

Editor's Manual

Northern Illinois University
Office of Publications

Editor's Manual

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Mechanics of Style

Abbreviations

NIU is always written without periods. Never use "NI" or "Northern Illinois" as an abbreviation for Northern Illinois University. ("NI Guides" is the exception.) "Northern" is acceptable as a second reference.

As a rule, two-letter abbreviations are set with periods; three or more letters without periods.

(Notable exceptions: ID, NI Guide, SA, TA, PC; T.R.A.C.S.):

ACT (American College Test)

a.m./p.m.

CAB (Campus Activities Board)

CHANCE (Counseling Help and Assistance Necessary for a College Education)

CPA Review (See "C.P.A." below)

DARS (Degree Audit Reporting System)

FTE (full-time equivalency)

GED (General Educational Development)

GPA (grade point average)

GRE (Graduate Record Examinations)

IBHE (Illinois Board of Higher Education)

MAC (Mid-American Conference)

NASULGC (National Association of State Universities and Land-Grant Colleges)

NCAA (National Collegiate Athletic Association)

NIU (Northern Illinois University)

SAT (Scholastic Aptitude Test)

U.S.

USOAR (Undergraduate Special Opportunities in Artistry and Research)

Use periods for all degrees, certificates, and licenses: B.S., C.P.A., M.B.A., M.S.Ed., R.N. (see p. 9)

Spell out state names. If state name must be abbreviated, use traditional abbreviation (Ill.). The two-letter postal abbreviation (IL) should be used only with a zip code.

A standard set of three- and four-letter department abbreviations is used with the course title in catalogs, bulletins, and class schedules. They are set in solid caps with no periods: ANTH, ELE, MKTG
(See the NIU *Undergraduate Catalog* for a list of departmental abbreviations.)

In text, spell out "freshman, sophomore, junior, senior." In other uses abbreviations are fr., soph., jr., sr.

Capitalization

Capitalize the complete formal names of NIU colleges and departments, offices, committees, programs, course titles: Department of Marketing, Center for Black Studies. Lowercase any fragmentary titles: the college, the university, the center, the marketing department.

Capitalize "program" in formal names: Honors Program, Advanced Placement Program, General Education Program. Lowercase "program" in general program names: the department's program in finance.

Lowercase titles that follow a name or stand alone: Lemuel Watson, dean of the College of Education; chair of the School of Nursing and Health Studies; director, Health Services. Capitalize titles preceding names: President John G. Peters, Dean Watson.

Academic semesters or terms are lowercase: fall semester, spring 2008, summer session.

Numbers

Spell out whole numbers one through nine; use numerals for 10 and above (spell out one through nine). Use numerals for semester hours, ages, percentages, dimensions, distances, computer storage capacities (3 semester hours, ninth century, 21st century, 5 percent, 2 inches).

Style for telephone numbers: 815-753-1000
800-892-3050

Use of decimals with numbers. Express grade point averages to two decimal places: 2.50, 4.00. Time of day: 8 a.m., not 8:00 a.m.; use 12 noon or 12 midnight, not 12 a.m. or 12 p.m. Sums of money: Delete .00 unless the figure is aligned in a table with other figures.

Spell out "percent" or "percentage" in text. Use of symbol (%) is permissible in tables.

Spelling and Word Treatment

Preferred Spelling/Word Treatment

accountancy (not "accounting" when referring to the academic department)
adviser (not advisor)
advising (not advisement)
alumni (use this for plural, not "alums"; use alumnus for singular in mixed gender reference; alumna for feminine singular.)
biological sciences (not "biology," when referring to the academic department)
chair (not chairman, chairwoman, chairperson)
community adviser (CA)
controller (not comptroller)
College of Engineering and Engineering Technology (never shorten to "College of Engineering")
Dean's List
Distinguished Research Professor
Distinguished Teaching Professor
dog guide (not "guide dog," which is a registered trademark)
Excellence in Undergraduate Teaching Award
Family Weekend
Founders Memorial Library (no apostrophe)
Freshman (or Focused) Interest Group (FIG)
Fulbright
Huskie, Huskies ("ie" is correct for both singular and plural)
land-grant university
Late Nite Ride Service
mathematical sciences (not "mathematics," when referring to the academic department)
Newberry Library
Newbery Medal (award for children's literature; NOTE: only one 'r' in Newbery)
NI Guide
ombudsman
OneCard ID
Panhellenic
Parents' Association
Players Theatre (no apostrophe)
President's Council/...Club/...Associates (apostrophe)
Presidential Research Professor
Presidential Teaching Professor
teaching assistant (TA)
Touchtone Registration Add/Drop Class Schedule System (T.R.A.C.S.)
Veterans Assistance Office (no apostrophe)
vice president (not hyphenated)
Victor E. Huskie

Computing Terminology

Adobe
Assembler (language)
back up (verb); backup (noun, adj.)
BASIC (Beginner's All-Purpose Symbolic Instruction Code)
CD-ROM
COBOL (Common Business Oriented Language)
database

data set
desktop
disk
diskette
download
DVD (Digital Versatile Disc)
e-business
e-commerce
e-mail
e-travel
Ethernet
FORTRAN
FTP (File Transfer Protocol)
GroupWise
home page
HSLN (High Speed Local Network)
HTML (Hypertext Markup Language)
HTTP (Hypertext Transfer Protocol)
Job Control Language
Internet
Intranet
LAN (Local Area Network)
listserve
log on (verb); logon (adjective)
logonid
Macintosh
mainframe
microcomputer
Microsoft
Microsoft Word
Netscape
online
OS/2
PageMaker
Pascal
PowerPC
PowerPoint
Prolog
QuarkXPress
RAM (Random Access Memory)
ROM (Read-Only Memory)
software
spreadsheet
URL (Uniform Resource Location)
Web
Web page
website
WordPerfect
word processing
World Wide Web (WWW)
workstation

Capitalized Words

African American (noun)
Anthony Lorusso Lagoon (formerly West Lagoon)
Asian American (noun)
Corn Fest
Down Beat (magazine)
East Lagoon
Greek (fraternal organizations)
Hispanic
Homecoming (capitalize noun; lowercase adjective: homecoming dance)

Latina/Latino (reference in text as Latina/o)
Le Baron
Mexican American (noun)
Midwest
Orientation (capitalize event: Orientation; lowercase adjective: summer orientation session)
Springfest

Lowercased Words

black (racial reference)
east campus
fax (when used in narrative text)
midwestern
northern (as in northern Illinois region)
president (when used alone)
professor (when used alone)
telex (when used in narrative text)
university (when used alone)
west campus
white (racial reference)

Open Compounds

African American (noun)
Asian American (noun)
Corn Fest
course work
distance learning (classroom)
Down Beat (magazine)
field house
grade point/grade point average
hearing impaired
Le Baron
Mexican American (noun)
off campus (following a noun: at sites off campus)
on campus (following a noun: at sites on campus)
vice president (not hyphenated)
weight room

Closed Compounds

audiovisual
Blackhawk (Food Court, statue)
classroom
coauthor
cochair
cocurricular
coed (use only as adjective, not as noun in reference to female student)
coedit
corequisite
courtroom
crosslisted
DeKalb
DePaul
DuPage
extracurricular
extradepartmental
inservice
midterm
noncredit
nondegree
nongraduated

nonpenalty
nonprofit
nonresident
nonspecialist
nontraditional
nontransfer
nonuniversity
outreach
percent
predoctoral
preregister
postbaccalaureate
postdoctoral
postgraduate
preclinical
preservice
readmission
reinstatement
reentrance
Southeast (Asia)
taxpayer
telefund
workstation

Hyphenated Compounds

African-American (adj.)
Asian-American (adj.)
college-level
degree-seeking
East-West Tollway
Eco-Park
four-year (adj.)
400-level
full-time (adj.)
fund-raiser (noun)
fund-raising (adj., noun)
graduate-level
half-semester
half-session
Huskie-2-Huskie
I-88
in-house
land-grant (adj.)
lower-division
Mexican-American (adj.)
mini-course
non-business
non-chemistry
non-majors
non-music
non-nursing
non-returning
non-teaching
non-thesis
off-campus/on-campus (preceding a noun: off-campus event)
on-site
part-time
post-game
post-master's
post-secondary
pre-admission
pre-dentistry

pre-engineering
pre-enrollment
pre-family, consumer, and nutrition sciences
pre-law
pre-major
pre-medicine
pre-optometry
pre-osteopathy
pre-pharmacy
pre-physical therapy
pre-podiatry
pre-professional
pre-veterinary medicine
student-at-large
student-athlete
tuition-waiver scholarship
upper-division
Urbana-Champaign
X-ray

Use of Slashes

add/drop
bilingual/bicultural education
Latina/Latino (also Latina/o)
pass/fail
S/U grading

Terminology and Usage

Miscellaneous Terminology

Refer to the *NIU Graduate Catalog* or *Undergraduate Catalog* for official terminology and general curricular information.

Majors, minors, specializations, emphases, concentrations, options, and areas of study are lowercase in text references: major in elementary education, minor in urban studies, specialization in audiology, biochemistry emphasis, concentration in public history, time arts area of study.

The **official department name** must appear in the text of a publication that features a program, emphasis, or area within that department. Words such as "department," "program," "emphasis," "option," and "specialization" have specific connotations and should be used appropriately.

Chair is the correct term when referring to the executive of an NIU academic department or committee. Avoid "chairman," "chairwoman," "chairperson."

The term **students with disabilities** is preferred. Avoid the word "handicapped."

Upper division and **lower division** are the correct references for NIU students in junior-senior or freshman-sophomore groups and for NIU courses at the 300-400 or 100-200 levels. Do not use the terms "upper class," "under class," or "lower class" in this context.

Tuition and fees are the expenses a student pays upon registering for classes. Tuition is the charge for the student's instructional program. Different rates apply to in- and out-of-state students. Fees cover additional charges associated with the residential experience (e.g. bus service, insurance and health service, athletics, student activities) or with the cost of delivering courses at sites throughout the northern Illinois region.

Use **semester hours** to refer to academic credits, not "credit hours" or "hours."

Use **grade point average** and carry decimals to two digits: 3.50. Second reference can be GPA.

The proper term is **Graduate Record Examinations**, not "Exams" or "Examination."

Spell out the **names of campus buildings** unless a key is provided. Do not use the two-character abbreviation found in the university telephone directory and the *Schedule of Classes*.

When giving **campus addresses** within narrative text, use the building name followed by the room number: Barsema Hall 345. Building name and room number are not used in mailing addresses.

Use the terms **fall semester, spring semester, summer session**.

An **acting** administrator serves for a specific period of time; an **interim** chair is appointed for an indefinite period.

Use **residence hall**, not "dormitory" or "dorm." **CA** stands for **community adviser**.

Use **off-campus** rather than "extension" when referring to courses of that nature.

The term **international students** is preferred to "foreign students." Avoid using "American" in this context.

The **Illinois Research and Development Corridor** runs along the East-West Tollway (I-88). The **Technology-Commerce Corridor** is on the Northwest Tollway (I-90).

Degree Terminology

The following degrees are offered at NIU:

Undergraduate Degrees:

- Bachelor of Arts (B.A.)
- Bachelor of Fine Arts (B.F.A.)
- Bachelor of General Studies (B.G.S.)
- Bachelor of Music (B.M.)
- Bachelor of Science (B.S.)
- Bachelor of Science in Education (B.S.Ed.)

Advanced Degrees and Certificate:

- Doctor of Audiology (Au.D.)
- Doctor of Education (Ed.D.)
- Doctor of Philosophy (Ph.D.)
- Educational Specialist (Ed.S.)
- Master of Accounting Science (M.A.S.)
- Master of Arts (M.A.)
- Master of Business Administration (M.B.A.)
- Master of Fine Arts (M.F.A.)
- Master of Music (M.M.)
- Master of Physical Therapy (M.P.T.)
- Master of Public Administration (M.P.A.)
- Master of Public Health (M.P.H.)
- Master of Science (M.S.)
- Master of Science in Education (M.S.Ed.)
- Master of Science in Taxation (M.S.T.)
- Performer's Certificate (do not abbreviate as P.C.)

College of Law professional degree:

- Juris Doctor (J.D.)

Examples of degree terminology:

- bachelor's degree/baccalaureate degree/Bachelor of Arts degree
- master's degree/Master of Science degree
- doctoral degree/doctorate/Doctor of Education degree
- law degree/Juris Doctor degree

A **Performer's Certificate** is not a graduate degree, but is designed to permit students to attain greater mastery of their chosen fields than achievable with the master's degree. "Performer's Certificate" is not abbreviated.

A **Certificate of Graduate Study** is a course of study, not linked to the pursuit of a degree, consisting of a coherent set of courses, fewer than for a major, addressing a specific theme.

A **concentration** is a course of study, typically interdisciplinary, linked to the pursuit of a specific graduate degree.

Use the word "**degree**" with the abbreviation, rather than the abbreviation alone—Ph.D. degree, B.S. degree.

Use **points** with all **degree abbreviations**: B.S., M.F.A., Ed.D.

(This is an exception to the rule that abbreviations of three or more letters are used without periods.)

Titles and Names

Academic/professional **title designations** should follow an individual's full name in the first reference only. Examples: Pat Smith, M.D.; Cary Jones, Ph.D.; Chris Phillips, J.D. In subsequent references, the individual's full name or last name only is used.

The title **Dr.** is used only to designate individuals with medical degrees. Use the title "Professor" when referring to an individual with an academic degree (Ed.D., Ph.D., etc.)

Courtesy titles (Mr., Mrs., Ms., Professor) are not used with the individual's name in general usage, but may be appropriate in certain contexts, such as letters, speeches, presentations, donor lists, and biographical statements.

Occupational titles are uppercased when they precede the individual's name, lowercased when following (President John G. Peters; John G. Peters, president of NIU).

Equal Opportunity/Affirmative Action (Title IX) Statement

The following AA statement (shown in its comprehensive and two shortened versions) is placed on all publications produced by the Office of Publications. The version used is determined by the nature of the publication in which it appears.

Comprehensive AA Statement:

Northern Illinois University is an equal opportunity/affirmative action institution and does not discriminate on the basis of race, color, religion, sex, age, marital status, national origin, disability, status based on the Victims' Economic Security and Safety Act (VESSA) or status as a disabled veteran or Vietnam-era veteran, or any other factor unrelated to professional qualifications, in employment or in admission or access to, treatment in, or operation of its educational programs and activities. Such discrimination is prohibited by Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Acts of 1974 and 1975, the Vietnam-Era Veterans' Readjustment Assistance Act of 1974, Titles I-VI of the Victims' Economic Security and Safety Act, and other federal and state statutes and regulations. Inquiries concerning application of Title IX, Section 504, and other statutes and regulations may be referred to the Affirmative Action and Diversity Resources Center, 1515 W. Lincoln Highway DeKalb, IL 60115, telephone 815-753-1118, or to the director of the Office of Civil Rights, U.S. Department of Education, Washington, D.C., 20024. The Constitution and Bylaws of Northern Illinois University afford equal treatment regardless of political views or affiliation, sexual orientation, or other factors unrelated to scholarly or professional performance (Constitution Article 9, Section 9.2; Bylaws Article 5, Section 5.211; Bylaws Article 7, Section 7.25 and Section 7.252; Bylaws Article 10; and Bylaws Article 18). Printed by authority of the State of Illinois.

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Shortened version #1:

Northern Illinois University is an equal opportunity institution and does not discriminate on the basis of race, color, religion, sex, age, marital status, national origin, disability, status based on the Victims' Economic Security and Safety Act (VESSA) or status as a disabled or Vietnam-era veteran. Further, the Constitution and Bylaws of Northern Illinois University provides for equal treatment regardless of political views or affiliation, and sexual orientation. Inquiries concerning application of Title IX, Section 504, and other statutes and regulations may be referred to the Affirmative Action and Diversity Resources Center, 1515 W. Lincoln Highway, DeKalb, IL 60115, telephone 815-753-1118. Printed by authority of the State of Illinois.

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Shortened version #2:

Northern Illinois University is an Equal Opportunity/Affirmative Action Institution. Printed by authority of the State of Illinois.

Facilities

Major Building	Built/Acquired/Leased
Adams (Karl L.) Hall	1948
Altgeld (John P.) Hall	1897
Anderson (Miriam) Hall	1964
Arends (Jack) Hall	1970
Asian American Center	2004
Barsema Alumni and Visitors Center	2005
Barsema (Dennis and Stacey) Hall	2002
Campus Child Care Center	2000
Campus Life Building	1994
Campus Parking Services	1990
Center for Black Studies	1993
Center for Diversity Resources	2001
Center for Latino and Latin American Studies; Latino Resource Center (housed in one bldg.)	1999
Center for the Study of Family Violence and Sexual Assault	2003
Cole (Fay-Cooper) Hall	1968
Convocation Center	2002
Davis (William M.) Hall (telescope/dome installed '62)	1943
Dorland (Z. Harold) Building (Transportation; Central Receiving)	1962, 1971
Douglas (Stephen A.) Hall	1963
DuSable (Jean B.) Hall	1968
Engineering Building	1995
Evans (George G. "Chick") Field House	1957
Faraday (Michael) Hall	1964
Faraday Hall West	1994
Founders Memorial Library	1975
Gabel (Otto) Hall [University Laboratory School until '72]	1958
Gilbert (Newell D.) Hall	1951
Graham (Ray) Hall	1964
Grant (Ulysses S.) Towers, South/North	1965, 1966
Health Services	1967
Holmes (Leslie A.) Student Center (tower built '68) ori. University Center; renamed HSC in 1974	1962
Human Resource Services/Document Services	1992
Huskie Stadium	1965
Illinois ASBO Building (Public Administration)	1999
Kishwaukee Hall	1948
Lincoln (Abraham) Hall	1962
Lowden (Frank O.) Hall	1965
McMurry (Lida B. and Charles A.) Hall	1911
Milan Township School No. 83 (one-room schoolhouse--built 1900; relocated, restored, dedicated)	1999
Montgomery (Charles E.) Hall	1967
Music Building	1974
Neptune (Celine) Hall North/West/East/Central	1955/'59/'60/'60
NIU Parking Deck	1994
Northern Television Center	1972
Northern View Community	2007
Physical Plant Building	1959
Psychology - Computer Science Building	1973
Public Safety and Telecommunications Building	1964
Reavis (William C.) Hall	1957
Speech-Language-Hearing Clinic	1959
Stevens (Thomas Woods) Building	1959
Stevenson (Adlai E., II) Towers, South/North	1967, 1968
Still (Edgar B.) Gym	1928
Still (Edgar B.) Hall	1928
Student Recreation Center	1984
Swen (F.) Parson Hall	1952
Watson (Chauncy B.) Hall	1962
West Heating Plant	1962

Williston (John Williston Cook) Hall	1915
Wirtz (William W.) Hall	1964
Women's Resource Center	1990
Yordon Center, Jeffrey and Kimberly	2007
Zulauf (Romeo M.) Hall	1968

Off-Campus Facilities

Built/Acquired/Leased

Art Annex (2211½ Sycamore Rd.)	1985
Lorado Taft Field Campus (Oregon, IL)	1951
Monat (William R.) Building (renamed in 2005; formerly SSRI) (Third and Locust)	1982
NIU Broadcast Center (801 N. First St.)	1990
NIU Credit Union (817 W. Lincoln Hwy. - University City Mall)	1998
NIU Hoffman Estates (5555 Trillium Boulevard)	1992
NIU Naperville (1120 E. Diehl Rd.)	2000
NIU Rockford (8500 East State St.)	1995
Nursing Building (1240 Normal Rd.)	1987
NIU Family Health, Wellness and Literacy Center (former Monsanto property - 2280 Bethany Rd., Sycamore)	2005