Westminster Style Guide  
December 2, 2011

A

**academic degree**  
use an apostrophe in bachelor’s and master’s—use abbreviations AB, MA, and Ph.D. after a full name and preferred form seems cumbersome—when after name use commas (Bill Doe, Ph.D., spoke) - do not capitalize degrees unless  
abbreviated (Bill Doe, MA ’95, serves)—do not precede name with courtesy title and follow it with degree reference such as Dr. Bill Doe, Ph.D.

**academic divisions**  
Capitalize all names of departments, divisions, and centers when using their full, proper name (Department of History)—lower case when using informal names (history department)

**Academic Year**  
Capitalize with numerals such as Academic Year 2009 or 2009-2010 Academic Year but lowercase if no numeral attached  
Always use the term academic year unless discussing budgetary topics. In those cases the term fiscal year

**addresses**  
Do not use abbreviations for Avenue, Boulevard, and Street. Spell out and capitalize First through Ninth when used as street names; use figures for 10th and above.

**Admissions**  
The recruiting division of Enrollment Services. Capitalized

**The Aesthetic Stoic**  
Piece of abstract sculpture in rose marble and Indiana limestone dedicated to the memory of Distinguished Service Professor and A.P. Green Professor of English Literature Emeritus John W. “Jolly John” Randolph, who passed away in 1981. On the back of the monument is the inscription of the poem, *The Aesthetic Stoic*, written by Randolph as a young man. The sculpture is located between Westminster Hall and Newnham Hall.

**Alati - The Alati**  
capitalize and italicize—a past campus literary magazine that is no longer published and was partially funded by the Student Government Association—an independent student publication that was distributed three times per semester

**alma mater**  
Do not capitalize
Alpha Chi
National Scholarship Society established at Westminster in 1974

Alpha Gamma Delta
Kappa Delta Chapter of this sorority established at Westminster in 2009

Alpha Mu Gamma
National Collegiate Foreign Language Society established at Westminster in 1972

alumnus
one male alum

alumna
one female alum

alumnae
more than one female alum

alumni
more than one alumnus/alumna

alumni association
Westminster College Alumni Association (WCAA)—second reference: alumni association or association. Westminster students are granted alumni status upon the completion of two semesters, regardless of actual graduation status, and all alumni are automatically members of the alumni association.

alumni awards
Since 1956, alumni awards have been presented on Alumni Weekend by the Westminster Board of Trustees. Currently, three types of awards are given. The Lifetime Alumni Achievement Award, considered one of the highest honors Westminster can confer on an alumnus/alumna, is presented annually to alumni whose accomplishments reflect the Westminster mission and who have distinguished themselves through personal achievements, professional achievements and/or have made significant contributions to society. The Alumni Loyalty Award, established in 2009, is bestowed upon alumni who demonstrate a continued interest in Westminster College through contributions of time, talent, influence and/or funds and who have demonstrated exceptional loyalty, commitment, dedication, and service to the College. The Young Alumni Achievement Award, established in 2009, is presented annually to recognize alumni who demonstrate the Westminster mission through outstanding achievement early in their chosen career and/or dedicated leadership and service to their community.
Alumni Council
Alumni Council is the executive committee for the WCAA and assists the College—second reference: council. All alumni are automatically

Alumni Giving Percentage (AG%)

a.m.

the abbreviation for morning hours should always be set off by periods as in 9 a.m.

Angel
A computer software program on campus that has been discontinued but was used primarily by faculty and Library Services.

Annual Fund
not used and now called Westminster Fund

Asian Summer Experience
This five-day pilot summer experience in 2011 under the auspices of the Center for Engaging the World taught American high school students about the culture, history and politics of Asian nations, introduced them to the Chinese language as taught by a native teacher, and allowed them to interact with visiting Chinese high school students.

B

The Bill and Marge Backer Dining Room
Backer Dining Room, main dining area in Mueller Leadership Hall

Beta Beta Beta
National Honorary Biology Fraternity established at Westminster in 1969

Beta Theta Pi/Beta (BTP)
Alpha Delta Chapter of fraternity founded at WC in 1868. Located on Westminster Avenue.

Blue Blazers Investment Committee (BBIC)
a student investment club established in 1996 that works with a broker to invest and manage funds given to the members by the Westminster Board of Trustees.

blue jay
our mascot (not Bluejay or bluejay)
Blue Jay Field
softball field on campus across from the soccer field on Hickman Avenue

Board of Associates (BOA)
Board of Associates—name for members of the local 501 © (3) organization of friends of both Westminster College and William Woods University who raise scholarship money for students at both schools

Board of Trustees—(BOT)
First reference: Board of Trustees—second reference: Board or trustees—the governing body of the College

Bookstore--/College Bookstore
Capitalized—College Bookstore located on lower level of Mueller Leadership Hall

Breakthrough Sculpture
Capitalize and italicize—Breakthrough—Artist Edwina Sandys, granddaughter of Sir Winston Churchill, sculpted eight sections of the actual Berlin Wall into this 11’ high by 32’ long structure, which is located on Latshaw Plaza adjacent to the Churchill Memorial—President Ronald Reagan dedicated the sculpture one year after the November 9, 1989, fall of the Berlin Wall as the centerpiece of the Cold War Memorial on campus.

buildings/halls
Capitalize when used with structure’s name: Gage Hall—lower case when used alone: building, hall, residence hall, center

Buschman Awards
An endowment for faculty travel and study abroad made possible by a legacy from the estate of Leonard V. Buschman, Class of ’15. Has also been used for sabbaticals.

Bylaw
bylaw, byline, byproduct

C

campaign
Do not capitalize at all when referring to the capital campaign

Campaign for Westminster
Always italicize—a five-year fundraising campaign for capital improvements that ran from 2000-2005.
campus
   Lowercase in all uses—also campuswide

Campus Calendar
   The main calendar for all Westminster events.

catalog
   Preferred spelling ends with –log, not -logue

Office of Career Services
   Capitalize in full title but lowercase when only using the term career services—
   this office encourages students to meet their career development needs through
   exploring their values, interests, and skills. This combined with career-specific
   information, relevant experience, and ample opportunities allow them to lead
   personally and professionally fulfilling lives.

Center for Engaging the World (CEW)
   Part of both the College and the new Churchill Institute, the Center oversees the
   International Studies Program and fosters links to existing departments and
   minors. Connected to the Churchill Institute, it supports, and is supported by, the
   National Churchill Museum while also translating Churchill’s legacy into a means
   of understanding today’s world.

Center for Teaching Excellence (CTE)
   Creates an atmosphere for faculty to talk about teaching and share ideas,
   challenges, questions, and problems concerning their classes and individual
   students. Holds regular workshops and makes teaching-related information
   available to faculty. Uses mentoring to guide non-tenured
   faculty.

Census Date
   The 16th day of class when the number of students officially enrolled becomes
   official (the first 15 days of class, students can drop or change classes).

chair
   Do not use chairman/chairmen. Use chair, vice-chair, committee chair, etc.

Champ Art Gallery
   Lobby of Champ Auditorium where regular art exhibits are displayed

Champ Auditorium
   While called “Champ” in conversational reference, never use in writing about it—
   second reference: auditorium—The Elizabeth T. Champ Auditorium, built in
   1966, seats 1,400 people for concerts, lectures, dramatic productions, movies, and
   other college events such as Commencement. The lower level houses the Office
   of Enrollment Services and Fine Arts.
The Churchill Institute
The Churchill Institute incorporates the life and work of Churchill into the whole Westminster curriculum and across the range of activities and events that underpin the total Westminster experience, enhancing the College’s mission and elevating its profile. Signature programs of The Churchill Institute include the Westminster Symposium, the Fulbright-Robertson lecture and a new program, Profiles in Leadership, which is a series of evening community presentations on contemporary and historical leaders by campus, mid-Missouri, and visiting scholars.

Churchill Leadership Gallery—
The exhibit section of Churchill’s life and times in the undercroft of the National Churchill Museum

the Church of St. Mary the Virgin, Aldermanbury
Do not capitalize “the” and place comma in proper position—use “the Church” for second reference. Twice destroyed by fire, the Church of St. Mary the Virgin, Aldermanbury, located at the corner of Westminster Avenue and Seventh Street, is part of the Winston Churchill Memorial and Library in the United States. Dating from the 12th century, it was redesigned by Sir Christopher Wren in 1677 after the Great Fire of London. Left in ruins by World War II, the architectural masterpiece was saved from demolition by the bold idea to move it to Westminster campus stone by stone where it was reconstructed and restored. It houses the National Churchill Museum in its undercroft and is believed to be the oldest church in North America. www.churchillmemorial.org

Churchill Plaza Sculpture
Dedicated in 2011, this bas-relief sculpture by St. Louis artist Don Wiegand captures the decisive moment in Churchill’s speech at Westminster when he talks about an “Iron Curtain” descending. The sculpture welcomes visitors at the entrance of the National Churchill Museum.

The Churchill Quadrangle/The Quad
Location of freshman housing (Rice, Scott, Gage, Marquess and Sloss Halls.) Dedicated in 1959.

CIVICUS
An acronym for a servant-leadership program affiliated with the Emerson Center for Leadership & Service that is committed to promoting social justice issues.

Classes
lowercase names of classes: undergraduate, senior, junior, sophomore, and freshman
Class of...
When referring to a Westminster alumnus/alumna, please capitalize Class in the sentence construction John Smith, Class of ’93. Or John Smith, Class of ’93, if in middle of sentence. Can also be designated as John Smith, ’93. Unless specifically requested, alumni are considered to be members of the graduation class of the year they entered, regardless of whether they graduated early, late, or not at all.

Clementine Spencer-Churchill Reading Room/Clementine Room

collective nouns
In the case of nouns such as board, class, committee, faculty, or team, use the singular case if group is a single unit operating together such as “The faculty has left the building.” or “The committee set its agenda.”—use plural pronoun or verb is group is operating as individuals or in disagreement such as “The faculty have written books.” Or “The committee cast their votes.”

College
Capitalize when referring to Westminster College as the College

The Columns/Columns Ceremony
Always capitalize. Located on The Hill, The Columns are the only remnant of the original administration building Westminster Hall, which was destroyed by fire in 1909. Two of the more revered Westminster traditions are the fall Convocation when new students enter the campus through The Columns and Commencement when graduating students pass through The Columns into the world.

The Columns
Italicize and capitalize as in The Columns—the student newspaper published under the jurisdiction of the Publications Board of the SGA several times a semester

Columns Connection
Italicize and capitalize as in Campus Connection—e-newsletter for alumni and friends of the College

Commencement
Always capitalize when referring to the actual Westminster event but use lowercase when used as the adjective commencement exercises or commencement speaker
Convocation
always capitalize when referring to the Westminster opening event to welcome new freshmen and their guests

cooperate, coordinate, coed, coexist
Write without hyphenating

The Wallace H. Coulter Foundation
Always capitalize “The”. The Foundation – second reference

the Wallace H. Coulter Science Center (CSC)
Do not capitalize “the’. The Coulter Science Center – second reference. Built in 1967 and extensively renovated and expanded in 2004, the Wallace H. Coulter Science Center showcases some of the highlights in Wallace Coulter’s career. The building houses the 200-seat Schuessler Humphreys Amphitheater, classrooms, laboratory facilities for biology, chemistry, environmental studies, psychology, and physics and faculty offices for these disciplines as well as mathematical sciences.

Council of Chairs
The advisory board for the Dean of Faculty, consisting of the Dean of Faculty, the Associate Dean of Faculty, and the Division Chairs

coursework
One word

Craighead Room
Small conference room located on the top floor of the Hunter Activity Center and named for Forrest Albert Craighead. Now office for Program Director of Community Engagement, Service & Learning.

Cutts Gallery
The Anson Cutts Gallery is the art exhibition area in the undercroft of the National Churchill Museum. Provided by a gift from the estate of Anson B. Cutts of Minneapolis, MN.

D

Davidson Leadership Plaza
This striking landmark in the center of The Hill is a large fountain plaza with compass point entrances and pools of water anchored by an 8 ft. bronze abstract sculpture, The Flight of Leadership. It is named for President Emeritus Robert L. D. Davidson (1955-1973) who was instrumental in bringing the Churchill Memorial and Library to Westminster. The Plaza was built thanks to generous contributions from alumnus and stands to commemorate Westminster’s
first 150 years of delivering excellence in education and serves as a catalyst for the next 150 years.

**Dean’s List**
- Capitalize when talking about the Dean’s List

**Delta Delta Delta/Tri Delts/DDD**
- Formerly a sorority on campus established in 1993

**Delta Tau Delta**
- Delta Omicron chapter of this fraternity established at Westminster in 1939

**Department of Planned Giving**
- Not Planned Giving Department. Located in the Development Center, this department handles charitable estate and gift planning.

**Development Center**
- Located at 320 West 7th Street, the Development Center is responsible for the College’s fundraising efforts and donor gifts.

**doctoral/doctorate**
- One works on a doctoral degree or a doctorate, not a doctorate degree

**E**

**e-mail**
- Always hyphenate

**Robert Elder Tennis Courts**
- Located on Hickman Avenue adjacent to the soccer field. Named for Robert M. Elder, Class of 1940.

**emeriti, emeritus**
- Individuals who have retired retain their rank or title with emeriti or emeritus after the formal title: Bill Doe, associate professor emeritus of journalism, Professor Emeritus Bill Doe, or Bill and Ruth Doe, professors emeriti of journalism.

**Emerson Hall**
- Located off of Fifth Street, Emerson Hall is a residence hall that houses two floors of upper class students. In honor of Congressman Bill Emerson.

**Emerson Center for Leadership & Service**
- Office committed to providing developmental opportunities, programs, and services that will lead students to become leaders of character dedicated to the values of integrity, fairness, respect, and responsibility and prepared to live a life
of success, significance, and service. Named in honor of Congressman Bill Emerson, Class of 1959.

Enrollment Services/Admissions
The Office of Enrollment Services or Admissions promotes and handles all student enrollments for the College and possible financial aid packages and arranges and conducts campus visits for prospective students and their parents.

Fact Book
The Westminster Fact Book of Vital Statistics and Key Institutional Information provides an easy-to-use collection of information that includes demographic, financial, and institutional history. Information is presented for a ten-year period whenever possible. The information is collated and organized by the Office of Institutional Research and can be found on the website at http://www.westminster-mo.edu/academics/assessment/fact/Pages/default.aspx

fellow
Lowercase when in common use such as “Bill Doe is a fellow of the Royal Club.” But uppercase when part of a proper noun such as “Bill Doe is a Fulbright Fellow.”

Fiscal Year
Use Fiscal Year 2012 on first reference and FY12 for subsequent references—College fiscal year begins July 1 and ends June 30.

fractions
Spell out amounts less than one, using hyphens between the word: one-half—if computer does not have software for other fractions, use figures with a space between the whole number and the fraction: 2 1/3

Fresh Ideas
The dining service vendor for Westminster.

freshman
The class and a member of that class—freshmen is the plural noun.

Freshman Seminar/Westminster Seminar
Capitalize. Organized around student interests, Freshman Seminar, also known as Westminster Seminar, is designed to help freshman students read analytically, think critically, and communicate effectively. The student seminars are integrated by common objectives and shared readings. Students are also involved in field trips, service projects, concerts, and lectures and occasional meals in the home of the faculty member serving as the seminar leader. In addition to teaching the course, each seminar leader serves as academic advisor for students in their
Fulbright-Robertson Visiting Professor
The Fulbright-Robertson Visiting Professor in British History award is given to a British historian who agrees to teach and conduct research specifically at Westminster College. The professor is assigned to the history department and required to teach one upper level 3-hour course on British history and one 3-hour survey course on British history in both the fall and spring semesters. The candidate also is expected to establish a collaborative relationship and conduct personal research at the National Churchill Museum and neighboring presidential libraries as well as accepting speaking engagements and participating in academic conferences in the United States and Canada. Established in 1991 from a grant provided by the Grover Hermann Foundation in honor of Dr. W.W. Robertson, founder of the College. Original name was Robertson Founders Chair in British History.

full time, full-time
Hyphenate when used as a compound modifier: Bill Doe works full time as a chemist. Our department has 45 full-time chemists.

Fulton College Fund—(FCF)
Board of Associate fundraising drive for scholarship money for Westminster College and William Woods University students.

Fulton Colleges Board of Associates—(FCF/BOA)
The local 501 © (3) organization of friends of both Westminster College and William Woods University who raise scholarship money for students at both schools. Fundraising, fundraiser – one word, not hyphenated.

G

grade point average
Can use GPA on first reference when used with figures: a GPA of 2.5—spell out and do not hyphenate when used alone as in student’s grade point average.

grades
Write as three A’s, two B’s, and one C

Gage Hall
freshman residence hall on the northeast side of The Quad. Named for Dr. Daniel Shaw Gage.
General Services/Plant Operations/The Plant
Maintains all campus buildings and grounds—handles room reservations in buildings

Glass Music Room
Music room named for Julian W. Glass, ’31, and located in the upper level of the Hunter Activity Center

“great small college”
Reference in President Truman’s handwritten note on invitation to Churchill, asking him to speak at Westminster

Greek system
The campus fraternities and sororities. Office is located at 327 W. 7th Street on the first floor.

Green Lecture/John Finley Green Lecture Series
Established in 1936 as a memorial to John Finley Green, an attorney in St. Louis who graduated from Westminster in 1884. The foundation provides for lectures designed to promote understanding of economic and social problems of international concern. It provides that “the speaker shall be a person of international reputation. Winston Churchill’s “Iron Curtain” speech was a Green Lecture.

The Groves
Informal name for new Westminster townhouse living option.

H

Harper Dining Room
Private dining room named after Allen Harper in the razed Robertson Dining Hall

Hazel Wing
The Hazel Wing of Reeves Library houses multimedia classrooms and campus computer labs, including the Multimedia Language and Learning Lab. Dedicated in 1996, this wing provides enhanced computing and multimedia facilities for students and staff, including scanning, video editing and satellite downlink capabilities. Computer labs in the Hazel Wing are available for extended hours after the library closes. Named for Trustee Ernest Hazel, III, Class of ’81.

health care/healthcare
health care refers to provider actions by people who work in healthcare and by patients. Healthcare is a system or systems to provide and deliver health care. Example—U.S. healthcare system
**Hermann Lounge**
Large meeting room on the top floor of the Hunter Activity Center. Named for Mr. and Mrs. Grover Hermann. Mrs. Hermann was the Granddaughter of Dr. W.W. Robertson, founder of the College.

**Hess Memorial Garden**
Located south of Lamkin Drive on The Hill, these gardens are in memory of Carl “CB” Brown Hess, son of alumnus Gary Hess, ’91. Carl was scheduled to join the Westminster Class of 2007 as a business administration major, member of the soccer team, and Sigma Chi pledge when a tragic accident took his life March 15, 2003.

**The Hill**
The portion of Westminster that borders Lamkin Drive off Westminster Avenue—several classrooms, most of the administrative offices, Reeves Library, Hunter Activity Center, and the Historic Gymnasium are all located in this section of campus.

**Historic Gymnasium**
Built in 1928 and listed on the National Register of Historic Places as a National Historic Landmark in 1969, the building was the site of Churchill’s speech in 1946. It accommodates basketball and volleyball activities. A swimming pool, locker rooms, and classrooms are located on the ground floor. Renovated in 1971. Henry Iba Court is official name of Gymnasium floor. Gym built due to generosity of T.G. Whitmarch, Class of ’22.

**Hunter Activity Center/HAC**
Opened for use in the fall of 1989, it is a 29,000 square feet facility, providing athletic, recreational, meeting, and social space. The gym features a suspended jogging track, a racquetball court, a cardiovascular workout, and weight room. A central location for meetings, HAC includes the Hermann Lounge, a smaller conference rooms, and a music room. The lower level houses the Johnson College Inn (JCI) snack bar, a television lounge, game area, the Student Government Association Office, the student publications office and dark room, and student mailboxes. Staff offices for the Emerson Center for Leadership & Service as well as the Student Activities Director are also housed in HAC. Estates of John (Class of ’23) and Wilda Carter provided for the building. McFarland is currently the only conference room.

I

**IBM Lectureship in Business and Finance/IBM Lecture**
The International Business Machines Corporation established this lecture at the College in 1980. It is designed to bring campus leaders in the world of business
and finance and/or professors of economics and business administration to campus for a lecture and visit of one to three days.

**ID**

Capitalize without periods as in student ID

**Institutional Advancement/IA**
The college division that includes development (fundraising), alumni (alumni engagement and events), and marketing and strategic communications. IA offices are located in Washington West, Westminster Development Center, the Annex, and the Greek and Residential Life Office.

**Intercollegiate Athletics**
Westminster fields’ teams for men in baseball, basketball, football, golf, soccer, tennis, cheerleading and track/cross country. Women compete in basketball, cheerleading, golf, soccer, softball, tennis, volleyball, and track/cross country. The College is a member of the National Collegiate Athletic Association (Division III) and the St. Louis Intercollegiate Athletic Conference (Upper Midwest Athletic Conference for football only).

**Interfraternity Council—(IFC)**
The governing body of fraternities. No hyphen.

**Instructional areas**
Lowercase reference to majors, minors, concentrations, emphases, and programs of study such as history major or women’s studies

**instructor**
Instructor in an area, and assistant, associate or professor of an area

**Internet**
Always capitalize

**Intramural/Practice Fields**
Located on Seventh Street across from the Wetterau Center Field Sports for both men and women’s intramural sports which include slow pitch softball, volleyball, basketball, and flag football

**the Isabelle R. Whitmarsh Memorial Garden**
Lovingly designed by landscape architect Edith M. Mason of St. Louis, this Memorial Garden is nestled next to the east side of the National Churchill Museum on Westminster Avenue. It was a gift to the College in 1969 from T.C. Whitmarsh, Class of ’22, in honor of his wife Isabelle R. Whitmarsh. Some unique features of the garden include the wrought iron fence patterned after the one surrounding the London Churchyard in 1720 and a sundial that dates from 1659.
Put in italics names of books, magazines, newspapers, movies, television series, record albums, paintings, works of art, photographs, ships, spacecraft, theatre productions, legal cases, books of the Bible, and works of music—put movements and television series episodes in quotes.

**J**

*Janus*

The annual literary publication on campus that comes out before the end of the spring semester and is published under the supervision of the English Department.

**Jenzabar**

Software used on campus for admissions, advising, business office, human resources, financial aid, registration, alumni, institutional advancement, development, and student life.

**Job titles**

Capitalized

**John & Joyce Marsh Dining Room/Marsh Dining Room**

Private dining room in the Mueller Leadership Hall

**John & Wanda Panettiere Dining Room/Panettiere Dining Room**

Private dining room in the Mueller Leadership Hall

**Johnson College Inn—JCI**

The college snack bar located in the lower level of the Hunter Activity Center and named for John R. Johnson, ’43

**Jones Dining Room/Ted Jones Dining Room**

Private dining room in the Mueller Leadership Hall

**K**

**Kappa Alpha Order/KA**

Alpha Eta Chapter of fraternity founded at Westminster in 1890. Located on Westminster Avenue.

**Kappa Alpha Theta/Thetas/KAT**

Epsilon Iota Chapter of sorority founded at Westminster in 1982
Kappa Delta Pi
   National Honorary Society in Education

Kappa Kappa Gamma/Kappas/KKG
   Zeta Zeta Chapter of sorority founded at Westminster in 1982

Kemper Lecture/Crosby Kemper Lecture
   Established in 1979 from a grant by the Crosby Kemper Foundation of Kansas City, Missouri, it was intended to provide for lectures by authorities on British history, Sir Winston Churchill, or the National Churchill Museum. The lectureship is held under the auspices of the British Institute of the United States and the National Churchill Museum.

Kent and Judith Mueller Student Center
   Completed in the spring of 2001, the facility is 8,500 square feet and accommodates approximately 300. It handles a wide variety of campus activities from social events and dances to baseball practice. Used by community for events such as wedding receptions and annual dinners.

keymaster
   One word. No longer used.

L

CF Lamkin Drive
   Circle drive on The Hill named for Charles F. “Dog” Lamkin, a former President of Westminster.

Latshaw Plaza/Latshaw
   The area named for Henry John Latshaw between Champ Auditorium and the Churchill Memorial where Breakthrough, the Berlin Wall sculpture is located.

Leadership magazine
   The College magazine, published bi-annually by the Office of Marketing and Strategic Communications and distributed to members of the Westminster community, alumni, and friends of the College.

Living Communities—LC
   Groups of freshman students who live together in The Quad and take the same Westminster Seminar course together.

Living and Learning Communities—LLC
   Groups of freshman students who live together in The Quad, share the same Westminster Seminar course, and are enrolled in a Tier II course that is linked to the Westminster Seminar.
**long term/long-term**
Long term is a noun and long-term is an adjective

**long time/longtime**
Long time is a noun and longtime is an adjective

**M**

**McFarland Room**
Small conference room on the top floor of the Hunter Activity Center honoring P.H. and Marion McFarland

**Mail and Printing Services**
Located in the lower level of the Mueller Leadership Hall

**mailing address**
Westminster College, 501 Westminster Avenue, Fulton, MO 65251-1299

**Marquess Hall**

**Marsh/Jones Suite**
Combined space of the John and Joyce Marsh Dining Room and Ted Jones Dining Room in the Mueller Leadership Hall that is used for larger groups.

**M.Ed.**
Proper abbreviation for a master of education degree

**mentors**
Experienced students, faculty, or staff members at Westminster that guide freshman and transfer students through the Westminster experience and support their personal and professional growth. The Westminster Seminar program uses them extensively.

**mid-Missouri/Mid-Missouri**
When referring to place, use mid-Missouri; when in a title such as Mid-Missouri Mental Health Clinic

**Midwest/Midwestern**
Use the Midwest when a noun and use midwestern when an adjective
mission statement
It shall be the mission of Westminster College to educate and inspire all its students through a distinctive liberal arts curriculum and a dynamic developmental experience; to challenge them to be critically aware, life-long learners and leaders of character, committed to the values of integrity, fairness, respect, and responsibility; and to prepare them for lives of success, significance, and service.

Months
Spell out when used alone or with a year alone and do not separate year with a comma—January 2009—when a phrase is within a sentence, spell out and separate year with a comma such as January 4, 2009,—when a phrase is at the end of a sentence abbreviate month as in Jan. 4, 2009.

Moodle
Computer software program now used on campus by faculty and students to communicate and used for online classes

Mueller Student Center/Kent and Judith Mueller Student Center
Completed in the spring of 2001, it is an 8,500 square foot facility and Accommodates a maximum capacity of approximately 300. It was constructed to handle a wide variety of student and campus activities, including social events, small theatre productions, meetings, dances, and baseball and softball practices. Used by community for events such as wedding receptions and annual dinners. Named for Kent (Class of ’62) and Judy Mueller. Pronounced “Miller.”

Mueller Leadership Hall/Leadership Hall
The new dining hall, which opened in August 2007, is named for Kent and Judith Mueller.

N

National Churchill Museum
New name designated for the Churchill Memorial and Library by the U.S. House of Representatives in a formal resolution June 15, 2009, and now the preferred name

Newnham Hall (former the Hall of Science)
Named for the late Eugene Newnham, ’32, this building is the oldest on campus. Built in 1901, the structure has been extensively remodeled and affords space for general classrooms and faculty offices in foreign languages, sociology, anthropology, classics, and the Office of Career Services.

North Parking Lot
Parking lot directly north of the Mueller Student Center and Sloss Residence Hall
**numerals**

Use figures for addresses, ages, aircraft, spacecraft, clothes sizes, dates, dimensions, and highways—use figures before the words millions, billions, or trillions ($23 million)—use figures for numbers (No. 1), percentages (except at the beginning of a sentence), recipes, speeds, sports, temperatures (except zero and for below zero spell out minus), time, weights, and years—numbers with suffixes nd, rd, st, and th are to be used for political divisions (1st Ward), military sequences (1st Lt), courts (2nd District Court), streets after Ninth, and constitutional amendments after Ninth—use words instead of figures for numbers less than 10, any number starting a sentence except for a year, casual numbers (about a hundred or so), and fractions less than one (one-half)

**O**

**office**
capitalize when used formally such as Office of the President but lowercase for shortened subsequent references such as president’s office or the registrar

**Omicron Delta Kappa**
National Honorary Leadership Fraternity established at Westminster in 1935

**ongoing/online**
Do not hyphenate

**“On, Westminster, On!”**
College’s fight song with music written by Professor Robert Karsch in 1932 and lyrics written by Charles Weaver, Class of ’37, in 1937. Originally titled “Victory Song.”

**P**

**The John and Wanda Panettiere Dining Room**
A private dining room in the Mueller Leadership Hall

**Panhellenic Council**
An organization consisting of nationally recognized sororities established to promote the Greek system and maintain relations among the three sororities and other Greek groups at Westminster.

**Parents Association/Westminster Parents Association**
Organization linking the parents of students to the College

**part time/part-time**
Hyphenate as a compound modifier such as two part-time students but he attends school part time.

**people, persons**
Use person to refer to an individual and people for plural use, not persons.

**Percent**
One word and takes a singular verb when a singular word follows the percent of structure (60 percent of the faculty was there) and plural when a plural word follows that construction in a prepositional phrase (60 percent of the faculty members were on sabbatical)

**Ph.D.**
Use at end of name of an individual with a doctorate or can use Dr. at beginning of name but not both.

**Phi Alpha Delta**
Law Fraternity International established at Westminster in 2000

**Phi Alpha Theta**
National History Honor Society established at Westminster in 1950

**Phi Beta Lambda**
National Honor Society for Business Leaders at Westminster

**Phi Delta Theta/Phi Delts/PDT**
Missouri Beta fraternity chapter founded at Westminster in 1880

**Phi Gamma Delta**
Was first fraternity chapter of its order to be chartered in the Middle West in 41 years when it was started at Westminster in 1948. Chapter dissolved in 1988. Known for “Fiji” Pig Dinner.

**Phi Kappa Psi**

**Phi Sigma Alpha**
National Honor Society in Political Science at Westminster

**Phi Sigma Tau**
National Honor Society in Philosophy established at Westminster in 1981

**Phonathon (P-A-T)**
No hyphens when word is spelled out
Pi Mu Epsilon
National Honorary Mathematics Fraternity established at Westminster in 1974

p.m.
The abbreviation for evening hours should always be set off by periods as in 9 p.m.

pre
Use hyphen if following word begins with the same vowel (pre-exist) and use as one word if not (preregistration)

President Forsythe
Westminster President George B. Forsythe, Ph.D. or Dr. George B. Forsythe, President of Westminster. Jane Forsythe—First Lady of Westminster

President’s House
The official residence of the president is located at 250 South Westminster Avenue and includes accommodations for guests and facilities for College entertaining. House donated by Edmund Humphrey.

Priest Field
A ten acre section of campus devoted to athletics. It encompasses a football field, the Saucier baseball field, a softball field, sand volleyball courts, a soccer field, the Elder Tennis Courts (six all-weather courts), and a practice field and recreation area. The golf team has access to nearby 18-hole, grass green Tanglewood Golf Course at specific times each week. It is named for Judge Henry J. Priest, Class of 1872.

principal
Not “principle” when referring to our “principal donors”

The Princeton Review
Italicize and capitalize as in The Princeton Review

professor
Do not refer to a faculty member as a professor unless they have earned that rank—use instructor, assistant professor or associate professor, lecturer, or visiting professor—uppercase if before a name but lowercase after names (Professor Bill Doe and Bill Doe, professor of mathematics)

Projects for Peace
A program from the Davis United World Scholars program, which Westminster has been participating in since 2007. Students apply for highly sought grants of $10,000 to perform service projects all over the world that will help the prospects of international peace. Westminster students have been successful in winning
grants in such areas as health needs assessment, greenhouse construction, arts programs in local schools, and water purification implementation.

**Psi Chi**
National Honor Society in Psychology established at Westminster in 1981

**Q**

**Quotes**
Use quotes for titles of poems, songs, presentations, talks, music movements, speeches, lectures, television episodes, short stories, chapters in books, articles in magazines, and news headlines

**R**

**Raiser’s Edge/RE**
Software used by the development, alumni, college relations and president’s offices.

**Resident Advisor—RA**
Undergraduate students who staff the residence halls

**Residence Technical Advisor/RTA**
Students assisting in the IT Department with student technology issues

**Reeves Memorial Library and Hazel Wing**
It houses an excellent collection of books, periodicals, and electronic resources. It also provides access to nearly 14 million volumes of the 50 Missouri college and universities that participate in a statewide library consortium called MOBIUS. In addition, the library subscribes to 400 periodicals in paper and provides access to the full text of articles from more than 3,000 through online databases. The collection also includes multimedia materials—informational and music compact discs, videotapes, and slides. Named for Professor Jeremiah B. Reeves and dedicated in 1951.

**Remley Women’s Center/Remley Center**
Located at 329 Seventh Street, it is named in honor of Westminster’s first woman full professor, Dr. Audrey Remley. It promotes awareness of women’s issues on campus, provides leadership opportunities for female students, and serves as a meeting place for college activities and groups.

**Office of Residential and Greek Life**
Located at 327 7th Street, this office provides safe, comfortable living environments for students that promote academic, personal, and social growth
opportunities and strives to foster community and the total development of students by facilitating life lessons, connecting curricular and co-curricular learning and supporting the pursuit of academic scholarship.

**Residential Houses**

Owned by the College, these houses are located well within walking distance to campus. They have a variety of amenities, including full kitchens, and offer upper class students more independent living options.

**Rice Hall**

Freshman residence hall on the southwest side of The Quad. Named for Dr. John J. Rice.

**Robbie**

Nickname for the razed Robertson Dining Hall. Named for the founder of the College, Dr. W.W. Robertson.

**Rwanda Community Partnership**

Initiated by Dr. Bob Hansen of the Emerson Center for Leadership & Service and a few Westminster students with the purpose of raising money to go toward building a much-needed women and children’s health clinic in the city of Kibungo became a countywide partnership between the city of Fulton and Kibungo that led to the successful building of the clinic.

**S**

**Frank Saucier Field**

Campus baseball field located behind Wetterau Center for Field Sports. Named for Frank Saucier, Class of ’48.

**Scott Hall**

Freshman residence hall on the northwest side of The Quad. Named for Dr. John Harvey Scott.

**Seasons**

Use lowercase for spring, summer, fall, winter, and derivatives such as springtime or fall semester unless part of formal name (Winter Olympics)

**Semester**

Capitalize only when referring to an official term such as 2009 Fall Semester or Spring Semester 2008 but lowercase on fall semester

**Service**

service-learning--hyphenate
servant leadership/service leadership/service leader
Do not hyphenate

Sigma Alpha Epsilon/SAE
Missouri Gamma fraternity chapter founded at Westminster in 1949. Located on 5th Street.

Sigma Chi/Sigs
Delta Tau fraternity chapter founded at Westminster in 1949. Located on Westminster Avenue.

Sigma Tau Delta
National Honorary English Fraternity established at Westminster in 1972

Sloss Hall
Named for beloved professor F. Brooke Sloss, Class of ’38, this newest of the freshman residence halls anchors the north end of The Quad where the Robertson Dining Hall was located previously.

Small Campus Big Experience. It All Happens Here!
One of Westminster’s marketing tag lines.

Student Government Association/SGA
Composed of students with officers elected by the student body, this organization serves the interests of the individual students and student groups and sponsors and supports various activities and events on their behalf through student activity fees. One member serves on the Westminster Board of Trustees.

student involvement
Students have over 50 clubs, a wide range of intramurals, Campus Activity Board events, and Student Government Association as choices to become involved on campus. All these activities are administered by the Office of Student Involvement (previously Student Activities)

Student Ambassador
Ambassadors work with the Office of Alumni Engagement & Event Management to serve as host/hostesses. They are a select group picked by other ambassadors through an interview and voting process. Some also serve as members of the Alumni Council.

Student Foundation/StuFo
An elite group of students who help the Enrollment Services Office with recruitment by assisting with campus visits, student panels, phone calling, and hosting prospective students. They are involved in many other special projects on campus.
Sweazey Hall
Upper class residence hall in The Triangle. Named for Dr. George E. Sweazy and opened in 1962.

Swope Chapel/Swope Chapel Memorial
Erected at the top of Lamkin Drive in 1918 in honor of Margaret Chrisman Swope through the generous contributions of William Chrisman Swope. The Chapel sanctuary was used for the last time at Commencement in 1955. The building underwent multiple modifications to maintain structural stability for usable portions of the building until it was finally razed in 1966. The stained glass windows were preserved and four of them are found in the hallway connecting the Mueller Leadership Hall and Mueller Student Center. Two others may be viewed on display in the Development Center on Seventh Street.

T

Take-A-Friend-Home Program
Under the guidelines of this program, domestic students spend three weeks of their summer break visiting the homes of international students and in return, international students spend academic year breaks in the homes of the domestic students. Administered by the Office of International Programming.

TD
Tuition deposit for admission to the College

The Teagle Foundation
Always capitalize “The” but make second reference the Foundation

TGIF
A campus-wide gathering of food, drink and entertainment held one Friday every month and sponsored by the Student Government Association

Theme Houses
Upper class housing in home style settings for people with similar interests

Theta Alpha Kappa
National Honor Society in Religious Studies established at Westminster in 1996.

times
Use figures except for noon and midnight—use a colon to separate hours and minutes and use periods for afternoon and evening designations a.m. and p.m. Example: 7:00 a.m.

titles
capitalize and spell out formal title such as professor, dean, director, president, or chair when they precede a name—use lowercase elsewhere

Tomnitz Learning Opportunities Center—(LOC)
The Center offers academic support to students through a variety of programs and special courses such as supplemental statistics and science strategies. The staff coordinates the Learning Disabilities Program, the Reading and Study Skills Program, and the Peer Tutoring Program. Possible due to the generosity of Donald J. Tomnitz, Class of ’70.

top 100
No hyphen, do not capitalize

Townhouses
Shortened name for a five townhouse complex located at the corner of Hickman and Seventh streets, which can accommodate 126 students and provides a popular new living option for upper class students.

The Triangle
Sweazey, Wetterau, and Weigle residence halls—upper class housing and sorority lounges located on Westminster Avenue and managed by the College

Turn Your College Thinking Inside Out!
Marketing tag line used by Enrollment Services

U

Undercroft
The Undercroft is the lower level of the Church of St. Mary the Virgin, Aldermanbury where the National Churchill Museum exhibits are found and is referenced in upper case

U.S. News & World Report
Magazine’s full name should be printed using an ampersand. With no space between “U.S.” and “News” However, in referring to the magazine in subsequent references, use the term U.S. News with a space inserted between the two. All references are italicized.

V

Victorian Christmas
A celebration held every December at the National Churchill Museum, depicting a Victorian style Christmas with a wide selection of holiday gifts available for sale in the Museum.
videotape
   Noun and verb

VISTA
   Volunteers in Service to America (a program in which Westminster previously participated)

W

Washington West
   Named for Dr. Washington West, a native of St. Louis, whose estate provided funds for construction as a presidential residence in 1906-1907. It was remodeled to accommodate the offices of the President, the Office of Marketing and Strategic Communication, and the Vice President of Institutional Advancement.

WC Connections
   An intranet source Westminster students, alumni, and employees used at one time to search the alumni/campus directory, update profile information, post personal news and photos, create a WC Friends Buddy List, send emails to others at Westminster, participate in polls, keep informed on campus news, and get information on College events.

web editor
   One who manages content for the department part of the campus website

webpage/website
   Do not hyphenate

Weigle Hall
   Upper class resident hall located in The Triangle on Westminster Avenue. Named for Professor Otis M. Weigle.

The Wellness Center
   It provides services and activities to the campus community, which promote the development of healthy lifestyles and the acquisition of problem-solving and decision making skills. The Center is also staffed by a Nurse Practitioner to provide medical care for the campus community as well as providing counseling services and health education. Formerly known as Student Counseling and Health Services.

Westminster Apartments
   College apartments for lease located on Fifth Street

Westminster College
Founded in 1851, Westminster is one of the top liberal arts colleges in the nation, according to the rankings of *U.S. News & World Report*. *Forbes* magazine previously selected Westminster as one of America’s Top 50 Colleges and Universities, the Best Liberal Arts College in Missouri, and one of the Best Liberal Arts Colleges in America. The Princeton Review has named the College as one of the best colleges and universities in the Midwest for the ninth straight year. *Newsweek*-Kaplan named it “One of the 372 Most Interesting Schools in America.” Westminster has also been recognized as one of 240 Colleges of Distinction and *CosmoGirl* magazine named the school one of the Top 100 American Colleges for women. These recognitions reflect Westminster’s ongoing commitment to providing a superior collegiate experience for its students, who come from 28 states and 70 different foreign countries. This selective college for men and women is situated on an 86-acre residential campus with small class sizes taught by top-notch instructors.

**Westminster College Website or WC Website**
Contains extensive information on all aspects and departments of the College as well as news releases, special events, alumni information, on-line library resources, campus maps, event and academic calendars, and community information

[www.westminster-mo.edu](http://www.westminster-mo.edu)
The correct URL for the College

[www.nationalchurchillmuseum.org](http://www.nationalchurchillmuseum.org)
The correct URI for the National Churchill Museum section of the website URL

**Westminster Development Center**
Purchased in 1991 and remodeled in 2000, this building accommodates part of the staffs of the Development Office and the Office of Alumni Engagement & Event Management at 320 West Seventh Street. On display are two stained glass windows from Swope Chapel and a tribute to the Westminster men who served in World War II.

**Westminster Field**
The Westminster soccer field located adjacent to the baseball field behind the Wetterau Center for Field Sports on Hickman Avenue

**Westminster Fund**
Donor gifts into this critical fund are used annually in support of the general scholarship fund, student programs, and student activities. Used to be called Annual Fund.

**Westminster Grove**
A five-townhouse complex located at the corner of Hickman and Seventh streets, which can accommodate 126 students and provides a popular new living option for upper class students.

**Westminster Gym**
Refers to Historic Gymnasium

**Westminster Hall**
The main administrative office building, Westminster Hall, was built in 1911 and renovated in 1973-1974. Located in the building are classrooms, faculty offices, the Office of Academic Affairs (Vice President and Dean of Faculty, Associate Dean of Faculty, Registrar, Director of Institutional Research), the Dean of Student Life, the Office of Business Affairs, the Tomnitz Family Learning Opportunities Center, the Wellness Center, the Office of International and Off-Campus Programs, the College Chaplain, and the Lester.M. (Class of ’28) and Virginia Atchison Computer Center.

**Westminster One**
Westminster’s planned giving initiative

**Westminster Symposium**
As an extension of the 60th anniversary of Churchill’s “Iron Curtain” speech delivered on the Westminster campus in 1946, Westminster College and the National Churchill Museum established the Symposium in 2006 to encourage college and university students, faculty, and community members from throughout the Midwest to join prominent scholars and leaders in exploration of timely and enduring topics around the central theme of democracy. Formerly known as the Symposium on Democracy.

**“Westminster Weekly”**
Weekly e-newsletter for staff, faculty, students, Alumni Council, and Board of Trustees

**Wetterau Residence Hall**
Residence hall for upper class students located on Westminster Avenue in The Triangle. Named for Mrs. Edna Wetterau Miller in honor of her family in 1978.

**Wetterau Center for Field Sports**
Completed in the fall of 1996, it houses a weight room as well as offices, home and visitor dressing rooms, and an athletic training room for varsity and junior varsity athletics. Built due to gift from Ted Wetterau, Class of ’51.

**wide**
No hyphen for citywide, countrywide, campuswide, nationwide, statewide, or worldwide
**Winston**  
Name of Blue Jay mascot at Westminster

**Winston S. Churchill: A Life of Leadership Gallery**  
The exhibits in the National Churchill Museum.

**Winston Churchill Memorial and Library in the United States**  
The official name for the Memorial and library housed in the Church of St. Mary the Virgin, Aldermanbury until June 2009 when it became the National Churchill Museum

**Woodrow Wilson Visiting Fellow Program**  
An SGA sponsored lecturer that spends four to five days on campus teaching classes, giving presentations, and interacting with members of the Westminster community. Established in 1977.

**World Wide Web**  
Capitalize and use the web for second reference

**workplace/workstation**  
Do not hyphenate

**X**

**Y**

**year-end/yearlong/year-round**

**years**  
Use figures without commas such as 1975—use an s without an apostrophe to indicate spans of decades or centuries such as the 1800s—for shortened forms, write ’30s, ’45, ’50s-’60s

**Z**

**zip code**  
Do not put a comma between state and zip code

Any questions regarding the Style Guide should be referred to the Office of Media and Public Relations at (573) 592-5019.

**IMPORTANT DATES:**
1851
The year Westminster College was founded

February 18, 1851
Fulton College established

1853
The Synod of Missouri adopts Fulton College, giving it the Presbyterian name “Westminster.”

March 5, 1946
Sir Winston Churchill delivers “the Sinews of Peace” speech as the John Findley Green lecturer.

1969
Dedication of the Church of St. Mary the Virgin, Aldermanbury

Fall 1979
Westminster admits first coeducational class

November 9, 1990
Dedication of Breakthrough sculpture by President Ronald Reagan

March 4, 2006
60th Anniversary Celebration of Churchill’s speech and grand re-opening of the Churchill Memorial Museum & Library with new, interactive exhibits

June 15, 2009
The Churchill Memorial and Library becomes the National Churchill Museum after designation in a U.S. House of Representatives Resolution

March 5, 2010
Dinner commemorating the 65th anniversary of Churchill’s speech with a lecture by Sir Nigel Sheinwald, United Kingdom Ambassador to the United States

May 13, 2011
Dedication of the new bas relief Churchill sculpture and new Churchill Plaza at the National Churchill Museum