

## **Editorial Guidelines for Print | UComm**

TWU Editorial Standards are intended for print and general use in marketing and communications writings for the University. For the web, please refer to the [Web Editorial Guide](#).

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## 1. Spelling, grammar, and punctuation

### 1.1 Spelling Guidelines:

Use Canadian spelling

1. If in doubt, refer to the Canadian Oxford Dictionary
2. Use “-our,” not “-or” i.e.: labour, honour, colour
3. Exception: use program not programme

Use a simple “e” rather than diphthongs “ae” or “oe” ie: archeologist, encyclopedia, (except proper names i.e.: Caesar, Phoebe).

### 1.2 Problematic Words:

Alumni: Female :[s] alumna [pl] alumnae ; Male [s] alumnus [pl] alumni

Comprise/compose [not interchangeable words]: the whole comprises the parts; or the whole is composed of its parts.

The executive team comprises the president and all vice presidents.

\*Not\* The executive team is comprised of the president and all vice presidents.

The executive team is composed of the president and all vice presidents.

counseling – (one ‘l’)

honours

honorary

world view (two words)

### 1.3 Tense:

Unless you are referring to something that occurred in the past, or will occur in the future, always write in present tense.

### 1.4 Voice:

Write to the reader by using second person, “You can take a biology class in your second year.”

### 1.5 Apostrophe:

Use an apostrophe to indicate the omission of letters or figures: She’d, it’s (for it is), couldn’t, rock ‘n’ roll, the early ‘30s

### 1.6 Colon:

Use a colon, rather than a comma to introduce a direct quotation longer than a short sentence.

### 1.7 Comma:

1. Put commas between the elements of a series, including the final and, or, or nor unless that causes confusion: Men, women, children, and pets.
2. Commas are placed inside quotation marks i.e.: “political expedience,” but outside parentheses or brackets i.e.: He gives a belated, though stilted (and somewhat obscure), exposition of the subject.

### 1.8 Dashes:

Use dashes when commas (generally preferable) would create confusion. Example shows an em-dash:

The disciplines—sciences and arts—were growing substantially.

Em-dash: — (Opt+shft+hypen) no spaces on either side

En-dash: – (opt+hyphen) space on either side.

### 1.9 Ellipses (. . .):

Do not use an ellipsis unless indicating an omission from a text or quotation.

### 1.10 Italics:

Use italics not quotation marks on movies, tv shows, books, newspapers.

### 1.11 Possessives:

Most pronouns are written without an apostrophe: hers, its, ours, yours, theirs, whose.

## 2. Abbreviations, acronyms, and initialisms

### 2.1 Abbreviations:

1. All capital abbreviations are written without periods: TWU, ESLI, UBC. Note that periods are not used in geographical abbreviations, such as BC, PEI, and USA.
2. Most lowercase and mixed abbreviations take periods: Jr., etc.
3. Degrees:
  - a. Degrees should not be punctuated: BA, BEd, BScN
    - Exception: use periods in Ph.D.
4. Mixed abbreviations that begin and end with a capital letter do not take periods: U of T.
5. Metric symbols are not abbreviations and do not take periods: m, l, kW.
6. There are three types of abbreviations:
  - a. Common
    - When an abbreviation is more familiar than the words it abbreviates (PDF, NASA), do not spell out the abbreviation the first time you use it.
  - b. Trademarked
    - Do not spell out trademarked abbreviations, such as IBM.
  - c. Uncommon
    - Spell out uncommon abbreviations the first time you use them in a document: Stanley Nelson Centre, SNC

### 2.2 Alumni with Degree:

- (BA 'xx) : alum has completed a 4-year degree
- ('xx – 'xx) : years alum have attended (no completed degree)
- (BA 'xx; MRE, ACTS, 'xx)

### 2.3 Degree:

- Capitalize degree: “fourth-year biology major, Devin Jones”
- Use no periods in academic degrees: BSc, BA, MA.. Exception: Ph.D.

#### 2.4 Honorary Doctorates:

Distinct from earned Ph.D.s, honorary doctorate references are not to use Ph.D. after the name but are to use Dr. in front of the name, i.e. “President Emeritus, Dr. Calvin B. Hanson,” but not “Calvin. B. Hanson, Ph.D.”

#### 2.5 US students

not American students

### 3. Capitalization

#### 3.1 Capitalization Guidelines

1. TWU follows a “modified down style.” The basic rule is: Capitalize all proper names, the names of departments, and agencies of national and provincial governments, trade names, names of associations, companies, clubs, religions, languages, races, places, and addresses. Otherwise, lowercase if favoured. Common nouns (church, league) are capitalized when part of a proper name: Evangelical Free Church of Canada.
2. Formal titles are capitalized: Executive Vice President John Doe, John Doe, Executive Vice President.
3. Job descriptions are lowercased: counselor Patrick Smith, chairman Mike Schultz
4. Capitalize personal pronouns referring to God: He, Him, His, and so on.
5. Names of departments should be capitalized; e.g., Admissions, Financial Aid. Where words such as “Office” or “Department” are part of the name, capitalize these words also.

#### 3.2 Titles:

Give full name and degree on first mention, then use first name

Vice President Jane Doe, MA,

But

Jane Doe, Vice President of Development, says....”

President John Doe, or President Doe

Use Dr. only if an M.D.

Ph.D.

#### 3.3 Problematic Words:

Bible, but biblical

Bible scholar, not biblical scholar

Bylines: use: by (lowercase)

Professor of...

Scripture, not scripture

When the word ‘university’ is used to refer to Trinity Western University, then capitalize University.

The University (cap when referring to TWU, lowercase in all other cases)

#### **4. Times and years**

##### 4.1 Time:

1. Write time in figures, except for noon or midnight. Don't use 12 noon or 12 midnight.
2. Write a.m. and p.m. not am and pm.  
10 a.m., 3:30 p.m.
3. Write 6 a.m. not 6:00 a.m.
4. A colon separates hours, minutes and seconds when figures are used. A period separates seconds from tenths of seconds. Her time was 3:40:20.6.

##### 4.2 Years: 1940s, and the '70s not 70's

#### **5. Numbers**

##### 5.1 Number Guidelines:

\$1 million, not One million dollars

Decades: use figures, and don't use a possessive ('s) ex.: '30s, '40s, etc.

In general, spell out numbers under 10 and use figures for numbers 10 and above.

Three batters, 11 fig trees, etc.

##### 5.2 Academic Year:

Use first year, second year, third year, fourth year, not freshmen, sophomore, junior, senior; thus, "Michelle is in her first year"; but not freshman, sophomore, junior.

When using the year as an adjective, hyphenate the two words, i.e. first-year, second-year, third-year, fourth-year; or lower level standing (first- and second-year) or upper level standing (third- and fourth-year). i.e. "All first- and second-year students voted." Michelle is a third-year biology student."

#### **6. Institutional names and terms**

##### 6.1 Institutions and Departments:

ACTS Seminaries

ACTS Seminaries of Trinity Western University

ACTS Seminaries, The Graduate School of Theological Studies of Trinity

British Columbia College of Teachers (BCCT), the College

Western University

Canadian Pentecostal Seminary

Canadian Theological Seminary

Computing Science not Computer Science

Dead Sea Scrolls Institute

Department of Athletics, athletics department

Department of Development, development department

•science department

Enrolment services (one 'I')  
English as a Second Language International (not Institute)  
ESLI  
Faculty of Graduate Studies  
(consists of two branches: School of Graduate Studies [leadership, biblical studies, counseling psychology, religion, culture and ethics, TESOL];  
Graduate School of Theological Studies [ACTS Seminaries])  
(The) Geneva Society  
Geneva chair in Christian world view studies  
Mennonite Brethren Biblical Seminary  
Parents Program (not Parent's or Parents' program)  
Trinity Western University, Trinity Western, or TWU, not Trinity  
TWU Extension not Global Learning Centre or GLC.

#### 6.2 Degrees:

Bachelor of Arts in communication  
but Bachelor of Arts in English  
bachelor's degree in psychology  
but Bachelor's of Business Administration (BBA)  
Bachelor of Science in Nursing (BScN)  
nursing degree program; nursing program; (Bachelor of Science in Nursing)

#### 6.3 Address:

TWU's address should be set as follows:

Trinity Western University  
7600 Glover Road  
Langley, BC V2Y 1Y1

TWU's contact info should be set as follows (using periods instead of brackets and hyphens; using tel instead of phone, and omitting the words: Email or Web.)

Turn off automatic underlining for email addresses and weblinks for print-based documents.

Tel: 604.888.7511  
admissions@twu.ca  
[www.twu.ca](http://www.twu.ca) or twu.ca

### 7. Inclusive Language

Use Inclusive Language

All faculty, staff, and students are expected to use inclusive and nondiscriminatory language when writing or speaking about people in general. Careful writers avoid language that would universalize one element of humanity to the exclusion of others. As such, avoid all demeaning terms or dismissive expressions about

people or groups based on age, disability, gender, sexuality, race or national origin.

## **8. Reference Materials**

The Chicago Manual of Style  
Oxford Concise English Dictionary  
CP Style Guide  
CP Caps and Spelling