

Collegian Style and Usage Guide

2020-21 (rev. August 2020)

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Style and Usage: Quick Reference

The Basics of Attribution, Naming and Introducing Sources

Attributing quotes

- Use “said” to attribute a quote from an in-person or phone interview.
- Use “wrote” to attribute a quote from an email interview. Clarify on first reference that the quote is from an email interview.
- Use “according to” only when referring to written statements/documents with no clear author (such as those released by a committee or organization).

General naming guidelines

- Do not capitalize titles unless they are formal and immediately precede a person’s name.
- Do not use courtesy titles such as Dean, Mr. and Dr. (unless the doctor is a medical doctor and this fact is relevant to the article).
- Do not capitalize “president” except when used before the name of a president of a country.
- Do not use middle names or initials unless they are necessary for identification purposes or the person goes by them on an everyday basis.

Introducing sources

- Student sources should be introduced by full name and year upon first reference.
 - Do not include a student’s major, extracurricular activities or leadership positions unless relevant to the article.
- Professor sources should be introduced by full name and department/program upon first reference.
 - Do not distinguish between different types of professors, such as associate, assistant, etc.; use only “professor.”
- Administrative/staff sources should be introduced by full name and title upon first reference.
- Alumni sources should be introduced by full name and graduation year upon first reference.

Please read [Appendix I](#) (Interviewing Best Practices) and [Appendix J](#) (Quotes) for further information.

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Revised/added/notable entries in this version include:

[Academic Departments and Programs](#)

- Lowercase all academic departments and programs except those words that are proper adjectives (e.g. English, Arabic, American, etc.). Do not capitalize “studies.”
- Remember that there are both departments and programs; do not use the wrong word.

[COVID-19](#)

- Refer to the illness as “COVID-19” and the pandemic as “the COVID-19 pandemic.” Refer to the virus as “the COVID-19 virus” or “the virus that causes COVID-19.”
- Specify in stories that you mean the COVID-19 pandemic, if you do; future readers may not know what you mean when you say “because of current circumstances,” etc.

[Greek Life](#)

- Use “Greek life” (noun) and “Greek-life” (adjective preceding a noun), not “Greek.”

[LGBTQ+ Coverage, Terminology for](#)

- Include a person’s sexual orientation only when it is relevant to the article.
- Generally use “LGBTQ+” in articles.

[Race-Related Coverage, Terminology for](#)

- Include a person’s race and/or ethnicity only when they are relevant to the article.
- Generally use “people of color.”
 - Do not use “POC” or “BIPOC.”
- Capitalize “Black” and “Indigenous.” Lowercase “white.”
- Use “American Indian” or “Native American,” not “Indian.”

[University of Richmond](#)

- Use “University of Richmond” on first reference and “UR” on all other references. Do not use “Richmond” or “the university.”

Please note that this is far from a cumulative list of changes, and reading through the entire guide and using it as a reference when you write is highly recommended.

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Terms and Usage

8:15 at Boatwright

- Use “8:15 at Boatwright” on all references.

Academic Degrees

- The preferred form is to avoid an abbreviation and use instead a phrase such as “Edward Ayers, who has his doctorate in American studies.”
- “Bachelor’s degree” and “master’s degree” take apostrophes. Avoid B.S., B.A., M.A., etc.

Academic Departments and Programs

- When writing the name of a department or program, capitalize only proper adjectives (ex. the English department, the American studies program, the history department, the journalism department). Do not capitalize “studies.”
- Both departments and programs have degree-seeking students. Do not use “department” when referring to a program (ex. the global studies program, the environmental studies program).
- Capitalize the names of specific classes.
 - Ex. Mike Spear teaches Copy Editing.

Acronyms

- Unless the acronym is something a reader will quickly recognize (ex. FBI), write out what an acronym stands for instead of the acronym itself on first reference.
- Use the acronym on all other references, unless the acronym is very long or confusing. In that case, use the full name on all references.
- There is no need to write the acronym immediately after the first-reference full name. Just use the acronym when the entity is next referenced.
 - Ex. “He is a member of the Black Student Alliance. ... He said the BSA’s fundraising efforts had been successful.” instead of “He is a member of the Black Student Alliance (BSA). ... He said the BSA’s fundraising efforts had been successful.”

Admission, Office of

- Use “the Office of Undergraduate Admission” or “the Law Admissions Office” on first reference.
- Use “the admissions office” on all other references, unless the article refers to both admissions offices. If this is the case, use “the undergraduate admissions office” and “the Law Admissions Office” on all other references.

Adult vs. Adult Minor vs. Minor (in police/crime stories)

- Use “adult” for anyone 18 or older.
- Use “minor” for anyone younger than 18.

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- Use “adult minor” in stories concerning alcohol/alcohol-related crimes if the person is 18, 19, 20 years old (an adult, but not yet of drinking age).

Alcoholic Beverage Control

- Use “Alcoholic Beverage Control” on first reference and “ABC” on all other references.

Alumni and Career Services, Office of

- Use “the Office of Alumni and Career Services” on first reference.
- Use “the alumni office” or “Career Services” as appropriate on all other references.

Alumnus, Alumni, Alumna, Alumnae, Alum, Alums

- Use “alumnus” for a man/”alumni” for men who attended the school.
- Use “alumna” for a woman/”alumnae” for women who attended the school.
- Use “alum” to refer to a person who attended the school who uses gender-neutral pronouns or whose gender you do not know.
- Use “alumni” to refer to a mixed-gender group of people who attended the school.
- Use “##” alone (note the preceding apostrophe) to describe the year both men and women graduated from the University of Richmond. Make no distinction between Richmond College and Westhampton College.
 - Ex. Kyle Lauletta, ’17, played his first game as a Giant

Apartmentmate

- One word, lowercased

Arts and Sciences, School of

- Use “the School of Arts and Sciences” on all references.

Athletics Department

- Use “the Athletics Department” on all references.

ATM

- Use “ATM” on all references.
- ATM means automated teller machine. Do not refer to it as an ATM machine.

BannerWeb

- One word, capital B and W

Blackboard

- One word, capital B

Bonner Center for Civic Engagement

- Use “the Bonner Center for Civic Engagement” on first reference and “the CCE” on all other references.

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Brown-Alley Room

- Use “the Brown-Alley Room,” with a hyphen, on all references.
- Located in Weinstein Hall

Cannon Memorial Chapel

- Use “Cannon Memorial Chapel” on first reference.
- Use “the chapel” on all other references, unless the article refers to more than one chapel. If this is the case, use the full name on all references.

Carole Weinstein International Center

- Use “the Carole Weinstein International Center” on first reference and “the international center” on all other references.

The Cellar

- Capital T and C

Chair

- Use “chair” instead of “chairman” or “chairwoman” unless doing so is confusing or chairman/chairwoman is part of an official title.

Chaplaincy, Office of

- Use “the Office of the Chaplaincy” on first reference and “the chaplaincy” on all other references.

Choral Groups

- A cappella groups on campus are Choeur du Roi, Octaves, Off the Cuff, and The Sirens
 - Note spelling of “a cappella.”
- Choruses on campus are Schola Cantorum (use “Schola” on second reference) and Women’s Chorale

Coed

- There is no hyphen in coed.

College Fellow

- Use “College Fellow” on all references to refer to a member of the program.
- Use “College Fellow In-Residence” to specify a member of the program who lives in one of the residence halls.
- Use “the College Fellow Program” on all references to refer to the program itself.

The Collegian

- Capitalize both words when using as a proper noun: The Collegian.
- Capitalize only “Collegian” when using as a proper adjective (ex. the Collegian writer).
- Website: www.thecollegianur.com

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Common Ground, Office of

- Use “the Office of Common Ground” on first reference and “Common Ground” on all other references.

Computer Terms

- Use “website” or “webpage” — lowercase.
- Do not capitalize “internet.”
- “World Wide Web” is capitalized, but “web” is not.
- When referring to a website, use this form: www.richmond.edu.

Counseling and Psychological Services

- Use “Counseling and Psychological Services” on first reference and “CAPS” on all other references.

Courtesy Titles

- Do not use courtesy titles such as Mr., Mrs., etc.
- Use “Dr.” only to refer to a medical doctor on first reference, when the person’s status as a doctor is relevant to the article.
 - Do not use “Dr.” before the name of a person with only a PhD (ex. “Monti Datta, a political science professor,” not “Dr. Monti Datta, a political science professor”).

COVID-19

- Use “COVID-19” on all references to refer to the illness caused by the novel coronavirus that emerged in December 2019.
- Note that COVID-19 is the disease caused by the virus but not the virus itself. To refer specifically to the virus, use “the COVID-19 virus” or “the virus that causes COVID-19.” Do not use “the virus called COVID-19,” which is inaccurate.
- Global pandemic is redundant. Use “pandemic.”
 - Specify that the pandemic referred to is the COVID-19 pandemic.

Cultural Adviser

- Use “cultural adviser” on first reference and “CA” on all other references.
- Do not capitalize, even when it appears before a name — it is not a formal title.

Current

- Use “the Current” on all references to refer to the open area beside The Cellar.

Decades

- Use “1970s” or “’70s” (note the preceding apostrophe), not “70’s.”

Dining Services

- Use “Dining Services” on all references.

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Drunk in Public

- Use “public intoxication.”
- “Underage drinking,” not “drinking underage”

E. Claiborne Robins School of Business

- Use “the E. Claiborne Robins School of Business” on first reference and “the business school” on all other references.
- “The B-school” is acceptable only in direct quotes or columns.
- Follow these guidelines both when referring to the physical building and when referring to the school itself as an academic subsection of the University of Richmond.

E. Claiborne Robins School of Business Student Government Association (also see [Appendix B](#))

- Use “E. Claiborne Robins School of Business Student Government Association” on first reference and “RSB SGA” on all other references.

E. Claiborne Robins Stadium

- Use “E. Claiborne Robins Stadium” on first reference and “Robins Stadium” on all other references.
- The Robins Center is where basketball is played and is indoors; Robins Stadium is outdoors. Do not mix these up.

Everything Convenience

- Use “Everything Convenience” on first reference and “ETC” on all other references.

Financial Aid, Office of

- Use “the Office of Financial Aid” on first reference and “the financial aid office” on all other references.

Fraternities (see [Appendix E](#) for specific names and abbreviations)

- Spell out and capitalize fraternity names on first reference. Abbreviate on all other references.
- “Frat” is acceptable only in direct quotes or columns.

Fraternity Row

- Use “Fraternity Row” on all references to refer to the area as a whole.
- Use “Old Fraternity Row” or “New Fraternity Row” on all references to refer to a specific part of the area.

Gendered Language

- When the gender of a person referenced is unknown, use gender-neutral language (ex. “legislator” instead of “congressman,” “spouse” instead of “husband/wife,” etc.).
- When referring to a group of people, do not use gendered language if the members of the group do not all share the same gender or if the gender of all members is not known (ex. “humankind” instead of “mankind,” “human-made” instead of “man-made,” etc.).

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Gottwald Center for the Sciences

- Use “the Gottwald Center for the Sciences” on first reference and “Gottwald” on all other references.
- “Gotty” is acceptable only in direct quotes or columns.

Greek Life (see appendices [E](#) and [F](#) for specific names and abbreviations)

- When referring to fraternities and sororities, use “Greek life” (noun) or “Greek-life” (adjective preceding a noun) instead of “Greek,” which refers to the country and culture of Greece.
- When describing something that applies to only a subset of Greek-life organizations, specify what that subset is (ex. fraternities, sororities, Interfraternity Council organizations, Panhellenic Council organizations, National Pan-Hellenic Council organizations). Be as specific as possible to avoid generalizing to organizations the description does not apply to.

Heilman Dining Center

- Use “the Heilman Dining Center” on first reference and “the dining hall” on all other references.
- “D-hall” is acceptable only in direct quotes or columns.

Help Desk

- Capitalize both words when referring to the University of Richmond’s technology help desk.

Honor Council

- Plurally, use “the University of Richmond Honor Councils” on first reference and “the Honor Councils” on all other references.
- To refer to a specific honor council, use “the undergraduate Honor Councils,” “the T.C. Williams School of Law Honor Council” or “the School of Professional and Continuing Studies Honor Council” on first reference.
 - Use “the Honor Council” on all other references, except when referring to the undergraduate Honor Councils. For these, use “the Honor Councils” on all references.
 - If necessary to refer to each council separately, use “the undergraduate Honor Councils,” “the law school Honor Council” or “the SPCS Honor Council” on second and subsequent references.
- Do not capitalize “honor councils” if referring to honor councils in general.
- Use “hearing,” not “trial.”
- The decision is “responsible” or “not responsible,” rather than “guilty” or “innocent.”
 - Ex. He was found responsible of plagiarism. He was found not responsible of cheating.
- There are hearing boards, not juries.
- Never use the word conviction.

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- The student who might have violated the code is referred to as the accused student.

Information Services

- Use “Information Services” on all references.

Interfraternity Council

- Use “the Interfraternity Council” on first reference and “the IFC” on all other references.

International Education, Office of

- Use “the Office of International Education” on first reference and “the OIE” on all other references.

Intramural Fields

- Use “the intramural fields” on all references.
- “The IM fields” is acceptable only in direct quotes or columns.

Jenkins Greek Theater

- Use “the Jenkins Greek Theater” on first reference and “the Greek theater” on all other references.
- -er, not -re

Jepson Alumni Center

- Use “the Jepson Alumni Center” on first reference and “the alumni center” on all other references.

Jepson School of Leadership Studies

- Use “the Jepson School of Leadership Studies” on first reference and “the leadership school” on all other references.
- This entry refers to the school, not the building, which is Jepson Hall (see [Appendix A](#)).

Jepson School of Leadership Studies Student Government Association (also see [Appendix B](#))

- Use “Jepson School of Leadership Studies Student Government Association” on first reference and “JSGA” on all other references.

Larceny/Grand Larceny

- Use “larceny” if the value of the items is less than \$500. Use “grand larceny” if the value is \$500 or more.
 - This guideline should be used only for larcenies for which Virginia law applies. For larcenies in other jurisdictions, use the given jurisdiction’s distinction between larceny and grand larceny.

LGBTQ+ Coverage, Terminology for

- Do not identify a person’s sexual orientation unless it is relevant to the article.

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- Use “LGBTQ+” as a general adjective for non-heterosexual and/or non-cisgender people, organizations, etc. LGBTQ+ does not need to be spelled out on first reference.
 - LGBTQ+ stands for lesbian, gay, bisexual, transgender and queer/questioning. The plus sign is intended to include identities outside of those five categories.
 - In quotations and the formal names of organizations and events, other forms such as LGBT, LGBTQ, LGBTQIA, etc. are acceptable with any additional letters explained.
- Be as specific as possible when referring to a person or group (ex. “bisexual” over “LGBTQ+”).
- “They/them/their” is acceptable as a singular pronoun to refer to people whose gender is unknown or who identify outside the gender binary but should be used only when there is no reasonable way to avoid pronoun use through alternative wording.
 - If this terminology is used, it must be clarified for readers — for example, through an explanation that a given person prefers gender-neutral pronouns.
 - Ex. “Smith said the class was exciting.” instead of “Smith said they were excited about the class.”

Libraries

- Use “Boatwright Memorial Library,” “Muse Law Library” or “Parsons Music Library” on first reference.
- Use “the library” on all other references, unless the article refers to more than one library. If this is the case, use “Boatwright Memorial Library,” “the law library” and “the music library” on second and subsequent references.

Locations on Campus (see [Appendix A](#) for campus buildings)

- Use the following construction: room number, building, address.
 - Ex. The meeting will be held in room 214 of Maryland Hall, 110 UR Drive.
- Addresses for every campus building can now be found [here](#).
- Or, if the room has a name, use the following construction: name of room in name of building.
 - Ex. The meeting will be held in the Alice Haynes Room in Tyler Haynes Commons.

Lodges

- Use “the lodges” on all references to refer to the lodges as a whole.
- To refer to a specific subset of lodges, use “the [type of lodge] lodges” on first reference (ex. the fraternity lodges, the student-activity lodges).
 - Use “the lodges” on all other references, unless the article refers to more than one type of lodge. If this is the case, use “the [type of lodge] lodges” on all references.
- To refer to a specific lodge, use “the [organization] lodge” on first reference (ex. “the Lambda Chi Alpha lodge,” or “the Lambda Chi lodge” if the full name has been written out earlier in the article). See [Appendix E](#) for fraternity naming guidelines.

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- Use “the lodge” on all other references, unless the article refers to multiple lodges. If this is the case, use “the [organization] lodge” on all references.

Mail Services

- Use “Mail Services” on all references to refer to on-campus mail service in general.
- Use “the University of Richmond post office” (or “the UR post office,” if University of Richmond has been written out earlier in the article) when referring to the building on first reference.
- Use “the post office” on all other references, unless the article refers to more than one post office. If this is the case, use the full name on all references.

Media Resource Center

- Use “the Media Resource Center” on first reference and “the MRC” on all other references.

Middle Names

- Use middle names and initials only if necessary to identify a person or if the person uses them in everyday speech. Do not use middle initials for formality (ex. “Ronald Crutcher,” not “Ronald A. Crutcher”).

Modlin Center for the Arts

- Use “the Modlin Center for the Arts” on first reference and “Modlin” on all other references.
 - The all-purpose theater is Alice Jepson Theater. Use “Alice Jepson Theater” on first reference and “Jepson Theater” on all other references. Note: -er, not -re
 - The black-box theater is Cousins Studio Theater. Use “Cousins Studio Theater” on all references. Note: -er, not -re
- The music side is Booker Hall of Music. Use “Booker Hall of Music” on first reference and “Booker” on all other references.
 - The main venue for musical performances is Camp Concert Hall, located in Booker Hall of Music. Use “Camp Concert Hall” on all references.

Multicultural Student Space

- Use “the Multicultural Student Space” on first reference and “the Space” on all other references.
- Located in Whitehurst

National Pan-Hellenic Council

- Use “the National Pan-Hellenic Council” on first reference. Note the hyphen.
- Use “the NPHC” on all other references.

Orientation Adviser

- Use “orientation adviser” on first reference and “OA” on second reference.
- Do not capitalize, even when it appears before a name — it is not a formal title.

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Panhellenic Council

- Use “the Panhellenic Council” on all references.

Parking Lots

- Use the parking lot’s official name and describe its location.
 - Ex. The hit-and-run occurred in W76, the Heilman Dining Center lot.
- Lot names and locations are available [here](#).
- Include the colloquial names (which are former names) of lots only if necessary for understanding or in direct quotes or columns. Capitalize the letter of the lot, but not “lot.” Use a hyphen (ex. X-lot, K-lot).

Parking Services

- Use “Parking Services” on all references.

Phone Numbers

- For student organization numbers, use “ext. #.”
 - Ex. Contact the Collegian office at ext. 8483.
- For people and academic/administrative offices, write out the full number. Do not include the area code for numbers in the 804 area, but include it in out-of-area numbers.
 - Ex. Contact the Center for Student Involvement at 289-8505. Contact Jim Jones at 757-555-2624.

Pier

- Use “the Pier” on all references for the sitting area only. Use “Tyler’s Grill” on all references for the restaurant area.
 - Ex. The band will play in the Pier. The student ate dinner at Tyler’s Grill.

Perkinson Recital Hall

- Use “Perkinson Recital Hall” on first reference and “Perkinson” on all other references.
- Perkinson Recital Hall is used for musical performances and is located in North Court.

Professional and Continuing Studies, School of

- Use “the School of Professional and Continuing Studies” on first reference and “SPCS” on all other references.

Professor

- Do not capitalize professor.
- Do not differentiate between associate professors, assistant professors, adjunct professors, etc. Refer to them all as professors.

Punctuation

- Use only one space after a period.

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Queally Center

- Use “the Queally Center” on all references.
- Houses the Office of Undergraduate Admission, the Office of Financial Aid, part of Career Services and the Office of the University Registrar

Queally Hall

- Use “Queally Hall” on all references.
- In the E. Claiborne Robins School of Business

Quotes (see [Appendix J](#))

Race-Related Coverage, Terminology for

- Do not identify a person’s race or ethnicity unless they are relevant to the article.
- Use “people of color” as a general term to describe non-white people in the United States.
 - “POC” and “BIPOC” should be confined to quotations, names of organizations or descriptions of people who request it and should be accompanied by a short explanation. BIPOC stands for Black, Indigenous and People of Color.
- Be as specific as possible when referring to a person or group (ex. “Chinese American” over “person of color” or “Asian American”).
- Do not hyphenate terms such as African American and Asian American, even when they are used as a compound modifier before a noun.
- Capitalize “Black” and “Indigenous.” Do not capitalize “white.”
- Not all Black people are African American. Use the most accurate term.
 - When both terms are accurate, follow the preference of the person being described.
- Not all Hispanic people are Latino or Latina, and vice versa. “Hispanic” describes people who are from Spanish-speaking cultures (note that Brazilians are not Hispanic, as they speak Portuguese). “Latino” and “Latina” describe people who are from Latin America (that is, Central and South America and the Caribbean) or who are descended from people from Latin America.
 - When both terms are accurate, follow the preference of the person being described.
 - The gender-neutral “Latinx” should be confined to quotations, names of organizations or descriptions of people who request it and should be accompanied by a short explanation.
- Generally use “American Indian” and “Native American” to refer to Indigenous people in the United States. Do not use the term “Indian.”
 - When describing one person or people from one group, use more specific tribal descriptors such as “Navajo,” “Cherokee,” etc.
 - Use “Alaska Natives” to refer to Indigenous people from Alaska.
 - Use “First Nation” to refer to Indigenous people from Canada.

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Rankings

- Use “No. 1,” not “#1” or “number 1.”

Residence Life and Housing, Office of

- Use “the Office of Residence Life and Housing” on first reference when referring to the department as a whole.
- Use “Residence Life,” “Housing” or “Residence Life and Housing” on all other references as appropriate.

Residence Halls (see [Appendix A](#) for specifics)

- Capitalize the names of all residence halls.
- Refer to them the way students do (ex. Jeter Hall, not Jeter Memorial Hall).

Resident Assistant

- Use “resident assistant” on first reference and “RA” on all other references.
- Do not capitalize, even when it appears before a name — it is not a formal title.

Richmond, City of

- It is acceptable to use either “Richmond” or “the city of Richmond” when referring to the city. The latter should be used when the former might cause confusion with another entity.
- Do not capitalize “the city of” when referring to the city of Richmond.
- The section of town along Cary Street is spelled “Carytown.”

Richmond College

- Use “Richmond College” on all references.
- Use “RC” after the first reference only to distinguish between Richmond College and Westhampton College senates.
 - Ex. The RC Senate met an hour before the WC Senate.

Richmond College Student Government Association (also see [Appendix B](#))

- Use “Richmond College Student Government Association” on first reference and “RCSGA” on all other references.

The Richmond Endeavor

- Use “The Richmond Endeavor” on first reference and “Endeavor” on all other references. Note the capital T.

ROTC

- Use “ROTC” on all references.

Seasons

- Do not capitalize names of seasons (ex. “spring 2020,” not “Spring 2020”).

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The SEEDS Project

- Use “The SEEDS Project” on first reference and “SEEDS” on all other references. Note the capital T.

Sexual Assault

- Never use “victim” to describe someone who has been sexually assaulted.
- When referring to court cases that have not yet been decided, use “accuser” and “accused.”
- Outside of court, or after the outcome of a case has been decided, use “survivor” and “perpetrator.”

Sophomore Scholars in Residence

- Use “the Sophomore Scholars in Residence program” on first reference. If the first reference describes a specific living-learning community rather than the program overall, use “the Sophomore Scholars in Residence community” instead.
- Use “the SSIR program” (to refer to the program as a whole) or “the SSIR” (to refer to a specific living-learning community) on all other references.

Sororities (see [Appendix F](#) for specific names and abbreviations)

- Spell out and capitalize sorority names on first reference. Abbreviate on all other references.

Sorority Cottages

- Use “the sorority cottages” on first reference and “the cottages” on all other references to refer to the sorority cottages as a whole.
- To refer to a specific sorority cottage, use “the [sorority name] cottage” on first reference (ex. “the Pi Beta Phi cottage,” or “the Pi Phi cottage,” if the sorority name has been written out earlier in the article). See [Appendix F](#) for sorority naming guidelines.
 - Use “the sorority cottage” on all other references, unless the article refers to multiple sorority cottages. If this is the case, write out “the [sorority name] cottage” on all references.

SpiderBoard

- One word, capital S and B

SpiderBytes

- One word, capital S and B

SpiderCard

- One word, capital S and C

SpiderShop

- Use “the SpiderShop” on all references.

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Student Accounts Office

- Use “the Student Accounts Office” on all references.

Student Bar Association (also see [Appendix B](#))

- Use “the Student Bar Association” on first reference and “the SBA” on all other references.
- Refers to the student government association for the T.C. Williams School of Law

Student Conduct Council

- Use “the Student Conduct Council” on all references.

Student Development, Division of

- Use “the Division of Student Development” on all references.

Student Health Center

- Use “the Student Health Center” on first reference.
- Use “the health center” on all other references, unless the article refers to more than one health center. If this is the case, use “the Student Health Center” on all references.

Student Government Associations (see [Appendix B](#))

Student Involvement, Center for

- Use “the Center for Student Involvement” on first reference and “CSI” on all other references.

Student Organization Budget and Appropriations Committee

- Use “the Student Organization Budget and Appropriations Committee” on first reference and “SOBAC” on all other references.

Students, Identification of

- Identify a student’s class year using “first-year,” “sophomore,” “junior” or “senior.” Do not capitalize these identifiers.
 - If the article is published during summer break, use “rising [class year].”
- Do not use “RC ‘##” or “WC ‘##.”
- Students-athletes’ class years still must be identified in sports stories.
- Students’ class years still must be identified when they also are identified based on leadership position or other affiliation.
- Do not include students’ majors or leadership positions unless they are relevant to the article.

Substance-Free Housing

- Use “substance-free housing” on all references.
- Do not use “sub-free.”

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Sustainability, Office for

- Use “the Office for Sustainability” (not the Office OF Sustainability) on first reference and “the sustainability office” on all other references.

T.C. Williams School of Law

- Use “the T.C. Williams School of Law” on first reference and “the law school” on all other references.

Telecommunications and Multimedia and Support Services

- Use “Telecommunications and Multimedia and Support Services” on first reference and “TMSS” on all other references.

Theater

- The word should always be spelled “theater,” not “theatre.”
 - Even if an official building or place name takes the spelling “theatre,” change the spelling to “theater” when referring to that place (ex. “the Byrd Theatre” to “the Byrd Theater”).
 - Use “the department of theater and dance,” not “the department of theatre and dance,” even though this spelling differs from that used on the department website.
- The only time “theatre” should be used is when an article directly quotes written content that spells it as such. In that case, the spelling should not be changed within the quote (see [Appendix J](#) for more information on when changes to quotes are acceptable).

Time References

- Time always comes before day or date (ex. at 2 p.m. Thursday, at 9 p.m. July 4).
- For date ranges within a single month, use a hyphen (ex. Jan. 7-11, March 6-13).
- For date ranges between months, or for month ranges, use “to” (ex. Jan. 13 to March 6, August to December).
- For time ranges in which both times are either before noon or after noon, use a hyphen (ex. 7-9 p.m.). For time ranges in which one time is before noon and one time is after noon, or where one or both times is noon or midnight, use “to” (ex. 8 a.m. to 2 p.m., noon to 6:45 p.m.).

Titles

- Titles are not capitalized unless they appear directly before a name.
- Only formal titles are capitalized (ex. Editor-in-Chief Jocelyn Grzeszczak, features writer Bob Brown).

Tyler Haynes Commons

- Use “Tyler Haynes Commons” on first reference and “the Commons” on all other references.

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University

- Do not capitalize when referring to universities in general or in colloquial references to a specific university.
- Capitalize only when using within the official name of a university (ex. the University of Richmond, Virginia Commonwealth University).

University Communications

- Use “University Communications” on all references.

University Facilities

- Use “University Facilities” on first reference and “Facilities” on all other references.

University Faculty Senate

- Use “the University Faculty Senate” on first reference and “the Faculty Senate” on all other references.
 - People on the Faculty Senate are referred to as members, not senators. Faculty Senate membership can be found [here](#).
- If an article refers to multiple faculty senates, use “the University of Richmond Faculty Senate” (or “the UR Faculty Senate,” if University of Richmond has been written out earlier in the article) on first reference and “the UR Faculty Senate” on all other references.

University Forest Apartments

- Use “the University Forest Apartments” on first reference.
- Use “the UFA” (to refer to one apartment) or “the UFAs” (to refer to multiple apartments) on all other references.

University Forum

- Use “the University Forum” on first reference and “the Forum” on all other references.
- Refers to the bricked plaza outside the Gottwald Center for the Sciences

University Recreation Department

- Use “the University Recreation Department” on first reference and “University Recreation” on all other references.

University Registrar, Office of

- Use “the Office of the University Registrar” on first reference and “the registrar’s office” on all other references.

University of Richmond

- Use “the University of Richmond” on first reference and “UR” on all other references.
- Do not refer to the school as “the university” or “Richmond.”

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University of Richmond Emergency Medical Services

- Use “University of Richmond Emergency Medical Services” (or “UR Emergency Medical Services,” if University of Richmond has been written out earlier in the article) on first reference.
- Use “UREMS” on all other references.

University of Richmond Police Department

- Use “the University of Richmond Police Department” (or “the UR Police Department,” if University of Richmond has been written out earlier in the article) on first reference.
- Use “URPD” on all other references.

University of Richmond Speech Center

- Use “the University of Richmond Speech Center” (or “the UR Speech Center,” if University of Richmond has been written out earlier in the article) on first reference.
- Use “the speech center” on all other references.

University of Richmond Strategic Plan

- Use “the University of Richmond Strategic Plan” (or “the UR Strategic Plan,” if the University of Richmond has been written out earlier in the article) on first reference.
- Use “the strategic plan” on all other references.
- The current five-year strategic plan is called “Forging our Future, Building from Strength.”

University of Richmond Writing Center

- Use “the University of Richmond Writing Center” (or “the UR Writing Center,” if University of Richmond has been written out earlier in the article) on first reference.
- Use “the writing center” on all other references.
- Do not capitalize “writing consultant,” even when it appears before a name — it is not a formal title.

UR Downtown

- Use “UR Downtown” on all references.
- Functions as UR’s satellite campus in the city
- Includes the Harry L. Carrico Center for Pro Bono and Public Service. Use “the Harry L. Carrico Center for Pro Bono and Public Service” on first reference and “the Center for Pro Bono and Public Service” on all other references.

Vacations

- Use “fall break,” “spring break,” “Thanksgiving break” and “winter break.”
- Use “winter break,” not “Christmas break.”

Virginia Baptist Historical Society and Center for Baptist Heritage Studies

- Use “the Virginia Baptist Historical Society and Center for Baptist Heritage Studies” on first reference.

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- Use “the historical society” on all other references, unless the article refers to more than one historical society. If this is the case, use “the Virginia Baptist Historical Society” on second and subsequent references.

WDCE

- Use “WDCE 90.1 FM” on first reference and “WDCE” on all other references.

Well-Being Center and Queally Athletics Center

- Use “the Well-Being Center and Queally Athletics Center” on first reference and “the Well-Being and Athletics centers” on all other references to refer to the building as a whole.
- Use “the Well-Being Center” on all references to refer just to that part of the building.
- Use “the Queally Athletics Center” on first reference and “the Athletics Center” on all other references to refer just to that part of the building.

Westhampton Center

- Use “the Westhampton Center” on all references.
- Refers to the building that houses the Westhampton College Dean’s Office.
- Use “the Westhampton Living Room” on all references to refer to the large room used for studying and events.
- Use “the Westhampton deanery living room” on first reference and “the deanery living room” on all other references to refer to the smaller room in the original deanery space.

Westhampton College

- Use “Westhampton College” on all references.
- Use “WC” after first reference only to distinguish between Richmond College and Westhampton College senates.
 - Ex. The RC Senate met before the WC Senate.

Westhampton College Government Association (also see [Appendix B](#))

- Use “Westhampton College Government Association” on first reference and “WCGA” on all other references.

Westhampton Lake

- Use “Westhampton Lake” on first reference.
- Use “the lake” on all other references, unless the article involves multiple lakes. If this is the case, use the full name on all references.

Whitehurst

- Use “Whitehurst” on all references to refer to the building as a whole.
- Refers to the building that houses Dean’s Den, the Multicultural Student Space (see entry), the Richmond College Dean’s Office and the Whitehurst Living Room.
- Use “the Whitehurst Living Room” on all references to refer to the living room on the first floor of Whitehurst.

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WILL*

- Use “WILL*” on all references.

Wilton Center

- Use “the Wilton Center” on all references.

Women, Gender and Sexuality Studies Program

- Use “the women, gender and sexuality studies program” on first reference and “the WGSS program” on all other references.

Years in School

- For school years, use this form: the 2016-17 school year.

Zoombomb

- One word, capital Z
- Use “Zombomb” on all references as a noun or verb to refer to the entrance of outside users into Zoom meetings.
- Use “Zoombomber” on all references to refer to a person who carries out a Zoombombing.

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Appendix A: Campus Locations

Buildings named after people that typically take a shortened version on second reference (ex. Thomas Hall) should NOT be shortened if the article also mentions a person or place with that name (ex. James Thomas Jr.).

First reference:	Modified entry upon subsequent references:
8:15 at Boatwright	--
Adams Auditorium	--
the Alice Haynes Room	--
Alice Jepson Theater	Jepson Theater
Atlantic House	Atlantic
Boatwright Memorial Library	the library*
the Bonner Center for Civic Engagement	the CCE
Booker Hall of Music	Booker
the Brown-Alley Room	--
Camp Concert Hall	--
Cannon Memorial Chapel	the chapel*
the Carole Weinstein International Center	the international center
Cousins Studio Theater	--
Crenshaw Field	--
the Current	--
Dennis Hall	Dennis
the E. Claiborne Robins School of Business	the business school
Everything Convenience	ETC
Fraternity Row	--
Freeman Hall	Freeman
the Gateway Village Apartments	Gateway
the gazebo**	--
the Gottwald Center for the Sciences	Gottwald
Gray Court	Gray
the Gumenick Academic and Administrative Quadrangle	the quad*
the Harnett Museum of Art	the museum*
the Heilman Dining Center	the dining hall
the intramural fields	--
the Jenkins Greek Theater	the Greek theater
the Jepson Alumni Center	the alumni center
Jepson Hall	--
Jeter Hall	Jeter
Keller Hall	Keller

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Lakeview Hall	Lakeview
the [type of lodge] lodges	the lodges
Lora Robins Court	LoRo
the Lora Robins Gallery of Design from Nature	the gallery*
Marsh Hall	Marsh
Maryland Hall	Maryland
the Media Resource Center	the MRC
Millhiser Gymnasium	Millhiser Gym
the Modlin Center for the Arts	Modlin
Moore Hall	Moore
the Multicultural Student Space	the Space
Muse Law Library	the library*
North Court	North
North Court Reception Room	the reception room*
Old Fraternity Row	--
Pacific House	Pacific
Parsons Music Library	the library*
Perkinson Recital Hall	Perkinson
the Physical Plant	--
the Pier	--
Pitt Field	--
Puryear Hall	Puryear
the Queally Center	--
Queally Hall	--
Richmond Hall	--
the Robins Center	--
Robins Hall	--
Ryland Hall	Ryland
the sorority cottages	the cottages
South Court	South
the Special Programs Building	--
the Stern Quadrangle	the quad*
the Student Health Center	the health center*
Thalhimer Guest Cottage	the guest cottage
Thomas Hall	Thomas
Tyler Haynes Commons	the Commons
the SpiderShop	--
the University Forest Apartments	the UFAs
the University Forum	the Forum
the University of Richmond post office	the post office*
UR Downtown	--

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the Virginia Baptist Historical Society and Center for Baptist Heritage Studies	the historical society*
the Web	--
the Weinstein Center for Recreation	the gym*
Weinstein Hall	--
the Well-Being Center and Queally Athletics Center	the Well-Being and Athletics centers
the Westhampton Center	--
Westhampton Hall	--
Westhampton Lake	the lake*
the Westhampton Living Room	--
the Westhampton deanery living room	the deanery living room
Whitehurst	--
the Whitehurst Living Room	--
the Wilton Center	--
Wood Hall	Wood

*Unless the article refers to more than one library, gallery, post office, etc. Then, use the full name on all references (or, for locations with specific shortened versions noted in their main entries in this guide, use those shortened versions on second and subsequent references).

**Unless the article refers to more than one gazebo. Then, use “the University of Richmond gazebo” (or “the UR gazebo,” if University of Richmond has been written out earlier in the article) on all references.

Appendix B: Student Government Associations

First reference:	All other references:
E. Claiborne Robins School of Business Student Government Association	RSB SGA
Jepson School of Leadership Studies Student Government Association	JSGA
Richmond College Student Government Association	RCSGA
the Student Bar Association (for the student government association of the T.C. Williams School of Law)	the SBA
Westhampton College Government Association	WCGA

- Capitalize:
 - Senate (ex. the Senate voted...)
 - Honor Council (to refer to a specific honor council)
 - Judicial Council (to refer to a specific judicial council)

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- Do not capitalize “president” to refer to any student government president, even before a name. The only capitalized presidents are the president of the United States and presidents of other nations.
- Capitalize and abbreviate senator when referring to a specific senator. Otherwise do not capitalize or abbreviate (ex. Sen. John Smith; the senator said).

Appendix C: Administration

- More university leadership listed [here](#).
- Refer to these administrators on first references as noted below. On all other references, use only their last names, and do not use “Dr.” or “Dean” (see [Courtesy Titles](#)).
- Capitalize the administrators’ titles as noted below when they are written directly before the administrators’ names. When the titles are written elsewhere, only the first letters of proper nouns should be capitalized (see [Titles](#)).

Westhampton College	
Dean of Westhampton College	Mia Reinoso Genoni
Associate Dean of Westhampton College	Kerry Fankhauser
Westhampton College Associate Dean for Outreach Education and Development	Holly Blake
Richmond College	
Dean of Richmond College	Joe Boehman
Associate Dean of Richmond College	Dan Fabian
University of Richmond	
Vice President and Director of Athletics	John Hardt
Director of Residence Life and Housing	Patrick Benner
Associate Director of Residence Life and Housing	Molly Lewis
Dean of the Jepson School of Leadership Studies	Sandra Peart
Director of the Center for Student Involvement	Alison Keller
Dean of the School of Arts and Sciences	Patrice Rankine
Dean of the T.C. Williams School of Law	Wendy Perdue
Associate Vice President of Media and Public Relations	Cynthia Price
Vice President and Chief Information Officer	Keith McIntosh
Executive Vice President and Provost	Jeff Legro
Associate Vice President of Public Safety and University of Richmond* Chief of Police	David McCoy
University of Richmond* Assistant Chief of Police	Beth Simonds
University of Richmond* president	Ronald Crutcher
Executive Vice President and Chief Operating Officer	David Hale
Vice President for Student Development	Steve Bisese

*Or UR, if University of Richmond has been written out earlier in the article.

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Appendix D: Colleges

The Atlantic 10

First reference:	All other references:
Davidson College	Davidson
University of Dayton	Dayton
Duquesne University	Duquesne
Fordham University	Fordham
George Mason University	GMU
The George Washington University	George Washington
La Salle University	La Salle
University of Massachusetts	UMass
University of Rhode Island	URI
St. Bonaventure University	St. Bonaventure
Saint Joseph's University	Saint Joseph's
Saint Louis University	Saint Louis
Virginia Commonwealth University	VCU

Area Colleges

First reference:	All other references:
American University	American
the College of William & Mary	William & Mary
Duke University	Duke
East Carolina University	East Carolina
George Mason University	GMU
Georgetown University	Georgetown
Hampden-Sydney College	Hampden-Sydney
Hampton University	Hampton
James Madison University	JMU
Liberty University	Liberty
Longwood University	Longwood
Mary Baldwin University	Mary Baldwin
Norfolk State University	NSU
Old Dominion University	ODU
Radford University	Radford
Randolph-Macon College	Randolph-Macon
University of Lynchburg	Lynchburg
University of Mary Washington	UMW
University of North Carolina at Chapel Hill	UNC-Chapel Hill
University of North Carolina Wilmington	UNCW
University of Virginia	UVA
Virginia Commonwealth University	VCU

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Virginia Tech	Virginia Tech
Virginia Military Institute	VMI
Virginia State University	VSU
Virginia Union University	VUU
Washington and Lee University	Washington and Lee

Appendix E: Fraternities

First reference:	All other references:
Alpha Phi Alpha Fraternity, Inc.	the Alphas
Delta Kappa Epsilon	DKE
Kappa Alpha Order	KA
Kappa Sigma	Kap Sig
Lambda Chi Alpha	Lambda Chi
Phi Gamma Delta	Fiji
Sigma Alpha Epsilon*	SAE
Sigma Chi*	Sig Chi
Sigma Phi Epsilon	SPE
Theta Chi	Theta Chi

*Underground fraternity

Appendix F: Sororities

First reference	All other references:
Alpha Kappa Alpha Sorority, Inc.	AKA
Tri Delta	Tri Delt
Delta Gamma	DG
Delta Sigma Theta Sorority, Inc.	DST
Kappa Alpha Theta	Theta
Kappa Delta	KD
Kappa Kappa Gamma	Kappa
Pi Beta Phi	Pi Phi

Appendix G: Word Usage

- **According to** is used only to reference documents. Use **said** any time a person is the source.
- **Affect** as a verb means to influence. **Effect** as a verb means to bring about. **Affect** as a noun means outwardly visible emotional condition. **Effect** as a noun means a result.
- Use **afterward**, not afterwards. Use **toward**, not towards.
- **Among** is used for more than two. **Between** is used for only two.

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- **Anticipate** means to expect and prepare for something. **Expect** does not include preparation.
- An **attorney** is somebody who has passed the bar exam. A **lawyer** is somebody trained in law, but a lawyer has not necessarily passed the bar exam and does not necessarily have all the roles of an attorney. Use lawyer.
- **Capitol** is the building. Always capitalize it. Do not write “the Capitol building” — it is redundant. The city is the **capital**.
- **Compare to** suggests similarities. **Compare with** suggests a juxtaposition.
- **Complement** means to add to something in a way that makes it better. **Compliment** denotes praise. **Complimentary** may indicate either the giving of praise or something being free.
- **Compose** means to make up a whole. **Composed of** means made of. **Comprise** means to be made of. Never use comprised of.
- **Connote** means to suggest or imply something beyond the explicit meaning. **Denote** indicates the explicit meaning.
- **Conscience** guides decisions between right and wrong. **Conscious** is the medical term.
- **Couple** can take singular or plural verbs and pronouns. Use plural verbs and pronouns. **Pair** takes singular verbs and pronouns.
- **Damage** refers to destruction. The court awards **damages**.
- **Died unexpectedly**, not died suddenly.
- Use **different from** before a noun or noun form. Use **different than** before a clause. (Ex. He is different from her. He is different than she is.) **Differ from** means to be unlike. **Differ with** means to disagree with.
- **Dilemma** involves only two bad choices.
- **Disinterested** means impartial. **Uninterested** means lacking interest.
- **Due to** modifies nouns. It should be used only in cases where it could be replaced with attributable to. (Ex. The flood was due to the rain.) In all other situations, use **because of**. (Ex. We went inside because of the rain.)
- **Farther** denotes distance. **Further** denotes time or degree.
- **Fewer** is used with individual terms that are countable. **Less** is used with bulk or quantity that is not countable. (Ex. There were fewer water droplets. There was less water.)
- **Former-latter** situations can involve only two things.
- **If** indicates a conditional statement. (Ex. If I buy a phone, I will have less money.) **Whether** indicates options. (Ex. I don’t know whether I should buy the phone.) **Whether** usually does not need “or not.”
- **Illusions** appear to be something they are not. **Allusions** are references to something. **Delusions** are mental misconceptions. **Elusions** are escapes (as in eluding the police).
- **Imply** means to indicate or suggest without stating explicitly. **Infer** means to draw a conclusion from something implied.
- **Notoriety** is negative. **Fame** is neutral.
- **Principle** is a guiding rule. **Principal** is the first, dominant or leading thing.
- **Several** and **multi** indicate three or more.
- **That** is the restrictive or defining pronoun. **Which** is non-defining. (Ex. The lawn mower that is broken is in the garage. **Tells which one is broken**. The lawn mower, which is broken, is in

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the garage. **Gives extra information about the lawn mower.**) Use commas with which, no commas with that.

- **Unique** must stand alone. An object cannot be very, quite, somewhat or rather unique.
- **Unknown** means not recognizable by anyone. **Unidentified** means not yet identified.
- **While** means simultaneously. Use **although** to indicate even though.

Appendix H: Words/Phrases to Use and Avoid

Use:	Avoid:
After	Following
Although	Despite the fact that/While
Ask (for)	Request
Before	Prior to
Buy	Purchase
Child/children	Kid/kids
Clear	Obvious
Get	Obtain
If	In the event that
In fact	As a matter of fact
More than	Over
Rebut	Refute
Said	Said that
Try	Attempt
Woman	Lady

Appendix I: Interviewing Best Practices

General interviewing

- In-person interviews are always preferable to other interview mediums. (Note: During the COVID-19 pandemic, phone or video interviews are preferable.)
- Interviews should be recorded when possible to allow for accurate transcription of quotes.
 - Virginia is a one-party recording state, so interviewers in Virginia do not need an interviewee’s consent to record an interview. However, it is generally good practice to notify an interviewee that an interview is being recorded before beginning.
- An interview’s sourcing status (anonymous, background, on the record, etc.) should be determined before the interview and should not change after.
- Interviews are on the record unless agreed otherwise. Interviewers should clearly convey to interviewees that interviews are for articles that will be published in The Collegian. This should be done before interviews begin.

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Anonymous sources

- Anonymous sourcing should be avoided in most circumstances and always requires previous approval from a section editor.
 - Writers should not promise anonymity to interviewees unless they can guarantee it.
- See [Appendix J](#) for more information on how to attribute information to anonymous sources.

Quote approval

- Quote approval is when interviewees read the quotes attributed to them in an article before the article's publication. Extending quote approval should be avoided in most circumstances and always requires previous approval from a section editor.
 - Writers should not promise quote approval to interviewees unless they can guarantee it.
- In cases when quote approval is extended, quotes should be sent to interviewees within the context of the article so interviewees can understand the context in which the quotes are being used. The entire article, however, should not be sent.
 - When quote approval is extended, interviewees should be instructed that they are allowed to correct only factual, grammar and spelling errors.

Appendix J: Quotes

General quoting

- Do not copy edit or make grammatical or stylistic corrections to quotes, whether you are quoting written or spoken content. No changes are permitted to quoted written content. The only permitted changes to quoted speech are:
 - Removing excessive filler words, such as “like,” “um” or “you know,” when doing so would not change the intent of the quote
 - Writing out the full word when a slightly shortened, casual version was spoken (ex. changing “gonna” to “going to,” or changing “goin’” to “going”)
- If a quote's meaning cannot be understood when the quote appears verbatim, it is permissible to clarify the meaning of the quote in brackets. Bracket usage should be kept to a minimum, so if multiple sets of brackets must be used for readers to be able to understand the content of the quote, paraphrase content outside of quotation marks instead.
 - Ex. “After I met with him that afternoon, I knew I needed to do that.” could be changed to “After I met with him that afternoon, I knew I needed to [vote in the election].”
- Always use “said” after the name of the person who said the quote, unless the identification for the person is very long.
 - Ex. “I think The Collegian is great,” Editor-in-Chief Ashlee Korch said.
 - Ex. “I think The Collegian is great,” said Ashlee Korch, Collegian editor-in-chief and the recent winner of The Collegian staffer-of-the-year award.

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- Usually put quotes into their own paragraphs. Add a sentence before the quote if the reader needs any context to understand the quote.
 - Avoid stacked quotes (when a direct quote from one source immediately follows a direct quote from a different source).
- Place attribution at the first natural pause in a quote unless doing so obscures the meaning of the quote.
 - Ex. “I think The Collegian is great,” Editor-in-Chief Claire Comey said. “The staff works extremely hard to get things done the right way.”
 - Ex. “I think The Collegian is great,” Editor-in-Chief Claire Comey said, “although it takes up all my time.”

Attributing to an anonymous source

- Attributing information to an anonymous source is not allowed except when an editor has approved use of an anonymous source in an article.
- When attributing information to an anonymous source is necessary, include as much information as possible about the source (such as class year or relevant positions) to give the reader a sense of the source’s credibility.
 - This information should be discussed with an anonymous source before an interview to clarify the source’s wishes about the extent to which aspects of the source’s identity may be revealed. It is important that writers and editors respect their sources’ wishes and follow through on what is discussed when extending anonymity.
- When attributing information to multiple anonymous sources, use descriptors to clarify which anonymous source is being referenced.
 - Ex. “I was unhappy with the story,” the features writer said. A copy editor, who also spoke on condition of anonymity, agreed.

Non-in-person interviews and statements

- Use “said” to attribute quotes to specific people from interviews conducted in person, over the phone or via video call. Use “wrote” to attribute quotes to specific people from email exchanges or other written information. Use “according to” only when referring to a piece of written information with no clear author, such as a statement (ex. “... according to the statement released Thursday.”)
- If a quote is from a phone interview, clarify this on first reference. (Note: During the COVID-19 pandemic, this is not required.)
 - Ex. “The Collegian is great,” Savannah Wilson said in a phone interview.
- If a quote is from an email interview or other written correspondence, clarify this on first reference.
 - Ex. “The Collegian is great,” Savannah Wilson wrote in an email to The Collegian. ... “Its staff is hard-working,” Wilson wrote.
- When quoting written material not originally sent to The Collegian, clarify whom it was sent to and when. If the material was not publicly available, clarify that The Collegian obtained a copy and, if possible, from whom it did so.

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- Ex. “The Collegian is great,” Savannah Wilson wrote in an Aug. 19 statement to UR faculty and staff obtained by The Collegian.
- Ex. “The Collegian is great,” Savannah Wilson wrote in an Aug. 19 statement to UR faculty and staff. Journalism professor Tom Mullen provided a copy of Wilson’s statement to The Collegian.

Appendix K: Sports

Abbreviations

- Do not spell out the most common abbreviations: NFL, NBA, NCAA, etc.
- Use “the Colonial Athletic Association” on first reference and “the CAA” on all other references.
- Use “the Atlantic 10” on first reference and “the A-10” on all other references.

All-America, All-American

- Use only for football and basketball.
- Use “All American” when referring to a specific person (“All-American” if used as an adjective).
- Use “All America” when referring to a team (“All-America” if used as an adjective).

Athletic teams

- Capitalize teams, associations and recognized nicknames: the Spiders, the Atlantic 10, the Dukes.

Acceptable baseball terms

- backstop
- ballclub
- ballpark
- ballplayer
- baseline
- bullpen
- center field
- center fielder
- designated hitter
- doubleheader
- double play
- ERA—acceptable on all references to an earned run average
- fair ball
- fastball
- first baseman
- foul line
- foul tip
- ground-rule double
- hit and run (verb), hit-and-run (noun, adj.)
- home plate
- home run
- left-hander
- line drive
- line up (verb), lineup (noun)
- major league(s) (noun), major-league (adj.), major leaguer (noun)
- outfielder
- passed ball
- pinch-hit (verb)
- pinch hit, pinch hitter (noun)
- pitchout
- put out (verb), putout (noun)
- right-hander (noun)
- RBI (singular), RBIs (plural)
- rundown (noun)
- sacrifice

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- sacrifice fly
- sacrifice hit
- shoestring catch
- shortstop
- shut out (verb), shutout (noun, adj.)
- slugger
- squeeze play
- strike
- strike zone
- Texas leaguer
- triple play
- twinight doubleheader
- wild pitch

Acceptable basketball terms

- backboard
- backcourt
- backcourtman
- baseline
- field goal
- foul line
- foul shot
- free throw
- free-throw line
- frontcourt
- full-court press
- goaltending
- half-court pass
- halftime
- hook shot
- jump ball
- jump shot
- layup
- man-to-man
- midcourt
- pivotman
- zone

Acceptable football terms

- ball carrier
- blitz (noun, verb)
- end line
- end zone
- fair catch
- field goal
- fourth-and-1 (adj.)
- fullback
- goal line
- goal-line stand
- halfback
- halftime
- handoff
- kick off (verb), kickoff (noun, adj.)
- left guard
- linebacker
- lineman
- line of scrimmage
- the 5-yard line
- out of bounds (adv.)
- out-of-bounds (adj.)
- pitchout (noun)
- place kick
- place-kicker
- quarterback
- runback (noun)
- running back
- split end
- tailback
- tight end
- touchback
- touchdown
- wide receiver

Acceptable golf terms

- birdie, birdies
- bogey, bogeys
- caddie
- eagle
- fairway
- tee, tee off

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- 3 handicap, 3-stroke handicap
- par 5 to finish 2-up for the round
- 7-under-par 64

Lacrosse

- Scoring is one point each.
- The playing field is 110 yards long.
- The goals are 80 yards apart, with 15 yards of playing area behind each goal.
- A men's lacrosse match consists of 15-minute quarters.
- A women's lacrosse match consists of 30-minute halves.
- Overtimes of varying lengths may be played to break a tie, with length dependent on the rules of the given level, division, etc.

Swimming

- Scoring is in minutes (if appropriate), seconds and tenths of a second. Extend to hundredths if information is available.
- Most events are measured in metric units.
- Identify events as men's 4x100-meter relay, women's 100-meter backstroke, etc. on first reference.
- Condense to men's 4x100 relay, women's 100 backstroke, etc. on second reference.

Tennis

- The scoring units are points, games, sets and matches. Both players begin at love, or zero, and advance with each point gained to 15, 30, 40 and game. (The numbers 15, 30 and 40 are simple terminology.)
- The server's score is always called out first.
- A player must win four points (and win by a two-point margin) to win a game. If a game is tied at 40-all, or deuce, play continues until one player has a two-point margin.
- A set is won if a player wins six games before their opponent wins five. If a set becomes tied at five games apiece, it goes to the first player to win seven games.
- Players win a point if their opponent fails to return a ball, hits it into the net or hits it out of bounds. They also win a point if their opponent is serving and fails to put the ball into play after two attempts (double fault, in tennis terms).

Track and field

- Scoring is in distance or time.
- Most events are measured in metric units.
- For time events, spell out minutes, seconds and hundredths of a second, depending on the event, on first reference.
- Identify events as the 4x100-meter relay, the 200-meter, the 400-meter hurdles, etc. on first reference.
- Condense to the 4x100, the 200, the 400 hurdles, etc. on second reference.

Other sports terms

- box office (noun), box-office (adj.)

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- coach — lowercase in all uses; it is a job description, not a formal title.
- cross-country
- game plan
- halfback
- play off (verb), playoff (noun, adj.)
- preseason
- postseason
- right hand (noun), right-handed (adj.)
- runner-up, runners-up
- stadium, arena — capitalize only when part of a formal name