Forward
In all writing, the cardinal rule for good communication is to keep your audience in mind. The easier it is for a reader to understand what you are writing, the more information they can process and the more effective your message. Using a style guide serves readers by providing consistency and serves writers by enabling them to work effectively.

The basis of the Saint Martin’s Style Guide is to create clear and simple rules for the College in writing for the outside community. In following these rules, much needed uniformity in the College’s presentations to the greater community is established.

Saint Martin’s uses Associated Press style as its guide for all written materials. In a few cases, Saint Martin’s deviates from AP style. Those exceptions and some of the more commonly used AP style guides are noted here. Style points not covered by this style guide should be referenced in the AP Stylebook. Copies of the AP Stylebook can be found in the office of communication, Old Main 251.

ABBREVIATIONS / ACRONYMS
Saint Martin’s does not abbreviate the word “saint” when referring to saints associated with the College or the Abbey.
See the Saints entry in this style guide.

Do not use the abbreviation “SMC” when referring to Saint Martin’s College in material that will be distributed to the general public.

In general, do not use abbreviations unless it is universally recognized. FBI, YMCA.
Never abbreviate or use an acronym when the reader is unlikely to quickly recognize the abbreviation. This is especially true of higher education organizations that the public is highly unlikely to be familiar with. Council for Advance and Support of Education not CASE, Saint Martin’s Alumni Association not SMAA, Associated Students of Saint Martin’s College not ASSMC, Higher Education Coordinating Board not HECB.

On second reference, refer to the organization by a pronoun: The council offers a variety of workshops. The association is planning a new festival.

Abbreviate the following titles when used before a full name outside direct quotations: Dr., Gov., Lt. Gov., Rep., the Rev., Sen., and military titles.
See Courtesy titles, Legislative titles and Military titles entries in the AP Stylebook.

ACADEMIC DEGREES
Use an apostrophe in bachelor’s degree, master’s, etc.

Lowercase degree names. He earned a master of science degree in engineering. She has a doctorate in education.

When referring to a bachelor of arts or bachelor of science degree, bachelor’s degree or bachelor’s is acceptable in most references. For College purposes, such as catalog listings, the type of degree is added.

If absolutely necessary to establish credentials, the preferred form is to avoid abbreviations, instead use a phrase. Jeanette Munn, who has a doctorate in psychology, teaches at Saint Martin’s. Use abbreviations only when the need to identify many individuals by degree on first reference would make the preferred form cumbersome and difficult for readers to follow. B.A., M.A., Ph.D. Use these abbreviations only after giving the person’s full name, never after just a last name. Representing the College were Joyce Westgard, Ed.D., Haldon Wilson, M.B.A., and Richard Langill, Ph.D. When used after a name, an academic
abbreviation is set off by commas. Jacqueline Johnson, Ph.D., spoke at commencement.

ACADEMIC TITLES
Capitalize and spell out formal titles such as professor, dean, president, chancellor, chair, etc., only when they precede a name. President David Spangler. Lowercase elsewhere. David Spangler, College president.

The preferred form is to use an individual’s title following their name. Les Bailey, department chair, not department Chair Les Bailey.

Lowercase modifiers such as “religious studies” in religious studies Professor David Suter.

Do not use Dr. in conjunction with an academic degree. David Spangler, Ph.D. not Dr. David Spangler.

Use Doctor or Dr. only on first reference before the full name of a person who holds a medical degree. Dr. Stephen Fulton. The abbreviated form Dr., or Drs. in a plural construction, applies to all first-reference uses before a name. Do not continue to use Dr. on subsequent references.

See Academic degrees entry in this style guide.

ACCREDITATION
(as referenced in the 2000-2002 Saint Martin’s College academic catalog)

Saint Martin’s College is a comprehensive institution offering undergraduate and graduate level programs. Established in 1895, the Catholic College is the educational apostolate of Saint Martin’s Abbey, a Benedictine monastery of the Roman Catholic Church, whose members pray, work and live together on the College campus.

Saint Martin’s College is accredited by the Northwest Association of Schools and Colleges, the Washington State Board of Education and the United States Immigration and Naturalization Service.

Its undergraduate civil engineering and mechanical engineering programs are accredited by the Accreditation Board for Engineering and Technology Inc.

The education division’s programs are accredited by the Washington State Board of Education.

The College is a member of the American Association of Colleges, the Association of Higher Education, the Council for Independent Colleges, Council for the Advancement and Support of Education, Independent Colleges of Washington, the National Catholic Education Association, the Northwest Association of Private Colleges and Universities, the Washington Friends of Higher Education, Service Members Opportunity Colleges, and the American Association of Benedictine Colleges and Universities.

Saint Martin’s College’s programs of study are approved by the Washington State Higher Education Coordinating Board’s State Approving Agency for enrollment of people eligible to receive educational benefits under Title 38 and Title 10.

Saint Martin’s College reserves the right to make changes as it deems necessary in procedures, policies, calendar, curriculum, overall academic programs or majors and costs.

ADDRESS
Use the abbreviations Ave., Blvd., St., only with a numbered address. 5300 Pacific Ave. SE.

Spell out and capitalize them when they are part of a formal street name without a number. Saint Martin’s fronts Pacific Avenue.

Always use figures for an address. 5300, not fifty-three-hundred.

ADMINISTRATION

Lowercase administrative titles. Saint Martin’s administration consists of nine officers: chancellor, president, vice president for academic affairs, vice president of finance, secretary, treasurer, dean of student services, director of institutional advancement, director of marketing and enrollment management.

See the Cabinet entry in this style guide.

ALUMNUS / ALUMNA / ALUMNI
Use alumnus (alumni in the plural) when referring to a man who attended Saint Martin’s.

Use alumna (alumnae in the plural) when referring to a woman who attended Saint Martin’s.

Use alumni when referring to a group of men and women.

When identifying the graduation year in materials intended for internal or alumni distribution, place the graduation year in parenthesis after the person’s name, along with either the abbreviations “CG” (for College graduate) or “HS” (for High School graduate). Joseph Johnson (CG97); Aaron Fox (HS29).

If the person graduated from both schools, place both abbreviations within the parentheses and separate them with a semicolon, but no space. John Baker (HS57;CG61).

If the person graduated from the High School and attended, but did not complete a degree at the College, the proper form is to place the College years attended in the parentheses after the High School graduation year. Wendell McDougall (HS44;CG51).

When material is written for the public, the class year should be written out. Wendell McDougall, who graduated from Saint Martin’s High School in 1944 and attended Saint Martin’s College in 1951, was honored with the College’s Distinguished Alumni Award.

ARCHDIOCESE, DIOCESE
Capitalize as part of a proper name. The Archdiocese of Seattle, the Seattle Archdiocese.

Lowercase when it stands alone. The archdiocese is responsible for...
ATHLETICS
Saint Martin’s competes in the following NCAA Division II athletics: men’s baseball, women’s softball, men’s basketball, women’s basketball, men’s cross-country, women’s cross-country, men’s golf, women’s golf, men’s track and field, women’s track and field and women’s volleyball.

On first reference to gender-specific sports teams at Saint Martin’s, use Men Saints or Women Saints. Use Saints on second reference. Saints baseball, Saints softball.

ASSMC
Always use the full name and not the acronym with material that will be distributed to the general public. The Associated Students of Saint Martin’s College is the student government association.

See the Abbreviations / acronyms entry in this style guide.

- B -
BACHELOR’S DEGREE
See the Academic degrees entry in this style guide.

BARAN HALL
See the Buildings entry in this style guide.

BOARD OF TRUSTEES
Always lowercase. The board of trustees approved the measure.

BUILDINGS
Use a building’s proper name on first reference. See listing below for second reference forms.

Saint Martin’s Abbey: The Abbey is home to the Benedictine monks.

Saint Martin’s Abbey Church: The Abbey Church is the spiritual center of Saint Martin’s, located adjacent to the Abbey.

Old Main: Old Main is the College’s principal building, containing most faculty and administrative offices, most classrooms and laboratories and the dining hall. Old Main’s south wing was completed in 1913 and the west wing in 1923. Mallon Hall and The Contris Seminar Room are housed in Old Main.

O’Grady Library: The state-of-the-art library, designed by Michael Graves, was opened in 2001.

Student Union Building: Funded by the Associated Students of Saint Martin’s College, it was built in 1965. In 1996 it was transformed into the interim library and was returned to students in 2001.

Kreielsheimer Hall: Opened in 1998, the College’s arts education building contains classrooms, rehearsal space and practice rooms for the music and theatre arts programs.

Norman Worthington Conference Center: Completed in 1992, it is the College’s primary location for conferences and social events. It is also used for community events.

Cebula Hall: Named for retired Father Richard Cebula, O.S.B., it houses most engineering classrooms, offices, the engineering computer center and engineering laboratories.

Saint Raphael Hall: Built in 1924, it houses the Abbey guest house on the upper story and the Lynch Center, home of the College’s advancement team, on the ground floor.

Baran Hall: The primary and older of the two residence halls, it also contains a game room with fireplace, lounges on each floor and laundry facilities. The hall’s Great Room provides an ideal setting for social activities.

Burton Hall: Residence hall used primarily for upperclassmen, graduate students, on-campus conferences and international programs.

Lambert Lodge: Located on the shores of Eld Inlet on Puget Sound, it belongs to the monastic community and is used occasionally as a recreational retreat facility for College activities.

Saint Martin’s Pavilion: Opened in 1968 as the Capital Pavilion and renamed in 1976, it serves as the College gymnasium as well as a special events venue.

CABINET
Lowercase cabinet member’s titles.

The group of senior administrative officers who serve as advisors for the president consists of: the College president, vice president for academic affairs, vice president of finance, dean of student services, College treasurer, director of institutional advancement, director of marketing and enrollment management.

CAPITAL, CAPITOL
Use capitol to refer to the house in which the legislature holds its sessions. The capitol rotunda was damaged in the earthquake.

Use capital to refer to the city designated as the chief city of a state. Saint Martin’s is located in Lacey, Wash., adjacent to the state capital of Olympia.

CEBULA HALL
See the Buildings entry in this style guide.
CHAIR
Lowercase and use to refer to the head of an academic
department.
Do not use the words chairperson, chairwoman or
chairman.
The preferred form is to follow the person’s name with
their title. Robert Harvie, chair of the criminal justice
department.
See the Academic titles and Department entries in this
style guide.

CHANCELLOR
Capitalize when it precedes the name, lowercase when it
follows.
See the Academic titles entry in this style guide.

CHURCH
Capitalize “church” when it is used as part of the formal
name of a building, a congregation or a denomination.
Saint Martin’s Abbey Church.
Lowercase in other uses. She believes in the separation of
church and state.
See the Buildings entry in this style guide.

CLUBS
See the Organizations entry in this style guide.

COMMITTEE
Do not abbreviate.
Capitalize only when it is part of a formal name. Safety
Committee; Homecoming Committee.
Do not capitalize when the word stands alone in subse-
cquent references. The committee met for three hours.

COMPOSITION TITLES
In general, do not italicize composition titles.
Place quotation marks around the names of all composi-
tions except for the Bible and books that are primarily
catalogs of reference materials, almanacs, directories,
dictionaries, encyclopedias, gazetters, handbooks and
similar publications.
In general, capitalize the principal words, including
prepositions and conjunctions of four or more letters.
Capitalize an article (the, a, an) or words of fewer than
four letters if it is the first or last word in a title. “The
Star-Spangled Banner.”
Translate foreign titles into English unless a work is known
to the public by its foreign name. “Les Miserables.”

COUNTY
Capitalize when used as part of a proper name or county
city. Thurston County, King County Department of Health.
Lowercase plural combinations: Saint Martin’s recruits in
Thurston, Pierce and Mason counties.

COURSE CODES
Use capital letters with a space between the letters and
course number. ENG 101.
Refer to the Academic Catalog for correct course codes.

COURSE NAMES
Capitalize and place in quotations. “Introduction to
American Policy,” “Introduction to Abstract Algebra.”
Eliminate quotations when the course name is in tabulated
form, as found in the academic catalog.

COURTESY TITLES
Do not use the courtesy titles Mr., Miss, Ms., or Mrs. except
in direct quotes.
On first reference, use the first and last name of the
person, as well as their middle initial if they prefer. Use
their last name only on subsequent references.

DATES
Always list events in this order: time of the event, date,
place.
The game will be at 7 p.m. Nov. 30 in the Saint Martin’s
Pavilion.
Use today, this morning, this afternoon, tonight, etc., for
events occurring within a 24-hour period. The club will
hold its annual banquet tonight.
Use the day of the week for events occurring within a
seven-day period from release. They will meet on Tuesday.
The accident occurred on Thursday.
Use the month and a figure for dates beyond this range.
The graduation ceremony, which will be held May 12, is
expected to be a festive event.
See the Months and Time entries in this style guide.

DEAN
Use dean to refer to the head of an academic division.
*Exception: the head of student services is Melanie
Richardson, dean.
The preferred form is to follow the person’s name with
their title. Stephen Mead, dean of the humanities division
not humanities division Dean Stephen Mead.
See the Academic titles and Division entries in this style
guide.
A person who has a speech disorder

Use hearing-impaired for all degrees of hearing loss.

Learning disability. A permanent condition that affects the way individuals with average or above-average intelligence take in, retain or express information. Some groups prefer specific learning disability, because it emphasizes that only certain learning processes are affected. Do not say slow learner.

Mental disability. The Federal Rehabilitation Act lists four categories under mental disability: psychiatric disability, retardation, learning disability and (physical) head trauma. Use these four terms for specific instances; otherwise, mental disability or cognitive impairment is acceptable.

Mental illness. Acceptable terms are emotional disorder, psychiatric illness or psychiatric disability. Under no circumstances should an individual with mental health problems be referred to as crazy, maniac, lunatic, demented or psycho.

Mental retardation. Generally, this is considered a form of developmental disability. Preferred form is developmental disability or person with mental retardation.

Nondisabled. This is the appropriate term for people without disabilities. Do not use the terms normal, able-bodied, healthy or whole.

Use small/short stature. Dwarfism is an accepted medical term, but should not be used in general terminology. Do not refer to people under 4’10’’ as dwarfs or midgets.

Do not use special to describe persons with disabilities unless citing specific laws or regulations.

Use person who has a speech disorder for speech impairments or loss.

Spinal cord injury. For conditions in which permanent damage to the spinal cord has occurred, do not refer to the person as a quadriplegic or paraplegic. Say man with paraplegia or woman who is paralyzed.

Stroke. Stroke survivor is preferred over stroke victim.

Use visually impaired for all degrees of vision loss.

DIVISION

Lowercase the names of College divisions.

The word “division” is used only in reference to academic areas. Education division.

Place the division name before the word “division.” The humanities division, not the division of humanities.

* School of engineering is the lone exception.

Saint Martin’s has six undergraduate divisions: business and economics, education, school of engineering, humanities, science and mathematics, and social science.

Do not use “division” in conjunction with the name of a College office.

See the Academic titles and Dean entries of this style guide.
DOCTOR
Use only on first reference before the name of a person who holds a medical degree. Dr. Stephen Fulton not Dr. David Suter.
See the Academic titles entry in this style guide.

EXTENSION CAMPUS
Saint Martin's has two extension campuses.
The proper name, Saint Martin's College Military Extension Campus, is used with the specific location on first reference. Saint Martin's Military Extension Campus at Fort Lewis Army Post or Saint Martin's Military Extension Campus at McChord Air Force Base.
On subsequent references, military extension(s) may be used.

FACULTY
A collective noun. Use with singular verbs and singular pronouns. Use when referring to the teaching staff. Designates a group of professors.
There are five levels of faculty: professor, assistant professor, associate professor, adjunct professor and lecturer.

GRADUATE PROGRAMS
Lowercase the names of graduate programs. Master of arts in counseling psychology program.
The College has six graduate programs: master of business administration, master of arts in counseling psychology, master of civil engineering, master of engineering management, master of education, master in teaching.
See the Programs and Director entries in this style guide.

INSTITUTE
Capitalize the word “institute” when used in the proper name of a Saint Martin's College institute. Institute of Pacific Rim Studies, Spiritual Life Institute.

KREIELSHEIMER HALL
See the Buildings entry in this style guide.

LACEY, WASH.
Originally called Woodland, a 571-acre tract in the rural area was purchased by the Saint John’s Abbey Chapter on April 21, 1894 as the site for a college and monastery. As of 2001, the College campus measures about 260 acres.

LAMBERT LODGE
See the Buildings entry in this style guide

MASTER'S DEGREE
See the Academic degrees entry in this style guide.

MAJORS
Lowercase the names of academic majors, except for words that are proper nouns or adjectives.
The College has 22 majors:
Business and economics division – accounting, business administration.
Education division – elementary education, special education.
School of engineering – civil engineering, mechanical engineering.
Humanities division – English, humanities, music, religious studies, theatre arts.
Science and mathematics division – biology, chemistry, mathematics and computer science.
Social science division – community services, criminal justice, history, political science, psychology, social studies, sociology and cultural anthropology.

MILITARY BASE
On first reference, use the facility’s proper name. Fort Lewis Army Post. McChord Air Force Base.
For subsequent references Fort Lewis or McChord are acceptable.
Do not abbreviate the words “Fort” or “Air Force Base” unless the text is part of tabulated or listed material.
MONK
Use when referring to the members of the Order of Saint Benedict who live in the Saint Martin’s Abbey. They serve under a Rule and an Abbot. The monks live and work at Saint Martin’s.
See the Religious titles entry in this style guide.

MONTHS
Capitalize the names of months in all uses.
When a month stands alone or with a year, spell it out: January 1999. September.
When a phrase lists only a month and a year, do not separate the two with a comma. Summer session will begin in June 2000.
In tabular form, use these abbreviations for the 12 months: Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov and Dec. Do not use a period.

- N -

NCAA
National Collegiate Athletic Association or NCAA are acceptable. Do not use periods.
See the Athletics entry in this style guide.

NUMERALS
Spell out whole numbers below 10. She read three books.
Use Arabic figures for numbers 10 and above. She read 12 books.
Use Roman numerals for wars and to show sequence for people. World War II, King George VI.
Do not begin a sentence with an Arabic number. Twenty students were registered for the class not 20 students were registered for the class. Five percent of the student body.
See the Percentages entry in this style guide.

NORMAN WORTHINGTON CONFERENCE CENTER
See the Buildings entry in this style guide.

- O -

O’GRADY LIBRARY
See the Buildings entry in this style guide.

OFFICE
Lowercase the name of an office.
The word “office” is used only in reference to administrative areas of the College. Office of communication, office of the president.
Place the office name after the words “office of.” Office of safety and security not safety and security office.
* Exceptions are conference services and facilities, finance office and post office.
For the proper title of an office, consult the College Directory.
Do not use “office” in conjunction with the name of a College department.
See the Department entry in this style guide.

OLD MAIN
See the Buildings entry in this style guide.

OLYMPIA, WASH.
The state capital of Washington.
The College is located four miles east of Olympia.

ORDER OF SAINT BENEDICT
Members of the order may be referred to as Benedictines, Benedictine monks or monks of the Benedictine Order.
The Order of Saint Benedict may also be referred to as the Benedictine Order.
Use the abbreviation “O.S.B.” after the name of a Benedictine monk. Father John Scott, O.S.B., is the book’s author.
See the Religious titles entry in this style guide.

ORGANIZATIONS
Do not use acronyms or abbreviations. American Society of Mechanical Engineers not ASME. Associated Students of Saint Martin’s College not ASSMC.
The organization’s formal name should be used in its entirety and capitalized on first reference. Beta Beta Beta, Criminal Justice Club.
Capitalize words such as “club” or “society” when part of the organization’s formal name. Society of Public Accountants.
Lowercase words such as “club” or “society” when they stand alone in subsequent reference. The club will hold a fund raiser.
See the Abbreviations entry in this style guide.
O.S.B.
The abbreviation “O.S.B.” is used to refer to a member of the Order of Saint Benedict. Use after the name of monks belonging to the Saint Martin’s Abbey. Use with periods following each letter.
If the name is in the middle of a sentence, O.S.B. should be set off with commas. Brother Elia Lien, O.S.B., is the College treasurer.
See the Religious titles and Order of Saint Benedict entries in this style guide.

- P -
PACIFIC NORTHWEST
Capitalize when referring to the region. Saint Martin’s College is in the Pacific Northwest.
In general, lowercase north, south, northeast, northern, etc., when they indicate compass directions. She drove south on Interstate-5. He went west in search of gold.

PEOPLE, PERSONS
Use “person” when speaking of an individual. One person waited for the bus.
The word “people” is preferred to persons in all plural uses. About 350 people attended the event.

PERCENTAGES
Use figures, followed by the word “percent.” 1 percent. 277 percent.
Repeat percent with each individual figure. He said 10 percent to 30 percent of the electorate may not vote.
For amounts less than 1 percent, precede the decimal with a zero. The rate of inflation rose 0.8 percent in October.
See the Numerals entry in this style guide.

PREREGRISTRATION
One word. Do not hyphenate.

PROGRAMS
Lowercase the names of academic and graduate programs. Master of arts in counseling psychology program. Teacher certification program.
Consult the College catalog for program names.
The College has six graduate programs: master of business administration, master of arts in counseling psychology, master of civil engineering, master of engineering management, master of education and master in teaching.
The College has six pre-professional programs: dentistry, law, medicine, pharmacy, veterinary medicine and optometry.
The College has two teaching certificate programs: initial elementary education and initial secondary education.

- R -
RELIGIOUS TITLES
Abbot: Capitalize before the name. Abbot Neal Roth, O.S.B.
Lowercase in instances when the word stands alone in the sentence. The abbot will bless the site.
The Right Rev. may be used when referring to the abbot, but do not repeat Abbot, as it would be redundant. The Right Rev. Neal Roth, O.S.B.
In constructions in which his academic title is also used, use Saint Martin’s Abbot Neal Roth, O.S.B., chancellor of Saint Martin’s College or Chancellor Neal Roth, O.S.B., abbot of Saint Martin’s Abbey.
O.S.B.: The abbreviation for Order of Saint Benedict is acceptable when used in conjunction with the name of religious of that order, such as Father Kilian Malvey, O.S.B.
Brother, Father: When referring to a monk of Saint Martin’s Abbey, place the religious title before the monk’s name. Brother Aelred Woodard, O.S.B.
Do not abbreviate the religious title. Brother Boniface V. Lazzari, O.S.B., associate professor of foreign languages, is responsible for the Abbey Church Events series.
After the name of a monk, use the abbreviation O.S.B. Use the same style for members of other orders.
See the O.S.B. entry in this style guide.

- S -
SACRAMENTS
Capitalize the proper names used for a sacramental rite that commemorate the life of Jesus Christ or signify a belief in his presence. The Lord’s Supper, Holy Communion, Holy Eucharist.
Lowercase the names of other sacraments. Baptism, confirmation, holy orders.

SAINT
When referring to a saint associated with the College, spell out instead of abbreviating. Saint Martin’s College, Saint Martin of Tours and Saint Benedict.
See the Athletics entry in this style guide.

SAINT MARTIN’S ABBEY,
SAINT MARTIN’S ABBEY CHURCH
See the Buildings entry in this style guide.
SAINT MARTIN’S COLLEGE

The word “Saint,” when used as part of the College's name, is never abbreviated.

The proper name of the College is Saint Martin’s College and it should be written out in full on first reference.

On second reference Saint Martin’s or College can be used.

The word “College” should always be capitalized when referring to Saint Martin’s.

“SMC” may be used only by the athletic department or when it is part of a tabulated list.

Established in 1895 by monks of the Roman Catholic Order of Saint Benedict, Saint Martin's admitted its first student to the boy’s prep school on Sept. 11, 1895. College-level courses were added in 1900 to provide the necessary education for candidates planning to enter the Benedictine priesthood. It became a four-year accredited, baccalaureate-granting institution in 1940 and became coeducational in 1965.

SAINT MARTIN’S HIGH SCHOOL

Closed on June 30, 1974. The property is now being leased by the Washington State Department of Ecology.

SAINT MARTIN’S PAVILION

See the Buildings entry in this style guide.

SEMESTERS

Unless they are used in headers or subheads, lowercase the names of semesters. The class will be offered spring semester.

Summer semester is referred to as summer session.

SOUTH SOUND

Capitalize when referring to the region. We live in the South Sound region.

In general, lowercase north, south, northeast, northern, etc., when they indicate compass directions. She drove south on Interstate-5; he went west in search of gold.

STATES

Do not use a state name after the name of cities or towns in the state of Washington.

Exceptions are made when a publication is written for an audience outside the Pacific Northwest and includes the names of cities and towns likely to be unfamiliar to the reader.

Spell out the names of the states when they stand alone.

Use state abbreviations when used in conjunction with the name of a city, town, village or military base. Lacey, Wash. Minneapolis, Minn. Boise, Idaho.

See the Washington entry in this style guide.

Do not use ZIP code abbreviations for states as published by the U.S. Post Office accept in a full address. See the AP Stylebook States entry for the correct abbreviation of states.

SAINT RAPHAEL HALL

See the Buildings entry in this style guide.

-T-

THEATER

Use when referring to a performing arts facility. The dramatical production will take place at the theater.

Use when referring to theater when not associated with the College's academic program. He is interesting in studying theater.

THEATRE

Use to refer to the Saint Martin’s College academic program. She plans to major in theatre arts.

Also used to refer to the Saint Martin's College Theatre Workshop, a campus organization dedicated to promoting awareness of the theatrical arts. Garcia, who is a theatre arts major, is a member of the Saint Martin’s Theatre Workshop.

TIME

Use figures, except for noon and midnight.

Avoid redundancy such as 10 a.m. this morning or 10 p.m. Monday night.

Use a colon to separate hours from minutes. 10:30 a.m.

Use the abbreviation a.m. or p.m., lowercasing them and placing a period after each letter: 10 a.m.

Do not use zeros after the hour. 5 p.m. not 5:00 p.m.

TITLES

Refer to the College Directory and the Academic Catalog for correct titles.

-U-

UNITED STATES

Abbreviate only when used as an adjective. U.S. Department of Agriculture. U.S. foreign policy.

Spell out the entire name when used as a noun. The United States consists of 50 states.
**- V -**

**Vice President**

The preferred form is to follow a person’s name with their title. Jacqueline Johnson, vice president for academic affairs.

Saint Martin’s has two vice president positions: vice president of finance, vice president for academic affairs.

Lowercase vice president when it follows the person’s name, capitalize if it precedes it. Mary Sigmen, vice president of finance. Vice President for Academic Affairs Jacqueline Johnson.

Always follow the word “vice president” with the office they manage. **Vice president for academic affairs.**

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**- W -**

**Washington**

When referring to Washington in publications that may reach an out-of-state audience, refer to Washington as Washington state or the state of Washington to avoid confusion between the state and the nation’s capital.

Abbreviate the state, never the U.S. capital. Saint Martin’s College is located in Lacey, Wash.

When referring to state government offices or to the state government, capitalize the word “state.” The **State of Washington**, the State Department of Transportation, the Washington Department of Licensing.

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**Web Site**

Lowercase and two words.

Use when referring to the College’s Internet site.

The Saint Martin’s web site address is [www.stmartin.edu](http://www.stmartin.edu)

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**- X, Y, Z -**

**Years**


Use an “s” without an apostrophe to indicate spans of decades or centuries. *The 1990s. The 1860s.*

Years are the lone exception to the general rule in that the figure can be used to start a sentence. **1995 was Saint Martin’s centennial celebration.**