



BEMIDJI STATE UNIVERSITY

**OFFICE OF
COMMUNICATIONS AND MARKETING
WRITING STYLE GUIDE**

Office of Communications and Marketing Writing Style Guide

News releases at Bemidji State University are written to conform to Associated Press writing style, while print publications and material written for the Web use a similar, but sometimes different, set of style guidelines. The information in this style guide is meant to reinforce certain important guidelines of AP style and to point out when we use a contrary style. Exceptions to AP style will be noted with bold green-colored text, **This usage is contrary to AP style.**

Note that this is simply a guidebook and is not a list of iron-clad rules that must be followed. Writing style differs, sometimes dramatically, depending on the style guide preferred by a particular group or organization. Regardless of the style you follow, consistency is the key.

Sample entry:

University

After Bemidji State University has received a first reference, if the word *university* is used on its own later in the story and refers specifically to Bemidji State University, then it is capitalized. **This is contrary to AP style.**

This purchase represents the future of the University.

See **Bemidji State University.**

This style guide also includes style guidelines for writing for the Web, for pamphlets, brochures, etc., or for Bemidji State's alumni magazine, *Horizons*. As with news releases, the writing style for these publications occasionally differs from AP style.

When these styles differ from news release style, the difference will be indicated with a separate sub-entry under the heading such as **Horizons style** or **Web style**.

Please make use of this style guide to help you when you're writing for the campus community or the general public.

Also, note that these guidelines do not apply to technical or academic writing. Other sources, such as the Modern Language Association, provide the guidelines for these specialized styles of writing.

Other Style Guides

Carnegie-Mellon University
<http://www.cmu.edu/styleguide/>

University of Minnesota
<http://www1.umn.edu/urlete/style/style.html>

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Please contact Andy Bartlett if you have questions or suggestions or if you spot an error in this guide.

Credits

Updated Aug. 2010. Developed by Andy Bartlett for the Office of Communications and Marketing, Bemidji State University. Excerpts from "Guidelines for Reporting and Writing About People with Disabilities" taken from the University of Kansas Life Span Institute.

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academic degrees

Follow Associated Press guidelines for academic degrees. Degrees can be listed to establish credentials, but abbreviations should be avoided. Use the following guidelines:

- bachelor's degree instead of B.A. or B.S.
- master's degree instead of M.A. or M.S.
- doctorate degree instead of Ph.D.

Joe Smith holds bachelor's degrees in mass communications and sports law from the University of St. Louis and a master's degree in agronomy from the University of Utah.

academic departments

see **departments, academic**.

academic majors

see **majors**.

Academic Technology Center

Capitalized on first reference; **ATC** on second reference. See **acronyms**.

acronyms

Acronyms to long names are acceptable on second reference; for news releases, do not reference the acronym after first reference of the long name. For news releases, minimize the use of acronyms as much as possible.

The presentation was held at the Center for Research and Innovation. The center...

Horizons and BSU publications style

Acronym style for *Horizons* and print publications at Bemidji State includes a reference to the acronym following first reference, but **only if the acronym is used later in the story**.

The presentation was held at the Center for Research and Innovation (CRI). The CRI...

adviser

Not *advisor*.

Advising Success Center

Capitalized on first reference; **advising center** on second reference. Do not use an abbreviation.

addresses, e-mail

See **e-mail**.

addresses, mailing

See **mailing addresses**.

afterward

Not *afterwards*.

AIRC

See **American Indian Resource Center**.

all right

Not *alright*.

alumni

alumna female graduate (singular)

alumnae female graduate (plural)

alumnus male graduate (singular)

alumni male graduate (plural) OR a mixed group of male and female graduates

alumni association

See **Bemidji State University Alumni Association**.

American Indian Resource Center

Capitalized on first reference; **AIRC** on second reference. See **acronyms**.

ampersand

Do not ampersands (&) in body copy. They are acceptable in headlines, graphics or tables.

ARAMARK

The contractor overseeing dining services at Bemidji State University. All caps in all references.

athletics

See separate entry for athletics style guidelines beginning on page 17.

Beavers

The official mascot of Bemidji State University's varsity intercollegiate athletic programs.

Bemidji State College

The name of **Bemidji State University** from 1957 to 1975. Do not use acronyms when referring to the University by this name in a historical context.

Bemidji State Normal School

The name of **Bemidji State University** from its founding in 1919 to 1921. Do not use acronyms when referring to the University by this name in a historical context.

Bemidji State Teachers College

The name of **Bemidji State University** from 1921 to 1957. Do not use acronyms when referring to the University by this name in a historical context.

Bemidji State University

The full name of the University, **Bemidji State University**, is to be used as the first reference in all circumstances. The University should be first referenced in the lead of a story unless special circumstances warrant otherwise.

The University can be referred to as Bemidji State or the University later in the story. In news releases, **avoid using BSU in body copy** except when used with the name of a group: **BSU Foundation, BSU Faculty Association**, etc.

When referring specifically to Bemidji State University, the word *University* standing alone is capitalized. **This usage is contrary to AP style.**

This purchase represents the future of the University.

Alternate style

It is acceptable to refer to the University as BSU on second reference when writing for *Horizons*, marketing materials and the Web

Bemidji State University Alumni Association

On second reference, **alumni association** is acceptable. Can be referred to as **BSU Alumni Association** if the University has been previously first referenced.

Horizons and BSU publications style

BSU Alumni Association is an acceptable first reference; **alumni association** on second reference.

Bemidji State University Faculty Association

On second reference, **BSUFA** is acceptable. Can be referred to as **BSU Faculty Association** if the University has been previously first referenced. See **acronyms**.

Biology, Department of

The Department of Biology contains the aquatic biology program. Refer to departments or their component programs using the appropriate guidelines for each. See **departments**. See **programs**.

Board of Trustees

Capitalized on first reference. The board or the trustees on second reference, not capitalized.

The Board of Trustees will vote on the motion.

The board voted to approve the motion.

boys

Use *men* to refer to male students.

BSU

See **Bemidji State University**.

BSU Faculty Association

See **Bemidji State University Faculty Association**.

BSU Foundation

Acceptable in all references. Not capitalized if referred to as *the foundation* on second reference.

BSUFA

See **Bemidji State University Faculty Association**

building names

The Bemidji State University campus is comprised of 32 buildings, facilities and other complexes. A complete list of University buildings can be found page 22. The short name of each building is acceptable in all references; full names are given for reference purposes when available.

Campus Child Care Center

Not *Childcare*. **Child care center** on second reference.

campus security

Do not use the phrase *campus cop*.

campuswide

No hyphen.

Canadian provinces

Names of Canadian provinces are never abbreviated in body copy. AP style dictates that *Canada* follow the name of provinces in body copy; it is acceptable to drop the country name in body text.

This is contrary to AP style.

Vancouver, British Columbia, Canada

Vancouver, British Columbia

Horizons style

Use two-letter U.S. Postal Service abbreviations for Canadian provinces, and do not include the country: Vancouver, BC.

Complete list of abbreviations

Ontario	ON
Quebec	QC
Nova Scotia	NS
New Brunswick	NB
British Columbia	BC
Prince Edward Island	PE
Saskatchewan	SK
Alberta	AB
Newfoundland and Labrador	NL

Center of Excellence

The official name for the Center of Excellence is the *360° Center of Excellence for Manufacturing and Applied Engineering*; the name is read *three hundred and sixty degrees*, with *degrees* indicated by the ° glyph.

In news releases, the Center of Excellence is referred to as **360 Degrees**, and the following footnote is included in the release:

EDITORS NOTE

The preferred presentation of the 360 Degrees name is 360°, using the “degrees” glyph; the name is spelled out as 360 Degrees in this release for clarity during electronic transmission. If you have the capability to present the name using the “degrees” glyph, you are encouraged to do so.

Center for Environmental, Earth and Space Studies, Economics and Sociology

The Center for Environmental, Earth and Space Studies, Economics and Sociology contains the economics program, the environmental, earth and space studies program and the sociology program. Refer to departments or their component programs using the appropriate guidelines for each. See **departments**. See **programs**.

Center for Research and Innovation

CRI or **the center** on second reference. See **acronyms**.

chair

Not chairperson, chairman or chairwoman.

Jessica Smith, chair of the Department of English.

class

Lower-case when used in reference to a group of students. However, capitalize when referencing a specific graduating class.

The 1952 freshman class was the University's largest since 1926.

The bench was a gift from the Class of 1974.

colleges

Bemidji State University is comprised of three colleges:

- College of Arts and Sciences
- College of Health Sciences and Human Ecology
- College of Business, Technology and Communication

Do not abbreviate college names; refer to as *the college* in second reference. References to a particular college are capitalized only if the full name of the college is given.

Jessica Smith was named dean of the College of Arts and Sciences.

A complete list of the departments comprising each college can be found on page 22.

colon

See punctuation guidelines beginning on page 20.

comma

See punctuation guidelines beginning on page 20.

commencement

Lower case in all references. The University has only one commencement ceremony, held in May.

course titles

Course titles are capitalized but not set off by quotation marks.

Jennifer Connelly teaches *Becoming Human - Tracing our Origins* in Bemidji State's anthropology program.

courtesy titles

Use *Dr.* only if the subject is a medical doctor and the story relates to the medical field. Use *Rev.* on first reference when referring to members of the clergy.

Dr. Jessica Smith was named chair of the English department. Smith has been with the department since 2004.

CRI

See **Center for Research and Innovation**.

DLiTE / FasTrack

Distance Learning in Teacher Education; DLiTE on second reference. Note unusual capitalization. See **acronyms**.

dates

May 1, not May 1st, May First, May the 1st, etc.

On first reference, include the day of the week: Friday, May 1. When falling in the middle of a sentence, the month and day are treated as a clause and set off with commas, as follows:

Bemidji State University is hosting an all-night "Halo 3" deathmatch on Friday, May 1, in the basement of Linden Hall.

Include days of the week only for events in the recent past or immediate future. Use dates only in references to historic events or events in the distant future. Include the year only if not referencing an event during the current calendar year.

The event took place on May 24, 1924.

For ranges of dates, use "to" or hyphens to separate.

The conference will run from Sept. 24 to Sept. 28.

The conference will run from Sept. 24-28.

Horizons and BSU publications style

For ranges of dates, use "to" or an en dash to separate.

The conference will run from Sept. 24-28.

When referring to events taking place during a season, there is no need to include "of" to connect it to a year.

The conference is scheduled for fall 2009.

David Park House

May be referred to as *Park House* or *the Park House* in all references.

decades

When referring to a decade, use 1960s, 1970s, 1980s, etc., with no apostrophe before the s. When truncating the decade to the '60s, etc. use a leading apostrophe to indicate the contraction.

Several exciting projects happened on campus during the 1980s, more than anyone could remember since the '50s.

degrees

see **academic degrees**

departments, academic

The names of academic departments are capitalized when making a reference to the official name of the department, such as the *Department of Accounting*, but not on an informal reference such as *the accounting department*. Capitalizing the informal reference, such as the Accounting Department, is incorrect.

The 20 academic departments at **Bemidji State University** are:

Accounting
Biology
Business Administration
Environmental, Earth and Space Studies, Economics and Sociology
Chemistry
Criminal Justice
English
Geography and Political Science
Humanities
Languages and Ethnic Studies
Mass Communication
Mathematics and Computer Science
Music
Nursing
Physical Education, Health and Sport
Physics
Professional Education
Psychology
Technological Studies
Visual Arts

Academic programs not listed as departments are referred to as programs; see **programs**.

Desire 2 Learn

D2L on second reference. See **acronyms**.

disabilities

See **Guidelines for Reporting and Writing about People with Disabilities** beginning on page 21.

doctorate

Do not use the phrase **Ph.D.** *Doctorate degree* is incorrect usage - doctorate is a noun. Use *doctoral degree* or *doctorate*; these phrases are interchangeable.

dormitory / dorm

The preferred term is **residence hall** instead of dormitory or dorm in news releases. Dorm is acceptable in marketing materials and other materials targeted at prospective students.

e-mail

e-mail, hyphenated, in all usages; not capitalized. Use complete addresses in all usages.

address@domain.com, address@domain.edu

E-mail addresses are common terminology and it is no longer necessary to qualify them. When providing an e-mail address in a news release, it is not necessary to explicitly state that it is an e-mail address. It is acceptable to simply state:

...for more information, contact User at user@domain.com.

Horizons and BSU Publications style

email, no hyphen, in all usages; not capitalized.

Web style

For faculty and staff at **Bemidji State**, do not include e-mail addresses in releases posted on the **web**. Instead, provide a hyperlink to the person's entry in the on-line faculty and staff directory on first reference or in the contact section of the story. This is a spam-prevention measure to help prevent automated farming systems from harvesting e-mail addresses from our news stories.

For more information, please contact [Jessica Smith](#).

It is acceptable to include e-mail addresses in print publications if the address is part of a person's preferred contact information.

Ed-Arts

See **Education-Art Building**.

Education-Art Building

Note the hyphen. Avoid the nicknames *Ed Arts Building* or **Ed Arts**, unless used in a direct quotation.

emeritus

Retired professors are referred to as professors emeriti, with no assistant or associate rank given.

Jessica Smith, professor emeritus of mathematics.

Gender usage of *emeriti* follows a similar structure to **alumni**.

emerita female (singular)

emeritae female (plural)

emeritus male (singular)

emeriti male (plural) OR a mixed group of males and females

Faculty Association

See **BSU Faculty Association**.

fellowship

Capitalize only proper names when referring to fellowships and their recipients.

Anton Treuer received a Guggenheim fellowship.

Anton Treuer was a 2008 Guggenheim fellow.

fiscal year

Bemidji State University's *fiscal year* is July 1 to June 30. Fiscal years are identified by the calendar years in which it ends: Fiscal 2001 ends June 30, 2001. FY 2001 is acceptable for campus publications.

foreign students

Not to be used; see **international students**.

Foundation

See **BSU Foundation**.

fundraiser / fundraising

No hyphen.

galleries

The names of the various art galleries on campus are:

Gallery X. See **Gallery X**.

Talley Gallery. See **Talley Gallery**.

Touché Gallerie. See **Touché Gallerie**.

Gallery X

A gallery for student art projects located in the **Education-Arts Building**.

Geography and Political Science, Department of

The Department of Geography and Political Science contains two programs - geography and political science. Refer to departments or their component programs using the appropriate guidelines for each. See **departments**. See **programs**.

Gillett Recreation and Fitness Center

The building's full name, Lowell R. Gillett Recreation and Fitness Center, is used only in the most formal cases. *Gillett Recreation and Fitness Center* is an acceptable first reference. *Rec center*, uncapitalized, on second reference.

grade point average

When used with figures, GPA is an acceptable first reference.

Students must meet a specific grade point average criteria for entry.

Entrance into the program requires a 3.0 GPA.

grades

Letter grades are capitalized but not offset by quotes. Use apostrophes with plurals.

She earned an A in biology. A grade of C or better is required to pass. She earned four A's and two B's.

Student grade-point averages cannot be published without written permission of the student.

graduates and graduation dates

Graduation dates are given by semester and not by month.

Jessica Smith is a spring 2008 graduate of Bemidji State University.

She is not a May 2008 graduate.

The **Class** of 2008 includes alumni who graduated in summer 2007, fall 2007 and spring 2008.

graduation

See **commencement**.

Hagg-Sauer Hall

Note the hyphen.

Hobson Memorial Union

A two-building complex on the Bemidji State campus, comprising the upper union and lower union. The complex is referenced as the *Hobson Memorial Union* on first reference; *union* thereafter. Individual buildings are referenced as *upper union* and *lower union*, lower case. "Upper" and "lower" are not capitalized when modifying Hobson Memorial Union.

The Beaux Arts Ballroom is located in the upper Hobson Memorial Union.

Hobson Union Programming Board

HUPB on second reference. See **acronyms**.

homecoming

Lowercase *homecoming*, *homecoming committee*, *homecoming parade* and *homecoming game*. Capitalize Homecoming Week as the formal title that includes all events.

Humanities, Department of

The Department of Humanities contains the art, art history, philosophy and theater programs. Refer to departments or their component programs using the appropriate guidelines for each. See **departments**. See **programs**.

HUPB

See **Hobson Union Programming Board**.

hyphen

See punctuation guidelines on page 20.

IFO

See **Inter-Faculty Organization**.

Indian

See **Native American**.

integrative programs

See **programs**.

Inter-Faculty Organization

The bargaining unit representing the faculty at Bemidji State University. **IFO** on second reference. See **acronyms**.

international students

Used to represent any student at Bemidji State not from the United States. This includes students from Canada. Do not use the term foreign students.

Internet

Capitalized in all references.

Madrigals

see **Madrigal Dinners**.

Madrigal Dinners

Both words capitalized in all circumstances. **Madrigals** is an acceptable second reference.

mailing addresses

When listing a mailing address in body copy, use the following format: Department, Bemidji State University, 1500 Birchmont Drive NE #(box number), Bemidji, MN 56601.

Please mail completed registration forms to: Jessica Smith, Department of Music, Bemidji State University, 1500 Birchmont Drive #99, Bemidji, MN 56601.

majors

Majors are only capitalized when they are proper nouns, such as English or French.

Joe Smith is an English major; Joe Smith is majoring in physics.

Students who have not declared a major are listed as undecided, not undeclared.

Joe Smith has not decided on a major.

For students with double majors do not combine them as in “history/math.”

Joe Smith is majoring in history and math.

Minnesota State Colleges and Universities

Bemidji State University is part of this system of 37 colleges and universities in Minnesota. The word *system* is never to be capitalized when used after the name. The construction *Minnesota State Colleges & Universities*, with an ampersand, appears in the system's logo and may be used in titles and labels and on charts and other graphics. However, use the word *and* in body text.

Follow second-reference guidelines from the system's style guide.

From the system's style guide:

Spell out the entire name on first reference. In subsequent references, do not use the abbreviation *MnSCU*. Instead, use *the Minnesota State system* or *the system*.

Minnesota State University**Association of Administrative and Service Faculty**

A bargaining unit representing a number of professional employees at Bemidji State. **MSUAASF** on second reference. See **acronyms**.

months

Abbreviate all month names fewer than five letters, unless standing alone in a sentence.

Jan.	April	July	Oct.
Feb.	May	Aug.	Nov.
March	June	Sept.	Dec.

The band will hold its fall concert on Oct. 14. It will be the group's final performance until February.

MnSCU

See **Minnesota State Colleges and Universities**.

MSUAASF

See **Minnesota State University Association of Administrative and Service Faculty**.

numbers

Follow Associated Press writing style; **spell out numbers one through nine**, or ordinal numbers first through ninth; use numerals for 10 and higher or 10th and higher.

Exception: **dates**.

Outdoor Program Center

OPC on second reference. See **acronyms**.

Physical Education Complex

The Physical Education Complex at Bemidji State University contains the John S. Glas Fieldhouse, the BSU Gymnasium and the Lowell R. Gillett Recreation and Fitness Center. The three components can be treated as separate buildings on first reference; there is no need to directly reference the complex in a story relating only to the gymnasium or the fieldhouse. See entries on the fieldhouse and gymnasium in the athletics style guide, beginning on page 17.

See **buildings**. See **Gillett Recreation and Fitness Center**

pre-

Use hyphen in constructions such as pre-medicine and pre-law.

presidents

There have been 10 presidents of Bemidji State University, and seven people who have served nine terms as acting or interim president of the University.

A complete list of University presidents can be found on page 22.

programs

The names of integrative academic programs, which are not considered full **departments**, are not capitalized in any reference.

The Bemidji State University social work program will hold an open house on Friday, May 9.

The integrative academic programs at **Bemidji State University** are:

- honors
- humanities
- Indian studies
- international studies
- liberal studies
- pre-professional studies
- religious studies
- science
- social studies
- women's studies

Horizons style

When referring to the *Honors program*, the word Honors is capitalized for clarity.

punctuation

See separate punctuation guidelines beginning on page 20.

quotation marks

For news releases, put titles (books, movies, lectures) in quotes. Do not quote titles such as Teacher of the Year. See the AP Stylebook entry on composition titles.

Horizons and BSU publications style

Quotation marks are used for article titles, book chapters, short stories, poem titles, radio and television programs, etc. Books, plays, movies or other major creative works are set in italics.

residence halls

Residence halls is the preferred term for news releases; *dorm* or *dormitory* can be used in marketing or other materials intended for external or prospective student audiences.

When referring to Bemidji State's residence halls, include the word *Hall* on first reference, i.e. *Pine Hall*. In this case, Pine is acceptable on second reference.

Birch Hall	Cedar Apartments	Linden Hall	
Maple Hall	Tamarack Hall	Oak Hall	Pine Hall

rooms, room numbers

Don't use *room* before a number and building name when context makes clear that the reference is to a room number. Also, a room number comes following a building name, not before.

The lecture, which is free to the public, will be held at 7 p.m. in Hagg-Sauer 112 on the Bemidji State campus.

scholarship

Uppercase when used with the full name of a scholarship only. On second reference or if the entire proper name of the scholarship is not used, do not capitalize.

The Jack Bauer Scholarship has a lengthy history
The Bauer scholarship has a lengthy history.

states

Use Associated Press abbreviations in body copy unless the state name stands on its own. Use U.S. Postal Service abbreviations in addresses only. See the AP Stylebook for a listing of abbreviations.

The writer, from Bagley, Minn., was on a tour of Wisconsin.

See separate entry for **Canadian provinces**.

Horizons and BSU publications style

Two-letter U.S. Postal Service abbreviations are used in body copy.

student designations

FR	freshman
SO	sophomore
JR	junior
SR	senior
GR	graduate
SP	non-degree seeking; has not applied for regular admission
PD	previous degree; pursuing additional education

The two-letter student designations are included in materials received from the records office; they are not to be used in print. In news releases, students with the "PD" classification are to be referred to as seniors.

Freshman, sophomore, junior and senior are stated as:

Jason Smith, a freshman in English from Mankato.

Graduate students are presented as:

Jason Smith, a graduate student in English from Mankato.

"SP" students are presented as:

Jason Smith, a non-degree seeking student in English from Mankato.

"PD" students are presented as:

Jason Smith, a senior in English from Mankato.

Quotations

Attribution

Quotes need to be attributed. On the first mention of a particular person you should use the person's full name and title, if applicable. In a news release, present a name in bold on first reference.

Following this first formal reference, the person can be referred to by last name only. If the person has been first-referenced previously in the story, the first quote from that person can be attributed to him or her by last name only.

"I have a great hobby workshop in my garage," **Dr. George Styleguide**, associate director of communications and marketing, said.

"It keeps me busy and provides hours of enjoyment," Styleguide said.

Styleguide is assisted by his friend, **Dr. Steve Copyeditor**.

"I really enjoy helping George with his projects," Copyeditor said.

Long Quotes

Long quotes are those spanning multiple paragraphs. It is not necessary to attribute each paragraph if they are short and the transition from one quote to the next is easy to follow. However, you might consider attributing each paragraph if the sections of the quote are very long or do not flow together well.

For multiple-paragraph quotes, a paragraph is not ended with a quotation mark if an immediately subsequent paragraph is a quotation from the same person.

"I have a great hobby workshop in my garage," Styleguide said. "It provides me hours of enjoyment.

"Also, it gives me something to do with my friend Steve Copyeditor."

Partial Quotes

A partial quote includes some text that is not attributed to the person being quoted and some that is attributed, as follows:

According to Styleguide, the pie was "flaky and delicious."

The reference to *pie* isn't directly attributed as it is not contained in the quotation marks. Try to avoid partial quotes; work to ensure all of a quote's important information is attributed to the source.

Editorial Freedom and Quotes

When writing news releases for the University, we are serving a public and media relations function and are not journalists. Therefore, we are able to exercise some creative freedom to extend, clean up or rearrange quotes. We **never** change the spirit or essence of the quote, nor do we change the points the individual has chosen to make. But we occasionally will elaborate on points made and clean up grammar or language usage.

If we elect to make more than token changes to a quote, we usually show the changes to the person quoted in advance of the story's completion and alert him or her to the changes.

Talley Gallery

A gallery for major art exhibitions on campus located in the Education-Arts Building.

telephone numbers

Follow Associated Press style in all instances.

(218) 755-2041

(888) 755-2041

Horizons and BSU publications style

Style for telephone numbers may vary for design purposes.

theater / theatre

Use *theater* unless used in the official name of an organization, department or building; *theatre* when referring to the theatre program in the University's Department of Humanities.

Bangsberg Main Theater

Theatre in the Round Players

...the theatre program's production of "Chicago."

times

Use *noon* and *midnight*. Omit the colon and two zeros when writing hours: 8 p.m.

Set off the date with commas when it follows a day of the week:

...8 p.m. Tuesday, Jan. 24, in the Bangsberg Main Theater.

Omit the comma when only day or date is used with the time:

8 p.m. Thursday in the Bangsberg Main Theater.

8 p.m. Jan. 24 in the Bangsberg Main Theater.

titles

Use only short titles before names; in most cases, titles are placed after names.

Capitalize titles appearing before a name and lowercase those appearing after a name.

President Dr. Jon E. Quistgaard

Dr. Jon E. Quistgaard, president of Bemidji State University.

Include academic ranks with professor titles.

Dr. George Styleguide, professor of English

Dr. George Styleguide, assistant professor of English

Dr. George Styleguide, associate professor of English

Touché Gallerie

A gallery for major art exhibitions on campus located in the upper Hobson Memorial Union. Note the accent mark on *Touché* and unusual spelling of *Gallerie*.

toward

Not *towards*.

University

After Bemidji State University has received a first reference, if the word *university* is used on its own later in the story and refers specifically to Bemidji State University, then it is capitalized. **This is contrary to AP style.**

This purchase represents the future of the University.

See **Bemidji State University**.

universitywide

No hyphen.

URL

URL stands for Uniform Resource Locator and is an address for locating information on the Internet. Include the appropriate protocol when listing addresses.

<http://www.bemidjistate.edu>

<ftp://ftp.bemidjistate.edu>

For more information, visit the University on the web at <http://www.bemidjistate.edu>.

Avoid using URLs in body copy. From the AP stylebook: If a URL does not fit entirely on one line, break it into two or more lines without adding a hyphen or other punctuation mark.

You should rarely need to refer to a protocol other than [http](http://), [https](https://) or [ftp](ftp://).

Use your best judgement when given direct addresses to a specific page on a web site. Typically only include the “home” URL if the direct-link address is lengthy or overly cumbersome, with punctuation marks or strings of seemingly random characters or numbers.

Web

See entry for **World Wide Web**.

webpage / website

The phrase *website* refers to a particular URL or destination on the web, and not to a particular page found at that destination. A *webpage* refers to a specific page within a site. In news releases, *webpage* and *website* are presented as one word, with no hyphenation or capitalization.

For example: ESPN.com is a **website**. Its men's basketball section is a **webpage** on that site.

World Wide Web

The World Wide Web can be appropriately referred to as *the web*, uncapitalized, in all references. There is no need to use the complete phrase World Wide Web on first reference.

...operates a popular website.

...information available on the web.

Web URLs are common terminology and it is no longer necessary to qualify them. When providing a URL in a news release, it is not necessary to indicate that the URL is a website address. It is acceptable to simply state:

...for more information, visit <http://www.bemidjistate.edu>.

Horizons and BSU publications style

No capitalization for *web*.

Academic All-America

See sidebar on page 19.

Academic Progress Rate

Spelled out in first reference. **APR** on second reference.

all-America

All is capitalized only when referencing a specific honor. Hyphenated in all circumstances. Avoid using the phrase *all-American*.

Randy Savage was named Daktronics Inc. First-Team All-America.

Randy Savage is a two-time all-America selection.

Beavers

The official mascot of Bemidji State University athletics. Avoid usage in situations where Beavers would be used in the possessive; correct use would read "Randy Savage led all of the Beavers' forwards in scoring." Preferred usage in this situation would be:

Randy Savage led the Beaver forwards in scoring.

Bemidji Regional Event Center

Event center, not *events*. May be referred to as **BREC** or **the BREC** on second reference.

boys

Refer to male student athletes as *men* in all circumstances.

BREC

See **Bemidji Regional Events Center**. For broadcast outlets, this can be pronounced "breck."

CHA

See **College Hockey America**.

College Hockey America

Bemidji State University's former affiliated conference for its varsity intercollegiate men's ice hockey program that competed at the NCAA Division I level. **CHA** on second reference. On second reference, may be referred to as "the CHA," although grammatically incorrect. The CHA was disbanded following the 2009-10 season.

Randy Savage was named CHA Defensive Player of the Week.

The CHA named its players of the week.

College Sports Information Directors of America

The national professional association for collegiate athletic media relations. Sponsors of the **Academic All-America** program (see sidebar on page 19). **CoSIDA** on second reference.

defenseman

An appropriate reference to a women's hockey player.

division

Division is capitalized when used in the name of a specific division. Division names are capitalized when the full name of the division is referenced, or when referring to a specific division in a conference.

Bemidji State won the NSIC North Division.

Bemidji State is 6-3 and trails Minn., Duluth in the North Division by one game.

Bemidji State leads the NSIC North by one game.

Bemidji State last won the division championship in 2000.

Division I

Can be used in all references related to Bemidji State's NCAA Division I membership for ice hockey. Capitalized with Roman numeral usage in all occurrences. *Division* is not to be abbreviated.

Division II

Can be used in all references related to Bemidji State's NCAA Division II membership for all sports other than ice hockey. Capitalized with Roman numeral usage in all occurrences. *Division* is not to be abbreviated.

doubleheader

No hyphen.

dual

A matchup of two, and only two, teams.

Bemidji State toppled Winona State in the dual meet.

duel

A battle between individuals, i.e. a *pitching duel*.

facilities

Three athletic facilities have specific names that should be used on first reference:

- football: Chet Anderson Stadium; Anderson Stadium on second reference.
- ice hockey: John S. Glas Fieldhouse; John Glas Fieldhouse. The euphemism "The Glas" (with quotation marks) is acceptable on second reference.
- indoor track / tennis: Gillett Recreation and Fitness Center; rec center on second reference.

BSU's other athletic facilities do not have official names and should be referenced as follows:

- baseball: BSU baseball field, no capitalization
- softball: BSU softball field, no capitalization
- soccer: BSU soccer field, no capitalization

fight song

Bemidji State's fight song is "Go, Bemidji Beavers!"

girls

Refer to female student athletes as *women* in all circumstances.

home run

Two words in all references. Reference to number of runs scored on a home run is hyphenated.

Jones delivered a three-run home run with one out in the fourth.

NAIA

The National Association of Intercollegiate Athletics need not be first referenced; it can be referred to as **NAIA** in all references.

NCAA

The National Collegiate Athletic Association (not *Athletics*) need not be first referenced; it can be referred to as **NCAA** in all references.

Northern Sun Intercollegiate Conference

Bemidji State University's affiliated conference for its varsity intercollegiate sport programs competing at the NCAA Division II level. **NSIC** on second reference. See **division**.

NSIC

See **Northern Sun Intercollegiate Conference**.

post-season

Hyphenated in all references.

program vs team

These terms can be used relatively interchangeably; *program* is typically used in a historical or anecdotal context, while *team* typically refers to a specific group of players in a particular season.

Bemidji State defeated Minn.-Duluth for the first time in the history of the program.

The 2008 team posted a record of 11-2.

sport sponsorships

As of the start of the 2008-09 school year, Bemidji State University sponsors 17 varsity intercollegiate athletic sports programs.

men & women	men only	women only
• ice hockey	• football	• volleyball
• basketball	• baseball	• softball
• indoor track & field		• soccer
• outdoor track & field		• cross country
• golf		• tennis

shut out / shutout

Both *shut out* (two words) and *shutout* (one word) are used in coverage of athletics, but each has a unique use. **They are not interchangeable.**

Bemidji State's defense pitched its third shutout of the season.

Anderson struck out Banner to complete his first career shutout.

Anderson shut out the Rangers to help BSU complete the sweep.

The Rangers were shut out in their last trip to Bemidji.

strike out / strikeout

Both *strike out* (two words) and *strikeout* (one word) are used in coverage of baseball and softball, but each has a unique use. **They are not interchangeable.**

Anderson finished 4-for-5 with two doubles and a strikeout.

Anderson would eventually strike out to leave the bases loaded.

Banner worked three innings, allowing four hits with two walks and closed out the game with the strikeout of Anderson.

Banner struck out Anderson to retire the side in the ninth.

"they" vs "it"

The members of the team or a reference to the team as "Beavers" are *they*; a team or organization itself or a reference to the team or organization is *it*.

The Beavers picked up their first win of the season.

Bemidji State picked up its first win of the season.

Women's hockey picked up its first win of the season.

College Hockey America named its players of the week.

tournament

Capitalized when used in the name of a specific tournament.

Bemidji State hosts the 2009 College Hockey America Tournament.

Bemidji State has won the CHA post-season tournament twice.

WCHA

See **Western Collegiate Hockey Association**.

Western Collegiate Hockey Association

Bemidji State University's affiliated conference for its NCAA Division I ice hockey programs. The BSU women's program is an inaugural member of the WCHA and has been a member since 1998. The BSU men joined the WCHA on July 1, 2010. **WCHA** on second reference.

Reference guide to school names

A reference guide for official names, short references and statistical or agate abbreviations for the schools in Bemidji State University's affiliated athletic conferences, along with a guide to frequently-encountered non-conference opponents.

Northern Sun Intercollegiate Conference

Official Name	Short Reference	Agate
Augustana College	Augustana (S.D.) ^a	AC
Bemidji State University	Bemidji State	BSU
Concordia University-St. Paul	Concordia	CU
Mary, University of	Mary (N.D.)	UM
Minnesota, Crookston, University of	Minn.-Crookston	UMC
Minnesota Duluth, University of	Minn.-Duluth	UMD
Minnesota State University	Minnesota St.	MSU
Minnesota State University Moorhead	MSU-Moorhead	MSUM
Northern State University	Northern St. (S.D.)	NSU
St. Cloud State University	St. Cloud State	SCSU
Southwest Minnesota State University	SW Minnesota St.	SMSU
Upper Iowa University	Upper Iowa	UIU
Wayne State College	Wayne St. (Neb.)	WSC
Winona State University	Winona State	WSU

a- *Augie* is also an acceptable short reference for Augustana

Western Collegiate Hockey Association, men's league

Official Name	Short Reference	Agate
Alaska-Anchorage, University of	Alaska-Anchorage	UAA
Bemidji State University	Bemidji State	BSU
Colorado College	Colorado College	CC
Denver, University of	Denver	DU
Michigan Technological University	Michigan Tech	MTU
Minnesota, University of	Minnesota	UM
Minnesota Duluth, University of	Minn.-Duluth	UMD
Minnesota State University	Minnesota St.	MSU
Nebraska-Omaha, University of	Nebraska-Omaha	UNO
North Dakota, University of	North Dakota	UND
St. Cloud State University	St. Cloud State	SCSU
Wisconsin, University of	Wisconsin	UW

Western Collegiate Hockey Association, women's league

Official Name	Short Reference	Agate
Bemidji State University	Bemidji State	BSU
Minnesota, University of	Minnesota	UM
Minnesota Duluth, University of	Minn.-Duluth	UMD
Minnesota State University	Minnesota St.	MSU
North Dakota, University of	North Dakota	UND
Ohio State University, The	Ohio State	OSU
St. Cloud State University	St. Cloud State	SCSU
Wisconsin, University of	Wisconsin	UW

Academic All-America

Since 1952, the College Sports Information Directors of America (CoSIDA) has polled its membership to recognize outstanding student-athletes for their achievement in the classroom. Today, the CoSIDA Academic All-America program honors nearly 900 student-athletes per year.

In support of its efforts to recognize this achievement, CoSIDA has registered *Academic All-America* as a Federally-protected trademark - no different than any other trademark you may be familiar with, such as *Dell* or *Coca-Cola*. This trademark protection covers variants of the phrase *Academic All-America*, such as *Academic All-American* in reference to an individual.

In other words, the academic awards given by CoSIDA are the only awards in the nation that can legally be referred to as "Academic All-America." CoSIDA defends its trademark through direct requests for organizations to comply with the trademark guidelines and, when necessary, by issuing cease and desist orders.

No awards given by coaches associations or other entities, regardless of affiliation, can be referred to as *Academic All-America*, nor should athletes who win such awards be referred to as *Academic All-Americans*. They will be called *scholar athletes* or *all-academic honorees* or some other moniker as determined by the awarding coaches association. At no time should they be referred to as *Academic All-America*, as it violates the trademark held by CoSIDA.

Athletic Media Relations is currently aware of eight sport-specific programs, established by their respective coaches associations, to recognize academic performance.

Those eight honors are listed below, including the correct name of those teams which should be used in all references to those honors.

Basketball: NABC Academic Honor Roll

Cross Country: USTCA All-Academic (team/individual)

Golf: GCAA All-America Scholar

Soccer: NSCAA Team Academic Award; Scholar All-America

Softball: NFCA Academic Top 10 (team); Scholar-Athlete

Tennis: ITA All-Academic Team; Scholar-Athlete

Track & Field: USTCA All-Academic (team/individual)

Volleyball: AVCA Team Academic Award

At this time, no national team or individual academic awards exist for baseball, football or ice hockey.

PUNCTUATION GUIDELINES

colon

Colons are used to open a list or series of items. Use this format for lists only when a comma-separated list might not be clear. A list leading with a colon should be constructed as follows.

College Hockey America includes: the University of Alabama-Huntsville, Bemidji State University, Niagara University and Robert Morris University.

Colons may also be used to introduce a formal statement or in dialogue.

The message was clear: Turn your work in on time.

Clint: I walked through the pergola on my way to lunch.

comma

News releases follow AP style for comma usage. News releases do not include terminal commas in a list, unless the list contains lengthy items and commas are desired to assist with clarity.

The house was red, white and blue.

The exception would be a list which includes collective items combined with an *and*.

I had bacon, sausage and ham for breakfast.

For breakfast, I had bacon, toast, and ham and eggs.

Continuation of men's indoor and outdoor track and field beyond spring 2010 will require that private fund-raising goals are met, ongoing department-wide pursuit of the University's athletic participation goals is assured, and that additional steps are taken to improve the overall competitive position of the University's NCAA Division II sport programs.

For other details on commas, refer to the AP Stylebook or to the University of Minnesota style manual.

Horizons and BSU publications style

Horizons uses terminal commas in a list in all circumstances.

The house was red, white, and blue.

hyphen

To describe sequences of dates or inclusive dates, use a hyphen with no spaces between the hyphen and the characters instead of the word *to* or *through*.

Workshop hours are 8 a.m.- 5 p.m. May 13-26.

Hyphenate terms such as *editor-in-chief* and *artist-in-residence* in all cases, whether the term is before or after the person's name.

Compound modifiers are hyphenated according to AP guidelines.

The University of Minnesota style guide has an excellent section on the usage of hyphens.

period

Use only one space following a period. Used with parenthesis, periods go inside if the contained sentence is independent, and outside if it is not. Periods are placed inside quotation marks.

John's roommate broke his television. (I cannot believe he did that.)

John's television had been broken (by his roommate).

John said, "My roommate broke my television."

semicolon

Semicolons are used to delimit items in a long, complex list of items with internal punctuation. In lists of this type, use a terminal semicolon in all circumstances. Semicolons are also used to assemble independent clauses or to relay a tighter association between the clauses than a comma can provide but not as much separation as a period. Also, independent clauses connected by the adverbs *then*, *however*, *thus*, *hence*, *indeed*, and *therefore* are separated with a semicolon rather than a comma.

The Northern Sun Intercollegiate Conference North Division includes Bemidji State University; the University of Mary; Minnesota, Crookston; Minnesota Duluth; Minnesota State University Moorhead; Northern State; and St. Cloud State.

Jennifer's story was due last week; she turned it in today.

We had planned to watch the game at John's house; however, his roommate had broken his television with an Xbox controller.

When used in conjunction with quotation marks, semicolons go outside the quote mark rather than inside like a comma or period.

John said, "Come to my house and watch the game"; however, he wasn't aware that his roommate had broken his television.

further punctuation guidelines

For further punctuation guidelines, see the punctuation guides in the *AP Stylebook*, the Carnegie-Mellon University style guide and the University of Minnesota style guide.

Carnegie-Mellon University

<http://www.cmu.edu/styleguide/>

University of Minnesota

<http://www1.umn.edu/urelate/style/style.html>

GUIDELINES FOR REPORTING AND WRITING ON PEOPLE WITH DISABILITIES

Introduction

As professional communicators, educators and human service providers, you are in a unique position to shape the public image of people with disabilities. The words and images you use can create either a straightforward, positive view of people with disabilities or an insensitive portrayal that reinforces common myths and is a form of discrimination.

Here is a set of clear guidelines to help you make better choices in terms of language and portrayal. The guidelines explain preferred terminology and offer suggestions for appropriate ways to describe people with disabilities. The guidelines reflect input from over 100 national disability organizations and has been reviewed and endorsed by media and disability experts throughout the country.

Although opinions may differ on some terms, the guidelines represent the current consensus among disability organizations. Portions of the guidelines have been adopted into the Associated Press Stylebook, a basic reference for professional journalists.

Please use the guidelines when you write or report about people with disabilities.

Portrayal Issues

Please consider the following when writing about people with disabilities:

DO NOT FOCUS ON DISABILITY unless it is crucial to a story. Avoid tear-jerking human interest stories about incurable diseases, congenital impairments, or severe injury. Focus instead on issues that affect the quality of life for those same individuals, such as accessible transportation, housing, affordable health care, employment opportunities, and discrimination.

DO NOT PORTRAY SUCCESSFUL PEOPLE WITH DISABILITIES AS SUPERHUMAN OR HEROES. Even though the public may admire superachievers, portraying people with disabilities as superstars raises false expectations that all people with disabilities should achieve this level.

DO NOT SENSATIONALIZE A DISABILITY by saying afflicted with, crippled with, suffers from, victim of, and so on. Instead, say person who has multiple sclerosis.

DO NOT USE GENERIC LABELS for disability groups, such as “the retarded,” “the deaf.” Emphasize people, not labels. Say people with mental retardation or people who are deaf.

PUT PEOPLE FIRST, not their disability. Say woman with arthritis, children who are deaf, people with disabilities. This puts the focus on the individual, not the particular functional limitation. Because of editorial pressures to be succinct, we know it is not always possible to put people first. If the portrayal is positive and accurate, consider the following variations: disabled citizens,

nondisabled people, wheelchair user, deaf girl, paralyzed child, and so on. Crippled, deformed, suffers from, victim of, the retarded, infirmed, the deaf and dumb, etc. are never acceptable under any circumstances. Also, do not use nouns to describe people, such as epileptic, diabetic, etc.

EMPHASIZE ABILITIES, not limitations. For example: uses a wheelchair/braces, walks with crutches, rather than confined to a wheelchair, wheelchair-bound, differently-abled, birth difference, or crippled. Similarly, do not use emotional descriptors such as unfortunate, pitiful, and so forth.

DO NOT USE CONDESCENDING EUPHEMISMS. Disability groups also strongly object to using euphemisms to describe disabilities. Terms such as handicapable, mentally different, physically inconvenienced, and physically challenged are considered condescending. They reinforce the idea that disabilities cannot be dealt with up front.

DO NOT IMPLY DISEASE when discussing disabilities that result from a prior disease episode. People who had polio and experienced after effects have post-polio syndrome. They are not currently experiencing the disease. Do not imply disease with people whose disability has resulted from anatomical or physiological damage (e.g., person with spina bifida or cerebral palsy). Reference to disease associated with a disability is acceptable only with chronic diseases, such as arthritis, Parkinson’s disease, or multiple sclerosis. People with disabilities should never be referred to as patients or cases unless their relationship with their doctor is under discussion.

SHOW PEOPLE WITH DISABILITIES AS ACTIVE participants of society. Portraying persons with disabilities interacting with nondisabled people in social and work environments helps break down barriers and open lines of communications.

This is an excerpt from a guide developed by the University of Kansas Life Span Institute. The complete guide is available on-line at:

<http://www.lsi.ku.edu/~lsi/aboutus/guidelines.shtml>

Bemidji State University building names

The Bemidji State University campus is comprised of 32 buildings, facilities and other complexes. The short name of each building is acceptable in all references; full names are given for reference purposes when available.

short name	full name
A.C. Clark Library	Archie C. Clark Library
American Indian Resource Center	
Bangsberg Fine Arts Complex	Harry F. Bangsberg Fine Arts Complex
baseball stadium	
Birch Hall	
Bridgeman Hall	
Cedar Apartments	
Central Receiving	
Chet Anderson Stadium	Chester A. Anderson Stadium
Decker Hall	Robert D. Decker Hall
Deputy Hall	Manfred W. Deputy Hall
Education-Art Building	
Electrical Switch Gear Building	
Hagg-Sauer Hall	
Heating Plant	
Hobson Memorial Union	
Honors House	Laurel House
Linden Hall	
Maple Hall	
Memorial Hall	
Oak Hall	
OPC Boathouse ^a	
Park House	David Park House
Physical Education Complex	
Pine Hall	
Sanford Hall	
Sattgast Hall	Charles R. Sattgast Hall of Science
Sauer House	Phil Sauer House
softball field	
Tamarack Hall	
tennis courts	
Walnut Hall	

a- Outdoor Program Center Boathouse if OPC has not been previously first referenced in the story

College structure**College of Arts and Sciences**

Center for...	Environmental, Earth and Space Studies, Economics and Sociology
Department of...	
	Biology
	Chemistry
	English
	Geography and Political Science
	Humanities
	Languages and Ethnic Studies
	Mathematics and Computer Science
	Music
	Visual Arts

College structure (cont'd)**College of Arts and Sciences (cont'd)**

humanities program
School of Integrative Studies
international studies program
religious studies program
women's studies program

College of Health Sciences and Human Ecology

Department of...
Criminal Justice
Nursing
Physical Education, Health and Sport
Professional Education
Psychology
graduate studies
library and library services
social work program

College of Business, Technology and Communication

Department of...
Accounting
Business Administration
Mass Communication
Physics
Technological Studies

Presidents of Bemidji State University

There have been 10 presidents of Bemidji State University, and seven people who served nine terms as acting or interim president of the University.

1. Manfred W. Deputy	May 1, 1919 - Jan. 1, 1938
E. Wayne Beck, acting president	Jan. 1938
2. Charles R. Sattgast	Feb. 1, 1938 - March 24, 1964
Archie C. Clark, acting president	1942-46
Archie C. Clark, acting president	April 1, 1964 - Sept. 1, 1964
3. Harry F. Bangsberg	Sept. 1, 1964 - March 23, 1967
J. Bevington Reed, acting president	April 1, 1967 - May 1, 1967
John S. Glas, acting president	May 1, 1967 - Sept. 1, 1968
4. Robert D. Decker	Sept. 1, 1968 - Sept. 5, 1979
Robert D. Decker, acting president	Sept. 5, 1979 - April 9, 1980
5. Rebecca Stafford	April 9, 1980 - Dec. 16, 1981
Richard R. Haugo, acting president	Jan. 16, 1982 - July 30, 1982
6. Lowell R. Gillett	Aug. 1, 1982 - June 30, 1990
7. Leslie C. Duly	July 1, 1990 - May 8, 1993
Linda L. Baer, acting president	May 8, 1993 - May 24, 1993
Linda L. Baer, interim president	May 25, 1993 - June 30, 1994
8. M. James Bensen	July 1, 1994 - Aug. 4, 2001
9. Jon E. Quistgaard	Aug. 4, 2001 - July 12, 2010
10. Richard Hanson	July 12, 2010 - present

A

academic degrees
 academic departments
 academic majors
 Academic Technology Center
 acronyms
 adviser
 Advising Success Center
 addresses, e-mail
 addresses, mailing
 afterward
 AIRC
 all right
 alumni
 alumni association
 American Indian
 American Indian Resource Center
 ampersand
 ARAMARK
 athletics

B

Beavers
 Bemidji State College
 Bemidji State Normal School
 Bemidji State Teachers College
 Bemidji State University
 Bemidji State University Alumni Association
 Bemidji State University Faculty Association
 Biology, Department of
 Board of Trustees
 boys
 BSU
 BSU Faculty Association
 BSU Foundation
 BSUFA
 building names

C

Campus Child Care Center
 campus security
 campuswide
 Canadian provinces
 Center of Excellence
 Center for Environmental, Earth and Space Studies,
 Economics and Sociology
 Center for Research and Innovation
 chair
 class
 colleges
 colon
 comma
 commencement
 course titles
 courtesy titles
 CRI

D

DLiTE / FasTrack
 dates
 David Park House
 decades
 degrees
 departments, academic
 Desire 2 Learn
 disabilities
 doctorate
 dormitory / dorm

E

e-mail
 Education-Art Building
 emeriti

F

Faculty Association
 fellowship
 fiscal year
 foreign students
 Foundation
 fundraiser / fundraising

G

galleries
 Gallery X
 Geography and Political Science, Department of
 Gillett Recreation and Fitness Center
 grade point average
 grades
 graduation and graduation dates
 graduation

H

Hagg-Sauer Hall
 Hobson Memorial Union
 homecoming
 Humanities, Department of
 HUPB
 hyphen

I-J-K-L

IFO
 Indian
 integrative programs
 Inter-Faculty Organization
 international students
 Internet

M-N

Madrigals
 Madrigal Dinners
 mailing addresses
 majors
 Minnesota State Colleges and Universities
 Minnesota State University Association of Administrative and Service Faculty
 months
 MnSCU
 MSUAASF
 Native American
 numbers

O-P

Outdoor Program Center
 Physical Education Complex
 pre-
 presidents
 programs
 punctuation

Q-R-S

quotation marks
 residence halls
 rooms, room numbers
 scholarship
 states
 student designations

T

Talley Gallery
 telephone numbers
 theater / theatre
 times
 titles
 Touché Gallery
 toward

U-V-W-X-Y-Z

University
 universitywide
 URL
 Web
 Web page / Web site
 World Wide Web

Athletics Style Guide

Academic All-America
 Academic Progress Rate
 all-America
 Beavers
 Bemidji Regional Events Center
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 BREC
 CHA
 College Hockey America
 College Sports Information Directors of America
 defenseman
 division
 Division I
 Division II
 facilities
 fight song
 girls
 home run
 NAIA
 NCAA
 Northern Sun Intercollegiate Conference
 NSIC
program vs team
 sport sponsorships
 shut out / shutout
 strike out / strikeout
they vs it
 tournament
 WCHA
 Western Collegiate Hockey Association
 Reference guide to school names

Punctuation Guidelines

colon
 comma
 hyphen
 period
 semicolon

Appendix

Bemidji State University building names
 College structure
 Presidents of Bemidji State University

June 8, 2010

Addition: entry for **adviser**.

August 24, 2010

Addition: Bemidji State University Presidents; Appendix.

Correction: **College Sports Information Directors of America**; page 17.

Update: Credits; page 2.

Update: **Presidents**; page 13.