



BELLARMINE UNIVERSITY STYLE GUIDE

Revised June 2025

The Bellarmine University Style Guide is intended as a reference tool for all Bellarmine University personnel. This style guide is divided into three sections:

1. Bellarmine Facts & Figures
2. A to Z Reference Information

To help maintain consistency in all written communications, the section on Bellarmine facts and figures is included to answer questions such as “Is it Wyatt Hall or Wyatt Center for the Arts?”

The Associated Press Stylebook and Libel Manual is the preferred reference book for questions of style for the Offices of Marketing & Communication. The final section of this guide addresses common errors and instances where the university deviates from AP Style.

If you have any suggestions or questions regarding this style guide or Bellarmine University style in general, please contact:

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BELLARMINE UNIVERSITY FACTS AND FIGURES

Date opened: Oct. 3, 1950

Namesake: 15th century Jesuit priest and cardinal Robert Bellarmine, born Oct. 4, 1542, in Montepulciano, Italy; died Sept. 17, 1621, in Rome; canonized June 29, 1930.

History: From 1950 until 1968, Bellarmine operated as an Archdiocesan all-men's college. In 1968, Bellarmine merged with the all-women Ursuline College and became both co-educational and independent. On Sept. 14, 2000, Bellarmine changed its name from Bellarmine College to Bellarmine University.

Carnegie Classification: As of 2025, Bellarmine has the following Carnegie Classifications:

Professions-focused Undergraduate/Graduate-Doctorate Small, reflecting a strong graduate and undergraduate presence, with an additional focus on doctoral degrees, with the majority of degrees at all levels awarded in fields that are classified as preprofessional or career-aligned.

Opportunity Colleges and Universities-Higher Access, Higher Earnings, placing Bellarmine among a select group of institutions nationally recognized for fostering student success and creating upward economic mobility.

Elective Classification for Community Engagement, recognizing collaboration between institutions of higher education and their larger communities for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity.

Colors: Scarlet and Silver

Nickname: Knights, to reflect the interest in the legend of King Arthur of Bellarmine's founding president, Msgr. Alfred F. Horrigan

Presidents:

1. Msgr. Alfred F. Horrigan (1950-1972)
2. Dr. Eugene V. Petrik (1973-1990)
3. Dr. Joseph J. McGowan (1990-2016)
Dr. Doris A. Tegart, interim (2016-2017)
4. Dr. Susan M. Donovan (2017-present)

Mission: We are an inclusive Catholic university that educates students—mind, body, and spirit—for meaningful lives, rewarding careers, ethical leadership, and service to

improve the human condition.

Vision: We will become the leading Catholic university in the South by embracing innovation and creativity, forging new and mutually beneficial partnerships, intentionally diversifying curricula and community, and providing a distinctive and transformative student experience.

Values: Bellarmine University finds its Catholic identity in the inclusive spirit of Thomas Merton. We believe in the search for the true self, the interconnectedness of life, and the solidarity of the human spirit, which transcends ethnic, religious, and social divisions.

We educate the whole person to realize their highest potential as part of an interconnected world. Our values are Academic Excellence, Intrinsic Dignity, Social Responsibility, Integrity, Hospitality, and Stewardship.

Motto: *In veritatis amore* (In the love of truth)

Campus Size:

184 acres – 134 on campus, 50 off campus

On-campus facilities: 27 major buildings, 943,222 total square footage

Off-campus facilities: 27 buildings, 155,366 total square footage

Schools

Bellarmino College of Arts and Sciences: Bellarmine College provides the liberal arts core of a Bellarmine undergraduate education. **Usage:** Use full name on first reference; “College of Arts and Sciences” is preferred for subsequent references.

W. Fielding Rubel School of Business: The Rubel School is the first and only private university in Kentucky that is accredited by the AACSB International (Association to Advance Collegiate Schools of Business), a distinction achieved by fewer than 5 percent of business schools worldwide. The Rubel School was named for the leader of the team that performed the first open-heart surgery in Kentucky in 1958, at what was then Children's Hospital, and a financial supporter and trustee of Bellarmine. Rubel was instrumental in Bellarmine's mid-1970s marketing program, which had the slogan, "Bellarmine is vital to Louisville." **Usage:** Write out full name (W. Fielding Rubel School of Business) on first reference; Rubel School or School of Business is fine for subsequent references.

College of Health Professions: The College of Health Professions includes two schools, the **Donna and Allan Lansing School of Nursing and Clinical Sciences** and the **School of Movement and Rehabilitation Sciences**. The Donna and Allan Lansing School of Nursing and Clinical Sciences is named for pioneering cardiac surgeon Allan

Lansing and his wife, longtime Bellarmine supporters. **Usage:** “Lansing School” is acceptable for that school on the second reference.

Annsley Frazier Thornton School of Education: Named in memory of Annsley Frazier Thornton, daughter of Bellarmine benefactor Owsley Brown Frazier, the School of Education offers bachelor’s, master’s, and doctoral degrees, as well as a specialist degree and Rank 1 programs. **Usage:** Use full name on first reference; “School of Education” is acceptable thereafter.

Centers

Center for Community & Professional Education: This center offers a variety of programming, designed to provide intellectual, cultural, personal enrichment, and professional development for learners of all ages. The center houses many of the University’s Professional Development offerings, including non-credit certificate programs, credential and professional exam preparation, corporate training, and workshops and courses. Youth Programming, Veritas Lifelong Learning Society, and Community Enrichment are also offered through the center.

Center for Community Engagement: This center enriches learning and scholarship through mutually beneficial community partnerships that nurture critical reflection, a sense of purpose, and holistic well-being for the global community. The center offers and tracks a variety of service opportunities for the Bellarmine community, including Alternative Spring Break and Days of Service.

Alma Mater:

High Upon a Hill

Words by Dr. Joseph J. McGowan, 1992; music, traditional Southern folk song (*Aura Lee*).

In the city of the Falls, high upon a hill
stands Alma Mater Bellarmine, the pride of Louisville
her scarlet, silver colors true, shine brightly in the sun
and warm our hearts and memories, your daughters and your sons.
The hopes and dreams and values born in our Kentucky home
will stir our hearts and minds and lives wherever we may roam
and as we grow, dear Bellarmine, in the love of truth
Alma Mater Bellarmine, so grows our love for you.

Fight Song:

On, Knights of Bellarmine
Let the halls ring out with voices clear
Let the scarlet and silver

Fly high on the hill
 For all the other schools to see
 Let's give a cheer one and all For
 the school that tops them all For it's
 K - N - I - G - H - T - S
 It's the spirit that ranks the best!

For information on current enrollment, student-to-faculty ratios, etc., see "Bellarmine Fast Facts" at <https://www.bellarmino.edu/news/facts/>.

Major Campus Buildings (with year built and square footage)

Nolen C. Allen Hall: 1974/acquired by Bellarmine in 2001/19,500-square-foot addition completed in 2013; 45,399 sq. ft. total

Built by the Sisters of Charity of Nazareth Health System and known for years as the "NCR Building," it was purchased by Bellarmine in 2001 and was called the 2120 Building and the Bellarmine Office Building ("BOB") until it was renamed in 2012 for Allen, a former Bellarmine trustee, accountant, and philanthropist. The 2013 addition added three floors to a one-story portion in the rear of the building, making way for more classrooms and offices.

Alumni Hall: 1985; 4,847 sq. ft.
 Named in honor of alumni support.

Anniversary Hall: 2001; 58,326 sq. ft.

Named in honor of Bellarmine University's 50th anniversary in 2000, the year in which ground was broken for the building, Anniversary Hall (often referred to as "Anni Hall") is a coeducational student housing building consisting of four floors with rooms arranged in suites. It has a residential capacity of 196 students.

Bellarmino Sports Complex

This 11-acre parcel, purchased in 2015, is adjacent to the **Watterson Medical Center** at 3430 Newburg Road.

George G. Brown Center: 1985; 31,799 sq. ft.

Named for Louisville businessman and philanthropist George Garvin Brown, the building contains **Frazier Hall**, the **University Dining Hall (UDH)**, and **Joseph P. Clayton Hall**. Frazier Hall and Clayton Hall are not separate buildings, but rather spaces within the Brown Center.

W.L. Lyons Brown Library: 1996; 67,585 sq. ft.

The library's namesake is W.L. Lyons Brown Sr., one of Louisville's foremost philanthropists and an executive with the Brown-Forman Corporation.

Centro: 2017; 128,930 sq. ft.

Centro, located at the top of the hill facing Newburg Road, is a campus center comprising the interconnected McGowan Hall, Horrigan Hall, and Treece Hall (designated CNMH, CNHH, and CNTH, respectively, in room numbers). **Usage:** Always "Centro," never "Centro Hall."

- **McGowan Hall** (47,300 sq. ft.), named for former President Joseph J. McGowan, who spearheaded the project, was completed in 2017. It is connected by a light-filled atrium to the renovated Horrigan Hall. **Usage:** "McGowan Hall" is acceptable in all instances; can also be referred to as Centro's McGowan Hall or McGowan Hall in Centro for clarity.
- **Horrigan Hall** (31,700 sq. ft.), built in 1953, was known simply as the Administration Building until 1993, when it was renamed for Bellarmine's founding president, Msgr. Alfred F. Horrigan. Horrigan Hall originally contained 80,580 square feet but was divided during the Centro project into Horrigan and Treece halls. **Usage:** "Horrigan Hall" is acceptable in all instances; can also be referred to as Centro's Horrigan Hall or Horrigan Hall in Centro for clarity.
- **Treece Hall** (48,350 sq. ft.) is named for Fr. Raymond J. Treece, who co-founded Bellarmine College and served as its first vice president and financial officer, then as interim president in 1972-73, between Presidents Horrigan and Eugene Petrik. **Usage:** "Treece Hall" is acceptable in all instances, but because it was created from Horrigan Hall, it is not as well-known as the other two, so using Centro's Treece Hall or Treece Hall in Centro on first reference may help to place it.

Flynn Building: occupied by Bellarmine in 2012; 15,400 sq. ft.

This building, located at 1961 Bishop Lane, is just two miles from the main campus. A shuttle service runs between the main campus and the Flynn Building, which the university leases from an affiliate of the Flynn Group.

Owsley B. Frazier Stadium: dedicated in fall 2007; seats 2,000

The Owsley Brown Frazier Stadium is named for the former executive of Brown-Forman Corporation, a Louisville philanthropist, and Bellarmine Board of Trustees chair emeritus. The artificial field surface is named the **Joseph P. and Janet A. Clayton Field**. The track facilities include an eight-lane track, three long jump pits, two pole vault areas, a high jump pit, and a water steeplechase pool. In May 2010, a throw area was added across Newburg Road that includes two throwing areas for shot put, javelin,

discus, and hammer throws. In 2010, the plaza area of the stadium was named after Jack McGetrick, the founding men's lacrosse coach. The **Jack McGetrick Plaza** houses the locker rooms, concessions, and restrooms for the stadium.

Horrigan Hall: See Centro.

Kennedy/Newman Residence Halls

Kennedy Hall, built in 1965, has 31,799 sq. ft. and was named for President John F. Kennedy. This residence hall is used primarily for women. Its residential capacity is 135 students. Newman Hall, built in 1961, has 24,214 sq. ft. and was named for Cardinal John Henry Newman, the 19th-century theologian whose insights place theology at the heart of the university experience. This hall is used primarily for men. Its residential capacity is 121 students. The two halls are connected.

Knights Hall: 1960/renovated in 2020; 62,580 sq. ft.

Named for our athletic teams, Knights Hall has a seating capacity of 2,283 for sports. It also houses the **Bradford T. Ray Sports Performance Center** and the Athletics and Sports Information offices. Knights Hall received several upgrades in the late 2010s and early 2020s, including new seats, updated locker rooms, new hospitality areas, a new center-hung videoboard, and a new floor with the Knight head re-oriented for TV following Bellarmine's rise to NCAA Division I.

Miles Hall: 1993; 26,500 sq. ft.

Named for contributors Curtis W. and Elizabeth P. Miles.

Norton Fine Arts Complex: Art Building: 1985; 7,928 sq. ft.; Music Building: 1985; 7,798 sq. ft. The Art Building consists of a student art gallery, painting studio, photography dark room, ceramics studio, and a sculpting studio, along with faculty offices. The Music Building features classrooms, labs, and faculty offices for the music faculty. It also contains practice rooms for musicians. Named in recognition of contributions made by Norton Healthcare.

Norton Health Science Center: 2003; 28,525 sq. ft.

The Norton Health Science Center includes state-of-the-art laboratories, faculty offices, and classrooms. Named in recognition of contributions made by Norton Healthcare. This facility connects to **Pasteur Hall**, Bellarmine's oldest building.

Our Lady of the Woods Chapel: 2000; 14,242 sq. ft.

The first free-standing chapel at Bellarmine (previous chapels had been rooms within

larger buildings). Our Lady of the Woods is sometimes referred to as the campus gemstone because of its beauty and striking architecture. Mass is held regularly for students, faculty, staff, and visitors.

Pasteur Hall: 1950/1968; 78,840 sq. ft.

The original campus building. A major addition was added in 1968, and in 2003, the building was connected to the new **Norton Health Science Center**. Pasteur Hall contains many classrooms and science laboratories and is home to several academic departments, including History/Political Science, Mathematics/Computer Science, Psychology, and Sociology.

Petrik Hall: (pronounced PEA-trick) 1990; 36,200 sq. ft.

A six-story residence hall named for Bellarmine's second president, Dr. Eugene V. Petrik, and his wife, Helen. Petrik Hall houses 140 students in apartment-style housing. Each floor features four suites, each containing four bedrooms, two bathrooms, and a common area. Petrik Hall also houses Bellarmine's Department of Housing and Residence Life.

Bradford T. Ray Sports Performance Center: 2017; 5,500 sq. ft.

Named in honor of Bellarmine alumnus and trustee Bradford T. Ray for his leadership and vision for the project. Among the amenities are a wet room with five whirlpools, a private examination room, a four-person taping station, a rehabilitation area, offices for athletic trainers, and a "turf room" that provides student-athletes a 35-yard turfed area to train at full speed. It is one of the first such facilities in college athletics to make use of CuVerro Antimicrobial Copper, which kills more than 95 percent of the bacteria it contacts. The product was used at all touchpoints of the center.

Siena Housing Complex: completed 2011; 165,481 total sq. ft.

The name of this residence hall complex, begun in 2007 and completed in 2011, pays tribute to the Italian heritage of the university's namesake, St. Robert Bellarmine. The Siena Complex consists of four buildings: **Siena Primo**, 38,490 sq. ft., 116 beds and a small café; **Siena Secondo**, 38,877 sq. ft., 145 beds; **Siena Terzo**, 50,028 sq. ft., 128 beds and a 200-seat dining hall, **The Palio**; and **Siena Quarto**, 38,086 sq. ft., 129 beds. The halls surround a green space known as **Arboreto**.

Sport, Recreation and Fitness Center (SuRF): 2001*; 41,765 sq. ft.

Through a special arrangement with Bellarmine, the Campus Tennis Club was created in 1973 with six indoor tennis courts and six outdoor clay courts. It operated as a private tennis club until 2001, when Bellarmine took control of the building. Three of the indoor tennis courts were converted to serve as multi-use courts and an aerobic and

weight-training workout center. In addition to tennis courts and workout space, the SuRF (as students call it) houses the office of the campus nurse.

Treece Hall: See **Centro**.

Watterson Medical Center: acquired in 2018; 80,000 sq. ft.

Bellarmino University entered into a contract in 2018 to purchase the 80,000-square-foot, two-story healthcare facility located at 3430 Newburg Road. Bellarmine's endowment fund paid approximately \$11 million for the building, which opened in 1992, and the surrounding 7.3 acres. The revenue generated through the leases will provide an annual return that supports both the university's operating budget and the endowment. The property adjoins the **Bellarmino Sports Complex**, 11 acres purchased by Bellarmine in 2015. The property currently features a practice facility for Bellarmine's wrestling team, as well as outdoor athletic fields for practice and intramural sports.

Wyatt Center for the Arts: 1985; 14,022 sq. ft.

Named for Wilson W. Wyatt, the former Louisville mayor, Kentucky lieutenant governor, and Bellarmine Board of Trustees Chairman, the center is home to the **Amy Cralle Theatre**, **Anne D. Wyatt Black Box Theatre**, and the **Mr. and Mrs. Edward L. McGrath Art Gallery** (see separate entries).

Grounds, Campus Landmarks, and Points of Interest

(Irvin) Abell Board Room: Conference room on the top floor of **Treece Hall**. It seats 20 people and overlooks the Quadrangle. It is named for Dr. Irvin Abell, a Louisville physician and former member of the Bellarmine Board of Trustees.

Alumni Association Legacy Room: Event space on the top floor of **McGowan Hall**, named in recognition of the support of the Bellarmine University Alumni Association.

Arboreto: Green space in the middle of the **Siena Housing Complex** that includes a landscaped water feature, a small amphitheater, and a fire pit.

(St. Robert) Bellarmine: St. Robert Bellarmine, the university's namesake, was an Italian Jesuit and a Cardinal in the Roman Catholic Church. This bronze sculpture, which stands 10 feet tall and weighs 2,400 pounds, depicts him standing astride Montepulciano, the Tuscan village where he was born. It is located just outside the W.L. Lyons Brown Library in the Quad. The sculpture was gifted by Colleen Liebert in memory of her husband, Dennis Liebert, and unveiled during the university's 60th anniversary in 2010. Sculptor Bob Lockhart, founder of Bellarmine's Art Department,

modeled St. Bellarmine's hands after those of Bellarmine's then-president, Dr. Joseph J. McGowan.

Bellarmino Merton: The sculpture of the famous Trappist monk Thomas Merton located in front of the **Norton Health Science Center** was sculpted by David Kocka and commissioned by Lisa Scherer in memory of her husband Robert R. "Bob" Scherer, Bellarmine Class of 1963. It is just over 10 percent larger than life.

Catie's Café: This café in Siena Primo, which sells basic toiletries in addition to coffee, smoothies and snacks, is named for Saint Catherine of Siena, Italy's patron saint.

St. Francis of Assisi: St. Francis (Francesco di Pietro di Bernardone) is the founder of the Franciscan order, with which Bellarmine University has a long relationship, and the patron saint of ecology and animals. Bellarmine observes the Blessing of the Animals on Oct. 4, the feast day of St. Francis. This life-sized figure in cast concrete was donated in 1963 by Al J. Schneider, then a member of the Bellarmine Foundation and owner of the construction company that built Bellarmine's first structures and developed well-known downtown Louisville buildings, including the Galt House Hotel.

Veritas: Sculpture located in the Quadrangle (between Centro and the W.L. Lyons Brown Library) that features The Bellarmine Knight astride his horse, Veritas (a reference to Bellarmine's motto, *In veritatis amore*). It was created by Bob Lockhart and dedicated in 2000. The sculpture is 13 ½ feet tall. The face of the Knight was based upon Owsley Brown Frazier, longtime patron of Bellarmine and former chair of the Board of Trustees, who commissioned the piece. The sculpture includes many Surrealist touches, such as hidden faces and little creatures, which are described on a plaque on the base.

Café Ogle: Named in recognition of gifts made by the Ogle Foundation, Café Ogle is located in **Treece Hall** and is the "grill" for student dining.

(Amy) Cralle ("CRAW-lee") Theatre: Over the years, the Cralle Theatre in the **Wyatt Center for the Arts** has hosted student plays and recitals as well as scores of public lectures and concerts. Seating capacity is 353. Gifted by Joan Cralle Day of the Cralle Foundation.

(Joshua B.) Everett Board Room: Small conference room located within **Alumni Hall**. It seats 20 and is decorated with memorabilia from Josh Everett, a retired international banker who was the president of the Kentucky Branch of the English-Speaking Union (E-SU) for 25 years, helping to send hundreds of young Kentuckians to study at British universities.

Exploded Cube: Installed in 1970 in the middle of the **Quad**, the exploded cube was designed by Eric O. Swab of General Electric's Appliance Park. Shaped like an angled arch that is 10 feet tall, the carbon-steel structure could be re-assembled in the shape of a perfect cube. Dr. Jack Daly, a beloved Chemistry professor, helped to obtain the \$10,000 in federal funds used to build the piece, which weighs 4 tons.

Fireplace Room: See **Lintner Board Room**.

Frazier Hall: A multi-use facility within **George G. Brown Center** that hosts lectures, dances, dinners and other events, it is named for Ameilia Brown Frazier, a Louisville philanthropist. Frazier Hall also is often rented as a venue for wedding receptions. It has a seating capacity of 700 for lectures and can accommodate 450 for a sit-down dinner.

Gazebo: Located in the **Quadrangle** just outside of Frazier Hall, the Gazebo was a gift from the Bellarmine Class of 2000.

Hilary's: Named for former Bellarmine Dean of Students Hilary Gottbrath, Hilary's is a multipurpose room in the **Treece Hall** portion of **Centro** that is used for a variety of student activities and other events. It has a lecture capacity of 120, and a capacity of 60 for sit-down dinners.

Interfaith Reflection Room: Opened in 2019 on the top floor of the **W.L. Lyons Brown Library**, the room is intended for interfaith prayer, contemplation, meditation and reflection. It contains prayer rugs, cushions for yoga and meditation, religious texts and other prayer aids. It joins an existing interfaith prayer space in **Anniversary Hall** that serves residential students and provides easier access throughout the day, especially for commuters, faculty, staff and campus visitors.

Donna and Allan Lansing Learning Commons: Dr. Allan Lansing, an internationally renowned cardiac surgeon, and his wife, Donna, have been involved with Bellarmine for more than 25 years, helping to develop the campus and its curriculum through the Lansing School of Nursing and Clinical Sciences. In March 2015, Bellarmine dedicated the Donna and Allan Lansing Learning Commons, a comfortable and flexible studying space on the first floor of the **W.L. Lyons Brown Library** featuring a three-dimensional diorama that honors Dr. Lansing's life, career and values. The displayed items, including a bronze bust, were curated from a vast collection of Dr. Lansing's personal papers, photographs and honors that he and his wife donated to Bellarmine. Dr. Lansing received an honorary doctorate from Bellarmine in 1985 and was Knighted in 2004. He served on the Board of Trustees from 1983-2004 (chair, 1987-88).

Lintner Board Room (“The Fireplace Room”): Located in **Treece Hall** and occupying the space that was formerly the fiction room of the old library, the Lintner Board Room features a fireplace with the original Bellarmine coat-of-arms on the mantel. It can seat 40 and was named in honor of Jim ’71 and Kathy Lintner. Jim Lintner is a former chair of the Bellarmine Board of Trustees.

Mason Admissions Theater: Located in **Centro’s McGowan Hall**, the theater is named for James and Norma Mason, the parents of philanthropist and former Bellarmine trustee Angela Mason ’80 and grandparents of Angela London ’15.

(Mr. and Mrs. Edward L.) McGrath Art Gallery: Located in the **Wyatt Center for the Arts**, the McGrath Gallery annually hosts the student art show in April and May, with professional artists exhibiting for the remainder of the year. The gallery also has been used for receptions and dinners. Seating capacity for a dinner is 60. Named for a Louisville insurance executive and former member of the Bellarmine Board of Trustees and his wife.

Angela Merici: The sculpture of the Ursuline Sisters foundress, Saint Angela Merici, just outside the **Wyatt Center for the Arts** in the **Quad** was dedicated in 2003. The work of Bob Lockhart, founder of Bellarmine’s Art Department, the sculpture is significant on Bellarmine’s campus because it serves as a visible sign of Bellarmine’s connection with Ursuline College. The two schools merged in 1968. It was contributed by alumnus Robert Bailey in memory of his wife Patricia Jean Stauble Bailey, who graduated from Ursuline. Students often place coins and other small gifts in Merici’s hands for good luck.

(Thomas) Merton Center: Located on the top floor of the **W.L. Lyons Brown Library**, the Thomas Merton Center is the official repository of Merton’s artistic estate, which includes more than 1,300 photographs and 900 drawings in addition to his writing. The Center archives more than 50,000 Merton-related materials and draws Merton scholars from around the world. Merton Center is acceptable on second reference.

The Carver Center: The Dr. Patricia Carver Center focuses on promoting belonging and success for all Bellarmine students. The Carver Center’s mission is to educate and form students in the dignity of the human person and their responsibility to improve the human condition. It is named for Dr. Patricia Carver, an assistant professor of Business Administration, who made a generous gift to the university.

The Palio: Bellarmine’s second dining hall, this 200-seat cafeteria in **Siena Terzo** is named after a longtime horse race in the Italian city of Siena.

Ponte Juneja: This bridge on Via Cassia was made possible by a gift from Dr.

Mushtaque Juneja '00 MBA, an anesthesiologist and international entrepreneur, and his wife. Two years after earning his MBA from Bellarmine, he was appointed as one of the directors of the newly formed Rubel School Advisory Board and played an instrumental role in its gaining international accreditation.

Private Dining Room: A small dining room located just off the main dining facility in the **George G. Brown Center**. It affords privacy for groups as large as 24.

Quadrangle (“The Quad”): The Maurice D.S. Johnson Quadrangle is named for former chairman of the Board of Trustees. Known by most students simply as “The Quad,” it mostly refers to the covered walkways and the area encompassed by the walkways.

St. Robert’s Gate: 2013; 36 feet (3 ½ stories) high, 45 feet wide, 200 tons. Named for the university’s namesake, St. Robert Bellarmine, this precast concrete arch with a brick finish at the university’s Newburg Road entrance was donated by Bellarmine alumni Nick ’69 and Gincy ’70 Carosi, along with Arban & Carosi, an architectural precast concrete firm in Virginia. It was inspired by then-President Joseph J. McGowan, who noted that grand entrance arches are a feature of the hill towns in Italy’s Tuscany region, including Montepulciano, the hometown of St. Bellarmine.

(Michael E. Hobbs) Service Learning Clinic: Located on the first floor of **Nolen C. Allen Hall**, the Service Learning Clinic is a physical therapy clinic where students get hands-on experience with real patients. It was named in 2013 for Hobbs ’71/’83 MBA, owner and CEO of Engineered Glass Products in Chicago and a Bellarmine trustee who created an endowment for the clinic, making it the nation's first endowed physical therapy service learning clinic.

Science Theatre: Essentially a large lecture hall featuring auditorium-style seating in **Pasteur Hall**. The Science Theatre is used mostly for the lecture portion of natural science classes that also feature a laboratory component. It has a seating capacity of 98.

Transfiguration: This bronze abstract sculpture just outside the glass enclosure on the first floor of the **Norton Health Science Center** was commissioned in 1993 by Richard and Faye Thurman and created by Bob Lockhart. Dick Thurman is a former chair of the Bellarmine University Board of Trustees.

Ursuline Terrace: The patio just outside **Centro’s Horrigan Hall**, facing the **Quad**, was named Ursuline Terrace in 2018 as part of a yearlong commemoration of Ursuline College's merger with Bellarmine College 50 years prior, in 1968, forming the co-educational college that is now Bellarmine University.

(Anne D.) Wyatt Black Box Theatre: When the **Wyatt Center for the Arts** was constructed, the space occupied by the black box theatre was St. Robert's Chapel. After Our Lady of the Woods Chapel was opened, the space was re-tooled for use as a theater and named in honor of Wilson W. Wyatt's wife, Anne D. Wyatt. Since that time, many student plays have been produced and the space is used as a classroom for theater classes. Seating capacity for the theater varies with the production.

1801 Harvard Drive: Now a private residence, 1801 Harvard Drive was the first official address of Bellarmine University and served as the administrative offices until Pasteur Hall opened in 1950.

1804 Princeton Drive: Served as housing for faculty priests from 1950 to 1960; now a private residence.

Street Names

Alumni Drive
 Bellarmine Boulevard
 Franciscan Circle
 Knights Way
 Loftus Circle
 Merton
 Lane
 Seibert Terrace (pronounced SEE-bert) Terrace
 Treece Terrace
 Ursuline Road
 Via Cassia

Pronunciation Guide

Bellarmino (BELL-er-min)
 Cralle (CRAW-lee)
 Petrik (PEA-trick)
 Seibert (SEE-bert)

Style Guide: A-Z Reference

(Note: The Associated Press Stylebook and Libel Manual is the preferred reference book for questions of style. This reference guide focuses on common errors and on instances where the university deviates from AP Style.) In news releases, when AP Style and University Style conflict, it is often appropriate to defer to AP Style.

A

AACSB accreditation: Prestigious accreditation held by the W. Fielding Rubel School of Business. Bellarmine is the first and only private university in Kentucky to be accredited by AACSB International (Association to Advance Collegiate Schools of Business), and only 5 percent of business schools worldwide have earned the distinction. The acronym may be used on first reference, but spell it out somewhere high in the story/news release/blog entry.

abbreviations/acronyms: Should be used sparingly. On first reference within a document, the full name of the program should be stated, followed parenthetically by the acronym. The Academic Resource Center (ARC) was established in 1996. Do not add an apostrophe, unless using the term as a possessive. RAs are located on all floors of the residence halls. The ARC's mission is to help students succeed.

academic degrees: Lowercase with an apostrophe in their short forms. Examples: bachelor's degree, master's degree, bachelor of arts degree, master of arts degree. Exception: associate degree (it does not "belong" to an associate). Abbreviated "B.A.," "M.A.," "M.S.," but "MBA." A "master's degree" or a "master's" is acceptable in any reference.

academic courses: In a departure from AP Style, the names of majors and minors are capitalized in all instances. Example: She is majoring in Sociology with a minor in Anthropology.

academic titles: Avoid abbreviations by using phrases such as she has a doctorate in psychology or he has a bachelor's degree in accounting.

admission/admissions: The official name for the Bellarmine University division that recruits students is the Office of Admission.

advisor: AP suggests using "adviser," but on this college campus the overwhelming choice is to use the "advisor" spelling, which is also correct; therefore, consistently the campus should use the "or" spelling.

ages: Always use figures. 5-year-old boy. The woman is in her 30s (no apostrophe). The boy, 6, has a sister, 12.

alumni/alumnus/alumnae/alumna: Alumni is a plural term meaning graduates from a particular institution. Specifically, it is a term that is used for male graduates. Alumnae is the plural term meaning female graduates. Alumnus is singular term meaning a male graduate, and alumna is the singular term for a female graduate.

To avoid gender issues, use “graduate” or “graduates” when appropriate.

apostrophes (’): Apostrophes are used ONLY to show possession or indicate missing letters (or numbers). Do not use apostrophes to make a word plural. To avoid the confusion created by plural possessives, follow these Associated Press guidelines: Plural nouns not ending in “s”—Add ’s. The alumni’s contributions, women’s rights. Plural nouns ending in “s”—Add only an apostrophe. The girls’ toys, states’ rights. Nouns plural in form, singular in meaning—Add only an apostrophe. Mathematics’ rules. Nouns the same in singular and plural—Treat them the same as plural, even if the meaning is singular. The lone moose’s antlers.

ASUN: The athletic conference whose invitation allowed Bellarmine to rise from NCAA Division II to NCAA Division I on July 1, 2020. ASUN is acceptable in all uses although Atlantic Sun Conference is preferred on first use. All Bellarmine NCAA teams compete in this conference except field hockey and wrestling.

assure/ensure/insure: “Assure” someone that something will happen, “ensure” that something will happen, and “insure” your car and home.

B

Bellarmino College of Arts and Sciences: Home to the arts and science programs at Bellarmine University, the official name is Bellarmine College of Arts and Sciences.

Bellarmino College/Bellarmino University: On Sept. 14, 2000, Bellarmine College became Bellarmine University, therefore, Bellarmine should always be identified as Bellarmine University: He graduated from Bellarmine University in 1990. When referring to Bellarmine as simply “the university,” use the lowercase “u.” The same rule applies to schools, departments, etc. If it’s not the proper name, it’s lowercase.

Black: Capitalize when referring to Black in a racial, ethnic or cultural sense, conveying an essential and shared sense of history, identity and community among people who identify as Black, including those in the African diaspora and within Africa. The lowercase black is a color, not a person. We will also continue to follow AP style in lowercasing the term white in racial, ethnic and cultural senses.

C

capitalization: A common mistake is capitalizing a person’s title. The rule is to lowercase a title unless it is used as part of a proper name. Bellarmine President Susan M. Donovan said today... Dr. Susan M. Donovan, president of Bellarmine University, said today...

Proper names with a common noun: As a rule, lowercase the noun and capitalize proper adjectives. The accident occurred at the intersection of Elm and Oak streets. The state issued grants to Jefferson, Oldham and Shelby counties. In a departure from AP Style, the names of majors and minors are capitalized in all usages.

colon (:) : The most frequent use of a colon is at the end of a complete sentence to introduce lists, tabulations, texts and other items. Colons go outside quotation marks unless part of the quotation itself. The colon is effective in giving emphasis. There is only one space after a colon. Example: He had only one obsession: golf. Items in a bulleted or numbered list following a colon should not be separated by a semicolon or end with a period unless they are complete sentences. Listings should follow the correct format:

1. letters
2. memos
3. reports

College of Health Professions: The College of Health Professions includes two schools, the **Donna and Allan Lansing School of Nursing and Clinical Sciences** and the **School of Movement and Rehabilitation Sciences**.

comma (,) : In a simple series of items separated by “and” or “or” in a sentence, always use a comma before the final item in the series (known as the “Oxford” comma). This ensures clarity and consistency across all written materials. Commas may separate two complete sentences, but not sentence fragments. Example: The elevators in the building were not working, and we were not able to walk to the 19th floor. The escalators were installed in 1920 by Jones Contracting and renovated in 1965.

commonwealth: Kentucky is one of four commonwealth states in the United States. (The others are Virginia, Massachusetts and Pennsylvania.) Commonwealth is capitalized only when used as part of a proper name such as the “Commonwealth of Kentucky.” The issue may be avoided completely by simply using the word “state.”

compose/comprise: Use “comprise” in the active voice and “compose” in the passive voice. (The board comprises/the board is composed of). Since shorter is better, the former is preferable.

composition titles: Place the names of books, magazines, television programs, play titles, song titles, opera titles, poem titles, lecture titles in italics (avoid underlining text). Quotation marks should be placed around subjects such as chapters of books or magazine articles.

continual/continuous: Continual describes a steady repetition. Continuous means uninterrupted, unbroken. Think of the “a” in “continual” as meaning again and again, and the “o” in “continuous” as meaning on and on without interruption.

courtesy titles: AP Style suggests using no courtesy titles (Mr., Mrs., Dr., etc.), but that rule is designed for news writing. For most communication applications at Bellarmine (emails, etc.), the use of courtesy titles is appropriate. In news stories on the web, news releases and in publications such as Bellarmine Magazine, AP Style should be followed. Do not “stack” titles—for instance, **President Dr.** Susan M. Donovan. Use either President Susan M. Donovan or Dr. Susan M. Donovan, president of Bellarmine University.

criteria: Plural. The singular is “criterion.”

D

dashes/hyphens: Use dashes to indicate an abrupt change in thought in a sentence. Hyphens are joiners. Use a hyphen for clarification or to form a single idea from two or more words. When a compound modifier (two or more words that express a single concept) precedes a noun, use hyphens to link all the words in the compound: a full-time job; a know-it-all attitude.

dates: Use month, day and year when referring to a specific date in text or on a dateline. In publication copy, abbreviate months with more than five letters in their name: March 22, 2014; Dec. 25, 2014. In correspondence, months are always spelled out. If just the month and year are used, they are not separated by a comma and the month is written out: July 2014, December 2014. When citing a specific year in the abbreviated form, it is acceptable to use an apostrophe before the date: '90s (not 90's). When referring to a school year, use this format: the 2013-14 school year. Follow the year with a comma when a full date is used in a sentence: On Nov. 13, 2014, the program will be abolished. While commonly used in correspondence, the year is not needed in the body of an article unless it refers to the past or future.

dean's list: Proper reference.

disinterested/uninterested: Disinterested means impartial. Uninterested means a person lacks interest.

districtwide/statewide/countrywide: Proper reference.

Division I: Since July 1, 2020, all of Bellarmine's athletic teams play in this NCAA division. Second reference: DI or D-I (not D1 or D-1). Only men's lacrosse was DI prior

to 2020; the other teams were NCAA Division II.

dollars and cents: Use figures preceded by the \$ symbol. Use a decimal point to show cents only when there is an exact figure of less than \$1. To show amounts in millions, use the \$ sign and up to two digits to the right of the decimal: \$4; \$10.56; \$200,000; \$3.25 million. In cases where words and numeral are used, avoid splitting the numeral and word at the end of a line: The cost of the project will be \$3 million.

E

earmark: One word.

effect/affect: Effect, when used as a noun, means result. "The rule had the effect of reducing waste." As a verb, it means to cause. "He effected a change to reduce waste." Affect, when used as a verb, means to influence. "The rain affected voter turnout."

e.g., i.e.: e.g. means "exempli gratia" or "for example"; i.e. means "id est" or "that is to say." These terms tend to confuse the average reader and can be avoided by rewording sentences.

ellipsis (...): An ellipsis consists of three periods. It is used to indicate the omission of words in condensing quotes, texts and documents. Be especially careful to avoid deletions that would distort the meaning. An ellipsis may also be used to indicate a pause or hesitation in speech, or a thought that is not completed. Example: "Oh!" she exclaimed, when she saw him at the party after all. "I thought..." If the words that precede an ellipsis constitute a grammatically complete sentence, either in the original or in the condensation, place a period at the end of the last word before the ellipsis. Follow it with a regular space and an ellipsis: I no longer have a strong enough political base. ...

When the grammatical sense calls for a question mark, exclamation point, comma or colon, the sequence is word, punctuation mark, regular space, ellipsis: Will you come? ...

When material is deleted at the end of one paragraph and at the beginning of the one that follows, place an ellipsis in both locations.

QUOTATIONS: In writing a story, do not use ellipses at the beginning and end of direct quotes:

"It has become evident to me that I no longer have a strong enough political base," Nixon said.

Not "...it has become evident to me that I no longer have a strong enough political base... ," Nixon said.

email: Not e-mail. (But e-book, e-business, e-commerce.) When an email address is placed at the end of a sentence, the period could be misinterpreted as a "dot" to be included in the address. When possible, avoid this problem by placing the address in the middle of the sentence: Enter www.bellarmino.edu to visit Bellarmine University's homepage.

every day (two words) is an adverb, while **everyday** (one word) is an adjective. Everyone is used to mean all persons. It's two words (every one) if describing each individual item.

F

farther/further: Farther refers to physical distance, and further refers to an extension of time or degree ("further from the truth").

federal: Lowercase, except as part of a title, like the Federal Reserve.

Frazier Thornton School of Education, Annsley: Home to all of Bellarmine's Education programs, the school is named in honor of a Bellarmine contributor. The full name, Annsley Frazier Thornton School of Education, should be used on first reference; School of Education is fine in subsequent references. Note that "Thornton School" or "Thornton School of Education" is NOT acceptable.

freshman/freshmen: At Bellarmine, the preferred usage is "first-year." Example: She is a member of the first-year class; she is a first-year Communication major; he is a first-year. Freshman is singular and freshmen is plural. Because the plural is formed without an "s," confusion often arises on which term to use. An easy solution to overcome this confusion is to simply substitute a different class rank. Example: You wouldn't say, "she is the president of the juniors class;" you would say "junior class." So it would be the freshman class.

full-time/full time: The use of the hyphen indicates that the term is being used as a compound modifier: She is a full-time student. He teaches full time in the biology department. Also: part-time and part time.

fundraiser/fundraising: One word.

G

graduating class: When referring to a specific graduating class, the “c” is capitalized: Bellarmine University’s Class of 2020, the Class of 1963. When designating a graduate, the year is abbreviated, with a single close quote before it: Joe Schmo ’84. If Mr. Schmo earned bachelor’s degrees in two different years, it’s Joe Schmo ’84/’86. If he earned a bachelor’s and an advanced degree at Bellarmine, it’s Joe Schmo ’84/’86 MBA (or MAC, etc.). If the subsequent degrees (or the undergraduate degree) isn’t from Bellarmine, do not include those years; you can mention it in the narrative: Joe Schmo ’84, who later earned an MBA from the University of Louisville, is a prominent accountant.

Guarnaschelli Lecture Series: This lecture series is designed to bring leading arts and humanities speakers to the Louisville community. It is made possible by a grant from Dr. John and Marty Guarnaschelli of Louisville. The lecture is free and open to the public. Notable Guarnaschelli lecturers have included Salman Rushdie, Isabel Allende, U.S. Poet Laureate Billy Collins, James Dickey, Gwendolyn Brooks, George McGovern, Norman Mailer, Joyce Carol Oates and Ken Burns.

H

headlines: For **news releases and stories in the printed Bellarmine Magazine**, follow AP Style: Capitalize only the first word and proper nouns. Follow story style in spelling but use numerals for all numbers and single quotes for quotation marks. (Punctuation exceptions: no periods for US, UK, and UN and the states abbreviated with two capital letters, NY, NY, NH, NM, NC, SC, ND, SD, and RI. Also DC.) All other states retain their periods in headlines; for example, Ky., Ind.)

In headlines for **online stories and blog entries**, capitalize all words.

homepage: One word.

hyphen: In general, a hyphen is used to join compound modifiers, two-thought compounds, and compound proper names and adjectives. It also is used in prefixes and suffixes to avoid duplicated tripled consonants (shell-like). See also dashes/hyphens. Due to common usage and dictionary preferences, hyphens are no longer required for double-e combinations with pre- and re- prefixes. This includes words such as preeminent, preexisting, reemerge and reenact. Exceptions: re-elect, re-election.

I

impact/impactful: While impact is grammatically both a verb and a noun, our preference is to avoid using it as a verb. “Your gift impacts our students” sounds a bit like they are being struck by a meteor. Try “affect” or “influence.” And avoid impactful at all costs. It is really a word, but it’s not a good one; substitute a synonym such as

influential, powerful or effective.

In veritatis amore: Bellarmine’s motto. Only “in” is capitalized; phrase is in italics.

internet: No longer capitalized.

irregardless: Regardless of the fact that Merriam-Webster affirmed this as a word in 2020, we will not use it except in a direct quote, as “regardless” means the same thing.

italics: In a break from AP Style, use italics for most titles (see Composition Titles). Most foreign words or phrases are also italicized. Example: *quid pro quo*, *In veritatis amore*. Do not italicize the phrases indicating academic honors, which are also always written in lowercase: cum laude, magna cum laude, summa cum laude.

J

judgment: Preferred spelling.

K

Knights Hall: No apostrophe. See “Buildings” entry under Facts and Figures.

Knights Field: No apostrophe.

L

Lansing Learning Commons: A flexible studying space on the first floor of the W.L. Lyons Brown Library. (See listing in “Facts and Figures” chapter.)

Lansing School of Nursing and Clinical Sciences, Donna and Allan: Part of the **College of Health Professions**, along with the **School of Movement and Rehabilitation Sciences**. On first reference, use the full name of the school: The Donna and Allan Lansing School of Nursing and Clinical Sciences announced the creation of a new program. On subsequent references, “Lansing School” or “School of Nursing and Clinical Sciences” are acceptable. The use of an ampersand (&) also is acceptable within the name of the school. The Lansing School is home to health sciences (Medical Laboratory Science, Respiratory Therapy and Radiation Therapy) and Nursing, including degree programs at the bachelor’s, master’s and doctoral level.

lifelong: One word. Also: daylong, monthlong, weeklong and yearlong.

lists: Do not use numbers within a narrative. You may separate the items with commas or semicolons or place them in a bulleted or numbered list.

Example: The caller asked for three pieces of information:

1. the total number of school districts.
2. the total number of public school teachers.
3. the average teacher salary.

login vs. log in: Login (one word) is a noun and does not need a hyphen. Logon and logoff also do not require a hyphen. Log in (two words) is a verb. Example: You will need to change the login before you can log in to someone else's computer.

longtime/long time: Longtime is an adjective (They were longtime friends). Long time is a noun (It took a long time to finish the exam).

M

Merton Center: Officially the Thomas Merton Center. (See listing in "Facts and Figures" chapter.)

N

NCAA: NCAA is acceptable in all references for National Collegiate Athletic Association. Since July 1, 2020, all of Bellarmine's NCAA sports teams compete in Division I, or DI or D-I on second reference (NOT D1 or D-1). All are members of the Atlantic Sun Conference (ASUN) except: field hockey (Mid-American Conference) and wrestling (Southern Conference/SoCon). Sprint football, a non-NCAA sport, competes in the Midwest Sprint Football League.

none: Essentially, none is short for "not a single one," and, therefore is singular and takes a singular verb: None of the students is going to graduate on time. Occasionally none takes a plural verb when "none" is used to mean "no two." None of the consultants agree what should be done.

numbers/numerals: Spell out most whole numbers below 10. Use figures for 10 and above: five, nine, 15, 650. In amounts more than a million—unless the exact amount is essential—round off up to two decimal points. Write out the word million, billion or trillion, and use numbers in all but casual uses: \$31.25 million, \$4 million, a \$25.6 million investment, a million bucks. Always include the words million, billion or trillion when giving ranges: "The project could cost \$35 million to \$41 million," not \$35-\$41 million. Always use figures when referring to ages and grades: Smith, who just turned 21 last week, graduated with a 2.7 grade point average.

When numbers must be spelled out, use a hyphen to connect only two-digit numbers twenty-one through ninety-nine. Don't use either a hyphen or the word "and" when

spelling out numbers in the hundreds and thousands: fifty-two, fifty-two thousand, fifty-two million, nineteen fifty-two, one hundred fifty-two students, two thousand fifty-two trips, two thousand two.

Also, spell out ordinal numbers first through ninth when they show sequence in time or place: first base, Third Avenue. Exceptions include county, legislative and congressional districts: She lives in the 2nd District.

Most ordinal numbers 10th and above (21st, 215th and so on) are usually not spelled out. When particular ordinals must be spelled out, use a hyphen to connect two-digit numbers twenty-first through ninety-ninth: twenty-fifth anniversary.

Avoid beginning a sentence with a number. If unavoidable, spell it out. Also, spell out casual expressions: thanks a million, a thousand bucks.

O

online: One word, no hyphen, in all uses.

over/more than: Over usually refers to one thing being above another thing: The plane flew over Bellevue. More than is preferred when using figures, numbers (except ages) and amounts: More than 300 people attended the meeting. The document had more than 40 pages. Over is less awkward in describing ages: He is over 40.

P

parentheses: Use sparingly as they generally interrupt the reader. There are occasions when they are the only effective way to insert necessary or background information. Place a period outside a closing parenthesis if the material inside is not a sentence (such as this sentence fragment). (An independent parenthetical sentence such as this one takes a period before the closing parenthesis.)

percentages: Use figures and spell out the word “percent.” Enrollment is up 8 percent. Repeat percent with each individual figure: Enrollment is expected to grow between 8 percent and 12 percent. EXCEPTION: Use the percent sign (%) in graphics, tables, etc.

periods (.): Do NOT use a double space after a period. This is a holdover from Ye Olde Typewriter Days, when spaces between words were often uneven. Use just one space.

perspective/prospective: Sometimes confused. A noun, perspective is “a person’s way of thinking about things,” “a person’s point of view,” and “a method of drawing that shows distance and depth.” An adjective, prospective describes someone who’s likely

to do a particular thing or something that's expected or likely to happen.

phone numbers: The preferred style for typing phone numbers is to separate the different sections with periods: (502) 452-8000 (example).

policymaker/policymaking: Each is one word, not hyphenated.

possessives: See "apostrophe" entry.

postsecondary: Use as one word.

pronouns and gender-neutral language: In most stories, gender is unnecessary except that personal pronouns such as *he* and *she*, *his* and *hers*, and *him* and *her* often help readability when used on second reference. Use of *they*, *them* or *their* as a singular pronoun is preferred when gender is neutral, unknown or requested by the subject of the writing. Example: When a student isn't sure about the syllabus, they should ask their professor. Always use a person's pronouns of choice when known.

When possible, avoid gender-biased language. Instead of *mailman*, for instance, use *postal carrier* for both women and men. Similarly, for groups of people, use non-gendered words such as *colleagues*, *associates*, *staff members* or *faculty* rather than a limiting phrase such as *boys and girls* or *ladies and gentlemen*.

When using gender-specific language, use parallel treatment for men, women and non-binary people. Avoid using *female* or *male* as nouns. Use them in a parallel manner as adjectives.

The most common might be the use of *they*, *them* and *their* as singular pronouns. Writers may use non-gendered pronouns at the request of a subject.

Even when not using pronouns, use words that do not assume gender in job titles, such as chair instead of chairman, police officer instead of policeman, staff instead of manpower, first-year students instead of freshmen, etc.

premier/premiere: Premier means foremost or first in importance. It also is a government title that was used primarily in the former Communist nations in Eastern Europe. Premiere means a first performance.

Presidents' Day: Apostrophe after the "s." Not President's Day.

Q

question mark (?): Direct questions always take question marks: Who is going with the reporter? Did Samuel ask you if you were going? Indirect questions never take question marks: She would like to know who is going with the reporter. For multiple questions, either use a single question mark at the end of the complete sentence: Did Josephine plan the project, manage the budget and supervise the staff? Or stress each element by breaking up the sentence: Did Josephine plan the project? Manage the budget? Supervise the staff? The question mark replaces the comma normally used when attributing a quotation: “Who is going with the reporter?” she asked. The question mark may go inside or outside quotation marks depending on the meaning: Who wrote “Everybody’s Got Something to Hide Except Me and My Monkey”? She asked, “How long will it take?” Also, use a single question mark, inside the quotation mark, in sentences like this: Did you hear him say, “Who ate all the doughnuts?”

quotation marks (””): Put quotation marks around direct quotations: “No comment,” the director said. The manager said, “Complete your time sheets by the end of the day Thursday.” If a full paragraph of quoted material comes before another paragraph that continues the quotation, do not put quotation marks after the first paragraph. But do put quotation marks before the second paragraph. Also, put quotation marks around single words or terms for the following uses, but don’t overdo it: to suggest irony or a double entendre, as in the “tycoon” turned out to be a pauper; to note an unfamiliar or unusual term on first reference; and to refer to a word as a word, He tried to explain what he meant by “knowns” and “unknowns” (or use italics instead). Avoid putting single words or terms in quotation marks to draw attention to them as slang, informal or cute.

quotations within quotations: Use single quotation marks for passages contained within a direct quotation (“She said, ‘Ouch!’”).

quotation punctuation: The period and comma always go within the quotation marks. The dash, question mark and exclamation point go within the quotation marks when they apply to the quoted matter only. Colons and semicolons go outside quotation marks.

R

renown/renowned: Commonly confused. Renown is a noun and synonym for fame, distinction, prestige and eminence. Renowned is an adjective and synonym for famous, notable, celebrated and distinguished. Reknown and reknowned are misspelled words.

Rubel School of Business, W. Fielding: The W. Fielding Rubel School of Business contains the accounting, business administration and economics departments. On first reference use the full name: W. Fielding Rubel School of Business earned AACSB accreditation. In subsequent references, “School of Business” or “Rubel School” are

acceptable.

RSVP: The abbreviation for the French *respondez s'il vous plait*, it means, "Please reply." To avoid confusion, miscommunication, disappointment and frustration, use "Please reply" instead. If you must use RSVP, don't use periods between the letters and don't put a redundant "please" in front of it.

S

School of Movement and Rehabilitation Sciences: One of two schools in the College of Health Professions, along with the **Donna and Allan Lansing School of Nursing and Clinical Sciences**. The School of Movement and Rehabilitation Sciences is home to the departments Exercise Science, Athletic Training and Physical Therapy, with degrees at the bachelor's, master's and doctoral level.

semicolon (;): The semicolon has three main uses:

To separate parts of a series when at least one item in the series also has a comma. A semicolon also goes before the final "and" in such a series: Attending were Tina Lopez, 223 Main St.; Ron Larson, 1414 Broadway; and Robert Zimmerman, 1976 E. Pine St.

To link two (or more) closely related statements that could stand alone as independent sentences (or clauses): The train arrived on time; the passengers were overjoyed. If a coordinating conjunction such as and, or, but or separates the two independent clauses, a comma would replace the semicolon: The train arrived on time, and the passengers were overjoyed.

Between two independent clauses when the second clause begins with transition words such as therefore, however, thus and for example: The department had planned to drop the service; however, overwhelming customer demand persuaded officials to keep it. Place semicolons outside quotation marks. Put only one space after a semicolon.

state names: Spell out the names of the 50 states when they stand alone or are used in conjunction with a city or town in text. Examples: I am from Kentucky. Bellarmine is in Louisville, Kentucky.

Always spell out Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah in text. (Memory trick: Always spell out the two non-contiguous states—Alaska and Hawaii—and the six states inside the U.S. that have five letters or less.)

When punctuating state names, you should place a comma between the city and state, and another comma after the state name, unless the state name is ending the sentence or indicating a dateline. Example: The team drove to Evansville, Indiana, for

the game.

When applicable, use “New York state” to differentiate the state of New York from New York City, and “state of Washington” or “Washington state” to differentiate the state from the District of Columbia.

Use state abbreviations in datelines (Louisville, Ky.—News release begins here); in lists, tabular material, editor’s notes and credit lines; and in short-form listings of political party affiliation: D-Mich., R-Ind., I-Conn.

When citing a full address, use the postal abbreviation. Example: Bellarmine University, 2001 Newburg Road, Louisville, KY 40205. (Note there is no comma after the state abbreviation.)

In headlines, do not use periods for the states that are abbreviated with two capital letters (NY, NJ, NH, NM, NC, SC, ND, SD, RI). The other states do take a period when appearing in headlines (Ky., Ind., etc.).

Find a list of the AP Style state abbreviations (with postal code abbreviations in parentheses) following this A-Z section.

stationary/stationery: To stand still is to be stationary. Writing paper is stationery. Memory tip: Both stationery and paper contain er.

T

that/which/who/whom: That is the defining, or restrictive, pronoun for essential clauses: The camera that is broken is in the shop (tells which one). Which is the nondefining, or nonrestrictive, pronoun for nonessential clauses: The camera, which is broken, is in the shop (adds a fact about the only camera in question). In the examples above, note the correct use of commas: “Which” clauses are always set off with commas (or sometimes dashes or parentheses), and “that” clauses aren’t. Essential that clauses cannot be cut without changing the meaning of a sentence.

In addition, “that” is the preferred pronoun to introduce clauses that refer to an inanimate object: Greg remodeled the house that burned down Friday. “Which” is the only acceptable pronoun to introduce a nonessential clause that refers to an inanimate object: The house, which Greg remodeled, burned down Friday. When an essential or nonessential clause refers to a human being or something with human qualities (such as a family), introduce it with who or whom. Sheila, who had a 4.0 grade point average, was the valedictorian.

theater/theatre: The AP preferred spelling is theater. We use this spelling in generic references to theater (“I’m going to see a play at the movie theater”) but use “theatre” in the name of the academic program (Bellarmino Theatre Program) and in names of campus venues (Black Box Theatre, etc.).

time: Lowercase and use periods for a.m., p.m. Use numerals except for noon and midnight. Don’t use 12 p.m. or 12 a.m. (In Latin, a.m. stands for ante meridiem, or “before noon,” and p.m. stands for post meridiem, or “after noon.”) Times on the hour do not take zeros. Use a colon to separate hours from minutes: 2:15 p.m., 7 a.m., not 7:00 a.m. Here’s the style for giving ranges of time: The hours are 9:30-11 a.m. and 6-8 p.m. (or 9:30 to 11 a.m. and 6 to 8 p.m.). Avoid redundancies such as 12 noon or 12 midnight and 8:30 a.m. this morning or 8:30 p.m. Monday night. Instead, use noon, midnight, 8 a.m. today, 8:30 p.m. Monday. The construction 2 o’clock in the afternoon is acceptable but wordy.

toward: Proper reference. Do not use towards. (Related: It’s backward, not backwards.)

T-shirt: Not tee shirt. (So named because it resembles the letter T when spread out.)

U

undergraduate student: Redundant. Simplify. Drop student or be more specific: first-year, sophomore, junior, senior.

underway: One word in all instances.

university: Capitalize only as part of a proper name. Bellarmino University has a strict policy regarding smoking. The university does not allow smoking in any public area.

U.S.: The abbreviation for United States may be used in all references. Use periods between the letters.

V

versus: Spell it out in ordinary speech and writing: They discussed the proposal to revamp Medicare versus proposals to reform Medicare and Medicaid at the same time. However, in short expressions, the abbreviation vs. is permitted: The treatment options of surgery vs. radiation were discussed. Never use “v.”

W

web: Short form of World Wide Web. The web is not the same as the internet, but is a subset; other applications, such as email, exist on the internet. The web is a service, or set of standards, that enables the publishing of multimedia documents on the

internet. Also, website, webpage, webcam, webcast and webmaster.

workforce: One word. Also workbook, workday, workhorse, workout, workplace, workweek and workstation (but consider the simpler word “desk”).

worldwide: One word.

who/whom: Often confused. Who does something, and whom has something done to it. Use whom when someone is the object of verb or preposition: The man to whom the car was rented did not fill the gas tank. Whom do you wish to see? A preposition (such as to, at, by, for, from, in, toward, upon and with) often comes just before whom: Who does something to whom. Who is the word in all other uses, especially when someone takes an action as the subject of a sentence, clause or phrase: The man who rented the car did not fill the gas tank. Who is still here? To test for correctness: Who equals he, she or they while whom equals him, her or them. Replace who or whom in the sentence with one of those pronouns. If it sounds wrong, it probably is.

Wyatt Lecture: The Wilson W. and Anne D. Wyatt Lecture was founded in 1990 by the former Louisville mayor and Kentucky lieutenant governor and his wife to bring to Bellarmine and the Louisville community speakers of national and international prominence in the area of politics and government. It is free and open to the public. Past lecturers include former prime minister Edward Heath, television news journalist Andrea Mitchell, and Pulitzer Prize-winning journalists Bob Woodward and Seymour Hersh.

X

X-ray: Always capitalize the X and use a hyphen.

Y

year-end: Hyphenate both the adjective and the noun. But year’s end.

yearlong: One word.

year-round: Always hyphenate.

years: Use numerals without commas: In 2004 a disastrous earthquake hit the region. Use an s without an apostrophe to show spans of decades or centuries: 1790s, 1900s, ‘90s. Years are the one exception to the rule against beginning a sentence with numerals: 2020 was a wacko year. If it’s necessary to spell out a year, avoid using “and” within the number: two thousand one, nineteen sixty-eight.

year to date: No hyphens unless used as an adjective: year-to-date enrollment.

Except for charts and graphs, avoid abbreviating as YTD. Also, consider using the simpler “so far” instead of year to date.

Z

ZIP code: Use all caps ZIP and lowercase code. ZIP is an acronym for “Zoning Improvement Plan.” Do not use a comma to separate the digits of a ZIP code from the state. Example: Bellarmine University, 2001 Newburg Road, Louisville, KY 40205.

State Abbreviations and Postal Abbreviations

Alabama: Ala. (AL)
 Arizona: Ariz. (AZ)
 Arkansas: Ark. (AR)
 California: Calif. (CA)
 Colorado: Colo. (CO)
 Connecticut: Conn. (CT)
 Delaware: Del. (DE)
 Florida: Fla. (FL)
 Georgia: Ga. (GA)
 Illinois: Ill. (IL)
 Indiana: Ind. (IN)
 Kansas: Kan. (KS)
 Kentucky: Ky. (KY)
 Louisiana: La. (LA)
 Maryland: Md. (MD)
 Massachusetts: Mass. (MA)
 Michigan: Mich. (MI)
 Minnesota: Minn. (MN)
 Mississippi: Miss (MS)
 Missouri: Mo. (MO)
 Montana: Mont. (MT)
 Nebraska: Neb. (NE)
 Nevada: Nev. (NV)
 New Hampshire: N.H.
 (NH) New Jersey: N.J.
 (NJ) New Mexico: N.M.
 (NM) New York: N.Y. (NY)
 North Carolina: N.C. (NC)
 North Dakota: N.D. (ND)
 Oklahoma: Okla. (OK)
 Oregon: Ore. (OR)
 Pennsylvania: Pa. (PA)
 Rhode Island: R.I. (RI)

South Carolina: S.C. (SC)

South Dakota: S.D. (SD)

Tennessee: Tenn. (TN)

Vermont: Vt. (VT)

Virginia: Va. (VA)

Washington: Wash.

