

Samford Style Reference Guide

November 2023

The Office of Marketing and Communication follows Associated Press (AP) Style, but some exceptions are made, which are included here. You can reference AP Style at apstylebook.com.

Active academic degrees, abbreviated and spelled out

| | |
|--------|---|
| BA | Bachelor of Arts |
| BFA | Bachelor of Fine Arts |
| BM | Bachelor of Music |
| BME | Bachelor of Music Education |
| BS | Bachelor of Science |
| BSBA | Bachelor of Science in Business Administration |
| BSE | Bachelor of Science in Education |
| BSN | Bachelor of Science in Nursing |
| DNP | Doctor of Nursing Practice |
| DPT | Doctor of Physical Therapy |
| DrPH | Doctor of Public Health |
| EdD | Doctor of Education |
| EdS | Educational Specialist |
| JD | Juris Doctor |
| MAcc | Master of Accountancy |
| MATS | Master of Arts in Theological Studies |
| MBA | Master of Business Administration |
| MDiv | Master of Divinity |
| MHA | Master of Healthcare Administration |
| LLM | Master of Laws |
| MM | Master of Music |
| MME | Master of Music Education |
| MPH | Master of Public Health |
| MS | Master of Science |
| MSE | Master of Science in Education |
| MSEM | Master of Science in Environmental Management |
| MSHIA | Master of Science in Health Informatics and Analytics |
| MSL | Master of Studies in Law |
| MSN | Master of Science in Nursing |
| MSPAS | Master of Science in Physician Assistant Studies |
| MSSLP | Master of Science in Speech-language Pathology |
| MSW | Master of Social Work |
| PharmD | Doctor of Pharmacy |
| PhD | Doctor of Philosophy |

Inactive academic degrees, abbreviated and spelled out*

| | |
|------|-------------------------------------|
| AuD | Doctor of Audiology |
| DMin | Doctor of Ministry |
| MAT | Master of Athletic Training |
| MCL | Master of Comparative Law |
| MPA | Master of Public Administration |
| MSDS | Master of Science in Design Studies |
| OTD | Occupational Therapy Doctorate |

**These degrees are no longer active but are listed to help reference alumni or faculty.*

Lowercase informal references to degrees: master's degree, bachelor's degree, associate degree.

Lowercase academic disciplines following a degree listing that are not proper nouns, like philosophy, religion, etc. The academic discipline is capitalized if it is part of the degree title, like Bachelor of Science in Nursing (BSN) or Master of Science in Education (MSE) These degrees are included in the list on the previous page.

When a degree is abbreviated, do not use periods between each letter (BS, MSW, PhD, etc.)

Do not use the word "degree" after the listing of a degree title.

CORRECT:

Patrick earned his Master of Business Administration last year.

Sandra, who graduated with a Bachelor of Arts in May, is now working in the field.

INCORRECT:

Hannah earned a Bachelor of Science degree in health sciences in December.

Todd will graduate with his Doctor of Pharmacy degree.

Concentrations should be lowercase.

When referencing the degree(s) an individual holds, add the degree's abbreviation after the name. If the person holds a doctorate, do not use the prefix "Dr." Use a comma between the name and degree abbreviation.

CORRECT:

Jane Sander, PhD, spoke to the new cohort of nursing students.

This year's commencement speaker was assistant professor Justin Kirk, DPT.

INCORRECT:

Dr. Sanders spoke to the newest cohort of nursing students.

This year's commencement speaker was assistant professor Dr. Justin Kirk.

List only the highest degree behind names.

CORRECT: Ned Reynolds, PhD

INCORRECT: Ned Reynolds, PhD, MPH, BS

If there are two doctoral degrees, list both. For example: Mary Milligan, MD, PhD

adviser

Although many use the word "advisor," Webster's dictionary and AP Style say "adviser."

African American

No hyphen; AP Style recommends using Black instead of African American. However, we recommend you ask your source what he or she prefers.

ampersand (&)

Use an ampersand when it is part of an organization's formal name. In other instances, spell out "and."

CORRECT:

Howard College of Arts and Sciences
Moffett & Sanders School of Nursing
U.S. News & World Report

INCORRECT:

Howard College of Arts & Sciences
Moffett and Sanders School of Nursing
U.S. News and World Report

annual giving solicitations

Use state postal abbreviations for all mail panels.

VISA, MasterCard

ZIP is always capitalized, and code is always lowercased: ZIP code

Belltower

One word and capitalized when referring to the university's e-newsletter. In all other uses, it should be two words and lowercase: bell tower.

bestselling

books of the Bible, abbreviations

While they should be spelled out in copy, books of the Bible can be abbreviated in parentheses or notes when citing specific chapters or verses.

| | | |
|---------|-------|---------|
| Gen | Is | Rom |
| Ex | Jer | 1 Cor |
| Lev | Lam | 2 Cor |
| Num | Ezek | Gal |
| Deut | Dan | Eph |
| Josh | Hos | Phil |
| Judg | Joel | Col |
| Ruth | Amos | 1 Thess |
| 1 Sam | Obad | 2 Thess |
| 2 Sam | Jon | 1 Tim |
| 1 Kings | Mic | 2 Tim |
| 2 Kings | Nahum | Tit |
| 1 Chron | Hab | Philem |
| 2 Chron | Zeph | Heb |
| Ezra | Hag | Jas |
| Neh | Zech | 1 Pet |
| Esther | Mal | 2 Pet |
| Job | Mt | 1 Jn |
| Ps | Mk | 2 Jn |
| Prov | Lk | 3 Jn. |
| Eccles | Jn | Jude |
| Song | Acts | Rev |

building names

Common names are in bold. For all references to campus locations, including parking lot names, see the latest campus map at samford.edu/about/maps.

Academic Buildings

Art Lofts
Elinor Messer Brooks and Marion Thomas **Brooks Hall**
John H. **Buchanan Hall**
 Eleanor Ousley **Recording Studio**
Percy Pratt **Burns Hall**
James Horton **Chapman Hall**
College of Health Sciences
 Building 1
 Building 2
Cooney Hall
Divinity Hall
Dwight M. Beeson Hall
Robert I. **Ingalls Sr. Hall**
Lucille Stewart Beeson **Law Library**
Orlean Bullard Beeson Hall
William Self **Propst Hall**
 Conservatory
 Boyd E. **Christenberry Planetarium**
Memory Leake **Robinson Hall**
Thomas D. **Russell Hall**
Frank Park **Samford Hall**
Bonnie Bolding **Swearingen Hall**
Harwell G. Davis **University Library**

Athletics

Bulldog Softball Field
Campus Recreation, Wellness and Athletic Complex
 Leo E. **Bashinsky Field House**
 F. Page **Seibert Hall**
Intramural/Recreation Complex
Joe Lee Griffin Baseball Field
 Carl E. Miller Jr. Press Box
Pete **Hanna Center**
 Thomas E. and Marla H. Corts Arena
J. T. Haywood Field House
Pat Murphy **Courington Tennis Pavilion**
 Darwin E. Hardison Tennis Courts
Pete Hanna Stadium
 Bobby Bowden Field
 Leo E. **Bashinsky Press Tower**
Sullivan-Cooney Family Field House
Track and Soccer Stadium

Venues

Samford Art Gallery
Bolding Studio
Jane Hollock **Brock Hall**
Jane Hollock **Brock Recital Hall**
Benjamin F. **Harrison Theatre**
Andrew Gerow **Hodges Chapel**
A. Hamilton **Reid Chapel**
Leslie S. **Wright Fine Arts Center**

Services

Academy of the Arts
Air Force ROTC Detachment
Dwight M. and Lucille S. Beeson Center
Facilities Management
Health and Wellness Center
 Samford CARES
 University Health Services
Ralph W. Beeson University Center
 Caf (Dining Hall)
 Samford Shop (Bookstore)
 The Hub (Information Center)
Public Safety

Residence Halls

Central Residence Halls
 John D. **Pittman Hall**
 Mamie Mell **Smith Residence Hall**
 Lena **Vail Davis Residence Hall**
Beeson Woods Residence Halls
 James Hall
 Lucille Hall
 Luther Hall
 Treetop Hall
 Malcolm Hall
 Evergreen Hall
 Wesley Hall
 Rosa Hall
 Ralph Hall
 Ethel Hall
 Orlean Hall
 Marvin Hall
 Dwight Hall
West Campus Residence Halls
 Alpha Delta Pi
 Alpha Omicron Pi
 Chi Omega
 Mountain View
 Phi Mu

Pi Kappa Phi
Shelbourne Lane
Sigma Chi
Theta Alpha
Tri Delta
Zeta Tau Alpha
West Village Residence Halls
Building 100
Building 300
Student Apartments

Points of Interest

Ben Brown Plaza
Gertha Itasca Earwood Bolding Memorial Garden
Hazel P. **Boren Courtyard** and Garden
Martha F. and Albert P. **Brewer Plaza**
Centennial Walk
President's Home
University **Quadrangle**

capitalization

For presidents, deans and vice presidents, capitalize titles before but not after names:

CORRECT:

President Beck A. Taylor
Beck A. Taylor, president of Samford University
President Emeritus Andrew Westmoreland

For others, lowercase titles if at all possible

CORRECT:

assistant professor Stephen Chew
director Jane Smith
Paul Clooney, director of photography

Capitalized title if part of an endowment

CORRECT: Art Carden, the Margaret Gage Bush Distinguished Professor of Economics

Departments/offices/etc., proper, but not informal

CORRECT:

Department of Political Science; political science department
Office of Admission; admission office

Capitalize Board of Trustees and Board of Overseers in all instances.

Lowercase advisory board

CORRECT: Brock School of Business' advisory board

Do not capitalize university, school, center or college unless it is used as the formal title.

CORRECT: The university was founded in 1841.

INCORRECT: The University was founded in 1841.

Capitalize names and pronouns that refer to God or Christ.

CORRECT:

Jesus, our Savior, lived the perfect life as He lived without sin.

God, in His mercy, sent His Son to die for our sins.

God is the Creator of heaven and earth.

campuswide (adj.)

century

Lowercase, spelling out numbers less than 10

CORRECT:

the first century

the 21st century

check-in (noun); check in (verb)

civil rights movement not Civil Rights Movement

class year

Use a curled apostrophe (the same appearance as a single closing quotation mark) for class year abbreviations. Do not spell out "Class of." For alumni of graduate programs, list the degree abbreviation before the year abbreviation. In this instance, include a comma after the person's name.

CORRECT:

Jane Doe '18

Jane Smith, JD '07

INCORRECT

Jane Doe, Class of 2018

For alumni who hold multiple degrees from Samford, use commas. If the degrees were earned in the same year, like for a joint degree, list all degrees abbreviations but only one year abbreviations.

CORRECT:

Anna Kate Brown '09, MBA '13

Sarah Keller '05, MSN '17, DNP '20

Henry Waller, JD, MBA '22

Do not list a projected graduation date for students because we cannot guarantee that they will graduate and receive a Samford degree. (For example, if a student is expected to graduate in 2030, say the actual student classification.) For undergraduate students, use freshman, sophomore, junior and senior as their classification. For graduate students, reference their year in the degree program.

CORRECT:

Bill Milligan, a freshman from Cleveland, Ohio

Claire Duvall, a second-year Doctor of Pharmacy student

INCORRECT:

Steve Harmon, class of 2029

Jennifer Clark, PharmD '30

co-

Retain the hyphen when forming nouns, adjectives and verbs that indicate occupation or status.

co-author

co-host

co-worker

co-chair

co-sponsor

co-present

cocurricular (no hyphen)

commas (also see Oxford comma entry)

In a series:

CORRECT: Samford offers volleyball, soccer and basketball.

INCORRECT: Samford offers volleyball, soccer, and basketball.

After city/state:

CORRECT: She lives in Birmingham, Alabama, and attends Samford.

INCORRECT: She lives in Birmingham, Alabama and attends Samford.

After dates:

CORRECT: The concert is May 15, 2023, at the Wright Center.

INCORRECT: The concert is May 15, 2023 at the Wright Center.

NOT with Inc., Jr. or II:

CORRECT

The ranking from Forbes Inc. was released this morning.

Harry Brock III is vice president for business and financial affairs.

Martin Luther King Jr. was a civil rights leader.

INCORRECT

The ranking from Forbes Inc., was released this morning.

Harry Brock, III is vice president for business and financial affairs.

Martin Luther King, Jr., was a civil rights leader.

course titles

Course names/titles should be capitalized with no additional punctuation. Course names/titles should align with what is listed in the most recent course catalog.

CORRECT: Introduction to Population Health

course work

dashes

Hyphen (-) Use with compound words, line breaks or phone numbers.

CORRECT

726-444-5555

INCORRECT

(726) 444-5555 or 726.444.5555

En dash (–) Use this to separate dates and times. Examples: 1990–95 or 8–9

Em dash (—) Used to introduce an explanatory or emphatic element; to indicate a sudden break in thought or speech; to create a break in continuity greater than that suggested by the comma; and to set off multiple nouns, when the nouns are the referents of a pronoun that is the subject of a summarizing clause. Do not leave a space on either side of the dash. (This varies from AP style.)

data

Data takes a singular verb and pronoun.

CORRECT:

The data is accurate.

It shows that enrollment has increase.

dates

When a month is used with a specific date, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov., and Dec. Spell out March, April, May, June and July. If desired, you can spell out any month in an invitation. Also, spell out the month when used alone or with a year alone.

When referencing a date within the current calendar year, the year can be omitted from the date.

Include the year when the date references a time before or after the current calendar year.

CORRECT:

The building first opened on May 11, 2005.

Sally Walker expects to graduate on April 31, 2024.

decision-making**double-spacing between sentences**

Don't do it. Please. Double-spacing between sentences makes your writing look dated and takes up valuable space.

email

No hyphen, one word, lowercase

e-newsletter

Include the hyphen

esports

Family Weekend

Capitalize in all instances.

firsthand

flextime

For God. For learning. Forever.

fundraising, fundraiser

gameday, not game day

Gospel

Capitalize when referring to the four books of the Bible, as well as the overall message of Christ. Lowercase when referencing gospel music.

health care

Exceptions include proper nouns, including of degree names (like Master of Healthcare Administration) or center names (like Healthcare Ethics and Law Institute).

Homecoming, Homecoming Weekend

Capitalize in all instances.

homepage not home page

hyphen

No hyphen is needed if the modifier is commonly recognized as one phrase, like chocolate chip cookie, public land management, first quarter touchdown and real estate transaction.

Additionally, no hyphen with double-e combinations.

| | | |
|-------------|---------|-------------|
| preeminent | reelect | reenter |
| preexisting | reenact | reestablish |

Exceptions for when to use the hyphen include:

Student's year when used as a modifier

CORRECT: Harry Potter is a first-year student at Hogwarts.

Square footage when the number used as a modifier

CORRECT: The 150,000-square-foot building

italics or quotation marks

Capitalize and set in italics the titles of the following:

Books, plays, collections of poetry, long poems, journals, magazines, movies, newspapers, television programs, radio programs, operas, paintings, works of art, CDs

Seasons, *Cumberland Lawyer* and *Beeson* are in italics. Do not capitalize the m in magazine.

Capitalize (but don't italicize) the titles of the following:

Art and design exhibitions, performances (e.g., Faculty Gala and Choral Vespers), performance group names (e.g., The Midtown Men), generically titled performances (e.g., Ten-minute Play Festival), book series, untitled musical compositions (e.g., Symphony in B Major), languages, conference

Capitalize and enclose in quotation marks the titles of the following:

Articles and parts of books, short poems, short stories, songs, theses and dissertations

Juneteenth

Capitalize in all instances.

kick off (verb); kickoff (noun)

livestream/livestreaming

One word, no hyphen, lowercase

LGBTQ

Acceptable in all references for lesbian, gay, bisexual and transgender, or lesbian, gay, bisexual, transgender and questioning and/or queer. In quotations and the formal names of organizations and events, other forms such as LGBTQIA and other variations are also acceptable with the other letters explained.

long-standing

longtime

May term not May Term or May-Term

nonrefundable

Oxford comma

Use commas to separate elements in a series, but do not put a comma before the conjunction in most simple series: *The flag is red, white and blue. He would nominate Tom, Dick, Harry or Jeannette. She goes to school, plays league soccer and takes private dance lessons.* As with all punctuation, clarity is the biggest rule. If omitting a comma could lead to confusion or misinterpretation, then use the comma.

percent

Use % sign when paired with numeral, with no space. ex. 96%

premier is defined as first (adjective); **premiere** is defined as the first public performance (noun).

preprofessional programs

pre-architecture

prebusiness

pre dentistry

prelaw

premedicine

pre-engineering

preveterinary medicine

prepharmacy

pre-optometry

When you use the “pre” prefix, look first in Webster’s dictionary to see if your word is there. If so, go with the way Webster’s spells it. If it’s not in Webster’s, look at your AP Style Guide for special exceptions. If it’s not in AP, apply these rules: add a hyphen if the word following “pre” begins with a vowel. Leave it unhyphenated if the word starts with a consonant.

problem-solving (noun)

postsecondary

postgraduate

Project SAMson, not Project Samson

race-related coverage

For race-related coverage, follow the AP Style Guide.

rankings

In body copy, use 1st, 2nd, 10th, 12th, etc. (Samford is 1st in Alabama.)

In display copy, use #1, #2, #12, etc. (#1 in Alabama)

Do not use superscript in any instance.

résumé or resume

Résumé is preferred to avoid confusion with the verb “resume.” However, resume is also acceptable.

RSVP

Should not be accompanied by the word “please.” “Please RSVP” is the equivalent of “please, please reply.”

room numbers

315 Samford Hall, not Samford Hall 315 or 3rd floor, Samford Hall

Sabbath

Capitalize in all references.

Samford publications (proper names and usage)

| | |
|-------------------|------------------|
| CORRECT | INCORRECT |
| Seasons | Seasons Magazine |
| Cumberland Lawyer | The Lawyer |
| Beeson | Beeson Magazine |

SamTram shuttles

school/center names

Do not use “the” before proper names of schools and centers.

- CORRECT
- Brock School of Business
- Moffett & Sanders School of Nursing
- Wright Center

INCORRECT
the Brock School of Business
the Moffett & Sanders School of Nursing
the Wright Center

Exceptions to this rule are schools and centers that have not yet been named for donors.

CORRECT:
the School of the Arts
the College of Health Sciences
the Center for Science and Religion

When not using the proper name of a school, use of “the” is appropriate.

CORRECT
the law school
the education school

In body copy, it is Samford University’s Moffett & Sanders School of Nursing.
In display copy when the information is stacked, please remove the ‘s. In display copy when the information is not stacked, it’s your preference on whether or not you add the ‘s.

Do not use abbreviations. MSOP, BSOB, HCAS, are not meaningful monikers to the majority of outside audiences. This also applied to divisions, departments and centers.

Scripture

Capitalize when referencing the Bible.

Scripture, formatting and punctuation

For Scripture references across chapters that go through the end of the chapter, include the number of the last verse to avoid confusion.

CORRECT: Exodus 29:25-30:38
INCORRECT: Exodus 29:25-30

Series of references from within the same chapter should be separated by commas. Two or more consecutive verses are separated by a hyphen. A series of references that space chapters or books are separated by a semicolon.

CORRECT: Exodus 15:24; Psalm 4:5, 8, 10; John 3:16-17, 4:2-12; Acts 1:3-4, 7-10, 2:20-3:3
INCORRECT: John 3:16, 17

References to the five books in the Bible consisting of only one chapter should not include chapter numbers.

CORRECT: Obadiah 15; Philemon 4-7; 2 John 10; 3 John 2; Jude 17
INCORRECT: Obadiah 1:15; Philemon 1:4-7; 2 John 1:10; 3 John 1:2; Jude 1:17

For Scripture quoted in the text, terminal punctuation follows the parenthetical reference. If a Scripture quotation concludes with a question or exclamation, the question mark or exclamation point may remain inside the quotation marks and a period following the reference.

CORRECT:

“God so loved the world” (John 3:16).

“Where can I go from your Spirit?” (Psalm 139:7).

Use Psalm when referencing a chapter; use Psalms when referencing multiple chapters.

CORRECT:

Psalm 110

Psalms 110-120

Scripture references should not be relegated to a note, but rather, should appear in parentheses following the appropriate phrase or clause in a paragraph.

seasons of the year

Lowercase spring, summer, fall and winter and derivatives such as springtime unless it is part of a formal name such as Winter Olympics.

CORRECT: spring 2023, fall semester, summer term

skill set

smartphone and smartwatch

student-athlete

always hyphenate

they, them, their

In most cases, a plural pronoun should agree in number with the antecedent: *The children love the books their uncle gave them.* They/them/their is acceptable in limited cases as a singular and-or gender-neutral pronoun, when alternative wording is overly awkward or clumsy. However, rewording usually is possible and always is preferable.

3D not 3-D

theatre

Because Harrison Theatre is literally written in stone on the building, Samford uses the British spelling to remain consistent throughout its written communication. The official name of the department is Department of Theatre and Dance.

time

a.m.

p.m.

Use an en dash between numerals –

Do not use :00 (Example: 8–9:30 a.m.)

titled

CORRECT: The book is titled *Harry Potter and the Chamber of Secrets*.

INCORRECT: The book is entitled *Harry Potter and the Goblet of Fire*.

URLs

Delete www. and http:// if the website works without it.

Always lowercase all website links.

CORRECT: samford.edu

INCORRECT: Samford.edu

Washington, D.C.

Not Washington D.C. or D.C.

website, webpage

Always one word

well-being

always hyphenate

Word of God

Capitalize if it is a synonym for the Bible or Jesus. Lowercase if this is a common name for communication from God (God's word to Moses)