



# Marketing and Communications **Communication Guide**

## Introduction

Criswell College strives to maintain a consistent image through all its printed and online materials. After following the guidelines in this communication guide for Criswell-specific rulings, follow the guidelines given in The Associated Press Stylebook (AP) and the spellings provided in Webster's New World College Dictionary.

If AP or Webster gives more than one acceptable style or spelling on a particular matter, use the preferred treatment, which is usually listed first.

The order for editing and proofreading decisions for all Criswell materials should be as follows:

1. Criswell College Communication Guide (this document)
2. The Associated Press Stylebook
3. Webster's New World College Dictionary

Communication guides are by nature living documents that occasionally need to be updated. Email the Director of Communications with any questions concerning usage or any ideas for consideration.

## A

### Academic Cabinet

- The Academic Cabinet is composed of the Vice President of Academic Affairs, Academic Program Directors, and two full-time faculty members elected by the ranked faculty. The Academic Cabinet assesses and conveys proposals to ranked faculty regarding academic programs, academic policies, and cooperative agreements with other colleges and institutions; assesses applicants for full-time faculty positions and conveys recommendations to ranked faculty; takes action upon faculty applications for leaves of absence with pay (sabbaticals) and student matters as specified in institutional policies; addresses other concerns, complaints, and recommendations regarding academic affairs.
- Capitalize "Academic Cabinet."  
Correct: The Academic Cabinet meets on a monthly basis.

### acronyms

- Generally, do not use periods in acronyms.  
NOTE: Academic degrees are an exception.
- Capitalize the letters in acronyms.  
Correct: Bill met Mary at the SSO for lunch.  
Incorrect: Caleb met Connor at the S.S.O. for lunch.  
Correct: Bryce has a very high GPA.  
Incorrect: Bryce has a very high gpa.
- The first time that a building, organization, etc., is mentioned in a document, spell out the full name and follow it with the acronym in parentheses. Use the acronym in the rest of the document.  
NOTE: If a building, organization, etc., is used only once in a document, do not follow the name with the acronym in parentheses.  
NOTE: In a long document (such as the catalog, employee handbook, or student handbook), apply this rule to each chapter, not to the document as a whole.

### African-American

### ages

- Use numerals for *all* ages. This is an exception to the general rule concerning numbers.  
Correct: Julie is 4 years old.  
Incorrect: Julie is four years old.  
Correct: Kristen is 23 years old.  
Incorrect: Kristen is twenty-three years old.
- Hyphenate ages when used as compound modifiers *preceding* nouns.  
Correct: The party is for 5-year-old girls.  
Incorrect: The party is for 5 year old girls.

- Do not hyphenate ages when used as compound modifiers *following* nouns.  
Correct: Sienna is 3 years old.  
Incorrect: Sienna is 3-years-old.
- Hyphenate ages when used as a *substitute for a noun*.  
Correct: He is an experienced 25-year-old.  
Incorrect: He is an experienced 25 year old.

## alumni

alumnus — male graduate

alumnae — more than one female graduate

alumna — female graduate

alumni — more than one male graduate or a group of female *and* male graduates

- Avoid the use of “alum” or “alums.”
- Follow the first mention of the names of alumni with a two-digit class year.  
Correct: Amy Carter ’20
- Precede the year with an apostrophe, not a left single quotation mark.  
Correct: Drew Rosiles ’15  
Incorrect: Drew Rosiles ‘15
- If an alumnus also has a master’s degree from Criswell, follow the graduation year with the master’s degree and year. However, do not include the graduation year from a school other than Criswell.  
Correct: Drew Rosiles ’15, M.A. ’18
- Indicate honorary degrees, meaning the official degree(s) that Criswell sometimes bestows at commencement.

Use year with a capital “H” (without a space after the year).

Correct: Jack Pogue ’07H is Secretary of the Executive Committee of the Board of Trustees.

- Use parentheses around maiden names of alumnae. Do not use italics, quotation marks, etc.  
Correct: Bethany (Anderson) Grainger ’15, M.A. ’18  
Incorrect: Bethany Anderson Grainger ’15, M.A. ’18  
Incorrect: Bethany *Anderson* Grainger ’15, M.A. ’18  
Incorrect: Bethany “Anderson” Grainger ’15, M.A. ’18
- Only include maiden name in the first reference.

## a.m.

- Lowercase both letters.
- Use periods after both letters.
- Use one space between numeral and letters.

- Do not use double zeros in text. Double zeros may be used in a list or schedule if desired for consistency.
- Do not use “12 midnight.” Instead, use “12 a.m.” or “midnight.”  
Correct: Blair went to the library at 11:30 a.m.  
Correct: Grant had breakfast at 8 a.m.  
Incorrect: Reese went shopping at 9 AM.  
Incorrect: Reese went shopping at 10:30 am.  
Incorrect: Reese went shopping at 11:00 a.m.

## ampersand

- Do not use an ampersand (&) instead of the word “and” unless it is part of a company’s formal name or composition title.  
Correct: Council for Christian Colleges & Universities  
Correct: Procter & Gamble  
Correct: Lauren is a student in the Philosophy, Politics, and Economics program.  
Incorrect: Lauren is a student in the Philosophy, Politics, & Economics program.

## annual

- An event cannot be described as annual until it has been held at least two successive years.
- Do not use “first annual.” Instead, note that sponsors plan to hold the event annually.

## Apostle

## Asian

## Asian-Indian

## Association of Governing Boards of Universities and Colleges, AGB

- The Association of Governing Boards of Universities and Colleges (AGB), of which Criswell is a member, is an organization focused on empowering college, university, and foundation boards to govern with knowledge and confidence. AGB provides leadership and counsel to member boards, chief executives, organizational staff, policymakers, and other key industry leaders to help them navigate the changing educational landscape.
- The first time the association is mentioned in a document, spell out the full name and follow it with the acronym in parentheses. Use the acronym in the rest of the document.
- Generally, do not use periods in acronyms.  
NOTE: Academic degrees are an exception.

## B

### bachelor's degree

### Bible, bible

- Capitalize “Bible” when it refers to the Word of God.  
Correct: Take your Bible to church with you.
- Lowercase “bible” when it refers to something else.  
Correct: The AP manual has been called the journalist’s bible.

### Bible — book abbreviations

- If a book of the Bible is mentioned in text, spell out the name of the book.
- If a book of the Bible is mentioned in parentheses, use the abbreviations below.

NOTE: A few of the shorter names are not abbreviated, regardless of how they are used.

Correct: The sermon on Sunday was from Philipians 2.

Incorrect: The sermon on Sunday was from Phil. 2.

Correct: The Bible talks about giving thanks in all circumstances (I Thess. 5:18).

Incorrect: The Bible talks about giving thanks in all circumstances (I Thessalonians 5:18).

#### Old Testament

Gen.	Genesis
Ex.	Exodus
Lev.	Leviticus
Num.	Numbers
Deut.	Deuteronomy
Josh.	Joshua
Judg.	Judges
Ruth	Ruth
1 Sam.	1 Samuel
2 Sam.	2 Samuel
1 Kings	1 Kings
2 Kings	2 Kings
1 Chron.	1 Chronicles
2 Chron.	2 Chronicles
Ezra	Ezra
Neh.	Nehemiah
Est.	Esther
Job	Job
Ps.	Psalms
Prov.	Proverbs
Ecc.	Ecclesiastes
Song of Sol.	Song of Solomon
Isa.	Isaiah

Jer.	Jeremiah
Lam.	Lamentations
Ezek.	Ezekiel
Dan.	Daniel
Hosea	Hosea
Joel	Joel
Amos	Amos
Obad.	Obadiah
Jonah	Jonah
Micah	Micah
Nahum	Nahum
Hab.	Habakkuk
Zeph.	Zephaniah
Hag.	Haggai
Zech.	Zechariah
Mal.	Malachi

#### New Testament

Matt.	Matthew
Mark	Mark
Luke	Luke
John	John
Acts	Acts
Rom.	Romans
1 Cor.	1 Corinthians

2 Cor.	2 Corinthians	Philem.	Philemon
Gal.	Galatians	Heb.	Hebrews
Eph.	Ephesians	James	James
Phil.	Philippians	1 Pet.	1 Peter
Col.	Colossians	2 Pet.	2 Peter
1 Thess.	1 Thessalonians	1 John	1 John
2 Thess.	2 Thessalonians	2 John	2 John
1 Tim.	1 Timothy	3 John	3 John
2 Tim.	2 Timothy	Jude	Jude
Titus	Titus	Rev.	Revelation

## Bible Belt

- Capitalize both words.

## Bible study

- Capitalize “Bible,” but lowercase “study.”
- This is two words, not one.

## Bible verses

- Use cardinal numbers, not Roman numbers.  
Correct: Katie read 2 Corinthians last night.  
Incorrect: Katie read II Corinthians last night.

## biblical

- Lowercase “biblical.”

## blogs

- Lowercase all the words in a blog address.

## Board of Trustees

- Capitalize “Board of Trustees.”
- After first use in a document, use “Board” or “Trustees.”

## brand-new

- Always hyphenate.

## break names

- Lowercase generic break names but capitalize proper nouns.  
Correct: spring break, fall break  
Correct: Thanksgiving break, Christmas break, Easter break

## buildings and sites

- Capitalize the official names of buildings and sites.

NOTE: The following are the only exceptions:

coffee shop

residence hall

Correct: The reception will be held in Horner Hall next Thursday afternoon.

Correct: Wallace Library was the original Gaston Avenue Baptist Church building.

Correct: The coffee shop is having a sale on T-shirts next week.

## bullet points

- As stand-alone sentences, capitalize the first word and end with a period.
- As phrases, capitalize the first word and end without a period.

NOTE: In all cases, retain consistent capitalization and consistent ending punctuation.

## C

### capitalization

- Capitalize the following items in text:
  - Buildings and Sites
  - Centers — Academic
  - Departments — Academic
  - Departments and Offices — Nonacademic
  - Divisions
  - Student Organizations

### cellphone

- This is one word, not two.

### chair

- Use “chair,” not “chairman,” “chairwoman,” or “chairperson.”

### Chapel, chapel

- Capitalize “Chapel” only when it is part of a proper name.  
Correct: The concert will be held in Ruth Chapel.

- Lowercase “chapel” when it refers to a service.  
Correct: Caleb enjoys the daily chapel at Criswell.

### chapter

- Lowercase “chapter” when used with or without a number.  
Correct: Connor wanted to read another chapter in his book before he went to bed.  
Correct: Connor opened to chapter 16 in his book.  
Incorrect: Connor opened his book to Chapter 17.

### check-in, check in

- Hyphenate “check-in” when used as a noun or adjective.  
Correct: Check-in for the conference will be held in Lance’s Hall.  
Correct: Stop by the check-in desk to register.
- Do not hyphenate “check in” when used as a verb.  
Correct: Students should check in at the reception desk.

### Christ-centered

- Always hyphenate.
- Lowercase the second “c” unless it is part of an official title.

### Christlike

- Capitalize “Christlike.”
- Do not hyphenate.

### Church, church

- Capitalize “Church” when it refers to the collective body of believers or when it is part of the formal name of a building.  
Correct: As the Church, we must do a better job reaching the lost.  
Correct: Sienna attends Lake Highlands Baptist Church.
- Lowercase “church” for other uses.  
Correct: There will be a farewell reception at church this evening.

### class

- Lowercase “class.”  
Correct: The class of 2020 will have a special reunion this Friday.  
Incorrect: The Class of 2020 will have a special reunion this Friday.  
Correct: The 1998 class reunion was held at a local restaurant.  
Incorrect: The 1998 Class reunion was held at a local restaurant.



class names (see “course names”)

class years (see also “alumni”)

- Follow the first mention of the names of alumni with a two-digit class year.  
Correct: Naomi Karanja '21
- Precede the year with an apostrophe (ALT+39), not a left single quotation mark.  
Correct: Naomi Karanja '21  
Incorrect: Naomi Karanja ‘21
- For alumni with both undergraduate and graduate degrees from Criswell, use a comma after the undergrad year followed by the graduate degree and the year it was earned.  
Correct: Bobby Worthington '05, M.A. '07

co- (see also “prefixes”)

- Hyphenate when forming nouns, adjectives, and verbs that indicate occupation or status.  
Correct: co-author, co-owner, co-sponsor, co-worker
- Do not hyphenate in other combinations.  
Correct: cocurricular, coed, cooperate, coordinate
- Cooperate, coordinate, and related words are exceptions to the rule that a hyphen is used if a prefix ends in a vowel and the word that follows begins with the same vowel.

coffee shop

- Lowercase “coffee shop”, as ours has no official name.

Coffee with Creamer

- In fall 2021, our President, Barry Creamer, began airing a weekly podcast titled *Coffee with Creamer* on multiple podcast platforms. Previously, he hosted a radio show by the same name, which aired daily on 90.9 KCBI from 2008 to 2018.
- Capitalize the first and third words.
- Italicize all three words.

commas

- Always use a serial comma (AKA the Oxford comma).  
Correct: Julie went on mission trips to China, Spain, and France.
- With city and state names, use commas around the state.  
Correct: Kristen visited Boston, Massachusetts, to see her friends.
- With state/region/province and country names, use commas around the country.  
Correct: Blake visited Quebec, Canada, on his vacation.

- With country and continent names, use commas around the continent.  
Correct: Gretchen visited Zimbabwe, Africa, on a mission trip.
- With “Washington, D.C.,” use commas around “D.C.”  
Correct: Betsy visited Washington, D.C., in May.
- With dates, use a comma to separate the month from the year and after the year.
- If any part of the date is omitted, leave off the comma.  
Correct: James returned home on July 30, 2021, after traveling to Israel on a mission trip.  
Correct: Stacey has an appointment on August 15 at the dentist.
- Use commas to set off degree titles.  
Correct: Vanessa Loera, B.S., will start a new teaching job in September.
- Use commas around “Jr.” and “Sr.”  
Correct: Kurt Michael Smith, Jr., accepted a new job.

### Commencement, commencement

- Capitalize “Commencement” only when it is preceded or followed by a year or number.  
Correct: Katie enjoyed attending Commencement 2004.  
Correct: Dr. Eugene Merrill spoke at Criswell’s 40th Commencement.
- Lowercase “commencement” when used without a year or number.  
Correct: Dr. Imad Shehadeh spoke at the commencement ceremony last year.

### Communion

- Capitalize “Communion” when referring to the Lord’s Supper.

### company names

- Generally, follow the spelling and capitalization preferred by the company, e.g., eBay. But capitalize the first letter if it begins a sentence.  
Correct: Bill sold bicycle parts on eBay.  
Correct: EBay had many people who sell bicycle parts.
- Do not use all capital letter names unless the letters are individually pronounced, e.g., BMW.
- Other company names should be uppercase and lowercase letters, e.g., Ikea, not IKEA and *USA Today*, not USA TODAY.
- Do not use symbols such as exclamation points, plus signs, or asterisks that form contrived spellings that might distract or confuse a reader. Use Yahoo, not Yahoo!; E-Trade, not E\*Trade.

### compound modifier (see also “hyphen”)

- A compound modifier is two or more words expressing a single concept.

- When a compound modifier precedes a noun, use hyphens to link all the words in the compound.

NOTE: The adverb “very” and all adverbs that end in “-ly” do not use hyphens.

- When a compound modifier follows a noun, generally do not use hyphens to link the words.  
Correct: a very good time; an easily remembered rule  
Correct: The program is nationally ranked number two.  
Incorrect: The program is nationally-ranked number two.  
Correct: The party is for 5-year-old girls.  
Incorrect: The party is for 5 year old girls.  
Correct: Sienna is 3 years old.  
Incorrect: Sienna is 3-years-old.  
Correct: SGA plans several off-campus activities each month.  
Incorrect: SGA plans several off campus activities each month.  
Correct: SGA arranged for transportation for the concert held off campus.  
Incorrect: SGA arranged for transportation for the concert held off-campus.

### The Council of Independent Colleges, CIC

- The Council of Independent Colleges (CIC), of which Criswell is a member, is an association of nonprofit independent colleges and universities that works to support college and university leadership, advance institutional excellence, and enhance public understanding of private higher education’s contributions to society.
- The first time the association is mentioned in a document, spell out the full name and follow it with the acronym in parentheses. Use the acronym in the rest of the document.
- Generally, do not use periods in acronyms.  
NOTE: Academic degrees are an exception.

### Counseling and Psychology Association, CAPA

- The Counseling and Psychology Association (CAPA) is a student-led organization that focuses on providing scheduled events, emphasizing relevant and current topics within the field of counseling and psychology.
- The first time the association is mentioned in a document, spell out the full name and follow it with the acronym in parentheses. Use the acronym in the rest of the document.
- Generally, do not use periods in acronyms.  
NOTE: Academic degrees are an exception.

### course names

- The term “course” is preferable to “class.”
- Lowercase generic course names, but capitalize proper nouns.  
Correct: I took a history course last spring.  
Incorrect: I took a History course last spring.

Correct: I want to take a German history course.  
Incorrect: I want to take a German History course.

- Capitalize names of courses if they are the official names of the courses according to the current Criswell catalog.  
Correct: I plan to take Church History this spring.
- Do not use quotation marks around a course name.
- Do not italicize a course name.
- Use a hyphen (not an en dash or em dash) between the capitalized subject abbreviation and course number.

### coursework

- This is one word, not two.

### courtyard

- Be specific when citing “the courtyard” as a location on campus, as we have two:  
Residence Hall: Boyd Memorial Courtyard  
On campus: Campus Courtyard

### Criswell 360°

- Criswell 360° is the official name of our Common Student Experience, a sequence of classroom and campus activities that is both challenging and supportive, crafted to ensure that every student develops within themselves the core values of the college. Criswell 360° equips Criswell students to serve the world as leaders who are ambassadors, cultivators, peacemakers, problem solvers, and professionals.
- Capitalize the first word.
- Use numerals for 360.
- Must include the degree symbol. (ALT + 0176)

### The Criswell Society

- This is Advancement’s donor organization that recognizes those who have contributed financially to Criswell.
- The following tiers of membership are capitalized and based on specific levels of financial giving over a 5-year period:

Level I: \$5,000

Level II: \$10,000

Level III: \$30,000

Level IV: \$100,000

Level V: \$250,000

Level VI: \$500,000

Level VII: \$1,000,000

## Criswell Theological Review, CTR

- *Criswell Theological Review* (CTR) is a scholarly journal covering a wide-ranging assortment of topics from the academy to scholarship and the church.
- Capitalize all three words.
- Italicize all three words.  
Correct: All students should read the *Criswell Theological Review*.
- The first time the journal is mentioned in a document, spell out the full name and follow it with the acronym in parentheses. Use the acronym in the rest of the document.
- Generally, do not use periods in acronyms.  
NOTE: Academic degrees are an exception.

## D

### dashes — em and en (see also “hyphen”)

#### EM (ALT + 0151)

- Use an em dash to indicate a break in thought or to separate an idea or phrase in a sentence.
- Use spaces on both sides of an em dash.

NOTE: Do not use a double hyphen in place of an em dash.

Correct: I had a party — at the lake.

Incorrect: I had a party--at the lake.

Incorrect: I had a party—at the lake.

Incorrect: I had a party - at the lake.

- Use an em dash followed by a space for the source of a quote.  
Correct: “I would like a new car.” — Katie Jones ’98  
Incorrect: “I would like a new car.” -- Katie Jones ’98

#### EN (ALT + 0150)

- Use an en dash to indicate sequential order.
- Do not use spaces on either side of an en dash.

NOTE: Do not use a single hyphen in place of an en dash.

Correct: January 14–15

Correct: 10–23 students

## dates

- Use cardinal numbers in dates (January 1, 2, 3), not ordinal numbers (January 1st, 2nd, 3rd).

## D.C.

- Use commas around “D.C.”  
Correct: Betsy visited Washington, D.C., in May.

## Dean’s List

- Capitalize both words.

## decades

- When referring to decades, use an apostrophe to indicate numbers that are left out. Do not use an apostrophe between the year and “s.”  
Correct: 1980s  
Incorrect: 1980’s  
Correct: ’90s

## degrees

- Criswell offers the following associate degree:  
A.A. (Associate of Arts)
- Criswell offers the following baccalaureate/bachelor’s degrees:  
B.A. Biblical Studies  
B.A. Christian Ministry  
B.S. Education  
B.A. Philosophy, Politics, and Economics  
B.A. Psychology
- Criswell offers the following master’s degrees:  
M.A. Christian Leadership  
M.A. Christian Studies  
M.A. Counseling  
M.A. Theological and Biblical Studies  
Master of Divinity

- When mentioning the specific discipline of a degree, do not capitalize the discipline, unless that discipline is a proper noun.  
Correct: Bachelor of Arts in history; Bachelor of Arts in English
- When referring to a degree in a general sense (i.e., not using the specific, official name of the degree), lowercase the degree.  
Correct: Caleb earned his bachelor's degree in May.  
Incorrect: Caleb earned his Bachelor's degree in May.  
Correct: Bryce will earn his doctorate this year.  
Incorrect: Bryce will earn his Doctorate this year.
- Use an apostrophe in "bachelor's degree" and "master's degree." But note an apostrophe is not used in "Bachelor of Arts" or "Master of Science."
- There is a difference between doctorate and doctoral. A doctorate (noun) is a degree. Doctoral is an adjective that describes a degree.  
Correct: Kira earned a doctorate from Boston College.  
Correct: Kira earned her doctoral degree from Boston College.
- Use periods but no spaces between abbreviations of degrees. (M.Div., Ph.D.)
- Do not use periods or spaces between abbreviations of certifications. (RN, CPA)
- When used after a name, an academic abbreviation is set off by commas.  
Correct: Tonight Kevin Warstler, Ph.D., will speak following the dinner.
- Do not precede a name with a courtesy title for an academic degree and follow it with the abbreviation for the degree in the same reference.  
Correct: Barry Creamer, Ph.D., will present a paper at the conference.  
Correct: Dr. Barry Creamer will present a paper at the conference.  
Incorrect: Dr. Barry Creamer, Ph.D., will present a paper at the conference.
- If an alumnus also has a master's degree from Criswell, follow the graduation year with a comma and the master's degree and year. However, do not include the graduation year from a school other than Criswell.  
Correct: Daisy Reynolds '10, M.A. '14
- Indicate honorary degrees, meaning the official degree(s) that Criswell sometimes bestows at commencement.  
  
Use year with a capital "H" (without a space after the year).  
Correct: Curtis Baker '95H served on our Board of Trustees.

#### departments — academic (see also "Departments — Academic")

- Capitalize the official names of departments.  
Correct: The Department of Psychology held a meeting today.  
Correct: The psychology department is known for mentoring students.

## departments and offices — nonacademic

- Capitalize the official names of departments.  
Correct: During the summer, Admissions planned seven events.  
Correct: In December, Student Services held an event for students studying for finals.
- Do not follow the names with the word “department” or “office.”  
Correct: On Mondays, Marketing has a meeting in the afternoon.  
Incorrect: On Mondays, the Marketing Department has a meeting in the afternoon.

NOTE: The following are the only exceptions: Business Office, Office of the President, President’s Office, Office of the Registrar, Registrar’s Office  
Correct: In August, Financial Aid sent information about scholarships to students.  
Correct: Needing a copy of her transcript, Blair went to the Registrar’s Office.

## directions

- In general, lowercase north, south, northeast, northern, southeast, southern, etc., when they indicate compass direction.
- Capitalize compass points when they designate regions.  
Correct: The winter storm is heading east.  
Correct: Criswell College is a Christian school located in the Southwest.  
Correct: A thunderstorm is moving across the East Coast.
- Lowercase compass points when they describe a section of a state or city.  
Correct: western Texas
- Capitalize compass points when they are part of a proper name.  
Correct: North Carolina
- Capitalize compass points when denoting widely known sections. If in doubt, use lowercase.  
Correct: North Texas  
Correct: the South Side of Chicago

## dorm or dormitory

(see “residence hall”)

- Do not use these terms; use “residence hall” instead.

## E

### e-

- Use the prefix “e-” as an abbreviation for “electronic.”



NOTE: "Email" is an exception in using the hyphen.

Correct: Education students will focus on e-teaching in their course work.

Incorrect: Education students will focus on eteaching in their course work.

## each

- "Each" takes singular (not plural) verbs and pronouns.  
Correct: Each student must accept the consequences of his or her choices.  
Incorrect: Each student must accept the consequences of their choices.

## e-book

- Lowercase "e-book."
- Always hyphenate.

## e.g.

- Means "for example."
- Always follow "e.g." with a comma.

## ellipsis

- Treat an ellipsis as a three-letter word, with spaces before and after but not in between.  
Correct: Heather ordered a grande chai ... with extra whipped cream.  
Incorrect: Heather ordered a grande chai . . . with extra whipped cream.  
Incorrect: Heather ordered a grande chai...with extra whipped cream.
- Minimize the use of ellipses in Criswell publications.
- Do not use Microsoft Word's auto ellipsis.

## email

- Lowercase "email."
- Do not use a hyphen.

## emeritus

- This word is often added to formal titles to denote that someone who has retired maintains their rank or title.  
Correct: Professor Emeritus John Doe  
Correct: John Doe, professor emeritus  
Correct: professor emeritus of theology

## enrollment

- Current enrollment is based on the most recent official fall enrollment. You may obtain this official number from the Director of Academic Programming and Institutional Research.

## equal opportunity statement

- Criswell College is an equal opportunity employer.

## Evangelical Council for Financial Accountability, ECFA

- The Evangelical Council for Financial Accountability (ECFA), of which Criswell is a member, is an American financial standards association representing Evangelical Christian organizations and churches, which qualify for tax-exempt, nonprofit status and receive tax-deductible contributions.
- The first time the association is mentioned in a document, spell out the full name and follow it with the acronym in parentheses. Use the acronym in the rest of the document.
- Generally, do not use periods in acronyms.  
NOTE: Academic degrees are an exception.

## everyone

- “Everyone” takes singular (not plural) verbs and pronouns.  
Correct: Everyone should bring his or her books to the meeting.  
Incorrect: Everyone should bring their books to the meeting.

## everyone, every one

- Use “everyone” as one word when used as a pronoun meaning “everybody, all persons.”  
Correct: Everyone in the class should line up at the door for lunch.
- Use “every one” as two words when referring to individual items.  
Correct: Every one of the eggs was broken.

## Executive Cabinet

- Several roles constitute the Criswell College leadership team known as the Executive Cabinet: President and Chief Executive Officer, Vice President of Academic Affairs, Chief Business Officer and Vice President of Finance, Vice President of Student Affairs, Vice President of Advancement, and Chief of Staff. These senior administrators and the staff in their offices work to meet institutional goals and make real progress toward the college’s mission.
- Capitalize “Executive Cabinet.”  
Correct: The Executive Cabinet had a meeting in September.

## ex officio

- Lowercase “ex officio.”
- Do not use a hyphen.

## F

### fall

- lowercase fall as the season

### fall break

### Family Educational Rights and Privacy Act, FERPA

- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
- The first mention in a document, spell out the full name and follow it with the acronym in parentheses. Use the acronym in the rest of the document.
- Generally, do not use periods in acronyms.  
NOTE: Academic degrees are an exception.

### fax

- This term is acceptable as a short version of facsimile or facsimile machine in all references.

### firsthand

- This is one word, not two.

### Free Application for Federal Student Aid, FAFSA

- The Free Application for Federal Student Aid (FAFSA) form is the only way to apply for federal financial aid for college or graduate school.
- The first mention in a document, spell out the full name and follow it with the acronym in parentheses. Use the acronym in the rest of the document.
- Generally, do not use periods in acronyms.  
NOTE: Academic degrees are an exception.

### full-time, full time

- Hyphenate “full-time” when used as a compound modifier preceding a noun.  
Correct: Connor has a full-time job.
- Do not hyphenate “full time” when used as a compound modifier following a noun.  
Correct: Connor works full time.

### fundraiser, fundraising

- These are both one word, not two.

## G

### God

- Capitalize any pronouns referring to God, Jesus, or the Holy Spirit.  
NOTE: This is an exception to AP's style of using lowercase pronouns.  
Correct: The Lord has shown His grace to us.
- Capitalize nouns used in place of God, Jesus, or the Holy Spirit.  
Correct: The Creator made us on day six.  
Correct: We serve the Lamb who was slain.
- Lowercase references to false gods.  
Correct: A movement to worship ancient gods and goddesses is growing in our society today.

### godly

- Lowercase "godly."

### Golden Rule

- Capitalize both words.

### goodbye

- This is one word, not two.
- Do not hyphenate.

### Gospel, gospel

- Capitalize "Gospel" when referring to any of the first four books of the New Testament.  
Correct: The Gospel of Matthew is Julie's favorite book of the Bible.
- Capitalize "Gospel" when used as a noun referring to the "good news" of the Christian faith.  
Correct: Kristen went on a mission trip to reach the people of Africa with the Gospel.
- Lowercase "gospel" when referring to gospel music.  
Correct: Julie is a wonderful gospel singer.
- Lowercase "gospel" when referring to a gospel other than Christ's.  
Correct: Many Westerners build their lives around the gospel of wealth.

### grade-point average, GPA

- Use "GPA" on first reference when used with figures.  
Correct: A 2.5 GPA is required.

- The first time “grade-point average” is referenced in a document (without figures), spell out the full name and follow it with the acronym in parentheses. Use the acronym in the rest of the document.
- Generally, do not use periods in acronyms.  
NOTE: Academic degrees are an exception.

NOTE: This is an exception to AP’s style of “GPA” being acceptable in all references.

## Graduate Profile

- The Graduate Profile is the description of our graduates, shaped and developed by the Criswell community into ambassadors, cultivators, peacemakers, problem solvers, and professionals.

## graduate programs

### graduation years

- Follow the first mention of the names of alumni with a two-digit class year.  
Correct: Gretchen Smith ’98
- Precede the year with an apostrophe, not a left single quotation mark.  
Correct: Ben Smith ’87
- If an alumnus also has a master’s degree from Criswell, follow the graduation year with a comma and the master’s degree and year. However, do not include the graduation year from a school other than Criswell.  
Correct: Ben Smith ’87, M.Ed. ’04

## group

- “Group” takes singular (not plural) verbs and pronouns.  
Correct: The group will hold its meetings on the second Saturday of each month.  
Incorrect: The group will hold their meetings on the second Saturday of each month.

## H

### headlines

- Capitalize the first word and all nouns, pronouns, verbs, adjectives, and adverbs in a headline.
- Lowercase articles (a, an, the); coordinating conjunctions (and, but, or, nor, for, so, yet); and prepositions with three letters or less (of, on, via, to, up, as).  
Correct: Students to Arrive From Around the World  
Correct: An Unexpected Visitor Comes to Campus  
Correct: Three Students Graduate With Top Honors

## health care

- This is two words, not one.

## heaven

- Lowercase “heaven.”

## high school

- Lowercase both words unless used with the official name of a school.
- Do not hyphenate.
- This is two words, not one.

## holidays

- Capitalize the names of holidays.
- The following indicates the correct spelling, punctuation, and capitalization of holidays and special days:

April Fools’ Day	Martin Luther King, Jr., Day
Christmas Day	Memorial Day
Christmas Eve	Mother’s Day (the second Sunday in May)
Columbus Day	New Year’s Day
Easter (or Easter Sunday)	New Year’s Eve
Father’s Day (the third Sunday in June)	Palm Sunday
Good Friday	Passover
Groundhog Day	Presidents Day
Hanukkah	Thanksgiving Day
Holy Week	Valentine’s Day
Independence Day	Veterans Day
Labor Day	Washington’s Birthday

## Holy Spirit

- Capitalize all references to the Holy Spirit, including pronouns or nouns used in place of Holy Spirit.  
Correct: The Holy Spirit came so that He could minister to believers.

## Homecoming, homecoming

- Capitalize “Homecoming” only when it is preceded or followed by a year.

- Lowercase “homecoming” when used without a year.  
Correct: Kurt enjoyed attending Homecoming 2007.  
Correct: Kurt enjoys returning to Criswell for homecoming.

### homepage

- Lowercase “homepage.”
- This is one word, not two.  
NOTE: This is an exception to AP’s style of using “home page.”

### homeschool, homeschooler, homeschooled, homeschooling

- These are all one word, not two.  
NOTE: This is an exception to AP’s style of treating these words. AP uses the following: home-school, home-schooler, home-schooled, and home schooling.

### honorary degrees

- These honorary degrees are official degree(s) that Criswell sometimes bestows at commencement.
- Indicate these degrees by directly following the year with a capital “H.”  
Correct: Jack Pogue ’07H

### Housing Coordinator

- Capitalize both words.

### hyphen

- There are many rules regarding hyphens. Refer to AP for complete information.
- Hyphenate when ambiguity would result if the hyphen were omitted.  
Correct: He re-covered the leaky roof.
- Hyphens are sometimes used with compound modifiers. See “compound modifiers” for complete information.
- For suspensive hyphenation, use the following format.  
Correct: For your assignment write a 10- to 20-page paper.

### |

### i.e.

- Means “that is.”
- Always follow “i.e.” with a comma.

## Independent Colleges and Universities of Texas, Inc., ICUT

- The Independent Colleges and Universities of Texas, Inc., (ICUT), of which Criswell is a member, supports Texas independent nonprofit colleges and universities by strengthening member institutions through advocacy, policy research, and collaboration.
- The first time the association is mentioned in a document, spell out the full name and follow it with the acronym in parentheses. Use the acronym in the rest of the document.
- Generally, do not use periods in acronyms.  
NOTE: Academic degrees are an exception.

## initials

- Do not use a space between names with two adjacent initials.
- Do use periods after the initials.  
Correct: T.S. Eliot wrote poetry.  
Correct: J.E. “Jack” Hoover was the director of the FBI.

## International Alliance for Christian Education, IACE

- The mission of the International Alliance for Christian Education (IACE), of which Criswell is a member, is to unify, synergize, and strengthen collective conviction around biblical orthodoxy and orthopraxy, cultural witness, scholarship, professional excellence, and resourcing of Christian education at all levels.
- The first time the association is mentioned in a document, spell out the full name and follow it with the acronym in parentheses. Use the acronym in the rest of the document.
- Generally, do not use periods in acronyms.  
NOTE: Academic degrees are an exception.

## International Association of Baptist Colleges and Universities, IABCU

- The International Association of Baptist Colleges and Universities (IABCU), of which Criswell is a member, enriches member institutions by stimulating and supporting a quest for high-quality Christian higher education.
- The first time the association is mentioned in a document, spell out the full name and follow it with the acronym in parentheses. Use the acronym in the rest of the document.
- Generally, do not use periods in acronyms.  
NOTE: Academic degrees are an exception.

## internet

- Lowercase “internet.”

NOTE: The World Wide Web is a subset of the internet. They are not synonymous and should not be used interchangeably.



## iPad, iPhone

- Capitalize “P.”

## J

### Jesus/Jesus’s

- Capitalize all references to Jesus, including pronouns or nouns used in place of Jesus.  
Correct: On the third day, He rose again.  
Correct: We serve the Lamb who was slain.
- Mark the possessive form of “Jesus” with an apostrophe followed by an “s.”  
Correct: Mary anointed Jesus’s feet.

### Jubilate

- Do not use an accent over the “e.”
- Capitalize “Jubilate.”

### Jr.

- Capitalize “Jr.” when used with a full name.
- Use commas around “Jr.”  
Correct: Michael Smith, Jr., answered the phone.

### Juárez

- The proper spelling and punctuation of Cesia and Luis’ last name.
- Insert the accented “a” by utilizing the ALT+0225 function.
- The only exception is when the name is within an email address.

### junior high

- Lowercase both words unless used with the official name of a school.
- Do not hyphenate.
- This is two words, not one.

## K

### Kingdom, kingdom

- Capitalize “Kingdom” when it is used to refer to the God’s reign.  
Correct: The Kingdom of God is near.  
Correct: The students were involved in Kingdom work.

- Lowercase “kingdom” when it refers to something else.  
Correct: The king offered half his kingdom to his son.

## L

### Latino

#### login, log in

- This is one word when used as an adjective.  
Correct: At Allison’s company, employees get a new login code each month for security purposes.
- This is two words when used as a verb.  
Correct: When Allison gets to her office each morning, she must log in to her computer.

#### logout, log out

- This is one word when used as an adjective.  
Correct: At Katie’s company, employees get a new logout code each month for security purposes.
- This is two words when used as a verb.  
Correct: When Katie leaves her office each afternoon, she must log out of her computer.

#### longtime

- This is one word, not two.

#### long-term

- This has a hyphen.

#### Lord’s Supper, Lord’s Table

- Capitalize both words when referring to Communion.

## M

### maiden names

- Use parentheses around maiden names of alumnae. Do not use italics, quotation marks, etc.  
Correct: Bethany (Anderson) Grainger ’15, M.A. ’18
- Only include maiden name in the first reference.

### majors

- Lowercase generic names of majors but capitalize proper nouns.

- Do not put majors in italics or quotation marks.
- Refer to Criswell’s current catalog for a complete list of majors and minors.  
Correct: Lucy majored in elementary education.  
Correct: Ben majored in Christian ministry.

### Mary L.A. Stanton and Lance E. Ouellette Residence Hall

- After first reference in a document, use “Stanton-Ouellette Hall” or “Lance’s Hall.”
- Do not use a space between names with two adjacent initials.
- Do use periods after the initials.  
Correct: Mary L.A. Stanton

### masterclass

- This is one word, not two.

### master’s degree

### mindset

- This is one word, not two.

### mission statement

- The following is Criswell’s official mission statement: The mission of Criswell College is to provide ministerial and professional higher education for men and women preparing to serve as Christian leaders throughout society, while maintaining an institutional commitment to biblical inerrancy.

### months

- Spell out the names of months. Do not abbreviate them.

NOTE: It is acceptable to abbreviate the names of months in tables, charts, or graphs, if necessary due to space constraints. Use these three-letter forms without a period: Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec.

### movies (see “titles”)

### music (see “titles”)

## N

### National Association of Independent Colleges and Universities, NAICU

- The National Association of Independent Colleges and Universities (NAICU), of which Criswell is a member, is a national organization solely focused on representing private, nonprofit higher education on public policy issues in Washington, D.C.

- The first time the association is mentioned in a document, spell out the full name and follow it with the acronym in parentheses. Use the acronym in the rest of the document.
- Generally, do not use periods in acronyms.  
NOTE: Academic degrees are an exception.

newspapers (see “titles”)

non-

- In general, do not use a hyphen when forming a compound that does not have special meaning and can be understood if not used before the base word.  
Correct: nonacademic, nonfat, nongovernment, nonprofit, nonrefundable, nontechnical
- However, use a hyphen before proper nouns or in awkward combinations.  
Correct: non-Christian, non-discriminatory, non-nuclear, non-Socratic

Notice of Non-Discrimination

- The following is Criswell’s official Notice of Non-Discrimination: Criswell College admits students who are Christians of good character, without regard or reference to race, national or ethnic origin, color, age, disability, or sex (except where regard to sex is required by the College’s religious tenets regarding gender and sexuality) to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of these classifications in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

numbers

- Spell out numbers zero through nine.  
Correct: I sliced two limes.
- Use numerals for numbers 10 and greater.  
Correct: I sliced 10 limes, and Sienna sliced 14.
- As an exception to the general rule concerning numbers, use numerals for all ages.  
Correct: Julie is 4 years old.
- As an exception to the general rule concerning numbers, use numerals for all dimensions.  
Correct: The table is 3 feet wide.
- As an exception to the general rule concerning numbers, use numerals for all percentages.  
Correct: In the audience 8% filled out reply cards.
- When a sentence begins with a number (including ages, dimensions, and percentages), spell it out or rewrite the sentence to avoid the situation.  
Correct: Three hundred students attended the party.  
Correct: Five-year-old Laura had a birthday party with a tea party theme.

## O

### off-campus, off campus

- Hyphenate “off-campus” when used as a compound modifier **preceding** a noun.  
Correct: SGA plans several off-campus activities each month.
- Do not hyphenate “off campus” when used as a compound modifier **following** a noun.  
Correct: SGA arranged for transportation for the concert held off campus.

### offices (see “departments and offices — nonacademic”)

### offline

- Do not hyphenate.
- This is one word, not two.

### on-campus, on campus

- Hyphenate “on-campus” when used as a compound modifier **preceding** a noun.  
Correct: The new club will have monthly on-campus meetings.
- Do not hyphenate “on campus” when used as a compound modifier **following** a noun.  
Correct: Design students will exhibit their work on campus at the end of the year.

### online

- Do not hyphenate.
- This is one word, not two.

## P

### page

- Lowercase “page” when used with or without a number.

NOTE: It is acceptable to abbreviate page references in statistical contexts, such as tables, charts, or graphs, if necessary due to space constraints. If an abbreviation is used the number must be included, use “p.” (for a single page) or “pp.” (for multiple pages). Include a space between the abbreviation and the number.

### part-time, part time

- Hyphenate “part-time” when used as a compound modifier **preceding** a noun.  
Correct: Kira has a part-time job.
- Do not hyphenate “part time” when used as a compound modifier **following** a noun.  
Correct: Kira works part time.

## percent

- In text, use the percent sign in all cases.
- Always use numerals for percentages.

## periodicals (see “titles”)

## phone numbers

- Use hyphens or periods between numbers.
- Do not use parentheses, slashes, etc.  
Correct: 333-333-3333
- Use a “1” only before toll-free numbers.  
Correct: 1.800.444.4444
- If a word is part of the phone number, set it in all caps and separate multiple words with hyphens. In most cases, put the equivalent numbers in parentheses after the full number.  
Correct: 1-800-CRISWELL (233-2784)

## plays (see “titles” on page 46)

## p.m.

- Lowercase both letters.
- Use periods between letters.
- Use one space between numeral and letters.
- Do not use double zeros.
- Do not use “12 noon.” Instead, use “12 p.m.” or “noon.”  
Correct: Blair went to the coffee shop at 9:30 p.m.  
Correct: Grant had dinner at 7 p.m.

## podcast

- Do not hyphenate.
- This is one word, not two.

## post-

- Follow *Webster’s New World College Dictionary* and use a hyphen if the word is not listed there.  
Correct: postdoctoral, postgraduate, postscript  
Correct: post-mortem, post-Criswell

## PowerPoint

- Capitalize both “P”s.
- This is one word, not two.

## pre-

- In general, use a hyphen if a prefix ends in a vowel and the word that follows starts with the same vowel.  
Correct: pre-election, pre-establish, pre-exist
- Otherwise, follow *Webster’s New World College Dictionary*, and use a hyphen if the word is not listed there.  
Correct: preagriculture, prearrange, predate, predental, premarital, premedical, prepharmacy  
Correct: pre-Criswell, pre-convention, pre-college, pre-noon

## prefixes

- In general, do not hyphenate when the word that follows the prefix starts with a consonant.
- Hyphenate words if the prefix ends in a vowel and the word that follows begins with the same vowel. Two exceptions are “cooperate” and “coordinate.”
- Hyphenate if the word that follows is capitalized.
- Hyphenate to join doubled prefixes: sub-subparagraph.

## prophet

- Lowercase “prophet” when it precedes a person’s name.  
Correct: I read about the prophet Jeremiah in the Bible.

## Q

## quick link

- Lowercase both words.
- This is two words, not one.

## R

radio programs (see “titles”)

regions (see “directions”)

registered trademarks (see “trademarks”)

residence hall

- Use “residence hall,” not “dorm” or “dormitory.”

Resident Assistant, RA

- The first time the position is mentioned in a document, spell out the full name and follow it with the acronym in parentheses. Use the acronym in the rest of the document.
- Capitalize both words.
- Do not use “Residence Assistant.”

resume

- Use “resume” without any accents when referring to someone’s summary of employment.

room

- Lowercase “room” when used with or without a number.  
Correct: The test will be given in room 117.

roundtable

- This is one word, not two.

## S

scriptural

- Lowercase “scriptural.”

Scripture

- Capitalize “Scripture” when referring to the Bible.  
Correct: Caleb memorized a passage of Scripture each month.

seasons

- Lowercase the names of seasons (spring, summer, fall, winter).



## semester

- Lowercase “semester.”  
Correct: The students were excited to return for fall semester.

## smartphone

- This is one word, not two.

## SONIS

- SONIS is the College’s student online information system.
- Capitalize all letters.

## song titles (see “titles”)

## Sophomore Summit

- Sophomore Summit is a week-long event that serves to build community and provide spiritual rest and biblical leadership lessons for all our sophomore students. This trip takes place during Criswell’s Student Development Week in the fall.
- Capitalize both words.

## Southern Association of Colleges and Schools Commission on Colleges, SACSCOC

- The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), of which Criswell is a member, is the regional body for the accreditation of degree-granting higher education institutions in the Southern states.
- The first time the association is mentioned in a document, spell out the full name and follow it with the acronym in parentheses. Use the acronym in the rest of the document.
- Generally, do not use periods in acronyms.  
NOTE: Academic degrees are an exception.

## spacing

- Use only one space (not two) between sentences.
- Use only one space (not two) before ZIP codes.

## spring

## spring break

## summer

## square feet, square foot

- Write out “square feet” or “square foot” instead of using the abbreviation “sq. ft.”

- As an exception to the general rule concerning numbers, use figures.
- Use “foot” and hyphenate when used as a compound modifier preceding a noun.  
Correct: The bedroom has a 9-square-foot closet.  
Correct: The new building will include a 400-square-foot entryway.
- Use “feet” and do not hyphenate when used as a compound modifier following a noun.  
Correct: The new entryway is 400 square feet.

## Sr.

- Capitalize “Sr.” when used with a full name.
- Use commas around “Sr.”

NOTE: This is an exception to AP’s style of not using the comma before or after “Sr.”  
Correct: Ben Jones, Sr., wrote a letter to his cousin.

## state names

- Use full names of U.S. states in text. Do not abbreviate them.
- With city and state names, use commas around the state.  
Correct: Kristen visited Boston, Massachusetts, to see her friends.
- It is acceptable to abbreviate state names in tables, charts, or graphs, if necessary due to space constraints. Use two-letter Postal Service abbreviations.

NOTE: This is an exception to AP’s style of using the two-letter Postal Service abbreviations only with full addresses, including ZIP code  
Correct: TX, AZ, MO, LA

## Student Government Association, SGA

- The Student Government Association (SGA) is a student-led organization that represents the interest of the student body of Criswell College by supporting students, student-led organizations, their community, and academic endeavors.
- The first time the association is mentioned in a document, spell out the full name and follow it with the acronym in parentheses. Use the acronym in the rest of the document.
- Generally, do not use periods in acronyms.  
NOTE: Academic degrees are an exception.

## Student Organizations (see also “Appendix A: Official Names”)

- Capitalize the official names of the student organizations at Criswell.  
Correct: In the spring, Counseling and Psychology Association (CAPA) will be selling T-shirts.

## Sunday school

- Capitalize “Sunday,” but lowercase “school.”

## T

### timeline

- This is one word, not two.

### times

- Lowercase both letters in “a.m.” and “p.m.”
- Use periods between the letters in “a.m.” and “p.m.”.
- If using all caps in the design, do not use periods in AM or PM.
- Do not use double zeros within text. You may use double zeros within a list or table.
- Do not use “12 midnight.” Instead, use “12 a.m.” or “midnight.”
- Use an en dash (ALT + 0150) to indicate sequential order. Do not use spaces on either side of an en dash.  
Correct: Blair went to the library at 11:30 a.m.  
Correct: Grant had breakfast at 8 a.m.  
Correct: Mike had basketball practice from 3–5:30 p.m.

## Timothy Project, The Timothy Project Scholarship

- The purpose of the Timothy Project is to equip students who are actively engaged in ministry and preparing to serve in a ministerial capacity. The students and their ministries grow under the tutelage of experienced mentors.
- The students receiving The Timothy Project Scholarship are referred to as “recipients.”

## Title IX

- Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in educational programs and activities.
- Use Roman numerals because this is a legislative act.  
Incorrect: Sexual harassment is a form of sex-based discrimination prohibited by Title 9.

## titles

### FORMAL POSITION TITLES

- Capitalize a person’s official job title, lowercase informal references to the position.  
Correct: Barry Creamer, President of Criswell College, spoke in chapel on Monday.  
Correct: Joseph moved to Texas to become Professor of Philosophy at Criswell.  
Correct: Joseph moved to Dallas to become a professor at Criswell.

- When no name is mentioned, capitalize the official job title, but lowercase informal references to the position.

Correct: The President of Criswell College enjoys traveling to other countries.

Correct: The president enjoyed speaking in chapel.

NOTE: Most individuals' names may be treated informally after first use, though board members, vice presidents, and professors may be treated with perpetual formality (e.g., Dr. Graham, not Christopher).

## PUBLISHED WORKS

- Capitalize the first word and all nouns, adjectives, and adverbs.
- Lowercase articles (a, an, the); coordinating conjunctions (and, but, or, nor, for, so, yet); and prepositions with three letters or less.
- Italicize the proper titles of books, magazines, periodicals, movies, plays, songs, television programs, blog posts, radio programs, and works of art.
- In paragraphs of text, italicize the titles of major works of music, but do not italicize the individual movements/sections of the work.
- Use quotation marks around titles of articles, speeches, sermons, television episodes, radio episodes, book chapters and lectures.

## toll-free, toll free

- Hyphenate “toll-free” when used as a compound modifier preceding a noun.  
Correct: Criswell has several toll-free numbers.
- Do not hyphenate “toll free” when used as a compound modifier following a noun.  
Correct: You may call that number toll free.

## trademarks

- A trademark is a brand, symbol, word, etc., used by a manufacturer or dealer and protected by law to prevent a competitor from using it. Brand names should be used only if they are essential to a story. Otherwise use a generic term.
- Do not use the registered trademark symbol, but do capitalize the words.
- Here are a few examples of items that are trademarked. For a complete list, refer to AP.

Correct: Band-Aid — trademark for a type of adhesive bandage

Frisbee — trademark for a plastic disc thrown as a toy

Kleenex — trademark for a brand of facial tissue

Oreo — trademark for a brand of chocolate sandwich cookie held together by a white filling

Photoshop — trademark for a brand of photo-editing software

Post-it — trademark for small pieces of paper with an adhesive strip on the back that can be attached to documents

Rollerblade — trademark for a brand of in-line skates

Scotch tape — trademark for a brand of transparent tape  
Styrofoam — trademark for a brand of plastic foam  
Velcro — trademark for a nylon material that can be pressed together or pulled apart for easy fastening and unfastening  
Xerox — trademark for a brand of photocopy machine  
NOTE: Never use “Xerox” as a verb.

## T-shirt

- Capitalize “T-shirt.”
- Always hyphenate.

## U

### College, college

- Capitalize “College” only when specifically referring to Criswell College.  
Correct: The College is located in Dallas, Texas.
- Lowercase “college” when referring to universities in general.  
Correct: Many colleges have been raising tuition.

### username

- This is one word, not two.

## V

### vita/vitae

- These terms refer to a listing of one’s academic and professional accomplishments.
- “Vita” is the singular form. “Vitae” is the plural form.

### voice mail

- This is two words, not one.

## W

### W.A. Criswell, Dr. W.A. Criswell, Dr. Criswell, Wallie Amos

- As the pastor of First Baptist Dallas, Dr. W.A. Criswell presented to the church his vision for an institute that would provide biblical teaching for lay people that would be both intellectually and spiritually sound. His vision came to fruition on January 12, 1971, and has evolved into the accredited college it is today.
- Do not use a space between names with two adjacent initials.

- Do use periods after the initials.

#### Washington, D.C.

- With “Washington, D.C.,” use commas around “D.C.”  
Correct: Betsy visited Washington, D.C., in May.

#### web

- Lowercase “web.”

#### web address

- Lowercase all the words in a web address.
- Generally bold websites that refer to Criswell, but don’t bold websites that refer to outside companies, organizations, etc.
- Do not use “www” at the beginning of websites addresses except in cases when the website is only accessible as a full URL with www.
- When providing addresses for the Criswell website, use the shortest URL available.  
Correct: **criswell.edu/admissions/**

#### webpage

- Lowercase “webpage.”
- This is one word, not two.  
NOTE: This is an exception to AP’s style of using “Web page.”

#### website (see also “World Wide Web”)

- Lowercase “website.”
- This is one word, not two.
- Lowercase all the words in a web address.
- Generally bold websites that refer to Criswell, but don’t bold websites that refer to outside companies, organizations, etc.
- Do not use “www” at the beginning of websites addresses except in cases when the website is only accessible as a full URL with www.  
Correct: **criswell.edu**, usps.com

#### winter

#### worldview

- This is one word, not two.

- Do not capitalize the names of specific worldviews unless derived from a proper noun.  
Correct: naturalism, postmodernism, Calvinism, theism, transcendentalism, Darwinism, Platonism

## World Wide Web

- The following are the correct usage for words related to the web: email, homepage\*, Internet, log in (when used as a verb), login (when used as an adjective), log out (when used as a verb), logout (when used as an adjective), web\*, webpage\*, website

NOTE: \*These are exceptions to AP's style.

## X

### Xerox

- Trademark for a brand of photocopier machine

NOTE: Never use "Xerox" as a verb.

## Y

### years

- Use the following formats when indicating sequential years.

NOTE: Use an en dash (not a hyphen) to indicate sequential order. (ALT + 0150)

Correct: 2006–07

Correct: 2006–2007

- When referring to decades, use an apostrophe to indicate numbers that are left out. Do not use an apostrophe between the year and "s."

Correct: 1980s

Incorrect: 1980's

Correct: '90s

## Z

### ZIP code

- In an address, precede the ZIP code with one space, not two.