



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 glgt gpekpi 'i tcf wv'kpi  
ercuu'f gct u'hqt 'cnwo p'k'Vj g'ø72'hqny kpi  
cnwo p'k'pco gu'ku'hqt 'kpvgt pcn'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'lw'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 gpv*

**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 Office**  
Office responsible for established and new University partnerships with the Republic of Panama and other countries.

**Karamelas 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.

**Karamelas Media and Communication Center.** *Mctco dgru'Egpygt 'ku'ceegrvc drg'qp ugeqpf 't'glgt ppeg0*

**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 Humanities *Tquqpp'Ngewt'g'o c{ 'dg'wugf'qp ugeqpf 't'glgt ppeg0*
- United Nations Lecture Series
- Allan P. Kirby Lecture Series in Free Enterprise and Entrepreneurship
- Allen Hamilton Dickson Lecture Series

**Lists**

When constructing a bulleted list

**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*  
*Dw'kpgu'c'pf 'Ngcf gt'uj 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'lw'f gpw'e'qo g'lt qo*  
*Rgppu'f'xc'pk'0*

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.

*F gcp'RcwiCf co u'uckf 'i OR Cuiukxpv Rtqlguuqt 'Okæj grg' Cpvj qpf 'uckf 'i*

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

*Cpvj qpf 'Nkw|/q.'rtqlguuqt 'qh'dwukpguu'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 'Okæj cgn'Uggrg.'Hgppgt 'Gpf qy gf Tgugctej 'Ej ckt.'i*

~~2 15000 000000~~

~~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 wgf 'yj g'hpceg'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 'lwf gpv'y j q'o kuuf 'yj g  
o ggkpi 'ij qwf 'rken'wr '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 'ij qwf 'rken'wr 'yj gkt 'lqt o u'kp 'yj g  
qlhke0*

### **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 gpv'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'lwf gpv'y j q  
ur qng'lww'etquuf 'yj g'wt ggv OR Y j q'gh'c  
dcem cenikp 'yj g'j cMA*

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