



OFFICE OF MARKETING & COMMUNICATIONS

Writing Conventions

This style guide was developed to assist those who write on behalf of the University. It includes some commonly used AP style rules as well as style guidelines specific to Southwestern University. Other style guidelines may be more appropriate for special types of publications and audiences.

Please also refer to the University's brand guidelines for more information on our voice, tone, and writing tactics at southwestern.edu/brandguidelines.

For questions about style guidelines, contact the Office of Marketing and Communications at sucommunications@southwestern.edu.

A

academic degrees

Several variations are acceptable, but we should lean toward the simplest in most cases: *bachelor's degree*, *master's degree*, and *doctorate*. The apostrophe goes in the same place for the plural: *master's degrees*, not *masters' degrees*. When using the formal degree name, lowercase the degree and the major unless the major is a proper noun: *bachelor of science in biology* and *master of fine arts in theatre* but *bachelor of arts in French*.

Avoid using *baccalaureate* as a substitute for *bachelor's degree*, but if you must, do not couple it with the word *degree*. *Baccalaureate* means "bachelor's degree." Similarly, it's *doctorate* or *doctoral degree* but never *doctorate degree*.

Note that AP discourages using degree abbreviations. Do not list more than two degrees for an individual named in a press release.

- bachelor of arts (B.A.)
- bachelor of divinity (B.D.)
- bachelor of laws (LL.B)
- bachelor of science (B.S.)
- bachelor of science in education (B.S.Ed.)
- doctor of education (Ed.D.)
- doctor of law (J.D.)
- doctor of laws (L.L.D.)
- doctor of medicine (M.D.)
- doctor of pharmacy (Pharm.D.)
- doctor of philosophy (Ph.D.)
- doctor of public health (Dr.P.H.)
- master of arts (M.A.)



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master of business administration (M.B.A.)
master of public health (M.P.H.)
master of public policy (M.P.P.)
master of science (M.S.)

Southwestern offers five degrees: B.A., bachelor of arts; B.F.A., bachelor of fine arts; B.M., bachelor of music; B.S., bachelor of science; B.S.Ed., bachelor of science in education.

The honors *cum laude*, *magna cum laude*, and *summa cum laude* are italicized and lowercase. When used with the verb *to graduate*, do not set the expression off with commas: *She graduated summa cum laude from Southwestern*. When accompanying a degree, do set it off with commas: *He earned a bachelor of arts in Spanish, cum laude, in 1995*.

academic departments

Use title case for the department name. The name of the field or subject should be listed before the word *department*: *the Theatre Department*, not *the Department of Theatre*.

academic honors

Distinctions such as *cum laude*, *magna cum laude*, and *summa cum laude* should be lowercase and in italics.

addresses

Use the abbreviations *Ave.*, *Blvd.*, and *St.* only with a numbered address: *1001 E. University Ave.*, but *Southwestern is on University Avenue*. Lowercase and spell out *avenue*, *boulevard*, and *street* when more than one street name is used: *Massachusetts and Pennsylvania avenues*.

admission

The Office of Admission (singular, not *Admissions*).

advisor

Not *adviser*.

ages

Always use figures. When the context does not require *years* or *years old*, the figure is presumed to be years. For ages expressed as adjectives before a noun or as substitutes for a noun, use hyphens.

Examples: *A 5-year-old boy. The boy is 5 years old. The boy, 7, has a sister, 10. The woman, 26, has a daughter, 2 months old. The law is 8 years old. The race is for 3-year-olds. The woman is in her 30s* (no apostrophe).



alma mater

Lowercase, no italics.

alumni

Alumni is used for both male and female (plural) graduates (not *alums* or *alumnis*).

Alum is used for a single nongender-specific graduate.

Alumnus is used for a single male graduate.

Alumna is used for a single female graduate.

Alumnae is used for plural female graduates.

An *alum* is identified as a student who has completed 24 credits and is not currently enrolled at Southwestern University.

There are several different scenarios in which alumni may be listed. Here are guidelines for those scenarios:

Couples in which both are alumni: The husband's name is listed first, followed by the wife's name, including her maiden name. If class year is the same for both, the year is listed after both names: *Joe and Mary Brown Smith, both '90*. If the class year is different for each, the year is listed after the first name of the husband and after the entire name of the wife: *Joe '90 and Mary Brown Smith '91*.

Couples in which only the wife is an alumna: The wife's maiden name must be included, and her class year follows her name: *Joe and Mary Brown Smith '91*.

Couples in which the wife is not an alumna: No need to include the wife's maiden name: *Mary and Joe Smith '91*.

Marriages: Alumni names are listed first. If both are alumni, the wife's name is listed first, and the list should be alphabetized by her last name.

Reneé Anderson to Ross Goodson, both '05, Dec. 3, 2005, living in Palm Beach Gardens, FL. Andrea Bird '99 to Darren Brinkley, June 26, 2004, living in Cypress. Casey Griffin '01 to Alan Hooper '02, Dec. 3, 2005, living in Ft. Lauderdale, FL.

Births: If the couple consists of an alum and a nonalum, the alum's name is listed second, and the list is alphabetized by the alum's last name. If both are alumni, the husband's name is listed first, followed by the wife's name, including her maiden name.

To Scott and Melanie Pifer Adams, both '97, San Antonio, a daughter, Wren Elizabeth Adams, Aug. 24, 2005. To Matt and Noelle Burch Argabright '94, San Antonio, a son, Alexander Edward Argabright, Oct. 20, 2004.

In Memoriam (obituaries): Alphabetize by the alum's last name. Include alumna's maiden name. Donors, friends, faculty, and staff are listed after alumni, in alphabetical order by last name.



a.m., p.m.

Lowercase, with periods. Avoid redundant usage: *8 a.m. this morning*. Also avoid unnecessary numbers when listing times: *7 p.m.*, not *7:00 p.m.*

apostrophe

For the many, varied uses of the apostrophe, see the comprehensive entry within the punctuation section in the *AP Stylebook*. One of the most common mistakes is the placement of an apostrophe where it is not needed. Apostrophes are only used to show possession or to indicate that numbers or letters are missing. Incorrect: *1960's*. Correct: *1960s, '60s*.

B

board of trustees, board of visitors

References to Southwestern's Board of Trustees and Board of Visitors are in uppercase. However, as per AP style, the phrases *board of trustees, board of directors*, etc. are not otherwise capitalized.

buildings

See the appendix for a list of formal and informal building names. When using *the* before the building name, use lowercase: *the Alma Thomas Fine Arts Center, the Rufus Franklin Edwards Studio Arts Building*

bulleted lists

When listing items in bulleted form, capitalize the first word of each item. If each item in the list is a complete sentence, end each item with a period; if each item is a fragment, omit the periods. Use parallel structure for all items (i.e., do not mix fragments with sentences, and do not begin some items with verbs and others with nouns). If introducing the list with a complete sentence, use a colon; if the introduction is not a complete sentence, omit the colon:

The agenda for the Board of Trustees includes

- *Approval of the 2017-18 budget*
- *Discussion of a proposed nepotism policy*
- *An executive session to consider the president's contract*

Alumni have gone on to pursue careers in the following fields:

- *Foreign-language teaching*
- *Lexicography*
- *Speech therapy*



C

Center for Career & Professional Development, CCPD

When referring to the physical office, use the full name on first reference and “the Center” thereafter; when referring to the staff, spell out *Center for Career & Professional Development (CCPD)* on first reference (with the acronym in parentheses), and then use *CCPD* thereafter.

chair

Use *chair*, not *chairman* or *chairwoman*.

course names

These should be capitalized when referring to a specifically named class: *Research Methods I*. Lowercase is appropriate for generic references: *John Smith’s colonial history class*.

course numbers

Use Arabic numerals, and capitalize the subject when used with a numeral: *Philosophy 209*.

D

dates

Use Arabic figures without ordinal suffixes (i.e., *st*, *nd*, *rd*, or *th*). For example: *Their anniversary is March 20*, not *Their anniversary is March 20th*. When a month is used with a specific date, the following months are abbreviated: *Jan.*, *Feb.*, *Aug.*, *Sept.*, *Oct.*, *Nov.*, and *Dec.* Months should be spelled out when used alone or when used with a year alone. When a phrase lists only a month and a year, do not separate the year with commas. However, when a phrase refers to a month, day, and year, set off the year with commas: *January 1972 was a cold month. January 2 was the coldest day of the month. He was born March 3, 1944, in Michigan.*

dean’s list

Lowercase in all uses: *He is on the dean’s list. She is a dean’s list student.*

dimensions

Use numerals and spell out *inches*, *feet*, *yards*, etc. to indicate depth, height, length, and width. Hyphenate adjectival forms before nouns:

He is 5 feet 10 inches tall, the 5-foot-10-inch man, the 6-foot man, the basketball team signed a 7-footer.

The car is 16 feet long, 6 feet wide, and 5 feet high.

The rug is 9 feet by 12 feet, the 9-by-12 rug.

The storm left 9 inches of snow.



directions and regions

In general, lowercase *north, south, east, west, northeast, northern, etc.*, when they indicate compass direction. However, capitalize when they designate regions: *He drove north toward home. He lives in the North. A storm system that developed in the Midwest is spreading eastward. It will bring showers to the East Coast by morning and to the entire Northeast by late in the day.* Capitalize when used to denote widely known sections: *West Texas, Northern and Southern California, South Florida, the South Side of Chicago, the Lower East Side of New York, Far North Dallas, Northern New Mexico.* If in doubt, lowercase.

With names of nations, lowercase unless they are part of a proper name or are used to designate a politically divided nation: *northern France, eastern Canada, the western United States*, but *Northern Ireland, South Korea, South Africa.*

E

Education for Tomorrow™

The tagline should be in title case but not italicized. A trademark symbol needs to be used on first reference (this includes headlines) when referring to this Southwestern tagline.

emeritus/emerita

This word often is added to formal titles to denote that individuals who have retired retain their rank or title. When used, place *emeritus* (no italics) after the formal title, in keeping with the general practice of academic institutions: *Virgil Carwell, professor emeritus; Professor Emerita Martha Allen.*

events

Capitalize when referring to a specific year, but lowercase in generic references: *commencement vs. Commencement 2018; some students leave campus during fall break vs. Fall Break 2018.*

F

faculty

A collective noun that takes a singular or plural verb. When referring to a body working together as a group or single entity, use *faculty* with a singular verb: *The faculty has proposed changes to the curriculum.* When referring to faculty members acting individually, use *faculty* or *faculty members* with a plural verb: *The faculty are debating how to best combat plagiarism. The faculty members have agreed on a decision.*

freshman vs. first-year student

Use *first-year student* in all references to a student in their first year of studies.



G

Greek(s)

Capitalize when used in reference to a Greek-letter fraternity or sorority.

H

headings

Use sentence case and bold without periods for headings within copy:

Yes, Virginia, writing is hard

Bacon ipsum dolor amet venison frankfurter drumstick pastrami, kevin corned beef pork belly meatloaf brisket shank landjaeger. Frankfurter porchetta tail bacon capicola strip steak cow alcatra prosciutto fatback jerky picanha meatball pork.

M

majors

The major is lowercase unless it's a proper noun. *She is majoring in political science. He is a French major.*

meantime, meanwhile

Use *meantime* only as a noun (*in the meantime*). Use *meanwhile* in adverbial constructions such as *Meanwhile, back at the ranch*.

media

In the sense of mass communication, such as magazines, newspapers, the news services, radio, and television, the word is plural: *The news media are often the target of criticism.*

Mosaic (the Student Life program)

Only capitalize the *M* in *Mosaic*. It is never *MOSAIC*.

N

numbers

- **10 and above:** In text and in general, spell out numbers one through nine, and use numerals for 10 and above. Some exceptions are percentages, ratios, monetary amounts, temperature readings, ages, physical dimensions, and sports scores, in which figures should be used for all except zero: *44 percent, 104 percent, \$4 (not four dollars), 4°C or 4 degrees Celsius, They won the baseball game 4-2, She is 4 years old, The porch is 9 feet by 11 feet, etc.*



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- **Large Numbers:** When large numbers must be spelled out, use a hyphen to connect a word ending in y to another word (e.g., *forty-one*).
- **Sentence Start:** Spell out a numeral at the beginning of a sentence. If necessary, rewrite the sentence to avoid this. The only exception to this rule is when a sentence is started with a number that identifies a calendar year:
Incorrect: *344 first-year students entered Southwestern last year.* **Correct:** *Last year, 344 first-year students entered Southwestern.* **Correct:** *1989 was a very good year.*
- **Casual Uses:** Spell out casual expressions: *For the thousandth time, please clean the house. Thanks a million. She jogged a quarter of a mile.*
- **Proper Names:** Use words or numerals according to an organization's practice: *20th Century Fox, Twentieth Century Fund.*
- **Figures or Words:** Spell out *first* through *ninth* when they indicate sequence in time or location: *first base, the First Amendment, he was first in line.* Starting with *10th*, use figures. Use *1st, 2nd, 3rd, 4th*, etc. when the sequence has been assigned in forming names. The principle examples are geographic, military, and political designations such as *1st Ward, 5th U.S. Circuit Court of Appeals, 7th fleet, 1st Sgt.*
- **Plural Numbers:** Add an -s with no apostrophe to form plurals: *She threw 6s; She remembers her 60s.*
- **Centuries:** The 10-and-above rule applies: Spell out centuries below 10; use numerals for 10 and above. Lowercase *century*: *the 20th century, the fourth century*, etc.
- **Commas:** Include commas in all four-digit numbers, except when listing years, SAT scores, tax forms, rules and regulations, and product model numbers: *1,458; 4,404; 9,999* vs. *He scored 1100 on the SAT in 1993, Form 1040A, Amendment 2401C, Ferrari 8000XT.*

P

Paideia®

A registered trademark symbol needs to be used on first reference (including in headlines) when referring to this unique program at Southwestern.

parents

Parents should be identified with a *P* and by their student's class year just as alumni are (see **alumni** entry):
Jane Doe P'18



punctuation

Follow AP style, with the exception of the Oxford comma. Some common examples:

- **En dash:** Use an en dash and not a hyphen to designate a range of numbers: *1980-81*.
- **Em dash:** Use an em dash rather than a double hyphen for emphasized appositives and other nonrestrictive phrases as well as parentheticals.
- **Oxford comma:** Southwestern chooses to make use of the Oxford (aka serial) comma.
- **No hyphen** is needed in compound modifiers when an adverb ending in "ly" is followed by an adjective: *steadily growing enrollment, easily remembered rule*.
- **No hyphen** is needed in words including prefixes or suffixes unless the prefix precedes a capitalized word: *coordinate, coauthor, antifungal* but *sub-Arctic*.
- **A hyphen** is needed to disambiguate certain words: a hyphen is required in *to re-press a shirt* to distinguish it from *to repress a memory*.
- **No hyphen** is needed to join figures with the words *million* or *billion*, even if used as a modifier: *\$14 million building*. However, if you are using the word *dollar* instead of figures and a dollar sign, compound modifiers do need hyphens: *a million-dollar smile*.

punctuating quotations

Follow AP style. Notable Rules:

- **Brackets** are used to insert a word or phrase into a quotation for clarification: *"They [the doctors] could help."*
- **Single quotation marks** are used to enclose a quotation within a quotation.
- **Block quotations** should be used when a quote is three lines or longer. The quote is then indented; no quotation marks are used. The period belongs before the parenthetical citation.
- **Periods and commas** should always go within punctuation marks unless there is a parenthetical citation. In such a case, place the punctuation after the citation.
- **Colons and semicolons** always go after of the closing quotation mark.
- **Ellipses** can be used for omissions in the middle of a sentence. At the end of a sentence, an ellipse is followed by an additional period. If a parenthetical citation follows an omission at the end of a sentence, place the period after the final parenthesis. In cases of omitting a long passage, use a single line of spaced dots as long as the preceding line.
- **Slash mark** is used to separate different lines of poetry: *John Donne wrote, "send not to know / for whom the bell tolls."*
- When the whole sentence except for the section enclosed in quotation marks is a question or exclamation, the **question or exclamation mark** goes after the closing quotation mark: *Which writer wrote, "Ask not for whom the bell tolls"?*
- **Parenthetical citations** are followed by a period even if the quote is a question. *Kurt Koffka, a Gestalt psychologist, asked, "Why do humans see their minds in terms of elementary parts?" (Gray 74).*



R

RA

Abbreviation for *resident advisor*. No periods when abbreviated.

residence hall

Use this term instead of *dorm* or *dormitory*.

S

schools at Southwestern University

Southwestern consists of three schools: The Brown College of Arts and Sciences, The Sarofim School of Fine Arts, and The Garey School of Natural Sciences.

semesters

Use lowercase for *fall*, *spring*, or *summer* unless it is part of an official event name: *in the fall of 2018*, *during spring semester*, but *Fall 2018 Commencement*.

spaces between sentences

Use only one space after periods, colons, exclamation points, question marks, and quotation marks.

Southwestern Experience

This phrase should be in title case and italics.

state and territory abbreviations

Use the postal abbreviation when abbreviations are called for. In standard copy, spell out state names.

Alabama: AL
Alaska: AK
American Samoa: AS
Arizona: AZ
Arkansas: AR
California: CA
Colorado: CO
Connecticut: CT
Delaware: DE
District of Columbia: DC
Florida: FL

Georgia: GA
Guam: GU
Hawaii: HI
Idaho: ID
Illinois: IL
Indiana: IN
Iowa: IA
Kansas: KS
Kentucky: KY
Louisiana: LA
Maine: ME

Maryland: MD
Marshall Islands: MH
Massachusetts: MA
Michigan: MI
Micronesia: FM
Minnesota: MN
Mississippi: MS
Missouri: MO
Montana: MT
Nebraska: NE
Nevada: NV



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New Hampshire: NH

New Jersey: NJ

New Mexico: NM

New York: NY

North Carolina: NC

North Dakota: ND

Northern Marianas: MP

Ohio: OH

Oklahoma: OK

Oregon: OR

Palau: PW

Pennsylvania: PA

Puerto Rico: PR

Rhode Island: RI

South Carolina: SC

South Dakota: SD

Tennessee: TN

Texas: TX

Utah: UT

Vermont: VT

Virginia: VA

Virgin Islands: VI

Washington: WA

West Virginia: WV

Wisconsin: WI

Wyoming: WY

A comma should separate city and state *and* the state from the rest of the sentence except when the state is mentioned at the end of a sentence: *She lives in Honolulu, Hawaii, for three months each year.*

students

Current students should be identified by their class year just as alumni are (see **alumni** entry).

subject

Lowercase subject names unless they are proper nouns (e.g., a language) or are part of a specific course name with number: *English, French, biology, political science, Algebra I.*

T

telephone numbers

Do not use parentheses, omit the *1* for the national code, and use periods instead of hyphens: *512.863.6100.* If extension numbers are given, use a comma to separate the main number from the extension: *800.555.1234, ext. 567.*

theater vs. theatre

Use *theater* when making a generic reference: *I am going to the theater or he is studying theater.* Also use *theater* to refer to buildings (*the Jesse and Mary Gibbs Jones Theater, the Alma Thomas Theater*).

Use *theatre* to refer to the SU academic department (*the Theatre Department*).

times

Use figures with all times except for *noon* and *midnight*, which should stand alone. When using times for events that occur at the start of the hour, do not include :00, except in the case of formal invitations: *The meeting will begin at 11 a.m. and should last until 4 p.m.* For times that must include both the hour and the minute, use a colon: *8:30 a.m., 4:44 p.m.*

Use lowercase *a.m.* and *p.m.*, with periods between the letters. Do not use *AM, A.M., PM, P.M.*



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Also, avoid such redundancies as *4 a.m. in the morning, 8 p.m. at night*, etc. If necessary, use *4 a.m. today* or *8 p.m. Monday*.

For formal invitations, omit the periods in *p.m.* and *a.m.*: *4:00 pm*

titles

- **academic job titles**

Capitalize formal titles when they precede a person's name: *Dean Jane Doe, Professor of Bakery Science James Johnson*. Do not capitalize titles elsewhere: *Jane Doe, dean of the faculty; John Smith, who is chair of the Bagpiping Department*.

Be specific when using titles that refer to faculty rank: *Assistant Professor Sonny Crockett, Associate Professor Ricardo Tubbs*. Use *Professor* only for full professors, not as a generic term for faculty members. Refer to the current online University catalog for correct faculty titles.

Do not capitalize descriptive terms (as opposed to official job titles) that precede names: *astronomer Jane Doe*.

Exceptions can be made for worship programs, formal invitations, and certain other publications.

- **composition titles**

Apply the guidelines listed here to titles of books, movies, operas, plays, poems, songs, and television programs, as well as lectures, speeches, and works of art.

Always capitalize the first word and last word in a title in addition to nouns, pronouns, verbs, adjectives, and adverbs. Do not capitalize prepositions, conjunctions, articles, or the particle *to* used in an infinitive.

Titles of books (including reference books), periodicals (e.g., magazines, newspapers, and journals), television programs, movies, and works of art are italicized, except for the Bible, which is in roman typeface. Anything considered a "freestanding publication," such as pamphlets, brochures, reports, and white papers, is treated as a book, with the title in italics: *Journal of Air Law and Commerce, This Is Us, The Fast and the Furious*.

Use quotation marks and roman typeface for short works that cannot be divided into named sections, such as television episodes, songs, and short poems: "Material Girl," "I Wandered Lonely as a Cloud."

- **courtesy titles**

In general, do not use the courtesy titles *Miss, Mr., Mrs.,* or *Ms.* before a person's name: *Joe Jones, Emily Smith*. Exceptions to this might include development publications, such as the annual report.



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- **lecture titles**

Use quotation marks (no italics) and title case: Associate Professor Mike Snyder will present "A Study of Iron Age Inhabitants of the Northeast Texas Area."

- **legislative titles**

First reference: Use *Rep.*, *Reps.*, *Sen.*, and *Sens.* as formal titles before one or more names in regular text. Spell out and capitalize these titles before one or more names in a direct quotation. Spell out and lowercase *representative* and *senator* in other uses.

Add *U.S.* or *state* before a title only if necessary to avoid confusion: *U.S. Rep. Jim Chapman met with state Rep. Pete Patterson on Friday.*

Second Reference: Do not use legislative titles before a name on second reference unless they are part of a direct quotation.

Congressman and *congresswoman* should appear as capitalized formal titles before a name only in direct quotations, but they may be used in lowercase in subsequent references to the legislator that do not use his or her name, just as *senator* is used in reference to members of the Senate.

- **magazine titles**

Use title case and italics. Omit *magazine* unless it is part of the publication's formal title: *The New York Times Magazine*, *Newsweek*, *Time*. Check the masthead if in doubt.

- **military titles**

Capitalize a military rank when used as a formal title before an individual's name. Spell out any title used before a name in a direct quotation.

On subsequent references, do not continue using the title before a name. When a title is substituted for a name, spell out and lowercase. For more information, see the *AP Stylebook*.

U

university

When referring to an institution in general, use lowercase: *There are many fine universities in the state of Texas.*

When referring to Southwestern University, however, use the following forms: *Southwestern University* (first reference), *SU* or *the University* (second reference). In news releases, use *Southwestern University* on first reference, *Southwestern* on succeeding references.

Do not capitalize *university* if used in a title that is otherwise lowercase: *Cindy Locke, associate vice president for university relations.*



URLs

When citing a website, do not include *http://*. Otherwise, type the accurate URL. Do not include a backslash at the end of a URL unless the link won't work without it. Use a period at the end if the URL is at the end of a sentence.

v

vice

Use two words, with no hyphen: *vice president, vice chair, vice regent, vice chancellor*.

w-x-y-z

webpage

One word, not capitalized.

website

One word, not capitalized: *For more information, visit our website at www.southwestern.edu.*

years

Use figures: *1991, 2005*, etc. When referring to decades or centuries, use an s without an apostrophe: *the 1890s, the 1920s, the 1960s*, not *the 1980's*.

Years are the lone exception to the general rule that numbers should not be used to start a sentence: *1989 was an extraordinary year*. But try to avoid this construction.



APPENDIX

Campus Facilities: Formal and Informal Names

Formal Name	Informal Name
A. Frank Smith, Jr. Library Center.....	Smith Library
Alma Thomas Theater	ATT
Brown-Cody Hall.....	Brown-Cody
Charles and Elizabeth Prothro Bishops Memorial Lounge	Bishops Lounge
Charles and Elizabeth Prothro Center for Lifelong Learning	Prothro Center
Charline Hamlin McCombs Residential Center	McCombs
Corbin J. Robertson Center	Robertson Center
Ernest L. Kurth Residence Hall	Kurth
F. W. Olin Building	Olin Building
Fondren-Jones Science Hall	Fondren-Jones
Heather McGaughey Rehearsal Hall.....	Heather Hall
Herman Brown Residence Hall.....	Herman Brown
J. E. and L. E. Mabee Residence Hall.....	Mabee
J. E. and L. E. Mabee Commons	Mabee Commons
Jesse H. and Mary Gibbs Jones Foyer.....	Jones Foyer
Jesse H. and Mary Gibbs Jones Theater.....	Jones Theater
Jim and Pat Walzel Lobby.....	Walzel Lobby
Joe S. Mundy Hall	Mundy Hall
Julie Puett Howry Center	Howry Center
Lois Perkins Chapel.....	Perkins Chapel
Ludwig H. Merzbach Room	Merzbach Room
Marvin D. Henderson, Sr. Tennis Courts	Tennis Courts
Mood-Bridwell Hall.....	Mood-Bridwell/Mood
Moody-Shearn Residence Hall.....	Moody-Shearn
Red & Charline McCombs Campus Center	McCombs Student Center/McCombs Campus Center
Robert K. Moses, Jr. Field.....	Moses Field
Rockwell Family Baseball Field	Rockwell Baseball Field
Sand Volleyball Court	Sand Court
Sarofim School of Fine Arts Gallery	Fine Arts Gallery
Snyder Athletic Field	Snyder Field
Taylor-Sanders Softball Field	Softball Field
Alma Thomas Fine Arts Center.....	Fine Arts Center/FAC
The Cove	The Cove
Varsity Athletic Fields	Varsity Fields 1 & 2
Wm. Chris & Tina M. Mathers Box Office	Box Office

FURTHER READING

Associated Press, *The Associated Press Stylebook* or www.apstylebook.com (call the Office of Marketing and Communications for login info).