WRITERS’ STYLE GUIDE
Johnson University
August 2009, Revised September 2011, Revised May 2014

TABLE INTRODUCTION .................................................................................................................. 4

UNIVERSITY IDENTITY ..................................................................................................................... 4

   NAMES .......................................................................................................................................... 4
   ACCREDITATION.......................................................................................................................... 5

ACADEMICS AND JOHNSON SPECIFIC ITEMS .............................................................................. 5

   ACADEMIC DEGREES.................................................................................................................. 5
   ACADEMIC DEPARTMENTS........................................................................................................ 6
   ACADEMIC MAJORS AND COURSES......................................................................................... 7
   ADMINISTRATIVE OFFICES......................................................................................................... 7
   ALUMNI .......................................................................................................................................... 7
   ALUMNI ABBREVIATIONS ........................................................................................................... 7
   BOARD OF TRUSTEES ................................................................................................................... 8
   BUILDINGS ..................................................................................................................................... 8
   CABINET ....................................................................................................................................... 8
   CAMPAIGNS ................................................................................................................................. 8
   COMMENCEMENT ...................................................................................................................... 8
   COMMITTEES ................................................................................................................................ 8
   COUNCIL OF SEVENTY .............................................................................................................. 9
   DEAN’S LIST ................................................................................................................................. 9
   HOMECOMING ........................................................................................................................... 9
   HONORS ....................................................................................................................................... 9
   ROOMS ......................................................................................................................................... 9
   SEMESTERS ................................................................................................................................... 9
   STUDENT CLASSIFICATIONS ..................................................................................................... 9
   TITLES—SEE “CAPITALIZATION” ................................................................................................... 9

ABBREVIATIONS ................................................................................................................................ 9

   A.D. AND B.C. IN UNIVERSITY PUBLICATIONS ......................................................................... 10
   ADDRESSES ............................................................................................................................... 10
   COMPANY NAMES ....................................................................................................................... 10
   CONTRACTIONS .......................................................................................................................... 11
   NAMES ......................................................................................................................................... 11
   STATES ......................................................................................................................................... 11
   U.S./UNITED STATES ..................................................................................................................... 11

BIBLE DESIGNATIONS (FROM SBL HANDBOOK OF STYLE) ............................................................. 12

CAPITALIZATION ............................................................................................................................. 13

   ADDRESSES ............................................................................................................................... 13
   CENTURY ...................................................................................................................................... 13
   CHRISTIAN TERMS ....................................................................................................................... 13
   FAX ................................................................................................................................................ 14
   GOVERNMENT ............................................................................................................................. 14
   HYPHENATED WORDS IN TITLES ............................................................................................... 14
   NOUNS WITH NUMBERS OR LETTERS ....................................................................................... 15
   QUOTATIONS ............................................................................................................................... 15
   RACE ............................................................................................................................................ 15
## of Contents

| TYPE CHAPTER TITLE (LEVEL 2)                                                                 | Page |
|==============================================================================================|------|
| Type chapter title (level 2)                                                                 | 5    |

| TYPE CHAPTER TITLE (LEVEL 1)                                                                 | Page |
|==============================================================================================|------|

| TYPE CHAPTER TITLE (LEVEL 2)                                                                 | Page |
|==============================================================================================|------|

| Type chapter title (level 3)                                                                 | 6    |
INTRODUCTION

Every Johnson University publication can be more effective if it reflects consistency and clarity in its messages. We advocate using a clear, consistent, contemporary style of writing in every non-academic document or publication that comes out of Johnson University. This guide will not answer all of your questions but will give you a foundation upon which to base your writing decisions. It will also help you improve the clarity and consistency of documents and publications coming out of your office or department.

In the following document, these guidelines are followed:

Words used as words are italicized. For example: In a formal title use company, not co.

Wrong is italicized in examples so the reader will recognize that it is not correct.

There are some exceptions to these guidelines for the Johnson website, especially in the greater use of abbreviations.


We appreciate your cooperation in using these guidelines. Campus-wide consistency in writing style builds the credibility of our publications and greatly enhances our audience’s understanding of Johnson University.

If you have corrections or additions to suggest to this style guide, please email Sharon Ford (sford@JohnsonU.edu).

UNIVERSITY IDENTITY

Names

Johnson University is our official name. Spell out Johnson University at the beginning of every document. The University may be referred to as Johnson or the University, if desired, but should be used sparingly. Do NOT use “JU.” The idea is to proclaim the University’s name, not obscure it.

Use the capital U for University when referring to Johnson University. Use the lower case c when referring to other colleges and a lower case u when referring to other universities

Right: Johnson University is located in Knoxville, Tennessee. When driving from Indiana to the University, use I-75.

Right: Milligan College is also located in Tennessee; however, that college is 100 miles from Johnson University.

Right: Take the University documents to the library, so they may be used by other colleges.

Right: The Cabinet has been working on the University’s strategic planning document.
Accreditation
The correct way to refer to Johnson University’s accreditation (from the catalog):
Johnson University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate’s, bachelor’s, master’s and doctor’s degrees.

Johnson University also holds institutional accreditation from the Commission on Accreditation of the Association for Biblical Higher Education.

The Teacher Education Program is approved by the Tennessee State Board of Education and by the Association of Christian Schools International.

The following statement must be used in publications:
Johnson University does not discriminate on the basis of race, sex, color, national origin, age, handicap, or veteran status in provision of educational opportunities pursuant to the requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

ACADEMICS AND JOHNSON SPECIFIC ITEMS
(Also see Appendix 1 for complete list of programs)

Academic Degrees
Spell out and use the lower case: associate degree (no possessive according to AP), bachelor's degree, master's degree, doctor's degree or doctorate. Do not use bachelor’s or master’s alone; always add degree.

If you prefer to abbreviate degrees, be sure to use periods after all the letters: B.A., M.S., Ph.D. (with the exception of MBA)

Right: He received a master’s degree in counseling.
Right: She received her Master of Science degree in counseling.
Right: We awarded 3 associate, 35 master’s and 100 bachelor’s degrees.
Right: He earned a Bachelor of Arts degree.
Right: She has an M.S. degree in New Testament.
Right: She is beginning the Post-Baccalaureate Program.
Right: Associate degrees were awarded to ten students.

Wrong: He earned a bachelor’s of art degree.

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<thead>
<tr>
<th>Singular</th>
<th>Plural</th>
<th>Incorrect</th>
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<td>bachelor’s degree</td>
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<td>bachelor’s, bachelors degrees, bachelors’ degrees, bachelor’s of arts</td>
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The preferred form for Ph.D. is to say a person holds a doctorate in (name their field of specialty). Second best is to say doctor's degree. SACS uses doctoral degree.

Do not precede a name with a title of an academic degree and follow it with the abbreviation for that degree.

  Right: Gary E. Weedman, Ph.D., is president of Johnson University.
  Right: Dr. Gary E. Weedman is president of Johnson University.

  Wrong: Dr. Gary E. Weedman, Ph.D. is president of Johnson University

It is acceptable to use Dr. in the first reference as a formal title before the name of a person who holds a doctor's degree, but not to use Dr. in the second reference, unless the person holds a doctor of medicine degree. The last name may be used with no titles at all, which is often preferable to maintain consistency.

Do not use Dr. before the names of those who hold honorary degrees only. References to honorary degrees must specify the degree was honorary. There could be an exception if it is in common usage by the person.

On a program or in a list, use all titles or none. No titles are preferred, especially if there are some with doctor’s degrees and some without.

**Academic Departments**

Johnson has three academic departments: Counseling Department, Teacher Education Department, and Distance Learning Department. The others are called programs, i.e. youth ministry program.

Capitalize the names of specific departments.

  Right: The Teacher Education Department has 35 seniors enrolled.
  Right: Cindy Reece is a professor in the Counseling Department.

Use lower case when used in a person’s title.

  Right: The professor of music is performing a concert on May 20.

Use lowercase for the word *department* when it stands alone.

  Right: She’s been with the department for three years.

Use lower case for the field when it's used in a general sense.

  Right: He’s a history professor.
  Right: She majored in teacher education.
**Academic Majors and Courses**

Use lower case for majors, programs, specializations or concentrations, with the exception of languages, which are proper nouns. (Exception is Honors Program.)

Right: Her major is physics.
Right: He’s an English major.
Right: He received a Bachelor of Arts degree in history.
Right: We offer a program in youth ministry.
Right: A majority of male students are enrolled in the preaching program.

Use lower case when you refer to classes and courses, unless you use the specific (and complete) title or the name carries a proper noun or numeral.

Right: I had a class in media communications.
Right: Media Communications 201 meets at 5:00 p.m.
Right: I’m taking biology, Advanced Shakespeare and calculus.

**Administrative Offices**

Capitalize the names of specific offices. Use lower case for the word *office* when it stands alone. Capitalize the field when it's used to mean the department, division or office specifically. Do not capitalize the field when it's used in general.

Right: He works in the Cashier's Office.
Right: She works in student affairs. (the field)
Right: She works in the Student Affairs Office. (the university office).
Right: The president selected his Cabinet.

Wrong: The Department will release its report.

**Alumni**

This word construction is taken directly from its Latin origins. Therefore, the noun forms are gender specific: *alumna* refers to one woman; *alumnae* refers to a group of women; *alumnus* refers to one man; *alumni* refers to a group of men or a group of men and women. It's rare to see the feminine plural form, *alumnae*. Most often the form *alumni* is used for any group of graduates.

**Alumni Abbreviations**

Identify past and current students by their class years with an apostrophe before the year. If a person received more than one degree from Johnson University, use both years and put a comma between them. In cases of female alumnae who are now married, provide the class year following the maiden name, all in parentheses.

Right: Laura San Giacomo ('84) had a supporting role in "A Christmas Carol."
Right: Paul Christiano ('64, '65, '68) served as provost during the 1990s.
Right: Amy (Smith '79) Walters moved to Indiana.
Right: John ('84) and Sue (Jones '84) Smith
Right: Sue (Jones '84) and John ('84) Smith
Right: Sue and John ('84) Smith

Wrong: Sue and John Smith ('84)
Wrong: Sue ('84) and John Smith ('84)
Board of Trustees
The Board of Trustees should be capitalized only when referring to Johnson University’s Board. Use caps on subsequent references to the Board. Do not capitalize trustee.
   Right: The Board of Trustees will meet in November.
   Right: The Board will meet in September with most trustees attending.
   Right: Philip Eubanks was elected to the board of trustees of Mission Services.
   Right: He has been a trustee for four years.
   Right: The board members are going to Atlanta.

Buildings
All proper names of buildings, such as the Eubanks Activities Center or Phillips-Welshimer Building, should be capitalized. Special building projects, such as the West Wing Project, should be capitalized. Terms such as north wing and new residence hall should not be capitalized, unless they are used in a title. The original Johnson president’s home should be capitalized and written as the Johnson White House.

Cabinet
When used in a formal list, i.e. Annual Report, capitalize the titles. Also capitalize titles when used as the title on the address or signature line of a letter.
   Gary E. Weedman, Ph.D., President
   Christopher Davis, Ph.D., Vice President for Academic Affairs/Provost
   David A. Legg, M.A., Vice President for Student Services
   Philip A. Eubanks, M.S., Vice President for Advancement
   Mark F. Pierce, Ph.D., Director of Institutional Effectiveness
   Timothy W. Wingfield, D.Min, Director of Enrollment Services

Use lower case when used in a sentence.
   Philip Eubanks is our vice president for development.

Lowercase the word administration. Capitalize Cabinet.

Campaigns
Capitalize and italicize references to specific campaigns. For emphasis, it may also be bold.
   Right: Did you contribute to the Prepare the Way capital campaign? May use bold for emphasis.
   Right: A capital campaign helps colleges and universities raise money for new buildings.

Commencement
Use lower case for commencement in text.

Committees
Capitalize the formal names of groups and committees, such as Faculty Senate, Strategic Planning Committee, President's Student Advisory Council. Use lower case for the word committee when it stands alone.
Council of Seventy
Spell out the number in this instance. Use uppercase for the Council of Seventy. Also use uppercase when referring specifically to the Council of Seventy. For example: The Council met three times during Homecoming.

Dean's List
Always use lower case: the dean's list.

Homecoming
Use upper case for Homecoming when referring to the Johnson Homecoming.

Honors
Use lower case and italicize cum laude, magna cum laude and summa cum laude.

Rooms
Capitalize rooms only when used with a number, letter or name. In combination with a building name, use the number only.
Right: We'll be in Room 100.
Right: We'll be in the training room.
Right: The movie is in Richardson Hall 210.

Semesters
Do not capitalize semesters in text.
Right: Spring Carnival takes place during the spring semester; Homecoming occurs in the fall semester.

Student Classifications
Do not capitalize freshman, sophomore, junior, senior, postdoctoral fellow or graduate student.

But do capitalize as a class designation or formal title.
Right: He's a senior engineering major.
Right: The Senior Class gift was the clock.

Titles—See “Capitalization”

ABBREVIATIONS

Generally, it's fine to use abbreviations if you feel they're commonly recognized or if it helps avoid repetition. But always spell out the full name, title, or phrase the first time you refer to it in text, followed immediately by the acronym in parentheses. Do not overuse abbreviations.
Right: The National Institutes of Health (NIH) awarded the grant to the research group.
The NIH funded only five such centers in the nation.
Right: The National Science Foundation (NSF) funded the magnetic levitation (maglev) proposal and the large electron positron (LEP) project. Through NSF-funded projects like maglev and LEP, the United States keeps its leading edge.

Wrong: The NSF funded the maglev proposal and the LEP project. (no prior identification)

**A.D. and B.C. in University Publications**

Because the full phrase of A.D. would read *in the year of the Lord* 96, the abbreviation A.D. goes before the figure for the year. Because B.C. would read *in the year 43 before Christ*, the abbreviation B.C. is placed after the figure for the year. For example, A.D. 96 and 43 B.C.

From SBL Handbook of Style: “The preferred style is B.C.E. and C.E. (with periods). If you use A.D. and B.C., remember that A.D. precedes the date and B.C. follows it.

- A.D. anno Domini B.C. before Christ
- A.M. anno mundi (precedes date) B.C.E. before the Common Era
- A.U.C. ab urbe condita (precedes date) C.E. Common Era

**Addresses**

These rules apply to addresses within body copy, not to addresses on envelopes. Use the abbreviations Ave., Blvd., Rd., Dr. and St. only when you can include a numbered address.

- Right: Send mail to 5017 Forbes Ave.
- Right: Our office is on Forbes Avenue.

Spell out all street names and use lower case when you're referring to more than one in a phrase.

- Right: The parking lot is on Forbes and Shady avenues.
- Wrong: The parking lot is on Forbes and Shady Aves.

Always use figures for an address number.

- Right: 9 Morningside Cir.

Spell out and capitalize First through Ninth when used as street names. Use figures with two letters for 10th and above.

- Right: 7 Fifth Ave.
- Right: 100 21st St.

Use periods in abbreviation for P.O. Box.

**Company Names**

Follow their lead. Use Co. or Cos. or Inc. or Ltd. if it appears that way in the formal title of the organization.

When you refer to a company without its formal title, use the term *company*, not *co.* Always spell out the word *company* in theatrical organizations.

For possessives: Ford Motor Co.’s profits.
Never use a comma before Inc. or Ltd. (Follow the company's lead about other punctuation and the use of & or and.)

**Contractions**

In most non-academic writing, contractions make your text easier to read with a more conversational tone. Unless a more formalized construction helps emphasize the meaning of a sentence or phrase, use contractions and use them consistently.

You'll notice we've used contractions consistently in this publication, except for points of emphasis, as in *do not* instead of *don't*.

**Names**

Use periods and no spaces when an individual uses initials instead of a first name, i.e. L.D. Campbell. This keeps the initials on the same line.

**States**

Spell out the names of the 50 U.S. states when they stand alone in textual material. Any state name may be condensed, however, to fit typographical requirements for tabular material. The names of eight states are never abbreviated in text: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas, and Utah. (These are the two states not part of the contiguous states and the ones with five letters or fewer.) Use the two-letter Postal Service abbreviations only with full addresses, including ZIP code. Exceptions are for news releases and when the writer is trying to economize on space or is writing for the website. In those cases use the abbreviations below from the *AP Stylebook*. Tenn. is the abbreviation for news releases; TN is only for USPS mail; Tennessee in text.

*AP Stylebook* abbreviations:
Ala., Ga., Maine, Neb., Ohio, Texas
Alaska, Hawaii, Md., Nev., Okla., Utah
Calif., Ind., Minn., N.M., R.I., Wash.
Colo., Iowa, Miss., N.Y., S.C., W.Va.
Conn., Kan., Mo., N.C., S.D., Wis.
Del., Ky., Mont., N.D., Tenn., Wyo.
Fla., La.

Use Washington, D.C. or District of Columbia. Don't abbreviate to D.C. or, worse, DC.

Always spell out a state name if it's part of a title or name: The Pennsylvania Development Group.

**U.S./United States**

We suggest using *United States* consistently in copy, rather than *U.S.*, *USA*, or *America*. However, the key is to choose one option and use it consistently. It can be confusing to jump from one to another. AP says use periods in the abbreviation, U.S. within texts. In headlines, it’s US (no periods). No periods in USA.
BIBLE DESIGNATIONS (from SBL Handbook of Style)

Capitalization
In general, a word or phrase used as a title of the whole or a specific part of the Bible is capitalized; the name of a genre is not capitalized. Thus any ancient and modern designation for the Bible, a book of the Bible, a division of the biblical canon (e.g., Pentateuch), or a discrete section of a biblical book (e.g., Primeval History) may be a proper noun and so capitalized. Several matters require comment. First, note that book and parable are not considered part of the title and so are lowercase, while Letter is considered part of the title and so is capitalized. Note further that Psalms is the title of a book, while psalm is usually the name of a genre (as exemplified in the many biblical psalms) but is sometimes part of the name of a particular psalm (such as the Twenty-Third Psalm or Psalm 100); so also gospel is sometimes part of a title and sometimes the name of a genre. The very same word or phrase may be used sometimes as a title and sometimes generically. For example, the Fourth Gospel is a commonly used alternative title for the Gospel of John, but if your central thesis is, “John was the first gospel written, although it is the fourth gospel in the canon,” you are using the words generically; and Psalms of Ascent is the name of a discrete subsection of the book of Psalms, but psalms of ascent is a genre of psalms like royal psalms. The word gospel alone may be a shortened title and so capitalized. Thus in discussing the Johannine literature you might say that a certain concept “is much more prominent in the letters (or in the First Letter) than in the Gospel.” Similarly, “the major themes woven by Mark into his Gospel” makes it clear that we are talking about the canonical Gospel of Mark, whereas “Mark’s gospel” would mean the message that he proclaimed (which, as it happens, we know only from Mark’s Gospel). The same would apply to noncanonical gospels: the days of using capitalization as a sign of reverence are past. On the other hand, there is no reason to capitalize gospel every time it seems to refer to one of the canonical books, still less every time it seems to refer to the canonical gospels in general. On the other hand, the Gospels is commonly used as the name for a specific division of the New Testament canon. On the other hand, adding a modifier, as in the canonical gospels or the four gospels, makes the noun generic, except in the phrase the Synoptic Gospels, which like the Gospels may name a subset of the canon.

Bible texts, versions, etc.
Books of the Bible cited without chapter or chapter and verse should be spelled out in the main text. Books of the Bible cited with chapter or chapter and verse should be abbreviated, unless they come at the beginning of the sentence. All occurrences of biblical books in parentheses and footnotes should be abbreviated.

Right:  The passage in 1 Corinthians 5 is often considered crucial.
Right:  The passage, 1 Corinthians 5:6, is often considered crucial.
Right:  First Corinthians 5:6 is a crucial text.
Right: “Do you not know that a little yeast leavens the whole batch of dough?” (1 Cor. 5:6 NRSV).

Wrong:  1 Cor. 5:6 is a crucial text.
Wrong:  1 Corinthians 5:6 is a crucial text.
In addition to the abbreviations for biblical books, the following abbreviations should be used:

Divisions of the canon:
HB Hebrew Bible
NT New Testament
OT Old Testament

Units of text:
ch./chs. chapter/chapters
v./vv. verse/verses
p(p). page(s)

Modern versions:
ASV American Standard Version
CEV Contemporary English Version
GNB Good News Bible
GOODSPEED The Complete Bible: An American Translation, E. J. Goodspeed

CAPITALIZATION

Addresses
Capitalize formal street names, but use lower case when used with more than one street name in text. Use lower case when street words stand alone.

Right: Meet me at the corner of Forbes and Shady avenues.
Right: The avenue is a dangerous street to cross.

Century
Lowercase and spell out numbers less than 10: the first century, the 20th century. For proper names, follow the organization’s practice: 20th Century Fox, Twentieth Century Fund.

Christian Terms
Capitalize the following religious items:
1. Titles of sacred works (Bible, Scripture, Word of God)
2. Parts of sacred works (Pentateuch, Ten Commandments, Lord’s Prayer, Sermon on the Mount, the Golden Rule)
3. Nouns referring to deity (God, Yahweh, Christ)
4. Names of churches and other religious groups (Christian Church, Methodism, Seventh Day Adventist, The Way)

Do not capitalize pronouns referring to deity (God is in His heaven.) The following is from the SBL Handbook of Style: “Avoid using gender-specific pronouns in reference to the Godhead. In those cases when such pronouns are unavoidable, they should not be capitalized (thus he, him, his; but for expressions like Third Person of the Trinity.”

Nouns Referring to God (from SBL Handbook of Style):
Certain nouns customarily used to refer to God, to a hypostasis of the one God, or to one of the persons of the Trinity are capitalized when so used: Comforter, Creator, Father, Immanuel, King,
King of kings, Lamb, Lamb of God, Lord, Lord of lords, Maker, Messiah, Redeemer, Son, Son of God, Son of Man, Wisdom, Word. Nontraditional designations should also be capitalized (e.g., Parent used as a gender-neutral substitute for Father). Ordinarily, noun phrases are capitalized as if they were book titles (e.g., Son of Man), but the second term in King of kings and Lord of lords is lowercase in accord with NRSV and NIV usage because the point in these expressions is the exaltation of the one Christ over all merely human powers. Other designations less often used outside of particular scriptural contexts are less often capitalized: bread of life or Bread of Life, crucified one or Crucified One, man of sorrows or Man of Sorrows, light of the world or Light of the World. With all of these, and especially the latter category, usage varies. If the author has a preference and has been consistent, that preference should be let stand.

Lowercase biblical.

Use independent Christian churches/churches of Christ. Use the lower case for churches since it is not a formal denomination. (This is the format Christian Standard uses.)

Capitalize Gospel when it is a noun, but use lowercase when it is an adjective. Examples: gospel music, the four Gospels, the gospel truth, in accordance with the Gospel, he is a minister of the Gospel.

Fax
The suggested way to use this word in a sentence is in lower case. If you're providing a fax number on your business card or in a listing, it's okay to use an initial cap.

Right: Call or fax me with the information.
Right: Johnson University Public Relations
       Phone: 865-251-2208
       Fax: 865-251-2336

Government
Always lowercase, never abbreviate the following: the federal government, the state government, the U.S. government. Capitalize the full proper names of governmental agencies, departments, and offices: The U.S. Department of State, the Boston City Council.

Hyphenated Words in Titles
A general rule of thumb is to always capitalize the first unit and capitalize the second unit if it's a noun or adjective or if it has equal balance with the first unit.

Right: Twentieth-Century Poets in South America
       City-States in Nineteenth Century Europe
       Non-Christian Religions in North America

The second unit should be in lower case if it's a participle modifying the first unit or if both units constitute a single word.

Right: English-speaking people throughout Asia
       Medium-sized companies
       E-flat minor melody
       Re-establishing a youthful outlook
       Self-fulfilling prophecies in Small-Town America
Nouns with Numbers or Letters
Capitalized a noun followed by a number or a letter that indicates sequence: for example, Account 661, Act 1, Appendix A, Article 2, Grade 6. Do not capitalize nouns such as line, note, page, paragraph, size, step, and verse--for example, line 13, page 6, size 7.

Quotations
Capitalize the first word of a quoted sentence.
Right: He said, “Treat her as you would your own daughter.”
Right: “Look out!” she screamed. “You almost ran into my child.”

Race
Capitalize names of races (African American, Caucasian, Asian, Native American), but do not capitalize black or white when referring to race.

Regions and Directions
In general, lowercase north, south, northeast, northern, etc. when they indicate compass direction. Capitalize these words when they designate regions or are widely understood to designate a specific graphic area. If in doubt, use lowercase.
Right: He drove west. The cold front is moving east.
Right: A storm system that developed in the Midwest is spreading eastward. It will bring showers to the East Coast by morning and to the entire Northeast by later in the day.
Right: She has a Southern accent. He is a Northerner.
Right: Western Pennsylvania
Right: The West Coast, the Midwest
Right: The east coast of Florida, the midwestern United States, the southeast section of town
Right: Southern California, the South Side of Chicago, the Lower East Side of New York.

With the names of nations, lowercase the regions unless they are part of a proper name or used to designate a politically divided nation: northern France, eastern Canada, Northern Ireland, South Korea.

Seasons
Capitalize only when used in a title or as part of a formal name. Use lower case when these words stand alone.
Right: fall semester, summer program
Right: The program started in fall 1989.
Right: The Spring Fling will be repeated this year.

Social Security
Use lower case when referring to social security number. Only capitalize references to the Social Security Administration.
Right: Fill in your name and social security number.
Right: The forms will be forwarded to Social Security.

**Titles of Persons**

A person's title is capitalized only when used before the name. Do not capitalize an occupational designation, only a true title.

- Right: We met President Weedman.
- Right: The president will speak at the dinner.
- Right: Vice President for Academics Richard Beam issued the memo.
- Right: Our speaker will be artist William Cooper.
- Right: Mark Pierce introduced our speaker, President Emeritus David Eubanks.

*First lady* is not an official title; do not capitalize even when used before the name.

- Right: The reception was hosted by first lady Janis Weedman.

Titles following a person's name should appear in lower case. Use lower case when a title is used alone.

- Right: The president of Johnson University will address the group.
- Right: Philip Eubanks, vice president for development, will host the reception.
- Right: Her years of hard work were acknowledged when she earned the rank of university professor.

Do not capitalize the modifier of a title.

- Right: You may ask linguistics Professor Norm Dungan.

Capitalize the titles of high-ranking government officials when used with or before their names. Do not capitalize the civil title if it is used instead of the name.

- Right: The president will address Congress.
- Right: All senators are expected to attend.
- Right: Governor Fortinbrass, Lieutenant Governor Poppins, Attorney General Dalloway, and Senators James and Twain will attend.

Capitalize any title when used as a direct address.

- Right: Will you take my temperature, Doctor?

Refer to both men and women by first and last name, without courtesy titles, on first reference. Refer to both men and women by last name, without courtesy titles in subsequent references (from AP). However, in Johnson Magazine, you may use first names instead of last.

Do not use title or degree when listing the author of an article (APA, p. 23).

**DATES, NUMBERS, PLACES**

**Dates/Years**

Generally months should be spelled out. To save space on the website, they may be abbreviated as follows:

- Jan. 1, Feb. 1, March 1, April 1, May 1, June 1
July 1, Aug. 1, Sept. 1, Oct. 1, Nov. 1, Dec. 1

When using a month and a year only, do not separate with commas. When a phrase is used with a month, date and year, set both the date and year off with commas.

Right: We met in January 2002 to review the book.
Right: We met January 13, 1990, to review the book.

Do not use the word *on* before a date or day of the week when its absence would not lead to confusion.

Right: The meeting will be held Monday.
Right: He will be inaugurated February 22.
Right: The program ends in December.

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

Right: The box office is open Monday-Friday.
Right: The performance will run Sept. 14-22.
Right: This budget is for fiscal year 2008/09.

Do not use suffixes with dates.

Right: Oct. 14

*Wrong:* Oct. 14<sup>th</sup>

Use an *s* without an apostrophe after the year to indicate spans of decades or centuries. Use an apostrophe before a date when the century is omitted. The plural for capital letters and numbers used as nouns are not formed with apostrophes, unless it is the plural form of a word with only one letter.

Right: The '60s were famous for hippies, flower power and the peace movement.
Right: She consulted with three M.D.s.
Right: She went to three M.D.s’ offices.
Right: She learned her ABCs.
Right: She received three A’s and two B’s last semester.

An apostrophe after the year is needed for possessives.

Right: The presidential election was 2008’s biggest news story.

**Fractions**

Spell out fractions less than one, using hyphens between words. Use figures for precise amounts larger than one, converting to decimals when appropriate.

Right: 8-1/2 x 11
Right: one-half, two-thirds
Right: 1.5 liters

*Wrong:* one and one-half liters
Money

Use the dollar sign and numbers. Do not use a decimal and two zeros.

Right: $150
Right: $150.25

Wrong: $150.00

Use the comma in dollar amounts in the thousands.

Right: $1,000

Wrong: $1000

For dollar amounts beyond thousands, use the dollar sign, number and appropriate word

Right: $14 million
Right: exactly $14,352,050
Right: $4.35 million

Wrong: $14,000,000

Spell out the word cents and lowercase, using numerals for amounts less than a dollar:

Right: 5 cents, 12 cents

Numbers

Spell out numbers from one to nine. Use numerals for all numbers 10 and above. Exceptions are noted below.

Right: nine poodles
Right: 16 buildings
Right: four miles
Right: He teaches ninth grade.

Use numbers with course titles and credit hours.

Right: When taking Bible 101, you earn 3 credit hours.

Use the same style to express related numbers above and below 10. If any of the numbers are above 10, put them all in figures.

Right: It takes 42 muscles to frown but only 4 muscles to extend your arm and whack ‘em.
Right: We used to have two dogs, one cat, and one rabbit.
Right: But now we have 5 dogs, 11 cats, and 1 rabbit.
Right: Our four sons consumed a total of 18 hamburgers, 5 large bottles of diet Coke, 12 Dove Bars, and about 2000 cookies--all at one sitting. (Figures are used for all the related items of food; the other numbers--four and one--are spelled out, since they are not related and are not over 10.)

Use figures for ages, percentages, equipment specifications, page numbers and sums of money (when using the symbol $). If readability suffers, spell out both numbers: first two items (1st two items or first 2 items).
Right: She has a daughter, 2, and a son, 8.
Right: She has a 2-year-old son.
Right: She scored 4 on a 7-point scale.
Right: The woman is in her 30s. (no apostrophe)
Right: 8 megabytes, 240 RAM
Right: According to the chart on page 4, nearly half of the elementary-age children in Pittsburgh receive a $5 weekly allowance.

Avoid starting a sentence with a number, but if you must, spell out the number unless it's a year.
Right: Twenty students registered.
Right: 1914 was an important year.

Percentages
Always use numerals (including the numbers 1-9) and spell out the word percent in text. Percent takes a singular verb when standing alone or when a singular word follows an of construction. Use a plural verb when a plural word follows an of construction.
Right: Only 8 percent of the class voted.
Right: He believes 50 percent is enough.
Right: He believes 60 percent of the membership is coming.
Right: She believes 60 percent of the members are coming.

Use the percent symbol (%) in charts or figures and in academic, statistical or technical writing.

Telephone Numbers
Use hyphens between numbers. In the past we used periods; as of 4/7/2014, use hyphens. As printed materials are reprinted, make the change. The 1- is not needed for a toll free number or a regular long distance number.
Right: 412-268-2900, ext. 21
Right: 800-555-1234

Time
Use lower case with periods for a.m. and p.m. When writing a time that falls on the hour, do not use :00. Simply state the hour with a.m., p.m., or o'clock. Use noon and midnight, never 12 p.m. or 12 a.m. Avoid the redundant 10 a.m. this morning. The exception to this would be in programs—use 10:00-11:00.
Right: The concert begins at 8:30 p.m.
Right: The concert begins at 8 o'clock. (permitted mostly for formal invitations)
Right: The class is from 8-9 a.m. (not 8 a.m.-9 a.m.)
Right: 3 p.m.
Right: Noon-1 p.m.

Wrong: 3:00 pm
Wrong: 12 noon

PLURALS AND POSSESSIVES
General Rules for Plurals

Form plurals of the following by adding *s* alone:
- Right: dos and don’ts
- Right: CDs
- Right: M.A.s and Ph.D.s
- Right: The three Rs
- Right: the early 1920s
- Right: CODs and IOUs
- Right: in twos and threes

Form plurals of the following by adding ’s:
- Right: S’s, A’s and I’s
- Right: x’s and o’s
- Right: SOS’s

Use plural pronouns with plural antecedents:
- Right: *We* all like to do things *our* own way.
- Right: *Our* spiritual lives are affected by movies.

*Wrong:* *Everybody* likes to do things *their* own way.
*Wrong:* We should live *our* life the way we want.

Collective Nouns

The collective nouns *faculty* and *staff* are usually singular nouns. *Faculty* could be plural if the members are divided. If you wish to use a plural construction, it is best to use *members of the faculty/staff* or *faculty/staff members.*
- Right: The faculty is represented by the Faculty Senate.
- Right: Members of the faculty are dedicated researchers and teachers.
- Right: Staff members disagree among themselves about the best benefits options.
- Right: The Johnson University staff numbers almost 200.

Nouns that denote a unit take singular verbs and pronouns: class, committee, crowd, family, group, herd, jury, orchestra, team.
- Right: The committee is meeting to set its agenda.
- Right: The jury reached its verdict.

Some words that are plural in form become collective nouns and take singular verbs when the group or quantity is regarded as a unit.
- Right: A thousand bushels is a good yield. (a unit)
- Right: A thousand bushels were created. (individual items)
- Right: The data is sound. (a unit)
- Right: The data have been carefully collected. (individual items)

Names

Form plurals of family names that end in *s, z, or es* by adding *es.*
- Right: The Eubanks family lives in Seymour.
- Right: The Eubankses live in Seymour.
For singular common nouns ending in s, add ‘s unless the next word begins with s

Right: the Eubanks’ house
Right: the hostess’s invitation
Right: the hostess’ seat
Right: the witness’s answer
Right: the witness’ story

For singular proper names ending in s, use only an apostrophe

Right: Achilles’ heel
Right: Jesus’ life
Right: Kansas’ schools
Right: Moses’ law

PUNCTUATION

Colons and Semicolons

Use a colon after an introductory statement that uses the words as follows or the following. Do not use a colon between a verb or preposition and its direct object.

Right: They asked everyone: her sister, brother, cousin, and mother.
Right: They asked others, such as her sister, brother, cousin, and mother.
Right: They will talk about the following: (1) admissions criteria, (2) financial aid, and (3) student activities.
Right: The topics were leadership, motivation, enthusiasm, and creativity.

Wrong: The topics were: leadership; motivation; enthusiasm; creativity.

Use a colon at the end of a sentence to introduce lists, tabulations, texts, etc. Capitalize the first word after a colon only if it is a proper noun or the start of a complete sentence.

Right: He promised this: The company will make good all the losses.
Right: There were three considerations: expense, time, and feasibility.

Colons go outside quotation marks unless they are part of the quotation itself.

Use a semicolon to divide the two parts of a compound sentence (two independent clauses) when the clauses are not connected by a conjunction.

Right: We already received your report; the follow-up mailing is not needed.

A semicolon also connects two independent clauses that use a connecting word like therefore or however.

Right: We already received your report; therefore, the follow-up mailing is unnecessary.

Use semicolons to separate elements of a series when the items in the series are long or when individual segments contain material that also must be set off by commas:
Right: He is survived by a son, John Smith, of Chicago; three daughters, Jane Smith, of Wichita, Kansas, Mary Smith, of Denver, and Susan, of Boston; and a sister, Martha, of Omaha, Nebraska.

Commas

When a conjunction such as and, but, or for links two clauses that could stand alone as separate sentences, use a comma before the conjunction. Do not use a comma after the conjunction. (Gregg, p. 18) As a rule of thumb, use a comma if the subject of each clause is expressly stated. But no comma is used when the subject of the two clauses is the same and is not repeated in the second. Drop the comma if two clauses with expressly stated subjects are short.

Right: She was glad she had looked, for a man was approaching the house.
Right: We are visiting Washington, and we also plan a side trip to Williamsburg.
Right: We are visiting Washington and plan to see the White House.
Right: Their prices are low and their service is efficient.

Wrong: We are visiting Washington, and, we also plan a side trip to Williamsburg.
Wrong: We are visiting Washington and, we also plan a side trip to Williamsburg.

When a compound sentence consists of three or more independent clauses, punctuate this series like any other series.

Right: Bob can deal with the caterer, Nora can handle publicity, and I can take care of the rest.

Do not use a comma between two independent clauses that are not joined by a conjunction. Use a semicolon, a colon, or a dash, or start a new sentence.

Right: Please review these spreadsheets quickly; I need them back tomorrow.
Right: Please review these spreadsheets quickly. I need them back tomorrow.

Wrong: Please review these spreadsheets quickly, I need them back tomorrow.

Use a comma after states and nations when used with city names.

Right: His journey will take him from Dublin, Ireland, to Fargo, North Dakota, and back.

When three or more items are listed in a series and the last item is preceded by and, or, nor, place a comma before the conjunction as well as between the other items.

Right: Study the rules for the use of a comma, the semicolon, and the colon.
Right: The flag is red, white, and blue.
Right: He would nominate Tom, Dick, or Harry.

Commas are not needed after ordinary introductory adverbs or short introductory phrases that answer such questions as:

When: tomorrow, yesterday, recently, early next week, in the morning, soon, in five years, in 2009, last year
How often: occasionally, often, frequently, once in a while
Where: here, in this case, at the meeting

Right: Last year the board approved a tuition increase.
Right: In 2007 Gary E. Weedman was named Johnson University’s sixth president.

Wrong: In 2007, Gary E. Weedman was named Johnson University’s sixth president.

Commas are used after introductory adverbs and phrases:

1. When they function as transitional expressions (such as well, therefore, however, for example, in the first place)
2. When they function as independent comments (such as in my opinion, by all means, obviously, of course), which express the writer’s attitude toward the meaning of the sentence.
3. Introductory participial phrases (Taking all the arguments into consideration, we have decided to modernize these facilities.)
4. When a dependent clause precedes the independent clause
   When you read the Weissberg study, look at Appendix 2 first.
   Before we can make a decision, we must have all the facts.
   If they had invested more carefully, they could have avoided bankruptcy.
   Because my itinerary gives me no free time, I see no way to fit in a lunch.
   After we have studied all aspects of the complaint, we will make a decision.

Essential and Nonessential Phrases
An essential clause cannot be eliminated without changing the meaning of the sentence. The nonessential phrase, however, can be eliminated without altering the basic meaning of the sentence. An essential clause must not be set off from the rest of a sentence by commas. A nonessential clause must be set off by commas. If you can leave out the clause without affecting the meaning or the structural completeness of the sentence, the expression is nonessential and should be set off by commas.

Right: Reporters who do not read the style book should not criticize their editors. (The writer is saying that only one class of reporters, those who do not read the style book, should not criticize their editors.)
Right: Reporters, who do not read the Stylebook, should not criticize their editors. (The writer is saying that all reporters should not criticize their editors.)
Right: Let’s get the advice of Harry Stern, who has in-depth experience with all types of personal computers. (When a specific person is named, the who clause provides nonessential information).
Right: Let’s get the advice of someone who has in-depth experience with all types of personal computers. (Without the who clause, the meaning of the sentence would be incomplete.)
Right: There is, no doubt, a reasonable explanation.
Right: There is no doubt about her honesty.

A number of expressions are treated as essential simply because of a very close relationship with the preceding words.
Right: My wife Eve has begun her own consulting business. (Strictly speaking, Eve should be set off by commas, since the name is not needed to indicate which wife. However, commas are omitted in expressions like these because they are read as a unit.)
Right: Eve, my wife, has begun her own consulting business.
Right: My brother Paul may join us as well.
Right: My brother, Paul Engstrom, may join us as well.

Do not use a comma before Jr. or Sr. after a person’s name.
Right: John Smith Jr.

Use a comma to introduce a complete, one-sentence quotation within a paragraph. A colon should be used to introduce longer quotations.
Right: She said, "I don't want to go."
Right: She said: "I don't want to go. I'm tired. The cat's sick, and I have no interest in post-modern art."

Do not use a comma at the start of a partial or indirect quotation.
Right: She said the play "was the finest drama Williams wrote."

Wrong: She said the play, "was the finest drama Williams wrote."

Omit the comma before "of" in writing a person's name and address.
Right: Robert Redford of Sundance, Utah

Wrong: Robert Redford, of Sundance, Utah

Watch for missing commas. If you're using an interruptive clause with a comma at the end, you'd better check and insert the comma at the beginning.
Right: Dr. Weedman, president of Johnson University, spoke at the meeting.

Wrong: Dr. Weedman, president of Johnson University spoke at the meeting.

Right: Executives, such as Mr. Brown and Ms. Smith, also attended.
Right: Executives such as Mr. Brown and Ms. Smith also attended.

Wrong: Executives such as Mr. Brown and Ms. Smith, also attended.

Right: The car, which was silver, raced down the road.

Wrong: The car, which was silver raced down the road.
Wrong: The car which was silver raced down the road.

In company names, never use a comma before Inc. or Ltd.

City, State
Place a comma between the city and the state name, and another comma after the state name, unless ending a sentence.
Right: They moved from Trenton, New Jersey, to Pittsburgh, Pennsylvania.
Right: Kansas City, Missouri, is the site of the conference.
Right: Washington, D.C., was the destination.
Wrong: Kansas City, Missouri is the site of the conference.

Dates
Omit comma between month and year if no date is included. Use two commas to set off the year when it follows the month and day.
Right: The December 12, 2000, issue of BusinessWeek is going to do a cover story on our CEO.
Right: The December 2000 issue of BusinessWeek is going to do a cover story on our CEO.

Dashes/Hyphens
Distinguish between hyphens (e.g., first-century writer), en dashes (e.g., Mark 16:1–8; 1972–1983), and em dashes (e.g., “I know who you are — the Holy One of God!”). Most current word processors offer separate characters for each. If yours does not, use a single hyphen to represent a hyphen or an en dash and a double hyphen for an em dash. Note that there is no space on either side of a hyphen or en dash, but one space before and after the em dash.

Use dashes to denote an abrupt change in thought in a sentence or an emphatic pause.
Right: We will fly to Paris in June -- if I get a raise.
Right: Smith offered a plan -- it was unprecedented -- to raise revenues.

When a phrase that otherwise would be set off by commas contains a series of words that must be separated by commas, use dashes to set off the full phrase.
Right: He listed the qualities -- intelligence, humor, conservatism, independence -- that he liked in an executive.

See below for examples of hyphens.

Ellipsis
In general, treat an ellipsis as a three-letter word, constructed with three periods and two spaces (…). Use an ellipsis to indicate the deletion of one or more words in condensing quotes, texts, and documents.
Right: “During the past fifty years ... we have been witnessing a change in buying habits.”

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

If the words that precede an ellipsis constitute a grammatically complete sentence, place a period at the end of the last word before the ellipsis. Follow it with a regular space and an ellipsis.
Right: “During the past fifty years we have been witnessing a change in buying habits. ... How far this pattern of change will extend cannot be estimated.”

Hyphens
In general, many two-word phrases are two separate words when used as a noun, verb or adverb but require a hyphen when used as an adjective. Double check the way the word(s) is (are) being
used in your sentence. As a rule, phrases after the verb are not hyphenated. There is no space before or after a hyphen except with a suspending hyphen or a line-ending hyphen. To hyphenate in a series, follow this example:

Right: He wrote 10- and 20-page papers.
Right: He works full time.
Right: He has a full-time job.

Do not use any automatic hyphenation capability that your word processing software may have, i.e., turn off auto-hyphenation so that words will not be broken by “soft hyphens” at line endings.

Parentheses
Parentheses and dashes serve many of the same functions. They differ in that parentheses can set off only nonessential elements, whereas dashes can set off essential and nonessential elements.

Place a period outside a closing parenthesis if the material inside is not a sentence (such as this fragment). (An independent parenthetical sentence such as this one takes a period before the closing parenthesis.) When a phrase placed in parenthesis (this one is an example) might normally qualify as a complete sentence but is dependent on the surrounding material, do not capitalize the first word or end with a period.

If a sentence in parentheses is long or requires special emphasis, it should be treated as a separate sentence. The preceding sentence should close with a punctuation mark of its own. The item in parentheses should begin with a capital letter, and the punctuation mark should be placed before the closing parenthesis.

Right: Then Steven Pelletier made a motion to replace the board of directors. (He does this at every stockholders’ meeting.) However, this year . . .

Periods in Lists
Use periods after independent clauses, dependent clauses, or long phrases that are displayed on separate lines in a list. Also use periods after short phrases that are essential to the grammatical completeness of the statement introducing the list.

Please get me year-end figures on:

- Domestic sales revenues.
- Total operating costs.
- Net operating income.

No periods are needed after short phrases in a list if the introductory statement is grammatically complete or if the listed items are like those on an inventory sheet or a shopping list.

The handheld computers in this price range offer the following features:

- 8 MB of RAM
- Rechargeable lithium battery
- Backlit display

Quotes and Quotations
The period and the comma always go inside the quotation marks.

Right: She told us "stay in school," which was good advice.
Right: He said, "I'm going to the store."

Wrong: He said, "I'm going to the store".

The dash, the exclamation point and the question mark go inside the quotation marks when they apply to the quote only. When they apply to the whole sentence, they go outside the marks.

Right: Sergeant Parker gave the following order: "Peel potatoes--then lights out!"
Right: Gomer Pyle said, "Golly, Sergeant!" when he heard the news.
Right: Francis Schaeffer's book asks, "How Shall We Then Live?"
Right: What did Martin Luther King mean when he said, "I have a dream"?

Semicolons and colons always go outside the closing quotation mark.
Right: Last Tuesday you said, “I will mail a check today”; it has not yet arrived.

A long quotation that will make four or more lines may be handled in one of the following ways:
1. Each new paragraph begins with open quotation marks (no closing marks). Only the final paragraph should contain the closing quotation. Use the same line length and spacing for the quoted material as for other text material on the page. This method would be used particularly when there are several columns, such as in the Blue & White.

Right: The speech was as follows: “Welcome, ladies and gentlemen. I have a few points to make today. The first is to thank you for this honor. My accomplishments are noteworthy only in so far as they help to advance this important field of human endeavor.

“The second is to ask you to continue thinking about this critical issue. Only through continued research such as the one you’ve recognized today will we advance our cause.

“Finally, let me ask you to do more than turn your mental energies to this important effort. Give your total energies--in the form of financial support, volunteer time, active advocacy--for the sake progress.”

2. Treat it as a single-spaced extract. Indent the extract a half inch from each side margin and leave a blank line above and below the extract. Do not enclose the quoted material in quotation marks; the indention replaces the quotation marks. If any quoted material appears within the extract, retain the quotation marks around this material. If the extract consists of more than one paragraph, leave a blank line between paragraphs.

When including a quote inside another quotation, use single quotes (') instead of double ("). Use three marks together if two quoted elements end at the same time.
Right: She said, “He told me, ‘I love you.’”
Right: In his charge to the committee, the chair said, "I have often told you, 'Don't give up the ship.' Thanks to your efforts, we've been able to reach our goal."
TITLES

General Information
Since italic type (the counterpart of underlining) is provided in word processing, it is the preferred means for the titles of literary and artistic works.

Capitalization
In titles capitalize the first word, last word, and all intervening words, except articles, prepositions (less than 4 letters), or coordinate conjunctions (and, but, or, nor, for). Be sure to capitalize short verb forms like is and be. However, do not capitalize to when it introduces an infinitive.

Right:  How to Succeed in Business Without Really Trying
Right:  “Redevelopment Proposal Is Not Expected to Be Approved”

Capitalize the names of magazines, but do not capitalize magazine unless it is part of the publication’s title. Do not capitalize the unless it is part of the title.

Right:  Time magazine or Newsweek magazine

Italics
Italicize titles of complete works that are published as separate items—for example, books, pamphlets, official university documents, long poems, magazines, and newspapers. Also italicize titles of movies, plays, musicals, operas, individual videocassettes, television and radio series, long musical pieces, and paintings. Do not italicize books that are primarily catalogs of reference material.

Right:  You will particularly enjoy a cookbook entitled The Supper of the Lamb.
Right:  Our ads in The Wall Street Journal have produced excellent results.
Right:  For academic information, please consult the undergraduate catalog.
Right:  For academic information, please consult the Johnson University Undergraduate Catalog.

DO NOT italicize or enclose in quotation marks titles of sacred works, books of the Bible, named versions of the Bible, series titles, etc. unless they form part or all of a title in a bibliographic way.

Quotation Marks
Enclose in quotation marks unpublished works or parts of published works—articles in journals, sections in books, theses, dissertations, short poems, etc.

The title of an academic paper or journal article should be put inside quotation marks. If the journal is then named, use italics.

Right:  His paper, “The Rhetoric of Neo-Classic Poets,” was published in Classical Literature Quarterly.

MISCELLANEOUS HELPS
**Bold** type should be used for emphasis.

**Dangling Modifiers**
Avoid dangling or misplaced adverbs or adjectives.

*Right:* Walking across the lawn, I got mud on my shoes.

*Wrong:* Walking across the lawn, mud covered my shoes. (In this construction, mud is walking across the lawn.)

**Passive Voice**
Avoid using the passive voice, which can contribute to imprecise, weak or wordy prose.

Think about this sentence: "Jane's classes were taught in the morning." Taught by whom? Is Jane a teacher or a student? An active construction would clarify the sentence: "Professor Smith taught Jane's morning classes."

When a passive construction makes an appearance in an early draft, think about the sentence. Try to alter the construction and choose an active verb. Concise sentences with active verbs and a few, carefully selected modifiers communicate most clearly to the reader.

Sometimes passive voice is a better choice. For example, when the recipient of an award is more important than the awarding body, it's better to keep this information in the lead of the sentence: "Director of Homeland Security Tom Ridge was awarded an honorary doctorate."

**Spacing at End of Sentence**
Use a single space at the end of a sentence and after a colon. Double spaces date back to the days of typewriters, when all characters were allotted the same amount of space. Computerized typesetting adjusts the spacing for a good fit. Extra spaces create gaps and look unprofessional.

An exception would be when an abbreviation ends one sentence and begins the next. The use of one space after the period that ends the sentence may be inadequate.

*Inadequate:* Let’s plan to meet at 10 a.m. Mr. F. J. Calabreses will serve as the moderator.

*Better:* Let’s plan to meet at 10 a.m. Mr. F. J. Calabreses will serve as the moderator.

**Split Infinitives**
In general, avoid awkward constructions that split infinitive forms of a verb (to leave, to help, etc.) or compound forms (had left, are found out, etc.)

*Awkward:* She was ordered to immediately leave on an assignment.

*Preferred:* She was ordered to leave immediately on an assignment.

*Awkward:* There stood the wagon that we had early last autumn left by the barn.

*Preferred:* There stood the wagon that we had left by the barn early last autumn.

Occasionally, however, a split is not awkward and is necessary to convey the meaning.

*Right:* He wanted to really help his mother.
Right: Those who lie are often found out.
Right: How has your health been?
Right: The budget was tentatively approved.

That/Which/Who
Because these words cause so much confusion, they deserve a section of their own. *That* and *which* often are used incorrectly in clauses.

When referring to a human being (or an animal with a name), any clause should be introduced by the word *who* or *whom*.

When referring to an object or nameless animal with an essential clause--one that cannot be eliminated without changing the meaning of the sentence--use the word *that* to introduce the clause. Essential clauses do not need commas.

When referring to an object or nameless animal with a non-essential clause--one that can be eliminated from the sentence without changing the basic meaning--use the word *which* to introduce the clause. If non-essential clauses appear in the middle of sentences, they should be set off by commas.

A simple test: Once your sentence is written, try reading it without the clause. If the sentence still means about the same thing, your clause should be introduced by *which*. If taking out the clause changes the meaning drastically, it should be introduced by *that*.

Right: The club meeting, which was held in Skibo Coffeehouse, was lively.
Meaning: The club meeting was lively. (We must already know which club meeting it is.)

Right: The club meeting that was held in Skibo Coffeehouse was lively.
Meaning: The only meeting being held in Skibo Coffeehouse was lively. (Another way to think of essential clauses--you don't really need the word *that*.)
Better: The club meeting held in Skibo Coffeehouse was lively.

CLARIFYING COMMON CONFUSIONS:

A
all-terrain
alma mater

B
bilingual

C
child care
class work (noun)
co-chair
coed
cooperative (adjective)
co-op (noun)
co-sponsor
coursework (noun)
cross-cultural

D
database
decision-maker (noun)
decision making (verb)
decision-making (adjective)

E
extracurricular

F
follow-up
full-time employee (adjective)
she works full time (adverb)
fundraising is difficult; a fundraiser (event or person)—one word

I
interoffice
inter-related

L
lifestyle
long-range (adjective)
   The long-range plans are astounding.
long range (adverb)
   The ideas cover a long range.
long-term (adjective)
   The long-term system will be in effect for many more years.
long term (adverb)
   The results will be firm and long term.

M
mainframe
microcomputer
multimedia
multipurpose
N
newly renovated (usually no hyphen with -ly words)
nonprofit

O
on-campus movies (adjective)
There are movies on campus each week (preposition and noun)

P
parachurch
part-time job (adjective)
she works part time (noun)
percent
playoffs
pre-application
preschool

R
re-evaluate
reinforce (In general, use a hyphen when the vowel e follows the prefix re. There are exceptions and additions. Consult your dictionary to be sure)

S
semicolon
student-faculty ratio (not student-to-faculty ratio)

V
vice president, vice chair (no hyphen)
vice president for (not vice president of)

W
Wi-Fi
Federal Work-Study Program (title of a federal student financial aid program)
For example, Johnson participates in the Federal Work-Study Program.
work-study (not the federal program) hyphenate but do not capitalize
For example, Johnson has 150 work-study students.
world-renowned school (adjective)
The school is world renowned.
worldview (one word)
worshipper, worshipping, worshipped

Z
ZIP code

TECH TERMS (Frequently Used E-terms)
b-boards
dial up (verb)
dialup (adjective) account
dot.com
e-mail (one word no hyphen, lowercase)
high tech (no hyphen)
Internet (cap I)
log off (verb)
logoff (noun)
log on (verb) logon (noun)
MS-DOS
multimedia (one word, no hyphen)
Net (cap N, no apostrophe)
offline (one word, no hyphen, lowercase)
online (one word, no hyphen, lowercase)
URLs—no need to include www before a Web address in print. This prefix is understood by all.
   (Exception: links in email messages and on actual Web pages, which need this information to
   work properly) AP includes http:// before a Web address. However, for Johnson, just use
   johnsonu.edu.
Windows XP
the Web
Web browser (two words, first cap)
webcam (one word, lowercase)
webcast (one word, lowercase)
webcasting (one word, lowercase)
Web feed (two words, first cap)
webmaster (one word, lowercase)
Web page  (two words, first cap)
Web server (two words, first cap)
website (one word, lowercase)
Wi-Fi
COMMONLY MISUSED WORDS

adverse/averse
Adverse means unfavorable. Averse means reluctant.

adviser/advisor
Adviser is preferred although both are correct.

affect/effect
To affect means (1) to influence, change or produce an effect; (2) to like to do, wear or use; or (3) to pretend. To effect means to accomplish, complete, cause, make possible or carry out. If you're looking for a noun, you're probably looking for effect. If you're using a verb, you're safest with affect.

Afterward
not afterwards

all right
not alright

allude/refer
To allude means to speak of without mentioning. To refer means to speak of directly.

allusion/illusion
An allusion is an indirect reference. An illusion is a false impression or image.

around/about
Around should refer to a physical proximity or surrounding (I'll look for you around the front of Baker Hall). About indicates an approximation (Let's have lunch about 11:30 a.m.).

bad/badly
You can feel bad just as you can feel crabby, grumpy, or happy.

beside/besides
Use beside to mean (1) at the side of (sit beside me); (2) to compare with (beside other studies); or (3) apart from (that's beside the point). Use besides to mean (1) furthermore (besides, I said so); (2) in addition to (and elm and maple trees besides); or (3) otherwise (there's no one here besides Bill and me).

between/among
Use between to show a relationship between two objects only.
Use among when it's more than two.
Between takes an objective pronoun--me, her, him. Between you and me is okay. Between you and I is not.

biannual/biennial
Biannual is twice a year. Biennial is every two years.

complement/compliment
Complement is something that supplements. Compliment is praise or the expression of courtesy.

compose/comprise/constitute
Compose is to create or put together. Comprise is to contain, to include all or embrace. Constitute is to make up, to be the elements of.
Examples: The whole comprises the parts. The parts constitute the whole. The whole is composed of parts. The department comprises 12 people. Twelve people constitute the department. The department is composed of 12 people.

continual/continuous
Continual is a steady repetition. Continuous is uninterrupted.

criteria
plural (more than one criterion, which is a quality, a value or a standard of judgment)

curricula/curriculums
plural--more than one curriculum. Curricula is preferred, but curriculums is not incorrect.

curricular
adjective (H&SS' curricular philosophy)

curriculum
singular (the history curriculum)

data
plural noun, usually takes a plural verb; if used as a collective noun, when the group or quantity is regarded as a noun, it takes a singular verb (the data is sound).

daylight-saving time
not daylight-savings time

different from
not different than

disinterested/uninterested
Disinterested means impartial. Uninterested means someone lacks interest.

Dissociate
not disassociate
entitled/titled
Entitled means having the right to something (she is entitled to the inheritance). Use titled to introduce the name of a publication, speech, musical piece (the piece is titled, "Love and Illusion").

farther/further
Farther refers to physical distance. Further refers to an extension of time or degree.

fewer/less
In general, use fewer for individual items that can be counted. Use less for bulk or quantity that is measured (not counted). Fewer usually takes a plural noun; less usually takes a singular noun.

good/well
You can feel well if you are talking about your health. You can also feel good.

half-mast/half-staff
To use half-mast, you must be referring to a flag on a ship or at a naval station. A flag anywhere else is at half-staff.

his/her or he/she
Use he or she, his or her, or him or her only when it can’t be avoided. Do not use the form he/she. Do not presume maleness in constructing a sentence, but use the pronoun his when an indefinite antecedent may be male or female. It is usually better to reword the sentence.
   Not best: A reporter attempts to protect his sources.
   Better: Reporters attempt to protect their sources. (Change the wording from singular to plural.)
   Not best: When a customer calls, ask him or her to leave his or her phone number.
   Better: When a customer calls, be sure to ask for a phone number. (Reword to avoid the generic pronoun)

historic/historical
Historic means important. Historical refers to any event in the past.

Hopefully
Unless you're describing the way someone spoke, appeared or acted, do not use this one. Too many people use hopefully, an adverb that must modify a verb only, as if it were a conditional phrase.
   Right: It is hoped the report will address that issue.
   Right: She eyed the interview list hopefully.
   Right: I hope we can go.

   Wrong: Hopefully, we can go.
   Wrong: Hopefully, the report will address that issue.

I/me
Use *I* when you’re the subject of the sentence. Use *me* when you’re not. If someone is doing something with you, to you, or for you, for example, use *me*. The teacher was talking with Susan and *me* about our test scores.

**important/importantly**

*Importantly* is incorrect unless it is an adverb.

- Right: He strutted importantly through the castle.
- Right: More important, he said, the quality of the program must not suffer.

**imply/infer**

*Imly* means to suggest or indicate indirectly. To *infer* is to conclude or decide from something known or assumed. In general, if you imply something, you're sending out a message. If you infer something, you're interpreting a message.

**in regard to**

not in regards to

*As regards or regarding* may also be used.

**insure/ensure**

*Insure* means to establish a contract for insurance of some type. *Ensure* means to guarantee.

**Irregardless**

The word is *regardless*. *Irregardless*? No such word.

**-ize**

Do not coin verbs with this suffix, and do not use already coined words such as *finalize* (use *end* or *conclude*) or *utilize* (use *use*).

**lay/lie**

*Lay* means to place or deposit, and requires a direct object (forms: lay, laid, laid, laying). *Lie* means to be in a reclining position or to be situated. It does not take an object (forms: lie, lay, lain, lying).

**lectern/podium**

You stand on a podium and behind a lectern.

**let/leave**

To *let alone* means to leave something undisturbed. To *leave alone* means to depart from or cause to be in solitude.

**like/as**

Use *like* to compare nouns and pronouns. Use *as* to introduce clauses and phrases.

**literally/figuratively**


- Right: The furnace literally exploded.
Right: He was so furious he figuratively blew his stack.

**located**
In most cases, you'll find you don't really need this word. Instead of "The store is located in the University Center," you can simply write "The store is in the University Center." Instead of "Where are you located at?" (which is the worst construction of all), write "Where are you?"

**man/mankind**
Either may be used when both men and women are involved and no other term is convenient. In these cases, do not use duplicate phrases such as *a man or a woman or mankind and womankind.* Frequently the best choice is a substitute such as *humanity, a person or an individual.*

**many/much**
In general, use *many* for individual items that can be counted. Use *much* for bulk or quantity that is measured.

**midnight/noon**
Use instead of 12 a.m. or 12 p.m. Do not put a 12 in front of either one.

**me/myself**
Avoid using *myself.* In most constructions, it's the objective pronoun you really want:

*Right:* It's between you and me.

*Wrong:* You can tell your supervisor or myself.

**more than/over**
Use *more than* when you mean in excess of; use *over* when referring to physical placement of an object, an ending or extent of authority.

*Right:* More than 25 professors participated.

*Wrong:* The university has over 50 buildings.

**Nor**
Use this word anytime you use *neither.*

**oral/verbal**
*Oral* refers to spoken words. *Verbal* can refer to either spoken or written words, but most often connotes the process of reducing ideas to writing.

**partially/partly**
These two are not interchangeable. *Partially* is used to mean to a certain degree when speaking of a condition or state. *Partly* implies the idea of a part, usually of a physical object, as distinct from the whole.

*Right:* I'm partially convinced.

*Right:* The building is in a state of partial completion.

*Right:* The building is partly completed.
Wrong: The building is partially completed.

past experience
What other kind of experience is there? Just use experience alone.

peddle/pedal
To peddle is to sell. To pedal is to use pedals, as on a bicycle.

people/persons
Use person when speaking of an individual. The word people, rather than persons, is preferred for plural uses.

premier/premiere
Premier is first in status or importance, chief, or a prime minister or chief executive. Premiere is a first performance.

presently/currently
Many writers use these terms as if they were synonymous. But presently means in a little while, soon. Currently means now. In most cases you can do just fine without using currently. For example, "we are currently revising the plan" works better when simply stated, "we are revising the plan."

pretense/pretext
Pretense is a false show or unsupported claim to some distinction or accomplishment. Pretext is a false reason or motive put forth to hide the real one, an excuse or a cover-up.

principal/principle
Principal as a noun is a chief person or thing; as an adjective, it means first in importance. Principle is a noun meaning a fundamental truth, doctrine or law; a guiding rule or code of conduct; a method of operation.

rebut/refute
To rebut is to argue to the contrary. To refute is to win the argument.

Regardless
Regardless is a word. Irregardless is not a word.

religious references
Capitalize Hades and Satan. Lowercase heaven, hell, angel, devil, apostle, priest.

shall/will
Shall is used for the first-person future tense and expresses the speaker's belief regarding his or her future action or state.
If *will* is used for first-person future, it expresses his or her determination or consent. At other times, *will* is used for the second- and third-person future tense.

**student body**  
Use *student* or *students* instead.

**theater/theatre**  
The preferred word in the United States is *theater*, unless the British spelling is part of a proper name, as in *Kresge Theatre* or *Chosky Theatre*.

**toward/towards**  
*Toward* is correct. *Towards* is not.

**Unique**  
Commonly overused, this word literally means one of a kind, without equal. *Unique* should never be modified by *truly, rather* or *very*. Something is either unique or it's not.

**use/utilize**  
Use *use*. *Utilize* is the awkward verb form of the obsolete adjective *utile*. Why bother?

**who/whom**  
We rarely see the word *whom* in writing. But if your sentence has an objective clause referring to a person or animal with a proper name, you're being ungrammatical if you don't use whom.

The word *who* substitutes for subjective pronouns he, she or they; *whom* must be used in the sense of him, her or them. If you don't want to use *whom*, restructure your sentence. Don't just stick in *who* when it is incorrect.

**- Xerox/photocopy**  
A trademark for a brand of photocopy machine should never be used as a noun or verb.

**BETTER WORDS TO USE**  
These words and phrases have been "done to death." Here are a few ideas for better ways to get your point across without using redundant, awkward or pretentious wording:

<table>
<thead>
<tr>
<th>Weak</th>
<th>Better</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Essential</td>
</tr>
<tr>
<td>Absolutely essential</td>
<td>Essential</td>
</tr>
<tr>
<td>Accompany</td>
<td>Go with</td>
</tr>
<tr>
<td>Accordingly</td>
<td>So</td>
</tr>
<tr>
<td>Additional</td>
<td>Added, more, other</td>
</tr>
<tr>
<td>Address</td>
<td>Discuss</td>
</tr>
<tr>
<td>Adequate enough</td>
<td>Enough</td>
</tr>
<tr>
<td>Adjacent to</td>
<td>Next to</td>
</tr>
<tr>
<td>Afford an opportunity</td>
<td>Allow, let</td>
</tr>
</tbody>
</table>
anticipate
a large number/part
a number of
a variety of
appreciable
approximately
as a means of
at the present time
expect
many/most
some
many, different
many
about
to
now

B
basic fundamentals
be responsible for
basics
handle

capability/capable of
center around
comes into conflict
commitment to excellence
comply with
comprise
concerning
constitutes
construct
contact
currently
cutting edge
cutting-edge
ability/can
center in, at or on
conflicts
quality
follow
form, include, make up
about, on
is, forms, makes up
build
call, write, reach
omit it. It's already implied.
forefront, frontier
leading, pioneering, progressive

C
designate
determine
do not hesitate to call
due to the fact that
appoint, choose, name
decide, figure, find
call
due to, since

determine
due to the fact that
due to, since

equitable
evidenced
exhibit
exhibits a tendency to
fair
showed, shown
show	
tends to

D
designate
determine
do not hesitate to call
due to the fact that
appoint, choose, name
decide, figure, find
call
due to, since

equitable
evidenced
exhibit
exhibits a tendency to
fair
showed, shown
show	
tends to

E
designate
determine
do not hesitate to call
due to the fact that
appoint, choose, name
decide, figure, find
call
due to, since

equitable
evidenced
exhibit
exhibits a tendency to
fair
showed, shown
show	
tends to

F
facilitate
factor
feedback, input
foreign imports
for the purpose of
ease, help
reason, cause
opinion, reaction
imports
to
furnish
future prospects
give, send
prospects

generate
do, make, create
gives consideration to
considers

head up
head
high tech
(a more specific substitute)
holds a belief
believes

if at all possible
if possible
impacted
affected, changed, hit
implement
carry out, do, follow
in accordance with
by, following, under
in addition
also, besides, too
in an effort to
to
in conjunction with
with
in order to
to
in the near future
soon
inception
start, beginning
initiate
start, begin
innovative
creative, pioneering, inventive
input
comments, advice, response

joint cooperation
cooperation
just exactly
exactly

legislation
law

makes an attempt
attempts, tries
maximize
increase, enlarge, expand, broaden
minimize
decrease, lessen, reduce
modify
change

necessary (pre)requisites
(pre)requisites
new innovations
innovations
numerous
many, most

objective
aim, goal
| **optimum** | best, greatest, most |
| **output** | comment, idea |

**P**
- past experience: experience
- personnel: people, staff
- pre-planning: planning
- prioritize: put in order
- prior to: before
- provides guidance for: guides
- possibly might: might
- postpone until later: postpone
- purpose is to: (don't need it)

**Q**
- qualified expert: expert

**R**
- (in the) real world: in the world, in society, in business
- real-world problem: practical issue, business (or social) issue or problem
- refer back: refer
- retain: keep

**S**
- send a communication to: notify
- similar to: like
- solicit: ask for
- state-of-the-art: latest

**T**
- try and fix: try to fix

**U**
- unique: one-of-a-kind (literal) exciting, new, unusual (as often used)
- utilize, utilization: use

**V**
- viable: practical, workable

**W**
- warrant: call for, permit
- whereas: since
- wide range: many, range
- wide variety: many, variety
- without further delay: now, immediately
- with the exception of: except for
Appendix 1 (Johnson Degrees and Program Titles)
(Amanda Webb)

To ensure the consistent use of Johnson’s degrees and program titles, follow these guidelines.

Below is a complete list of every undergraduate and graduate program. The order of the programs is just as important as the titles themselves. For undergraduate degrees, list bachelor’s first, followed by degree completion, second bachelor’s, associate, then certificates.

Under bachelor’s, we list Bible and Ministry first, followed by Preaching and Church Leadership and Preaching and Youth Ministry then Teacher Education. All other programs follow alphabetically with the exception of Music and Worship Ministry which is listed after Church Music. The Honors Program is listed separately after the last undergraduate program.

Under master’s, we follow the same format; list New Testament first followed by the Teacher Education degrees and all others alphabetically below.

Please note the order of the Intercultural Studies concentrations. When listing these concentrations, always use this order.

UNDERGRADUATE

BACHELOR’S
Bible and Ministry
Preaching and Church Leadership
Preaching and Youth Ministry
Teacher Education
   Concentrations offered in:
   • Elementary Education (K-6)
   • Early Childhood Education (Pre/K-3)
   • Middle School Education/History (4-8)
   • Middle School Education/Literature (4-8)
   • Elementary Education (K-6) and English as Second Language (K-12) Dual
   • Pre-Kindergarten and Kindergarten
   • English as a Second Language (K-12)
Children’s Ministry
   Specialty offered in:
   • Preschool/Daycare Director Education
Church Music
Music and Worship Ministry
Counseling
Intercultural Studies
   Concentrations offered in:
   • Missions
• ESL/EFL Education
• Islamic Studies
• Urban Studies
• Linguistics
• Chinese Studies
Management of Nonprofit Organizations
Media Communications
  Specialties offered in:
  • General Media Communications
  • Audio/Radio Production
  • Video/Television Production
  • Church Tech/Media Minister
Youth Ministry

Honors Program

DEGREE COMPLETION
Leadership and Ministry Preparation
Management of Nonprofit Organizations

SECOND BACHELOR’S
Bible and Ministry

ASSOCIATE
Biblical Studies
Intercultural Studies

CERTIFICATES
Christian Service
Disability Ministry (Online)
Intercultural Studies

GRADUATE

MASTER'S
New Testament (Distance Learning)
Online degree offering four tracks:
  • Preaching
  • Research
  • Contract
  • Spiritual Formation and Leadership
    o Graduate Certificate in Biblical Interpretation
Holistic Education
Bible and Educational Technology
Master of Arts Post-Baccalaureate Teacher Education K-6
Master of Arts Post-Baccalaureate Teacher Education 4-8
Marriage and Family Therapy/Professional Counseling

In text, undergraduate program titles should be capitalized and followed by the word Program. Examples:
Right: The Preaching and Church Leadership Program is a double major program.
Right: We offer a program in church music.
Wrong: I’m on the Missions Program.
(Missions is a concentration offered in the Intercultural Studies Program.)
Right: I’m on the Intercultural Studies Program. My concentration is missions.

Important Notes
We have a Graduate Counseling Program. The degree offered is the Master of Arts in Marriage and Family Therapy/Professional Counseling. When referring to this program, we no longer say or write MFT at the end of the degree or as an abbreviation.

We have a Distance Learning Office that handles both the Graduate Distance Learning Program and the Undergraduate Distance Learning Program. The graduate degree offered is a Master of Arts in New Testament.
Right: We offer an online degree in New Testament.
Wrong: You should check out our Master’s in Bible.

The Degree Completion Program offers degrees in Leadership and Ministry Preparation and Management of Nonprofit Organizations. The Degree Completion Office is no longer referred to as LAMP. LAMP may be used to abbreviate the degree but it should be used sparingly.
Appendix 2 (Commonly Asked Questions Specific to Johnson)

Right: Email
Right: email
Wrong: E-mail or e-mail

Right: Internet (always capitalized)
Wrong: internet

Right: Online or online
Wrong: On-line or on-line

Right: Website, website, Web page
Wrong: Web site or web site

(See Johnson Style Guide for a complete list of Tech Terms.)

Right: credit hours
Wrong: semester hours

Right: Associate Degree
Right: Associate Degrees
Wrong: Associate’s Degree

(See Johnson Style Guide for a complete list of Academic Terms.)

Right: My birthday is March 1.
Wrong: The deadline is June 1st.

Right: Christian churches/churches of Christ

Right: Bible, Scripture
Right: biblical (lowercase)

(See Johnson Style Guide for a complete list of Christian Terms.)
A
Aaronic (referring to duties and office of priests)
Abba
Abrahamic covenant
ad hoc
agape (roman); as Greek word, agapē
age of grace
Age (for archaeological periods, such as Bronze Age and Iron Age)
Alpha and Omega (as titles of Christ)
ancient Near East (noun)
ancient Near Eastern (adj.)
angel of the Lord
Angel of the Lord, the
ante-Christian
antichrist, the
anti-Christian
anti-Semitic
ant-Semitism
Apocalypse, the (the book of Revelation)
apocryphal
Apocrypha, the
Apocryphal
Apostle Paul (but Paul the apostle, etc.)
apostle(s), the (the twelve apostles)
Apostles’ Creed
apostolic
apostolic age
apostolic council/fathers
Apostolic Fathers (corpus of writings)
Aramaean
archaeology
archbishop of Canterbury (but Archbishop Smith)
ark (Noah’s)
ark of the covenant
Ascension Day (as liturgical day)
ascension, the
Assyrian Empire
Assyrian King List
atheist
atonement, the
Atonement, the Day of
B
Babylonian captivity
Babylonian Chronicle
Babylonian Empire
Babylonian King List
baptism
baptism in/with/of the Holy Spirit
baptism, the (of Christ)
battle of Armageddon
beast, the
Beatitudes, the
bedouin (singular and plural)
betrayal, the
Bible
biblical
bilingual
bishop of Rome (but Bishop Smith)
Blessing of Moses
blood of Christ
body of Christ
book of the covenant
book of Genesis (etc.)
book of the law
Book of Life
Bread of Life or bread of life
bridegroom, the (Christ)
burnt offering
C
canon, the
captivity, the
Catholic (faith)
catholic (universal)
Catholic Church
Catholic Epistles (or Letters)
century (the first century; first-century [adj.])
cereal offering
Chaldean
charismatic (noun and adj.)
charismatic movement
chief priest
chosen people
Christian (noun and adj.)
Christian era
christianize
Christlike
christocentric
christological
Christology
christophany
church (body of Christ)
church (institution)
church age
church father(s) (but the Fathers of the church)
city of David
city of God
city-state
Classical Arabic
coastal plain
Comforter, the
council
Council of Trent
covenant (old covenant, new covenant)
Covenant Code (Exod 21–23)
creation, the
Creation Epic or Epic of Creation
Creator
crown prince
cross (upon which the crucifixion took place)
cross, the (synecdoche for the entire salvation event)
Crucified One or crucified one, the
crucifixion of Christ
crucifixion, the
Crusades
cupbearer
curse, the
D
david's champions
Davidic (adj.; see Davidide)
Davidic monarchy/kingdom/covenant
Day of Atonement
day of judgment
day of Pentecost
Day of the Lord
Dead Sea Scrolls (but a Dead Sea scroll)
Decalogue (Ten Commandments)
deity of Christ
Deity, the
devil, the
Diaspora (the event or the dispersed community)
disciples
Dispersion
divided kingdom
divided monarchy
divine
Divine Warrior
Dynasty (as in Eighteenth or 18th Dynasty; note Twelfth-Thirteenth Dynasties)
E
eyear church
eyear church fathers
Early Church Fathers (title of work)
Easter
Eastern Orthodox Church
Eden
elect, God’s elect
Emperor Constantine
emperor, an
Empire, Neo-Babylonian/Roman etc.
empire, the
end time, the
end-time (adj.)
ephod
epilogue
Epistle to the Romans (etc.)
Epistles, Paul’s (etc.)
Epistles, the
eschatology
eternal life
eternity
Eucharist
eucharistic
evangelist (John the; the fourth, etc.)
evangelist (popular)
evangelize
exile (the condition)
exile, the (the Babylonian captivity)
exodus, the
extrabiblical
F
faith
fall of humanity
fall of Jerusalem
fall, the
Farewell Discourses (in John)
Father, the (referring to God)
Fathers, the (but church fathers; Early Church Fathers [38–vol. collection] but early church fathers)
feast day
Feast of Firstfruits
Feast of Pentecost (etc.)
Feast of Tabernacles
Fertile Crescent
fertility god (dess)
Festival of Weeks/Booths/Passover
first missionary journey
First Temple period
firstborn
firstfruits
Fish Gate
flood, the
footwashing
Former Prophets
Fourth Gospel
G
garden of Eden
gehenna
General Epistles (or General Letters)
Gentile(s) (noun and adj.)
gnosis
gnostic (noun and adj.)
Gnosticism
God Almighty
God Most High
Godhead
godless
godlike
godly
golden calf, the
good news
gospel (a book of the gospel genre); gospel (= the good news, the kerygma)
gospels (generically); Gospels, the (a division of the canon)
Great Commission, the
Great Rift Valley (= Jordan Valley)
Greco-Roman
Greek (noun and adj.)
Greek Testament
H
hades
half-brother
half-tribe
hallelujah
hanging gardens
Hasidic
Hasidim
heaven
Hebraism
Hebrew Bible
hell
Hellenism
Hellenistic
Herodian
hieroglyph
high priest
hill country
Historical Books (of the Bible)
Holy City
Holy Land
holy of holies
holy war
house of David
humanity
I
idolaters
Immanuel
incarnation
infancy gospels
intertestamental
intertestamental period
Israelite settlement
J
Jacobian
Jehovah
Jerusalem Council
Jew
Jewish
Jewish War
Johanan (not Yohanan)
Johannine
Jubilee, Jubilee Year
Judah
Judah the Patriarch
Judaic
Judaism
Judaizer(s)
Judea
Judean
judgment day
K
King (referring to God)
King Herod
king list (but Sumerian King List, etc.)
king of Israel
King of kings
kingdom of God/heaven
kingdom, the
King’s Highway
Koine Greek
Koran: use Qur’an instead
L
Lamb of God, the
last day, the
last days
Last Judgment, the
Last Supper, the
Latter Prophets
law (versus grace)
law book
law code
law of Moses, Jewish law, law of Israel
Law, the (Pentateuch; a division of the canon)
Letter to the Galatians (etc.)
Letters, the
Levite
Levitical
Light of the World or light of the world
Lord, the (referring to one of the persons of the Trinity)
Lord's Day
Lord's Prayer
Lord's Supper
Lord of Hosts
Lord of Lords
lordship
lordship of Christ
Lower Egypt (political division)
lower Galilee (geographical division)
Luke–Acts
M
Maccabean
magi
Magnificat (Song of Mary)
Major Prophets, the (a division of the canon)
Maker, the (referring to God)
man of sin
Official Aramaic
Old Assyrian period
Old Babylonian period
old covenant
Old Latin
Old South Arabic
Old Syriac
Old Testament (noun and adj.)
Old World
only begotten of the Father
only begotten Son
oral law
Oral Torah
oral tradition
Orient
oriental
orientalist
original sin
Orthodox (Judaism; Eastern Orthodox)
orthodoxy
P
pagan
palace complex
papyrus (pl. papyri)
parable of the Good Samaritan
parable of the Wicked Tenants (etc.)
paradise
passion, the
Passover (noun and adj.)
Passover Seder
Pastoral Epistles
patriarchal narratives
patriarchal period/age
patriarchs, the
Pauline Epistles (or Letters)
Pentateuch
pentateuchal
Pentecost
pentecostal (adj.)
Pentecostal (noun)
people of Israel
percent (spelled out in text; % in parentheses)
period of the judges
period, as in Roman period,
Persian Empire
person of Christ
personal name
persons of the Trinity (but Third Person of the Trinity)
Pharaoh (when used as a proper name)
Pharisaic
Pharisees
pilgrim festivals
Pope John XXIII
pope, the
post-Nicene
postbiblical
potsherd (not potshard)
pre--Christian
prediluvian
preexilic
premillennial(ism)
prenomarchic
priesthood of Christ
Sed festival
Semitic
Semitsm(s)
seminomadic
Septuagint
Sermon on the Mount (in Matthew)
Sermon on the Plain (in Luke)
Servant of the Lord (Second Isaiah)
servant passages
Servant Songs
shalom
sheikh
Shema, the
Sheol
Siloam Pool (but pool of Siloam)
sin offering
Son, the (referring to Jesus)
Son of God
Son of Man
Song of Deborah
Song of Moses
southern kingdom
spirit of God
Spirit, the
Spirit Baptism
Stoic(ism)
Suffering Servant
synagogue
synoptic (adj.)
Synoptic Gospels, the
Synoptic Problem, the
Synoptics, the
Syria-Palestine
Syro-Palestinian
T
tabernacle
Table of Nations
Talmud
talmudic
tell/tel
Tell Deir ÁAll¢
televangelist
Temple Mount
temple, the; Solomon's temple
Ten Commandments
terra-cotta (noun and adj.)
Testaments, both
Tetratuch
Third Evangelist
third missionary journey
third world (noun)
third-world (adj.)
threshing floor
throne name
torah (instruction)
Torah, the (a division of the canon)
Trans-Euphrates
transfiguration, the
Transjordan(ian)
Trinity (cap. when referring to God);
Holy Trinity; Trinitarian (as in Trinitarian controversies)
twelve apostles
twelve tribes
Twelve, the
Twenty-first Psalm (etc.)
U
Upper Egypt
unchristian
underworld (adj.)
Underworld, the
united kingdom
united monarchy
Upper Egypt
upper Galilee
upper Mesopotamia
Urim and Thummim
utopia
V
versions, the (Greek versions, Coptic versions, etc.)
vice-regent
virgin birth, the
Virgin, the (Mary)
vis-à-vis
Vulgate
W
wadi(s)
Wadi ed-Daliyeh/Qelt (etc.)
Wailing Wall
Way, the
West Bank
West Semitic
Western church
Western text
Western Wall
whole burnt offering
whole offering
wilderness (but Wilderness of Zin)
wilderness wanderings
wisdom (movement, quality)
Wisdom (personified)
Wisdom literature
wisdom tradition
wise men
word of God
Word, the (= Jesus)
wordplay
worldview
worship/worshiper/worshiping
Writings, the (a division of the canon)
Written Torah
Y
Yahweh (not Jahweh)
Year of Jubilee
Yom Kippur (Day of Atonement)
Z
Zealots