, postbaccalaureate, preestablish, post-WWII.
> student-athlete

percentage [%] Use the % sign when paired with a numeral, with no space, in most cases (AP Style change 2019). For amounts less than 1%, precede the decimal with a zero: *The cost of living rose 0.6%.*

In casual uses, use words rather than figures and numbers: *She said he has a zero percent chance of winning.*

At the start of a sentence: Try to avoid this construction. If it's necessary to start a sentence with a percentage, spell out both: *Eighty-nine percent of sentences don't have to begin with a number.*

Use of symbol (%) is permissible in tables.

slash [/] Do not put spaces on either side of the slash.

> Correct: Human Resources/Employment
> Incorrect: Human Resources / Employment

symbols in words Do not use symbols in words in lieu of letters on webpages, (i.e., Latin@s) as it cannot be read aloud for the visually impaired and is therefore, not [accessibility compliant](#).

3 University-specific Information

3.1 Alumni

alumnus, alumni, alumna, alumnae Use *alumnus* (*alumni* in the plural) when referring to a man who has attended school. Use *alumna* (*alumnae* in the plural) when referring to a woman who has attended school. Use *alumni* (not alums) when referring to a group and/or as a gender-neutral term.

referencing alumni When referring to alumni in body copy, use the person's name, degree type, major, year of graduation and then list any advance degrees. Note the placement of commas:

Examples:
> Jane Doe, B.A. '92.
> Jane Doe, B.A. '92, M.A. '96.
> Jane Doe, B.A. '92, M.A. '96, Ph.D. '98.
>
> Jane Doe, B.A. journalism '92.
> Jane Doe, B.A. journalism '92, M.A. English '96.
> Jane Doe, B.A. journalism '92, M.A. English '96, Ph.D. history '98.

3.2 Degree Terminology

degree abbreviations Use periods for abbreviated degrees, certificates and licenses: *B.S., M.S.Ed., Ph.D.* See sections [Undergraduate Degrees](#), [Advanced Degrees and Certificates](#), and [College of Law Professional Degree](#) for specific degrees.

divisions Upper division and lower division are the correct references for NIU students in junior-senior or freshmen-sophomore groups and for NIU courses at the 300-400 or 100-200 levels. Do not use the terms *upper class*, *under class* or *lower class, or upperclassmen/lowerclassmen* in this context.

GRE A trademark for Graduate Record Examination.

Grade-Point Average GPA is acceptable in all references. Carry decimals in a grade-point average to two digits: 3.50.

programs:

> [Undergraduate](#)
>
> [Graduate](#)
>
> [Law](#)
>
> [Doctoral](#)

semester Use the terms fall semester, spring semester, summer session, in lowercase.

3.2.1   *Undergraduate Degrees*

Note that while the NIU Catalog uses periods for degree acronyms (i.e., B.F.A., M.B.A.) it is up to the writer's discretion if they prefer to use degree acronyms and/or professional designations without punctuation.

Please check the current [course catalog](#) for degree programs in both undergraduate and graduate schools.

Bachelor of Arts (B.A.)
Bachelor of Fine Arts (B.F.A.)
Bachelor of General Studies (B.G.S.)
Bachelor of Music (B.M.)
Bachelor of Science (B.S.)
Bachelor of Science in Education (B.S.Ed.)

3.2.2   *Advanced Degrees and Certificates*

Doctor of Audiology (Au.D.)
Doctor of Education (Ed.D.)
Doctor of Nursing Practice (D.N.P.)
Doctor of Philosophy (Ph.D.)
Doctor of Physical Therapy (D.P.T.)
Educational Specialist (Ed.S.)
Master of Accountancy (M.A.C.)
Master of Accounting Science (M.A.S.)
Master of Arts (M.A.)
Master of Arts in Teaching (M.A.T.)
Master of Business Administration (M.B.A)
Master of Fine Arts (M.F.A.)
Master of Music (M.M.)
Master of Public Administration (M.P.A.)
Master of Public Health (M.P.H.)
Master of Science (M.S.)
Master of Science in Athletic Training (M.S.A.T.)
Master of Science in Education (M.S.Ed.)
Master of Science in Taxation (M.S.T.)
Master of Science in Teaching (M.S.T.)
Performer's Certificate (do not abbreviate as P.C.)

3.2.3   *College of Law Professional Degree*
Juris Doctor (J.D.)

3.2.4   *Examples of Degree Terminology*
degree types:

associate degree (no possessive)
bachelor's degree/baccalaureate degree/Bachelor of Arts degree/B.A. degree
master's degree/Master of Science degree/M.S. degree
doctoral degree/doctorate/Doctor of Education degree/Ed.D. degree
law degree/Juris Doctor degree/J.D. degree

A **Performer's Certificate** is not a graduate degree, but it is designed to permit students to attain greater mastery of their chosen fields than achievable with the master's degree. Note that Performer's Certificate is not abbreviated.

A **Certificate of Graduate Study** is a course of study, not linked to the pursuit of a degree, consisting of a coherent set of courses, fewer than for a major, addressing a specific theme.

A **concentration** is a course of study, typically interdisciplinary, linked to the pursuit of a specific graduate degree.

Use the word **degree** with the abbreviation, rather than the abbreviation alone: *Ph.D. degree, B.S. degree.*

3.3   Official Names

3.3.1   *Academic Buildings*
Arndt House (Gender and Sexuality Resource Center)
Anderson Hall
Asian American Resource Center
Barsema Hall
Center for Black Studies
Center for Latino and Latin American Studies
Chick Evans Field House
Cole Hall
Davis Hall (Observatory)
DuSable Hall
Engineering Building
Faraday Hall
Founders Memorial Library
Gabel Hall
Graham Hall
Illinois ASBO Building (NIU Public Administration)
Jack Arends Hall (Visual Arts Building)
LaTourette Hall (formerly Faraday West)
McMurry Hall
Milan Township School
Montgomery Hall

Music Building

Northern Television Center

Pottenger House (Center for Southeast Asian Studies and Center for Burma Studies)

Psychology - Computer Science Building

Reavis Hall

Stevens Annex

Stevens Building

Still Gym

Still Hall

Swen Parson Hall

Watson Hall

Williston Hall

Wirtz Hall

Zulauf Hall

3.3.2   *Administrative Buildings*

Academic Advising Center

Adams Hall

Altgeld Hall

Barsema Alumni and Visitors Center

Parking Services

Chick Evans Field House

Convocation Center

Health Services

Holmes Student Center

Lowden Hall

Oderkirk House

Public Safety

Swen Parson Hall

Telephone and Security Building

Williston Hall

3.3.3   *College Names*

College of Business (COB)

College of Education (COE)

College of Engineering and Engineering Technology (CEET)

College of Health and Human Sciences (CHHS)

College of Law

College of Liberal Arts and Sciences (CLAS)

College of Visual and Performing Arts (CVPA)

3.3.4   *Common Areas*

Altgeld Grotesque

Castle Drive Gates

Central Park

East Lagoon

Forward Together Forward Memorial Gardens
Freshmen (Kissing) Bench
Huskie Statue
Incredible Nothing that Permeates All Reality
Le Baron
MLK Commons
Observatory
Pervasive Cycle
Pyramus and Thisbe
Rich Ryan Sculpture Garden
The Balance of Equality
Veteran's Memorial Flag Pole
West Lagoon

3.3.5   *Key Offices*

Academic Advising Center
Admissions Office
Barsema Alumni and Visitors Center
Bursar's Office
Campus Life Building
Financial Aid and Scholarship Office
Graduate School
Holmes Student Center
Housing and Residential Services
Human Resources/Document Services
International Student and Faculty Office
NIU Alumni Association
Registration and Records

3.3.6   *Libraries*

Faraday Library
Founders Memorial Library
Law Library
Music Library

3.3.7   *Museum and Theaters*

Black Box Theatre (Stevens Building)
Boutell Memorial Concert Hall (Music Building)
Jack Olson Gallery (Jack Arends Hall)
NIU Art Museum (Altgeld Hall)
O'Connell Theatre (Stevens Building)
Pick Museum of Anthropology
Players Theatre (Stevens Building)

3.3.8   *Recreation Facilities*

Chessick Practice Center
Chick Evans Field House

Convocation Center
Holmes Student Center
Huskie Stadium
Mary M. Bell Field
NIU Soccer and Track Complex
Outdoor Recreation Sports Complex
Ralph McKinzie Field
Recreation Center
West Tennis Courts
Yordon Center

3.3.9   Residence Halls

When referring to the complex of buildings use: Grant Towers, Neptune Hall, New Residence Hall and Stevenson Towers.

Gilbert Hall
Grant Towers North
Grant Towers South
Neptune Hall Central
Neptune Hall East
Neptune Hall North
Neptune Hall West
New Residence Hall Community Center
New Residence Hall East
New Residence Hall West
Northern View Apartments
Northern View Community Center
Stevenson Towers

3.3.10   Service Facilities

Building Services
Center for the Study of Family Violence and Sexual Assault
Child Development and Family Center
Chilled Water Plant
Cultural Resource Centers
Document Services
Dorland Building
East Heating Plant
Grounds Building
Health Services Building
Human Resource Services
Parking Deck
Operations Storage
Parking Services
Physical Plant
Police Department
University Press
West Heating Plant

3.3.11   *Schools and Departments*

Accountancy
Allied Health and Communicative Disorders
Anthropology
Art and Design
Biological Sciences
Chemistry and Biochemistry
Communication
Computer Science
Counseling and Higher Education (formerly Counseling, Adult and Higher Education)
Curriculum and Instruction (formerly Literacy and Elementary Education)
Economics
Educational Technology, Research and Assessment
Electrical Engineering
English
Environmental Studies
Family and Consumer Sciences (formerly Family, Consumer and Nutrition Sciences)
Finance
Geographic and Atmospheric Sciences (formerly Geography)
Geology and Environmental Geosciences
Health Studies (New school for Public Health, Nutrition and Dietetics, and Medical Laboratory Sciences)
History
Industrial and Systems Engineering
Interdisciplinary Health Professions (New school for Health Sciences, Rehabilitation and Disability Services and Rehabilitation Counseling)
Kinesiology and Physical Education
Leadership, Educational Psychology and Foundations
Management
Marketing
Mathematical Sciences
Mechanical Engineering
Military Science
Music
Nonprofit and NGO Studies (formerly Non-Governmental Organization Leadership and Development)
Nursing (formerly Nursing and Health Sciences)
Operations Management and Information Systems
Philosophy
Physics
Political Science
Psychology
Public and Global Affairs
Public Administration
Sociology
Special and Early Education
Statistics and Actuarial Science
Technology
Theatre and Dance
World Languages and Cultures (formerly Foreign Languages and Literatures)

3.3.12   *Program and Course Names*
program and course names Should match up with the catalog.

4   Resources

4.1   Document Creation

In addition to this editorial style guide, NIU uses the AP Stylebook and Webster's New World College Dictionary. Both are available from the University Libraries.

4.2   Standards

Various standards must be adhered to in the creation of university communications. Those standards are:

4.2.1   *Accessibility Standards*
Accessibility Standards (IITAA) – ensures that university websites, information systems and information technologies are accessible to people with disabilities.

4.2.2   *Communication Standards for Brand Identity*
Communication Standards for Brand Identity – standards on how NIU wants to sound, look and feel to our various audiences.

4.2.3   *Social Media Standards*
Social Media Standards – covers social media policy for employees of NIU.

4.2.4   *Video Standards*
Video Standards – outlines NIUs video standards and style.

4.2.5   *Web Standards*
Web Standards – complete overview of webpage design and maintenance for the NIU website.

4.3   Communications Clearinghouse

The informational Communications Clearinghouse ensures that communications created on behalf of NIU — whether internal, external or for marketing purposes — meet brand, style and formatting requirements prior to their release.