

THE DAILY UNIVERSE

SUPPLEMENT TO THE 2011 AP STYLEBOOK

Revised August 18, 2011

See page 15 for Church style items.

See page 18 for sports style items.



As a courtesy to others, please leave in the newsroom.

THE DAILY UNIVERSE

SUPPLEMENT TO THE 2011 AP STYLEBOOK

Revised August 18, 2011

See page 15 for Church style items.

See page 18 for sports style items.

A

academic degrees Use bachelor's degree, master's degree, doctorate. Doctoral is the adjective form of doctorate. When necessary, you may use B.A., B.S., M.A., M.S., MBA, Ph.D. and other degree abbreviations after the name. Follow AP style: "if mention of degrees is necessary to establish someone's credentials, the preferred form is to avoid an abbreviation and use instead a phrase such as: John Jones, who has a doctorate in psychology. Don't use Dr. before the name unless the person holds a medical degree.

academic titles You may use the title professor in front of the name of anyone who teaches at a university, but it is preferable to give the exact title after the name: Ed Adams, associate professor of communications; John Dancy, visiting professor in communications. **Professor is a job title, and is lowercase in all uses except at the beginning of a sentence.** Get a person's title from the current university catalog and check it with the person holding the title or his or her department. Titles can change midyear. Faculty often start their

teaching careers as assistant professors, then progress to associate professors, then full professors. Adjunct faculty are usually employed elsewhere but teach at the university. Professors emeritus are officially retired but may still teach a class or perform other duties at the university. Where appropriate, you may use Dean, Department Chair, President, Provost or Vice President in front of a name on first reference. **In the case of the president of the university, the title must be used on every subsequent reference.** These titles are never abbreviated.

addresses should be listed by house number in numerals, followed by direction abbreviated, and street: 1084 S. 1000 West. Don't abbreviate the street number — no 10th West. Drive, Lane, Circle, Ave., Blvd., etc., should be used if it is part of the address: 2425 Jefferson Blvd. Only Ave., Blvd. and St. should be abbreviated if listed with a numbered address. If no street number is given, write them out. In incomplete addresses, spell out the North, South, East or West. **For campus addresses use the room number, then the building abbreviation if there is one:** 3328 WSC. However, named areas follow the abbreviation: WSC Ballroom, JSB Auditorium.

adviser never advisor. Please note the spelling difference.

All Sport Pass

alumni are people who used to attend a given university. A man who used to attend is an alumnus; a woman who used to attend is an alumna; women who used to attend are alumnae; men who used to attend are alumni. Alumni is also used as a plural when describing a group of both sexes who previously attended a given university.

ASB Abraham O. Smoot Administration Building. Smoot Building is also acceptable on first reference. The building name can be abbreviated on first reference if a room number or named area is included: C-373 ASB.

B

Bachelor of Arts, Bachelor of Science, bachelor's degree

Ballroom Dance Company

Because of, not “due to”

Before, not “prior to”

Berkeley is a city in California. Note the spelling, as it is frequently misspelled.

Board of Trustees on first reference, then lowercase, as in the board on subsequent references. For comments concerning the board, contact Carri Jenkins.

Botany Pond

boy is a male human being less than 18 years old. The second he turns 18, he's a man.

brackets not parentheses are used to enclose clarifications in quoted material.

Brigham Square is the plaza northwest of the Wilkinson Student Center.

buildings Use the surname and type of building on first reference to a campus building (Brimhall Building, Hinckley Center, Wilkinson Student Center). If the building is not named after a person, use the official campus name (see below).

In cases where the surname alone does not distinguish the building clearly, use the full name of the building on first reference (not Clark Building but Herald R. Clark Building or J. Reuben Clark Building; not Smith Building but Joseph F. Smith Building, Joseph Smith Building).

If the first reference includes a room number, use the official abbreviation: E-509 HFAC or WSC Ballroom. The building abbreviation can be used on second reference, but some buildings should always be called by their common campus names: Marriott Center, Maeser Building and Smith Fieldhouse, for example. Note the capitalization of “Building.”

When the word “room” is needed in the sentence, such as, Students will meet in Room 250, room is capitalized.

Below is a list of campus facilities sorted by abbreviation with acceptable first references bolded.

ALLN **Allen Hall** (houses Museum of Peoples and Cultures)

AXMB Auxiliary Services Maintenance Building
B66 B-66 Classroom/Lab Building

B67 B-67 Service Building

MLBM Monte L. **Bean** Life Science **Museum**

BNSN Ezra Taft **Benson Building**

BRWB Sam F. **Brewster Building**

BYUB BYU Broadcasting Building

BRMB George H. **Brimhall Building**

CANC **Cannon Center**

BELL Centennial **Carillon Tower**

PPCH Central Heating and Cooling Plants

CMB Chemicals Management Building

HRCB Herald R. Clark Building

JRCB	J. Reuben Clark Building (houses the J. Reuben Clark Law School)	MARB	Thomas L. Martin Building
CLFB	Benjamin Cluff Jr. Building (Plant Science Lab)	B-49	Neal A. Maxwell Institute
CB	W. W. Clyde Engineering Building	MB	Howard S. McDonald Building
CONF	BYU Conference Center	MCKB	David O. McKay Building
CTB	Roland A. Crabtree Technology Building	MLRP	Miller Park (Baseball/Softball Complex) See the sports section for field names
CSC	Culinary Support Center	MTC	Missionary Training Center
CONE	Creamery on Ninth East	MORC	Morris Center
DTRA	Deseret Towers Recreation Area	PPMV	Motor Pool Vehicle Shelter
ESM	Earth Science Museum	MOA	Museum of Art
LVES	LaVell Edwards Stadium	NICB	Joseph K. Nicholes Building
ELLB	Leo B. Ellsworth Building	OLVH	Oliver House
ESC	Carl F. Eyring Science Center	RB	Stephen L. Richards Building
FOB	Faculty Office Building	RBF	Richards Building Fields
FB	Harvey L. Fletcher Building	JSB	Joseph Smith Building
FLSR	Foreign Language Student Residence	JFSB	Joseph F. Smith Building
FPH	Former Presidents' Home	SFH	George Albert Smith Fieldhouse
HGB	Heber J. Grant Building (Testing Center)	SFLD	Smith Fieldhouse South Field (Varsity Soccer)
PPGO	Grounds Office	ASB	Abraham O. Smoot Administration Building
HCEB	Caroline Hemenway Harman Building (Continuing Education)	SNLB	William H. Snell Building
HFAC	Franklin S. Harris Fine Arts Center Betrand F. Harrison Arboretum and Botany Pond	STEH	Stadium East House
HAWF	Haws Field	STEW	Stadium West House
HL	Helaman Halls	SAB	Student Athlete Building
CANC	Cannon Center	SASB	Student Auxiliary Services Building
HLRA	Helaman Recreation Area	SHC	Student Health Center
HR	Heritage Halls	TMCB	James E. Talmage Math Sciences/Computer Building
HRCN	Heritage Halls Central Building	TNRB	N. Eldon Tanner Building
HC	Gordon B. Hinckley Alumni and Visitors' Center	TLRB	John Taylor Building
IPF	Indoor Practice Facility	TCB	Tennis Courts Building
IWRA	Intramural Recreation Area (West Stadium)	TCF	Outdoor Tennis Courts
SWKT	Spencer W. Kimball Tower	TRAK	Track and Field Complex (see Sports Guidelines for track name)
ITB	Information Technology Building	UPC	University Parkway Center
AKH	Amanda Knight Hall	UPB	University Press Building
JKB	Jesse Knight Building	ROTC	Daniel H. Wells Building (Air Force/Army Reserve)
AXLB	Auxiliary Services Laundry Building	WIDB	John A. Widtsoe Building
HBLL	Harold B. Lee Library	WSC	Ernest L. Wilkinson Student Center
LDSP	LDS Philanthropies Office Building	WT	Wymount Terrace
MSRB	Karl G. Maeser Building	WOAD	Wymount Administration Building
MC	J Williard Marriott Center	WP	Wyview Park
		WBCB	Wyview Park Central Building

BYU is preferable in all references to Brigham Young University. Y is acceptable in headlines.

BYU Bookstore is the Bookstore on second reference (because that is its title), otherwise bookstore for generic use.

BYU contracted, not BYU approved, for housing references.

BYU—Hawaii is acceptable on all references for Brigham Young University, Hawaii campus. It is in Laie, Hawaii. Use em dash. Do not abbreviate as BYU-H.

BYU—Idaho is the four-year institution in Rexburg, Idaho, which used to be Ricks College. Use em dash. Do not abbreviate as BYU-I.

BYUSA can be used in every reference to Brigham Young University Student Service Association. It may not be called a student government, though its officers may be called student body officers. BYUSA offices located at 3400 WSC.

C

Cannon Center

Carillon Bell Tower

Caroline Harman Continuing Education Building Note the spelling of Harman.

CD OK to use on all references for a compact disc.

Center for Service and Learning lowercase center on second reference. On the second floor of the WSC.

CES Fireside see entry on page 15.

chair is the proper title for the head of a department, and should be capitalized if

used before a person's name. Do not use chairman or chairwoman.

cities Utah cities not commonly known should be listed with the name of a more well-known city nearby. She grew up in Clarkston, near Logan. It is also helpful to tell how far towns are from better-known places: Daryl Gibson grew up in Nephi, 38 miles south of Provo. Cities in Utah County do not need description.

City Council Uppercase as a proper name when referring to a specific city council, even when not preceded by the name of the city. A member of a council is a councilman or councilwoman. The title should be capitalized before a name.

Clubs on campus Capitalize names of campus clubs: Folk Club, Tall Club, etc.

College of Eastern Utah is a state junior college in Price. It may be called CEU on second reference.

colleges and schools BYU is composed of various colleges and schools. Colleges and schools may contain departments and other schools. Here is a the current list of the colleges and schools at BYU:

- J. Reuben Clark Law School
- College of Family, Home and Social Sciences
- College of Fine Arts and Communications
- Ira A. Fulton College of Engineering and Technology
- College of Humanities
- College of Life Sciences
- Marriott School of Management
- David O. McKay School of Education
- College of Nursing
- College of Physical and Mathematical Sciences
- Religious Education
- Undergraduate Education
- Graduate Studies
- Division of Continuing Education

- David M. Kennedy Center for International Studies
- School of Accountancy
- School of Family Life
- School of Music
- School of Social Work
- School of Technology

Columbia (country), **Columbia** (city, river, university)

(Serial) comma Don't put a comma before "and" or "or" in a series. She brought apples, oranges and bananas.

contractions reflect informal speech and writing. Use them in moderation, following the AP Stylebook guidelines for contractions.

BYU contracted not BYU approved when referring to off-campus housing for single students.

corrections are usually made in the top section on Page 2, although Page 1 errors are corrected on Page 1 and Opinion Page errors are corrected on the Opinion Page. Corrections should not, in most cases, repeat the misinformation. They should tell the date and page of the error and give the corrected information. They should not express regret. The wording of corrections must be cleared by an adviser.

Cougar, Cougarette cougar if it is a furry animal.

Cougareat is the fast-food area on the second floor of the Wilkinson Student Center. Cougareat is acceptable on all references.

court Utah County is served by the 4th District Court. Utah is served by the 10th Circuit Court of Appeals, based in Denver. Use the ordinal number unless it begins a sentence.

CPART Center for the Preservation of Ancient Religious Texts is a division

of the Neal A. Maxwell Institute for Religious Scholarship.

Creamery on Ninth

Culinary Support Center

currently Don't use unless necessary to preserve meaning: She works at BYU.

D

The Daily Universe is the noun; the Daily Universe is the adjective. Capitalize **The** when used as a noun. Do not italicize the name of the newspaper.

datelines should indicate the physical location from where the reporter is reporting. They should be used on stories not originating in Provo and Orem, unless the story is a roundup in which no single dateline would be appropriate. Also, do not use a dateline if the reporter did not travel to Salt Lake City or wherever the story originates from but did the reporting work by phone. Election stories and weather stories that cover a broad area generally have no dateline. Datelines should include city and state, unless the city is well known and its name can stand alone. Consult the AP Stylebook for cities that stand alone. Utah datelines never need Utah in them.

dates should be given by month, day and year, with the year set off by commas: June 15, 1950, was the date of his birth. Use the year only if it is not the current year: BYU plays UCLA on Sept. 9. Abbreviate the month, where applicable, only if the day is given. The AP Stylebook lists the months that are abbreviated. When using only the month and year, write out the name of the month and do not separate with commas: January 1992. If the date is six days before or after publication, use the day — Monday,

Tuesday, etc. — instead of the date. The play begins Tuesday and will run through Oct. 4. Sept. 11, 2001 should always be referred to this way unless in a quote. When time and day/date are mentioned together, use time, day/date. The ceremony is at 2 p.m. Oct. 4 or 2 p.m. Tuesday. Do not use **on** in between the time and day.

dean is the title of the head of a college and some schools. Capitalize in front of the name: Dean H. Reese Hansen. The head of Student Life also takes the title of dean, though she or he is not connected to a college or school.

death stories should tell the deceased's full name, age, city of residence, date of death, cause of death, achievements, connections to BYU, survivors and funeral information. If the death has already been announced or happened two days or more before the story appears, use a funeral lead — one that gives the funeral, viewing and burial information before the details of the person's life and death. People don't pass away, they die. In a headline, say Alice Johnson dies, not Alice Johnson dead. Missionary deaths should be covered in the newspaper even if the missionary has no ties to BYU or Utah.

departments are divisions of colleges. Capitalize the names of university departments: Department of Theatre and Media Arts **or** Theatre and Media Arts Department. The head of a department is the chair.

Devotional is the university-wide meeting at 11:05 a.m. on most Tuesdays. Capitalize. There is no need to follow the word with "assembly." The same is usually true for Forums, the more secular Tuesday gatherings. The Unforum is the last Devotional/Forum of winter semester, only one a year. A Sunday

fireside is not a Devotional (see CES Fireside, page 15).

Dixie State College is a state junior college in St. George. Use Dixie on second references.

dorms or dormitories; residence halls is acceptable.

Deseret Towers [obsolete] Do not abbreviate as DT except in a quote. These no longer exist. The residence halls on the site of Deseret Towers are part of Heritage Halls.

Not "due to," use because of

DVD OK to use on all references

E

East Coast

ecclesiastical endorsement

LaVell Edwards was the head coach of the BYU football team until 2001. Note the capital "V." For the stadium, see the L entry.

email no hyphen

F

faculty is singular. Not all teachers at BYU are faculty. Staff and administration aren't faculty. Rich Evans and Kaye Nelson are administrators; Dale Cressman and Quint Randle are faculty.

Fall is capitalized only when it is referring to a specific fall semester: She started school Fall Semester 1998. He will play football Fall Semester. Lowercase when referring to the season or the semester in general: School spirit at most universities is most apparent during fall semester.

FARMS is the Foundation for Ancient Research and Mormon Studies. It is a division of the **Neal A. Maxwell Institute for Religious Scholarship**.

Foreign Language Student Residence (FLSR) On-campus housing across the street from the MTC.

Forum is the university-wide meeting on some Tuesdays at 11:05 a.m. Capitalize. Speakers usually address secular topics. There is no need to follow the word with “assembly.” Unforum is the last Devotional/Forum of winter semester, and there is only one a year.

FrontRunner

G

Games Center Located on the first floor of the WSC

girl is a female human being less than 18 years old. The instant she turns 18, she is a woman.

grade point average on first reference; GPA thereafter. Here are the grade values at BYU:

- **A** 4.0
- **A–** 3.7
- **B+** 3.4
- **B** 3.0
- **B–** 2.7
- **C+** 2.4
- **C** 2.0
- **C–** 1.7
- **D+** 1.4
- **D** 1.0
- **D–** 0.7
- **E** 0.0 failure
- **I** incomplete. This is a contractual grade awarded a student due to nonacademic extenuating circumstances after the 12th week of a semester or sixth week of a term. Under the contract, a student must

complete the course work in a specified period of time.

- **IE** incomplete expired. When a student fails to complete the coursework in the specified period of time, the I becomes an IE, and is treated as a failing grade.
- **P** passing grade. This grade has no effect on the GPA.
- **W** withdraw. Students may withdraw from classes through the 10th week (50th day) of a semester and the 5th week (25th day) of a term for any reason.
- **WE** a student withdraws from a class after the deadline and is failing the class at that time.

Beginning Fall 2011 students may repeat any course taken at BYU; however, all grades will be averaged into the grade point average (GPA) and all credit will be counted. BYU does not remove the previous credit or grade from the transcript or the GPA calculations once a class has been repeated.

H

Happy Valley no quotes

Harris Fine Arts Center Use HFAC on all references when including a room number or named area. Here are the names of theaters and galleries in the center:

- B.F. Larsen Gallery
- de Jong Concert Hall (capitalize de only when it starts a sentence)
- Gallery 303
- Gates Opera Workshop Music Theatre
- Madsen Recital Hall
- Margetts Arena Theatre
- Merrill Debate Theatre
- Nelke Experimental Theatre
- Pardoe Drama Theatre

HBLL Harold B. Lee Library

Helaman Halls

held should not be used when referring to an event. The meeting will be Tuesday.

Heritage Halls

Homecoming Capitalize when referring to BYU Homecoming activities. Homecoming, in general terms, is lowercase. She will attend the Homecoming dance. He said his homecoming was uplifting.

Honor Code

Honor Code Office Fourth floor of the WSC

Honors Capitalize when referring to the BYU Honors program.

Housing The correct term when referring to off-campus single student BYU housing is **BYU contracted**, not BYU approved.

Howard W. Hunter Law Library is in the J. Reuben Clark Building.



I-15 OK to use on all references

ID plural form is IDs not ID's

identification The content of the story should dictate the information used in identifying individuals. When interviewing students, get their first and last name, age, class standing, hometown and major. In your story, apply those pieces of information as needed, using a minimum of two, one being the hometown. Patrick Ponte, 18, from Salem, Ore., said he likes to eat out. Information used should be pertinent to the story. Make it as smooth as you can — all the information doesn't have to appear in the same sentence or in this particular order. Don't say he's an 18-year-old when you can simply describe him as 18. University faculty and administrators should be identified by name, title and

department. Prominent people not connected with the university should be identified by name and title.

in order to Don't use this phrase. Say "to" instead: I'm baking this cake to make you happy.

Internet or the Net or Web

Italics Never use italics in articles.

its is a possessive pronoun. What's its name? Its name is Clipper.

it's means it is or it has. It's my dog and it's been mine for six years.



Carri Jenkins is the assistant to the president for University Communications. Note the spelling of her given name.

Jerusalem Center for Near Eastern Studies Jerusalem Center on second reference. In Israel. Any stories dealing with this topic need to be cleared by an adviser.

JKB Jesse Knight Building. JKB on second reference. The building name can be abbreviated on first reference if a room number or named area is included.

Joseph F. Smith Building JFSB on second reference. The building name can be abbreviated on first reference if a room number or named area is included.

J. Reuben Clark Law School is the proper name of the law school at BYU. Note the spelling of Reuben. The building where the law school is located is called the J. Reuben Clark Building.

JSB Joseph Smith Building. The building name can be abbreviated on first reference if a room number or named area is included: JSB Auditorium.

K

David M. Kennedy Center for International Studies Kennedy Center on second reference. Housed in the Herald R. Clark Building directly south of the HBLL.

L

LaVell Edwards Stadium acceptable on first reference; Edwards Stadium or the stadium on second reference.

Legislature Uppercase as a proper name when referring to the Utah Legislature, even when not preceded by the name of the state. Lowercase when referring to legislatures in general. A member of the Legislature is either a representative or a senator.

local refers to the Provo/Orem area.

located at Don't use this phrase when telling where something is located: The museum is in Provo. Or: The museum, 124 S. 100 East, is open Mondays and Tuesdays.

log in (v.) **login** (n. and adj.)

M

Karl G. Maeser Building should be called the Maeser Building in all references.

majors Lowercase except when a proper noun is used: history major, psychology major, French major, English major. Don't say someone has an undeclared major or is an undeclared major; say he or she has not declared his or her major. Always double-check names of majors for official names.

many is an overused word. If a story says, "Many people protested the decision," find out a number — was it 12? 25? 100? 1,000?

Replace it with a number or remove the reference unless it is within a quote.

MARB Thomas L. Martin Building. MARB on second reference. The building name can be abbreviated on first reference if a room number or named area is included.

Marigold Mall North–south walkway between the Fletcher, Clyde, Widtsoe, Martin and Herald R. Clark buildings)

Marriott Center where Devotionals, Forums and basketball games occur.

Marriott School of Management is BYU's business school in the Tanner Building and functions as a college.

Master of Arts, Master of Science, A master's degree or a master's.

MBA for master's of business administration

Kieth Merrill is a film director, producer and writer. Note the spelling of his given name.

METI Middle Eastern Texts Initiative is a division of the Neal A. Maxwell Institute for Religious Scholarship.

MOA Museum of Art

more and more is wordy. Just say "more."

More than, not over. Over is spatial. The plane flew over the mountain. (There are some exceptions – see AP stylebook.)

Mount Timpanogos Remember, there is no "gas" in Timpanogos.

Mr., Mrs., Miss, Ms. Use only in quotes

music dance theatre is a major. Note the spelling of theatre. It is an interdisciplinary degree offered by the College of Fine Arts and Communications through the cooperative involvement of its School of Music and Department of Theatre

and Media Arts and Department of Dance.

N

names

- Always ask sources to spell their names, even if they sound simple like “Kim.”
- When you have two people with the same last name in a story, use the first and last name of each individual. You can use the “kiss-off method” – introduce the individual, give their quote/paraphrase and move on to another source. This way, you only have to use the first and last name once. But to avoid confusion, use both.

Neal A. Maxwell Institute for Religious Scholarship

includes these divisions: CPART, the Center for the Preservation of Ancient Religious Texts; METI, the Middle Eastern Texts Initiative; and the Laura F. Willes Center for Book of Mormon Studies and FARMS, the Foundation for Ancient Research and Mormon Studies.

Net is capitalized when referring to the Internet, but it’s net when referring to other meanings.

news release not press release

numbered lists use 1. 2. 3. For sports use No. 1, No. 2 in ratings.

O

OK not okay

on is needed before a day when it separates proper nouns. She will marry Tuesday. She will marry Joe Doe on Tuesday. Do not use **on** in between time and day, instead: The ceremony is at 2 p.m. Tuesday.

online

opportunity to Take this phrase out where possible, except in quotes. People should be glad to be here, not glad they have the opportunity to be here.

Over see “more than” (page 9)

P

Pell Grant

PE OK to use on all references

Ph.D. is the abbreviation for doctor of philosophy; however, someone is earning a doctoral degree, not a Ph.D. See AP Stylebook under academic degrees for details.

Point of the Mountain

police at BYU are University Police. BYU and department are not part of the name, but the police may be called BYU campus police or the police department informally.

president should be capitalized before the name of the president of the United States, the president of BYU, the president of the Church of Jesus Christ of Latter-day Saints, members of the First Presidency, the president of the Quorum of the Twelve and stake and mission presidencies. On second reference, retain the title only for the president of BYU, president of the Church, the First Presidency and president of the Quorum of the Twelve. Call others by their last name on subsequent references. **Never abbreviate President.**

General presidents of the Relief Society, Primary and Young Women are called Sister (Sister Julie B. Beck) on first reference. General presidents of the Sunday School and Young Men are Brother on first reference (Brother Russell T. Osguthorpe) unless currently serving as a General or

Area authority. In those cases, use the title Elder on first reference.

Not “**prior to**,” use “before”

professor See academic titles

Provo Towne Centre

punctuation use **brackets** not parentheses to enclose clarifications. Never use **italics**. **Quote marks** – see below.

Serial comma – don’t need last in a series (apples, oranges and bananas). Do not use **tilde** or accent marks on words. Use **contractions** in moderation – see AP guide.

Q

quote marks should follow the rules in the AP Stylebook, except that single quote marks should be used in headlines.

R

Reorganized Church of Jesus Christ of Latter Day Saints former name for the church called the Community of Christ.

RB Stephen L. Richards Building. Use Richards Building on first reference. The building name can be abbreviated on first reference if a room number or named area is included: 302 RB.

repeating classes See grade point average

residence halls should be used in place of dormitories and dorms.

S

SAC can be used on second reference for Student Advisory Council, an arm of BYUSA. BYUSA offices are in 3400 WSC.

said should come after the name or pronoun: he said or President Monson said. Exception: when the person has a title that needs to appear after his or her name: said Brad Rawlins, chair of the Department of Communications.

Salt Lake City is the noun; Salt Lake is the adjective. SLC may be used in headlines.

Salt Lake County may be called S.L. County in headlines.

Satan and **Lucifer** are uppercase; devil is not.

schools see colleges and school on page 4.

semester is lowercase except when it is part of the name of a specific semester at BYU: Fall Semester, Winter Semester 2006, during the semester.

Sept. 11, 2001 Terrorist attacks on the United States that destroyed the World Trade Center and damaged the Pentagon. Do not use 9/11, except in quotes, then it is 9/11 not 9-11.

SFH George Albert Smith Fieldhouse Use Smith Fieldhouse on first reference. Note that fieldhouse is one word. The building name can be abbreviated on first reference if a room number or named area is included: SFH Track.

The Shops at Riverwoods Open air shopping center in Provo (4801 N University Avenue).

Signature Card

Sister should appear before the name of a general authority's wife, before the name of the BYU president's wife, and before the names of members of general presidencies of the Relief Society, Young Women and Primary. On first reference, use Sister with her full name. On all subsequent references, use Sister with her last name. Women who used to be members of a general presidency but have since been released retain the courtesy title Sister in all references.

SLC may be used in headlines for Salt Lake City or Salt Lake. Never use it as an abbreviation for Salt Lake County.

Joseph F. Smith Building JFSB on second reference. The building name can be abbreviated on first reference if a room number or named area is included: B-060 JFSB.

Joseph Smith Building JSB on second reference. The building name can be abbreviated on first reference if a room number or named area is included: JSB Auditorium.

Smith's Tix

Snow College is a state junior college in Ephraim. Snow on second reference.

Southern Utah University may be called SUU on second reference. It is in Cedar City.

spam The act of spewing out large numbers of electronic messages via email or newsgroups to people who don't want to receive them.

Spam The canned meat

split headline Avoid splitting a prepositional phrase (of the class), a noun phrase (the pink toaster) or a verb phrase (has been seen) between the first and second lines of a headline.

spring or summer is capitalized only when it is referring to a specific spring or

summer term: She started school Spring Term 2010. He will get married during Summer Term. Lowercase when referring to the season or the semester in general: Campus is casual during spring and summer terms.

student body

Student Health Center, BYU

Student Health Plan, BYU

suicide isn't usually mentioned unless the person was prominent enough to merit an obituary, or the death or aftermath was witnessed by readers who need an explanation. Check with your editors and advisers for exceptions. Adviser approval for a story of this nature is necessary.

SWKT Spencer W. Kimball Tower. SWKT on second reference. The building name can be abbreviated on first reference if a room number or named area is included: 690D SWKT

T

telephone numbers in Utah require 10 digits to dial. Include the area code. Write numbers as 801-495-8734. Use the same style for our of area and toll-free numbers. BYU phone numbers are written out as 422-3442 or 378-2332, not 2-3442.

term is lowercase except when part of a specific term at BYU: Spring Term, Summer Term 2010.

Testing Center

that Take "that" out wherever you can without changing the meaning or making the sentence unclear. When deciding whether to use "that" or "which," save the "that" for constructions not requiring a comma.

time Use midnight or noon, not 12 a.m. or 12 p.m. Also, periods of time use a hyphen: 4-5 p.m. (Not 4:00 – 5:00 p.m.)

theater Use this spelling unless theatre is part of proper name. For example: Theatre and Media Arts Department, Varsity Theatre; but, we went to the theater.

TMCB Talmage Mathematical Sciences/ Computer Building or Talmage Building on first reference. TMCB on second reference. The building name can be abbreviated on first reference if a room number or named area is included.

TNRB N. Eldon Tanner Building. Tanner Building OK on first reference. The building name can be abbreviated on first reference if a room number or named area is included.

today or **tonight** refers to the day of publication. Reporters and desk editors should leave the day (Wednesday) in text. Copy desk or proofreaders will change it to “today.”

tomorrow Do not use this word, except in quotes. Use the name of the day (Thursday).

TRAX is short for Transit Express. It is the light-rail train service of the Utah Transit Authority (UTA) in Salt Lake County.

U

university is lowercase unless used as part of the proper name of a university.

University Communications is BYU’s public relations office.

University Mall is the mall on University Parkway in Orem.

University of Utah may be called U or U on second reference and in headlines. May also be called Utah on second reference. It’s in Salt Lake City.

University Police is singular. University Police is investigating the allegation.

University Station Post Office is the U.S. Postal Service branch, located on the first floor of the Wilkinson Student Center.

UTA

Utah County Always capitalize “County.” If you write Utah county, you mean some county in Utah, not necessarily this one.

Utahn not Utahan

Utah State University is in Logan. Call it USU or Utah State on second reference, but don’t call it Utah St. That means Utah Street.

Utah Valley

Utah Valley Regional Medical Center, the hospital in Provo. Called UVRMC on second reference.

Utah Valley University is in Orem. UVU is acceptable on all references.

V

Varsity Theatre

very is an overused word. Unless the word is contained within a quote, remove it.

W

Wasatch Front

Weber State University is in Ogden. Use Weber or Weber State on second reference, but don’t call it Weber St. That means Weber Street.

webcam, webcast, webmaster, but Web, Web page, Web feed, Web document

website When mentioning a Web address in a story, do not use “www.” in the URL (byu.edu).

West Coast

whether or not is wordy. Leave out “or not.” Officials don’t know whether the parking regulations will change.

Winter is capitalized only when it is referring to a specific winter semester: She started school Winter Semester 1998. He will play lacrosse Winter Semester. Lowercase when referring to the season or the semester in general: School spirit is least apparent during winter semester.

World Wide Web, or the Web

Wilkinson Student Center WSC on second reference. Never use the Wilk except in quotations. The building name can be abbreviated on first reference if a

room number or named area is included: 3228 WSC, WSC Terrace

Wymount Terrace On-campus family housing. Wymount OK for first and all references.

Wyview Park On-campus single student housing. Wyview on second and subsequent references only.

Y

yesterday Do not use, except in quotes. Use the name of the day.

Y is acceptable for BYU in headlines.

Y Mountain

youth is singular; youths is plural. Don’t say “Provo police target youth” if the police are targeting multiple youths.

RELIGIOUS GUIDELINES

See newsroom.lds.org for other Church usage examples

Aaronic Priesthood

Angel Moroni not angel

Area Seventy is a position in the Church of Jesus Christ of Latter-day Saints.

Apostle

Article of Faith, Articles

the Atonement

Bishop capitalized before the name, not capitalized after

Book of Mormon, Another Testament of Jesus Christ on first reference; Book of Mormon on second reference. No quote marks around the title. Plural: copies of the Book of Mormon.

CES Fireside usually the first Sunday of the month. Note the capital “F.” These firesides are sponsored by the Church Educational System and are broadcast to college-age young adults.

Church Educational System may be called CES on second reference and in headlines. If the story is covering the CES Fireside, CES is OK on all references. All Church schools including BYU are part of CES.

The Church of Jesus Christ of Latter-day Saints on first reference; the Church of Jesus Christ or LDS Church on second reference. Use Mormon in quotes only or when Mormon is part of a proper name (Mormon Tabernacle Choir, Book of Mormon, etc.)

church when referring to a building or **the Church** in later references to The Church of Jesus Christ of Latter-day Saints or any other church.

Conference Center

deity Don’t capitalize pronouns referring to deity except when capitalized in scripture you are quoting or when meaning would be unclear without capitalization.

devil or the devil but Lucifer and Satan.

Education Week

Elders Quorum

emeritus general authorities always take the title of Elder

“The Family: A Proclamation to the World” may be called the proclamation or the family proclamation on second reference.

Family History Library not genealogy library

family home evening may be called FHE on second reference and in headlines.

fireside lowercase except when referring to the big Sunday gatherings: CES Fireside.

General Authorities include members of the First Presidency, Quorum of the Twelve, First and Second Quorums of the Seventy and Presiding Bishopric. Area seventies are not general authorities because they are assigned to work in a specific area of the world. Each general authority should have a title before his name on every reference, including those in headlines and cutlines. Use President for members of the First Presidency and the president of the Quorum of the Twelve; Bishop for members of the Presiding Bishopric; Elder for all others.

Members of the general presidencies of Young Women, Primary and Relief

Society should have Sister before their names in each reference. Wives of general authorities take the title Sister on each reference.

Members of general presidencies of the Sunday School and Young Men should have Brother before their names in each reference unless they are serving also as general authorities. In those cases, use the title they are given as a general authority.

President can only be abbreviated in headlines.

general conference is lowercase except when part of the full name of the conference: The 166th Annual General Conference is this weekend. He will attend general conference this weekend. Annual General Conference is in April. Semiannual General Conference is in October.

gospel or the gospel

institute is lowercase except when part of a proper name.

Joseph Smith, the Prophet on second reference. He is not called President Smith.

Last Supper

LDS Church acceptable in all references

Melchizedek Priesthood

missionary deaths should be covered in the newspaper even if the missionary has no connection to BYU or Utah.

Mormon

Mormon Church can only be used in quotes. Use The Church of Jesus Christ of Latter-day Saints, then the Church of Jesus Christ or LDS Church.

MTC Missionary Training Center

Mt. Timpanogos Temple

patriarchal blessings Avoid quoting patriarchal blessings.

president should be capitalized before the name of the president of the United States, the president of BYU, the president of the Church of Jesus Christ of Latter-day Saints, members of the First Presidency, the president of the Quorum of the Twelve and stake and mission presidencies. On second reference, retain the title only for the president of BYU, president of the Church, the First Presidency and president of the Quorum of the Twelve. Call others by their last name on subsequent references. **Never abbreviate President.**

General presidents of the Relief Society, Primary and Young Women are called Sister (Sister Julie B. Beck) on first reference. General presidents of the Sunday School and Young Men are Brother on first reference (Brother Russell T. Osguthorpe) unless currently serving as a General or Area authority. In those cases, use the title Elder on first reference.

President Cecil O. Samuelson of BYU is Elder Cecil O. Samuelson when he speaks at general conference because he is a member of the Seventy.

priesthood is lowercase except when part of the name of a specific priesthood — Melchizedek, Aaronic, Levitical — or in the Holy Priesthood, after the Order of the Son of God.

Primary

Prophet only capitalized when referring to Joseph Smith. The Prophet was martyred.

Quorum of the Twelve does not need Apostles at the end

Relief Society

restoration, but **the Restoration**

the Resurrection

returned missionary not **return missionary**

sacrament meeting

Sacred Grove

Saint Capitalize when referring to the members of The Church of Jesus Christ of Latter-day Saints. Do not use as a title before the names of Christ's apostles or other New Testament writers.

Satan and Lucifer are uppercase; devil is not

scripture The four standard works of The Church of Jesus Christ of Latter-day Saints are the Bible; the Book of Mormon, Another Testament of Jesus Christ (it can be called the Book of Mormon on second reference); the Pearl of Great Price; and the Doctrine and Covenants. Unlike other books, the scriptures don't need quote marks before and after their names. To cite a particular scripture in the first three books, use the name of the book within the book, the chapter number, a colon and the verse or verses: Alma 32:33-34. For the Doctrine and Covenants, D&C, the section number, a colon and the verse number: D&C 78:13.

seminary is lowercase except when part of a proper name.

Seventy In reference to members of a Quorum of the Seventy, say "of the Seventy."

Sister should appear before the name of a general authority's wife, before the name of the BYU president's wife, and before the names of members of general presidencies of the Relief Society, Young Women and Primary. On first reference, use Sister with

her full name. On all subsequent references, use Sister with her last name. Women who used to be members of a general presidency but have since been released retain the courtesy title Sister in all references.

spirit but the Spirit

Stake President, capitalize before a name, do not capitalize after.

stakes should be listed by ordinal number: Provo YSA 2nd Stake, Provo YSA 18th Stake

Sunday School

Tabernacle Capitalize when preceded by a specific name: Provo Tabernacle, American Fork Tabernacle. Also capitalize in all instances when referring to the Salt Lake Tabernacle.

temple Capitalize only when preceded by a name of a specific LDS temple: Provo Utah Temple, a Church of Jesus Christ temple, an Aztec temple.

wards should be listed by ordinal number: Provo YSA 1st Ward, Provo YSA 100th Ward. Capitalize ward in name of ward, not in general. He went to ward prayer in YSA 45th Ward.

Word of Wisdom

Young Men; Young Women

capitalized when referring to the church organization

YSA Young Single Adults. Unmarried Church members between 18 and 30.

SPORTS GUIDELINES

athletic facilities at BYU are:

- LaVell Edwards Stadium: Home of the BYU Cougars (football). On second reference Edwards Stadium or the stadium
- Haws Field (rugby and lacrosse)
- Helaman Field (rugby and lacrosse)
- Indoor Tennis Courts
- Indoor Practice Facility
- Marriott Center (basketball)
- Smith Fieldhouse (volleyball)
- Larry H. Miller Field (baseball). Part of Miller Park
- Gail Miller Field (softball). Part of Miller Park
- Clarence F. Robison Track
- RB Swimming Pool
- South Field (soccer)

championship should be capitalized only when preceded by the proper name of the event. Lowercase in all other instances.

coach is only capitalized when it begins a sentence. Use head coach when you must differentiate between the head coach and his or her assistants.

Cougar is an acceptable name for any male or female member of a BYU athletic team. Cougars, not Cougar's, is the plural. Cougars' is the plural possessive. **Do not call female athletes Lady Cougars.**

Division I, not Division 1

LaVell Edwards was the head coach of the BYU football team until 2001. Note the capital V.

extramural teams have coaches and compete with other schools but do not belong to the NCAA. These teams are more selective than intramural teams as you need to try out for them.

FCS or Football Championship Subdivision (not Division I-AA).

FBS or Football Bowl Subdivision (not Division I-A).

intramural teams BYU intramural teams are made up of BYU students, spouses of students or individuals in a BYU ward. Teams compete with other BYU intramural teams.

lineup (n); **line-up** (v)

matchup

Mountain West Conference BYU left the MWC in the summer of 2011. MWC acceptable on second reference.

Ping-Pong trademark name. Pingpong is a synonym for table tennis.

round up (v.) **roundup** (n.)

San Diego BYU's opponent in the WCC

San Diego State BYU's former opponent in the MWC

tournament should be capitalized only when preceded by the proper name of the event. Lowercase it in all other instances.

track and field

WAC is acceptable on second reference for Western Athletic Conference. BYU left the conference in 1999.

West Coast Conference WCC on second reference. BYU joined the WCC for most sports except football in 2011.

4X400 meter relay Use a capital X without spaces of either side for relay races.

