

Wilkes University in 1990. Use full title on first reference; BUJC is acceptable on subsequent references.

Center for Global Education and Diversity

Encompasses support services for international students, the Office of Diversity Initiatives and the Intensive English Program

chair/chairperson

Use these terms even if you know the person's gender.

class of ...

*Lqj p'Ub kj 'ku'e'o go dgt 'qhl'j g'ercuu'qhl3; 720
Pqvg<wug'j ku'w'ng'hqt 'cm'gzvgtpcn
eqo o wpkcvkqpu't ghtgpekpi 'i tcf wv'kpi
ercuu'f gct u'hqt 'cnwo p'k'Vj g'ø72'hqny kpi
cnwo p'k'pco gu'ku'hqt 'kpvgtpcn'r wdrkcvkqpu
qpr'0*

Class year

Entering students may be referred to as first-year students. For current students, use *htgij o cp.'uqrj qo qtg.'lwpkqt.'ugpkqt* or *i tcf wv'g'w'w'f gpvto* denote year. Do not use prospective graduation year.

Cohen Science Center – Acceptable on all references. Correct full name is Lawrence and Sally Cohen Science Center.

Colonel(s)

Capitalize when used to name Wilkes athletics teams. Women's teams are referred to as the *Ncf { 'E qrupgnu0*

Colonel Connection, The

Formal name il?lumi?s ; cbation'

on the connect. apitalize

Departments, offices

Capitalize when using the formal name;
lowercase informal usage.

The *Fgrctw gpv'qllPwt ukpi* but the *pwt ukpi*
fgrctw gpv0

Dining Services/Locations

Rifkin Café: Located on the first
floor of the Henry Student Center.
Houses Griljt

as the honors program. Students in the program may be referred to as honors program students. Do not use the term honors students.

Institute for Energy and Environmental Research

Institute for Public Policy and Economic Development – Use the institute on second reference

Intensive English Program
Avoid abbreviating it as the IEP

International Engagement (Office of)
Office responsible for established and new University partnerships with the Republic of Panama and other countries.

Karambelas East Campus Gateway – the Gateway linking South Main Street to the heart of campus. East Campus Gateway may be used on second reference. Capitalize Gateway when used by itself.

Karambelas Media and Communication Center. *Mctco dgru'Egpygt 'ku'ceegrvcdrq'qp ugeqpf 't'glgtgpeg0*

Kirby Scholars – Student workers in the Allan P. Kirby Center for Free Enterprise and Entrepreneurship

Leahy, Patrick F.
Patrick F. Leahy, Wilkes University president or President Patrick F. Leahy. Use last name only on second reference.

Lecture series:
-O'hop Lecture
-Max Rosenn Lecture Series in Law and
-O'hop Lecture Se tecture Se

McHale Athletic Center

Field house in the University Center on Main. Do not refer to as the MAC in formal communications.

Nesbitt College of Pharmacy

NeuroTraining and Research Center – located in Breiseth Hall

northeast Pennsylvania

Lowercase *pqt yj gcw*.

Nursing Simulation Center

Located on the lower level of Stark Learning Center. Use simulation center on second reference. Do not use sim center. See entry about manikins

Nursing degrees (graduate)

- Ph.D. in Nursing (doctor of philosophy in nursing is a research-based doctorate)
- D.N.P. (doctor of nursing practice offers an advanced degree with a clinical rather than research focus)

Office of International Engagement

Separate from our international students’ services. Responsible for our partnerships with the Republic of Panama, including:

- Wilkes University Panamanian Partnership
- MEDUCA Bilingual Panama
- IFAHRU program (traditional undergraduates)
- Diplomatic Partnership

Passan School of Nursing

May use the Passan School or school of nursing on second reference.

Patrick F. Leahy (use middle initial)

President’s Awards for Excellence

Given for mentorship, scholarship, diversity, innovation and community

Research and Scholarship Symposium –

name for the annual presentation of faculty and student research

Residence hall vs. dorm – Residence Hall is preferred

Room numbers and building names

Use number only before building name to convey room addresses:

Vj g'o ggwpi 'y kn'dg'j g'f 'lp'336'Uct n0

SHINE of Luzerne County at Wilkes

University – SHINE may be used on second reference

Sidhu School of Business and Leadership

Use instead of *Lc f'UUf j w'Uej qq'l'qh Dmkpguu'c'pf 'Ngcf gtuj kr* on first reference; use *Uf j w'Uej qqn* on subsequent references.

South Campus Gateway – The Gateway linking the Henry Student Center with the Fenner Quadrangle. Capitalize Gateway when used by itself on second reference.

States

When standing alone, spell out state names:
O qw'Y kmgu'uwf gpw'e'qo g'lt qo
Rgppu'ixc'pk0

When the state name appears, p, sc

Use numerals and omit zeroes for on-the-hour times: *Vj g'o ggwpi 'dgi kpu'cv': r0 0*

Note that a.m. and p.m. are not capitalized.

In text, use *pqqp* and *o kf plj v* rather than numerals to avoid confusion.

Titles, people

Capitalize when immediately preceding names *cpf* using as part of the names.

Fgcp'RcwiCf co u'uckf 'i OR Cuiukxpv Rtqlguuqt 'Okaj grg' Cpvj qpf 'uckf 'i

Lowercase if following names or used to help describe or identify people further.

Cpvj qpf 'Nkw| / q.'rtqlguuqt 'qh'dwukpgui'cpf geqqo keu.'i

If the person holds a named professorship or chair, such as an endowed professorship, capitalize the title whether it precedes or follows the name:

Rtqlguuqt 'Okaj cgn'Uggrg.'Hgppgt 'Gpf qy gf Tgugctej 'Ej ckt.'i

~~ii k~~

~~Titles, people sssssbs tonk~~

WEBS (Women EÉ

TRICKY USAGE

Comprise/compose

Ego rtkg means include, so never use with the word *qh*

Vj g'Wpkxf 'Ucvgu'ego rtkgu'72'iacvuo

Vj g'Wpkxf 'Ucvgu'ku'ego rqugf 'qh'72'iacvuo

Currently/presently

Ewtgpw means no

*Uj g'uej gf wrgf 'yj g'hpcepeg'ercuu 'yj kej
o ggu'kp 'yj g'gxgpkpi* (evening is when the
MBA meets; implies that no other MBA
class exists).

Their

Vj gkt is a plural pronoun.

Incorrect: *Cpl 'lwwf gpv'y j q'o kuuf 'yj g
o ggkpi 'uj qwf 'rkenlwr 'yj gkt 'lqt o 'vq c{0*

To avoid using *j g* or *uj g*, construct
sentences with plural objects:

Correct: *Cpl swf gpv'y j q'o kuuf 'yj g
o ggkpi 'uj qwf 'rkenlwr 'yj gkt 'lqt o u'kp 'yj g
qlhkeg0*

Title/entitle

To *wrg* means to give a title; to *gpwrg* means
to give a title to or a claim.

*J ku'ur ggej 'ku'wrgf "032"Y c{ u'vq "Y kp0
Vj g'cwj qt 'gpwrgf 'j gt "dqmA Book About
Me0
Uwf gpvu'ctg'gpwrgf 'vq'c 'rc k 'j gctkpi 0*

Who/whom

Use *y j q* when someone is the subject of a
sentence, clause or phrase: *Vj g'lwwf gpv'y j q
ur qng'lww'etquuf 'yj g'wt ggv OR Y j q'ghw'c
dcem cenlkp 'yj g'j cMA*

Use *y j qo* when someone is the object of a
verb or preposition: *Vj g'lwwf gpv'vq'y j qo 'y g
ur qng'lww'etquuf 'yj g'wt ggv OR Klj qwf
i kxg'yj g'dcem cenlvq'y j qo A*