Editorial Style Guide

REVISED JUNE 27, 2023



EDITORIAL STYLE GUIDE

Editorial Style Guide – Overview

Any entity that publishes information on a regular or professional basis uses an editorial style guide (a set of rules for punctuation, spelling, abbreviation, capitalization and grammar). This guide will not answer all your questions or tell you how to spell every word, but it will give you a foundation upon which to base your own writing decisions and help improve the clarity and consistency of all written university communication.

University Communications has assembled these guidelines using the rules set in place by the Associated Press (AP) as its primary authority because much of our writing is intended for external readers — prospective students and their parents, donors, business leaders, news media and the public. To that we have added rules of use for terms that are specific to Johnson & Wales University (JWU) because we also write for readers already familiar with JWU — students, faculty, staff and alumni.

The JWU Editorial Style Guide is to be used for all written communication (including print and web) intended for internal university and external audiences. Universitywide consistency in writing style builds the credibility and effectiveness of our media and greatly enhances our audiences' understanding of JWU.

Any department that composes correspondence or other written documents should have a copy of the most recent edition of the AP Stylebook or an online AP Style subscription. The AP Stylebook is available from AP (apbookstore.com), at most book retailers or through a JWU bookstore. Webster's New World College Dictionary is used to determine correct spelling.

The Editorial Style Guide will be updated annually. Direct all questions to Jennifer Brouillard, senior writer-editor, at 401-598-2355 or jennifer.brouillard@jwu.edu.

Symbol Key

JWU EXCEPTION

Entry differs from AP Stylebook or is specific only to JWU



Inclusive Language

At Johnson & Wales University, we are guided by our mission and the principle to "embrace diversity for a richly inclusive community." To do this, we must utilize inclusive language in our everyday interactions with students and colleagues. Inclusive language acknowledges diversity, conveys respect to all people, is sensitive to differences, and promotes equal opportunities.

Follow these <u>language principles</u> to help ensure that everyone at JWU is treated with respect and dignity. The list of terms includes concepts to know, expressions to avoid, and words to incorporate into your vocabulary.

Please note that acceptable terms change regularly. Not all terms and phrases in the above resource will work for all people all of the time. For more information, refer to these tips from the National Institutes of Health on when to use **person-first and identity-first language** to write respectfully.



Roll over the numbered pages and single-click to get to that page.

AP Style References, Grammar and JWU Exceptions

Academic Degrees

WHEN TO LOWERCASE

Degrees are lowercased when generalized and spelled out as follows:

- associate degree (no apostrophe) or associate in science degree or associate in applied science degree
- bachelor's degree (with apostrophe) or bachelor of science degree or bachelor of arts degree
- master's degree (with apostrophe) or master of science degree
- doctoral degree or doctorate in ____(i.e., philosophy, education, law, psychology) or juris doctorate

She received her bachelor's and master's degrees. My professor earned a bachelor of arts degree.

WHEN TO UPPERCASE

Names of academic degrees and honors are capitalized only when the full formal degree name is used or when the degree name is in a heading.

William Tiefel received an honorary Doctor of Business Administration degree in Hospitality Management at the Providence Campus in 1998.

Brea Wright '05 earned her Bachelor of Science degree in Paralegal Studies.

He holds a Bachelor of Science degree in Zoology from the University of Rhode Island.

ABBREVIATIONS

Abbreviate using periods but no spaces in between: B.A., B.S., M.A., M.A.T., M.Ed., M.S., M.S.P.A.S., M.P.H., Ph.D., Ed.D., J.D., etc. Plural form: B.A.s, B.S.s, M.A.s, M.S.s, Ph.D.s, etc. (no apostrophe)

Do not use periods between letters for MBA and DBA.

DOCTOR

Refer to individuals who hold a doctor of dental surgery, medicine, optometry, osteopathic medicine, podiatric medicine or veterinary medicine with the formal title "Dr." only at first reference.

Dr. Anthony Fauci spoke to students. Fauci recalled his experience as the long-time chief of the Laboratory of Immunoregulation.

Refer to individuals who hold a non-medical doctoral degree with their appropriate doctoral designation (i.e., Ph.D., Ed.D., J.D., etc.) following their names and only after first reference. Do not refer to these individuals with the formal title "Dr." in text. When used after a name, an academic abbreviation is set off by commas.

Dean Craig Felton, Ph.D., officiated at the ceremonies.

These rules for "Dr." (or "Drs." in a plural construction) are also applicable when included in direct quotes.

The title "Dr." is never used before the name of an honorary degree recipient. Use the appropriate academic abbreviation following a name to denote type of degree (Hon).

HONORARY DEGREE RECIPIENTS

An honorary degree recipient is identified with "Hon." following his or her name.

The Tiefel Professorial Chair, Johnson & Wales University's first endowed chair, is named after William Tiefel '98 Hon.

Academic Programs

At JWU, programs and majors are used interchangably. Majors, minors and concentrations are capitalized when referring to the full formal titles.

JWU offers undergraduate and graduate degree programs in arts and sciences, business, engineering,

food innovation, hospitality, nutrition, health and wellness. It also offers undergraduate programs in culinary arts, dietetics and design. In 2013, the university created a Liberal Studies degree program with a required minor of the student's choice. These minors range from Culinary Sustainability to Professional Communication.

Academic Years

Academic years (first-year, sophomore, junior and senior) are always lowercase. On first reference use a student's anticipated graduation date. Subsequent references should refer to their academic year.

Sarah Smith '25 writes for The Campus Herald. The first-year student hopes to pursue a career in journalism after graduation.

The university does not use the word "freshmen" to describe first-year students.

Parents of current students are referenced with a 'P' followed by an apostrophe (no space) and their student's anticipated graduation year.

John and Jane Smith P'25

Accent Marks

Whenever possible, foreign words and phrases should always be written using appropriate accent marks.

Chaîne de Rôtisseurs

Relais & Châteaux

Often-used anglicized words requiring accent marks include

café résumé fiancé entrée

Consult <u>Webster's New World College Dictionary</u> to determine if an accent mark(s) should be included with the word.

Acronyms

Acronyms may be used on second reference for names of programs or organizations such as New England Commission of Higher Education (NECHE). Always place the acronym in parentheses following first reference of the full title, if there will be further references.

Johnson & Wales University is accredited by the New England Commission of Higher Education (NECHE). NECHE is the nation's oldest regional accrediting association.

NCAA is acceptable in all references for National Collegiate Athletic Association. It is not necessary to spell out common acronyms on the first reference: AFC, IRL, NASCAR, NBA, NCAA, NFC, NFL and NHL.

Advisor

When referring to a person who advises and has an official advisory job title, use the spelling "advisor."

JWU features an experienced team of faculty advisors, career advisors in EE&CS, academic advisors in SAS, study abroad advisors in JWU Global, and accessibility services advisors in the Center for Academic Support.

Alumni

Alumni are students who have graduated from JWU. Use "alumnus" or "alum" (for more casual instances only) when referring to a single JWU graduate, regardless of gender. Use "alumna" only if the female graduate expresses a preference for that term. References to a group of female graduates would also use the term "alumni." The university no longer uses "alumnae."

CLASS YEARS

If available, include the year that alumni received their highest-level JWU degree after their names.

Alumni who have earned both bachelor's and graduate degrees from JWU have their degrees listed in chronological sequence.

Alumni who have earned both associate and bachelor's degrees from JWU only have their bachelor's degree listed.

When using the class year after the name of an alumnus, use a left-facing apostrophe or single end quotation mark ('). It can be accessed by placing the cursor immediately after the last letter of the name, striking the apostrophe key and then adding a space between the two. Use as follows:

- associate or bachelor's degree: Pat Peterson '98
- two bachelor's degrees: Alexandra Rogers '01, '05
- bachelor's and master's degree: *John Benevides '98, '01 MBA*
- honorary degree: William Tiefel '98 Hon.
- terminal degree from JWU: *Annie Bennett '15 Ed.D.*
- bachelor's and/or master's degree from JWU, while terminal degree not from JWU: *Daniel Harmon, Ed.D., '86*

Honorary alumni should be designated as such before their name, with the year they were awarded this status following their name.

honorary alumnus Mary Carmody '04

Parents of alumni have their status designated after any terminal degrees.

David A. Wilson, Ph.D., '99 Hon., P'98.

Alumni who are parents of alumni have their graduation year(s) separated from their offspring's graduation year by a semi-colon.

Jane Smith '93, '95 M.S.; P'17, P'20 M.S.

Ampersands

Ampersands are used only when part of a formal name. An ampersand should never be used in place of "and" when it is not part of a name.

The International Baking & Pastry Institute is the official title of the baking and pastry program used throughout the university system.

An ampersand is always used in the name Johnson & Wales University.

Gertrude Johnson and Mary Wales founded Johnson & Wales University in 1914.

Apostrophes

Don't put an apostrophe after a decade when making it plural: *1980s*.

See the Alumni section for information about apostrophes in class years.

Board of Trustees

Capitalize only when used with the formal or full title of the organization.

The Board of Trustees of Johnson & Wales University will be meeting at the beginning of the month.

A new board of trustees is nominated in November.

Bullets

Ensure all the bullet points follow the same grammatical structure (i.e., if one is a full sentence, they all need to be full sentences; same for phrases beginning with a noun, infinitive clauses, etc.).

Student Involvement & Leadership offers several programs and services:

- student organizations
- concerts
- leadership retreats
- student publication

When thinking about a study abroad program, consider these questions:

- Do you want to study intensively in your major?
- Are language and cultural studies important to you?
- How will study abroad fit into your academic program?
- Will going abroad alter your graduation plans?

See the **Colons** section for rules on the use of a colon preceding a list of bulleted items.

Campus JWU EXCEPTION

Use the name of the city where the campus is located, and not the state.

Providence Campus Charlotte Campus

When referencing a single campus (e.g., the Charlotte Campus), "campus" is capitalized.

When referencing both campuses (e.g., the Providence and Charlotte campuses), "campuses" is lowercased. List them in the order in which they were founded (Providence and Charlotte).

You may also refer to the campuses as JWU followed by their city name.

JWU Providence JWU Charlotte

When referencing a campus by location, never use Johnson & Wales at Providence, at Charlotte, etc.

Refer to the Charlotte Campus as a branch campus. Do not refer to it as "regional" or "satellite."

JWU's Providence Campus has two distinct locations: the Harborside Campus and the Downcity Campus (not the Downtown Campus).

POSSESSIVE

Singular: When referring to one campus, use campus'.

The Providence Campus' Snowden Hall

Plural: When referring to two or more of JWU campuses, use **campuses**'.

The Providence and Charlotte campuses' culinary programs

Campuswide

Campuswide (like systemwide and universitywide) is one word with no hyphen. It is not capitalized.

Colleges

JWU's colleges and campus locations of each college are

	PVD	CLT	ONL
College of Business	•	•	•
College of Engineering & Design	•		•
College of Food Innovation & Technol- ogy	•	•	•
College of Health & Wellness	•	•	•
College of Hospitality Management	•	•	•
John Hazen White College of Arts & Sciences	•	•	•

Colons

Colons are used at the end of a sentence or independent clause to introduce a list, tabulation, text or quotation.

JWU Global consists of three departments:

- Study Abroad
- International Student Services Office
- The BRIDGE

Colons are not used at the end of a dependent clause or an incomplete sentence.

Our graduates' countries of origin include • France • Sweden • Turkey • Poland

Capitalize the first word after a colon only if it is a proper noun or the start of a complete sentence.

He promised this: His company will stand behind every product it sells.

There were three selling points: accessibility, location and cost.

Commas

Use commas to separate elements in a series. Do not put a comma before the conjunction in most simple series.

The flag is red, white and blue. He would nominate Tom, Dick or Harry.

Use commas before the conjunction only to dispel ambiguity in a complex series or sentence.

Her son will only eat chicken nuggets and fries, macaroni and cheese, and peanut butter and jelly.

The speakers included two astronauts, Mitch McConnell, and Hillary Clinton.

She is an active member of the association, serves on the program committee, continues to take advanced courses and training to maintain her professional development in the field, and has been integral in the development and facilitation of the degree program.

Commencement

Lowercase unless used as an official and full title, and then only on first reference.

Johnson & Wales University's 2024 Commencement is a student milestone. A commencement ceremony is held for each of our campuses.

Cross Country

Use two words, no hyphen, per the U.S. and international governing bodies of the sport.

Dashes

One-en dashes (-) are used between dates, times and scores. There are no spaces used around the dash.

JWU EXCEPTION

Evening courses run from 6–9 p.m.

One-em dashes (—) are used between clauses when there is a sudden break or abrupt change in thought, or when expanding, explaining or digressing, etc. A space is placed on both sides of the dash.

Many JWU faculty have significant work experience in the fields they teach — they know what it takes to succeed and share that insider knowledge with you.

To insert, simultaneously strike

	En dash	Em dash
PC	ctrl, num- (minus sign on keypad)	alt, ctrl, num- (minus sign on keypad)
Mac	option, hyphen	shift, option, hyphen

Dates JWU EXCEPTION

Capitalize the names of months and spell them out.

In tabular material, use these three-letter forms without a period: Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec.

Do not use a comma between the month and the year. When a phrase refers to a month, day and year, set off the year with a comma.

He graduated in May 2021 and began his graduate studies on August 30, 2021.

When writing about September 11, 2001, refer to it as September 11, not 9/11.

YEARS

Use an "s" without an apostrophe to indicate spans of

decades or centuries: the 1890s, the 1900s.

Years are the lone exception to the general rule that a figure is not used to start a sentence.

2014 marked JWU's 100th birthday.

Days of the Week

Capitalize them.

Do not abbreviate, except when needed in a tabular format: Sun, Mon, Tue, Wed, Thu, Fri, Sat (three letters, without periods, to facilitate tabular composition).

Dean's List

Department Names

Dietetics

Use this spelling when referring to the study of the kinds and quantities of food needed for health.

Dietitian

Use this spelling when referring to a person who is an expert in nutrition or dietetics and has met the credentials to achieve that job title.

Directions

When giving directions, the word "exit" is capitalized if it indicates a specific exit as a proper noun.

Take the third left after Exit 29. Follow the signs to the next exit.

Lowercase the compass directions north, south, east and west (including northern, southern, eastern and western) when they are not part of a proper name. Capitalize them when they are used as part of a proper name or region.

the Northwest, but northwestern

the West Coast, but western Washington

Ε-

Hyphenate e-terms (e.g., e-book, e-business, e-commerce, e-reader, e-zine) in print. On the web, do not hyphenate these words.



The words "**email**" and "**esports**" are not hyphenated or capitalized in print or web, unless they are part of a name.

JWU's Esports Center is home to 17 esports teams playing 12 different esports games, including League of Legends, Overwatch and Smash Bros.

Ellipsis

Treat an ellipsis as a three-letter word, constructed with three periods and two spaces, leaving one regular space on both sides of an ellipsis, as shown here (\ldots) .

Use an ellipsis to indicate the deletion of one or more words when condensing quotes, texts and documents. Be especially careful to avoid deletion that would distort the meaning.

"And so, my fellow Americans: Ask ... what you can do for your country."

Do not use an ellipsis to indicate a pause; use a semicolon or an em dash (—).

Ellipses is plural; ellipsis is singular.

Exclamation Points

Use exclamation points with restraint. They do not add power to a statement when over-used and diminish the credibility of the writer.

Use a comma instead of an exclamation point after mild interjections. End mildly exclamatory sentences with a period instead of an exclamation point.

Apply today, seating is limited. Not: Apply today! Seating is limited!

Food Service

Food service is two words.

Johnson & Wales University offers an online bachelor's degree in Culinary Arts and Food Service Management.

The only exception is when it is used in the official title of a company or organization that spells it as one word.

Multicultural Foodservice & Hospitality Alliance

Fundraising

Use as one word with no hyphen.

Green

When using the word green in reference to environmentally beneficial or sound initiatives, do not capitalize or put the word in quotes.

Roughly one-quarter of the nation's utilities serving half of all U.S. electricity customers) offer green power programs.

The word green is only capitalized if it is part of a formal title.

Green Dot bystander intervention training sessions are conducted by JWU's Gender Equity Center to promote safety for all and to communicate complete intolerance for any form of violence.

He/She, His/Her

Wherever possible, use second person (you, your, yours) to eliminate gender reference and make the copy more personal and engaging. When second person is inappropriate or impractical, use gender-inclusive language, such as changing the subject from singular to plural and using "they" and "their."

Healthcare

JWU EXCEPTION

Healthcare is one word, no hyphen, in all uses.

Home-School

Home-school is hyphenated in all uses.

Honors

DEAN'S LIST

Dean's list is lowercased in all uses.

He is on the dean's list.

LATIN

There are typically three types of academic Latin honors. These honors are not italicized. In order of increasing level of honor, they are

- cum laude (with honor)
- magna cum laude (with great honor)
- summa cum laude (with highest honor)

HONORIS CAUSA

Honoris causa (for the sake of honor) is used when a university bestows an honorary degree. Honoris causa is written in italics.

OTHER HONORS

- Alpha Beta Kappa (national honors society)
- Special Honors and Rewards Program (SHARP honors program)

For more information about these honors, refer to a current copy of the JWU catalog for each campus at catalog,jwu.edu.

Hyphens

Hyphens (-) are used between parts of word phrases and word combinations used as adjectives, except the adverb very and all adverbs that end in -ly. Examples include fulltime, part-time, on-campus, off-campus, out-of-date and up-to-date when used as adjectives. When these phrases are used as nouns, do not use hyphens. She is a full-time student and she also works part time.

Her passport was woefully out of date, but her up-todate driver's license saved the day.

JWU offers professionally focused programs.

In accordance with Webster's New World College Dictionary, most words prefixed by "un," "non," and "re" require no hyphen. See the dictionary for exceptions. The same is true of the suffix "wide."Below are some common examples.

non-

nonprofit noncompliance nonissue

re-

reentry reestablish reinvent

un-

unprofessional unreliable unconventional

-wide

universitywide campuswide statewide

Hyphens are also used in numbers that are not inclusive, such as telephone and social security numbers.

Italics

Familiar and anglicized foreign words and phrases (e.g., alma mater, boutique, cum laude, debris) do not need to be italicized.

Less mainstream foreign words should be italicized.

honoris causa, faux pas, pro forma, tête-à-tête, E. coli

Names of magazines, newspapers and ships are italicized.

JWU

When referring to the university, spell out the entire name on first reference (Johnson & Wales University). Subsequent references should be Johnson & Wales or JWU (not J&W or J&W University).

Johnson & Wales University was founded in 1914 as a business school. JWU offers undergraduate and graduate degree programs in arts and sciences, business, engineering, food innovation, hospitality, nutrition, health and wellness. It also offers undergraduate programs in culinary arts, dietetics and design.

It is pronounced as J-Woo.

JWU Magazine

Refer to the university magazine as JWU Magazine, with "JWU" in all caps, the word "Magazine" capitalized, and the entire name italicized.

Login, Logout

Use "login" and "logout." Do not use "logon" and "logoff."

Use "login" and "logout" as one word in noun or adjective form, but two words in verb form.

I enter my login name when I log in to my computer.

Names

When referencing a building or space, do not add "the" before the name unless "The" is part of the formal title.

The plaque was unveiled at Gateway Village.

Students were asked to gather outside The Yena Center for a group photograph.

Numbers

The numbers one through nine are spelled out; 10 and beyond are represented by numerals. The exception is for ages, percentages and recipes, where only numerals are used.

Spell out first through ninth when they indicate sequence in time or location:

first base, the First Amendment; he was the first in line.

Use 1st, 2nd, 3rd, when the sequence is assigned in forming names:

The 1st Annual High School Recipe Contest; 1st Sgt.; 2nd Fleet.

Use a comma or commas with numbers that have four or more digits:

1,500; 25,000; 327,980.

Very large numbers should be expressed with a figure and word: 450 million.

Do not begin a sentence with numerals. Spell out the

number.

Twenty-five students participated in the book drive.

Headlines feature all numbers as numerals. 7 JWU Students Awarded Top Honors

AGES

Always use figures when giving ages, unless the figure starts the sentence. Use hyphens for ages expressed as adjectives before a noun or as substitutes for a noun.

The sophomore student is 19 years old. She has a younger sister who won a cooking competition for 8-year-olds.

FRACTIONS

Fractions of amounts less than one are spelled out when used in a sentence. Numbers in spelled fractions are separated by a hyphen:

two-thirds, one-half, three-fifths.

Use numerals for precise amounts greater than one: 31/2.

MONETARY AMOUNTS

Use these examples when writing monetary amounts:

5 cents, \$1.05, \$650,000, \$2.45 million

PAGE NUMBERS

Use figures and capitalize "page" when used with a figure:

Page 1, Page 250, Page 300

PERCENT

Use figures: 1%, 4 percentage points

When paired with a numeral, use the % sign, with no space, in most cases.

JWU students take approximately 33% of all their credits in arts and sciences.

In casual uses, use words rather than figures and numbers.

She said he has a zero percent chance of winning.

Use decimals, not fractions, in percentages. For amounts less than 1%, precede the decimal with a zero.

Her mortgage rate is 4.5%. The cost of living rose 0.6%.

PHONE NUMBERS

Use hyphens between the area code, the first three digits and the last four digits: *401-598-5555*. The country code "011" should precede the area code when communicating with an international audience only. Toll-free numbers require "1" in all instances.

YEARS

Years are the lone exception to the general rule that a figure is not used to start a sentence.

2014 marked JWU's 100th birthday.

Orientation

Orientation is lowercased unless used as an official and full title, and then only on first reference.

Her daughter will be attending Johnson & Wales University's 2023 Orientation.

She will learn more about the university during orientation.

Parentheses

If the information contained in the parentheses is not a complete sentence, put the period outside of the closed parenthesis.

The professor is an expert in oenology (the study of wines).

If the information contained in the parentheses is a complete sentence, the period is placed inside the parenthesis directly after the last word.

The professor is a graduate of Johnson & Wales University. (She was a member of the Class of 1990.)

Periods

Only put one space after a period at the end of a sentence.

Plus Signs

Do not use a plus sign (+) in place of the word "and."

Quotation Marks

The basic guidelines for open-quote (") and close-quote marks (") are

DIRECT QUOTES

For direct quotes, use quotation marks to surround the exact words of a speaker or writer when written in text.

"I don't mind staying late," he said, "because I have a lot of work to do."

If the text in the quotations is a full sentence, capitalize the first word.

"I'm sure my grade point average this semester will be above 3.5," she said.

The teacher said, "A penny saved is a penny earned."

When the quote is not a full sentence, and interrupts a sentence, the first word is not capitalized.

When she told me about the class, she said it is "harder than the other classes I have this semester."

RUNNING QUOTES

If a full paragraph of quoted material is followed by a paragraph that continues the quote, do not put closequote marks at the end of the first paragraph. Do, however, put open-quote marks at the start of the second paragraph. Continue in this manner for any succeeding paragraphs, using close-quote marks only at the very end of the quoted material.

"We all know that truth is stranger than fiction," Norbert said. "But that doesn't mean truth always makes better copy.

"In the grand scheme of things," he added, "nothing holds the public's attention longer than bad news on a regular basis, whether it's true or false."

DIALOGUE OR CONVERSATION

Each person's words, no matter how brief, are placed in a separate paragraph, with quotation marks at the beginning and end of the individual's speech.

"Will you go?" "Yes." "When?" "Thursday."

QUESTION AND ANSWER

Quotation marks are not required in text that identifies questions and answers by "Q" and "A."

Q: What year do you expect to graduate? A: I should be able to graduate in 2025.

Recipes

When writing out a recipe, spell out the measurement after the numeric amount: *teaspoon, tablespoon, cup, etc.* Use numerals in all recipes.

Unless the recipe is for a large quantity of food, whenever possible convert ounces and pounds to teaspoons, tablespoons and cups to make recipes more user-friendly.

Do not use the term "each" when listing measurements.

For a recipe serving four people, 1 each steak, 6 oz., should be listed as 4 6-ounce steaks

Temperature should be recorded in degrees Fahrenheit: 300°F

When explaining method of preparation, make each step a separate line.

The following recipe is an example of proper format.

DUCK A L'ORANGE

Ingredients

 l duckling (4 pound average) salt and pepper, to taste
 cup stock (Duck is preferable but chicken stock may be substituted.)
 tablespoon sugar
 tablespoon champagne vinegar
 scup brandy
 juice of ½ lemon
 tablespoons butter
 oranges peeled and segmented, membrane removed
 cup orange zest, finely julienned

Method

Season the duck well with salt and pepper inside and out. Roast the duck at 400°F for 15 minutes until browned. Reduce the heat to 300°F and cook until done,

approximately 1½ hours. The meat should be tender and the leg joint should separate easily at the thigh. Remove the duck. Keep it in a warm place, and allow to

rest while you prepare the sauce.

Degrease the roasting pan.

- Place the pan on the stove and deglaze with the stock. Melt the sugar and the vinegar together in a saucepan until lightly caramelized.
- until lightly carametized.
- Remove the sugar from the stove and add brandy. Add stock and drippings to the saucepan, and reduce for approximately 10 minutes. Skim, and degrease the sauce, and stir in the butter.
- Blanch the orange zest, and add to the sauce at the time of service along with the orange segments.

Residence Hall

"Residence hall" is the term used to describe the buildings where students reside. Do not use the word "dormitory" or "dorm."

Seasons

Seasonal semesters (fall, spring and summer) are always lowercase unless they are used as a title.

John will enroll at JWU during the summer semester.

Mary is a Fall 2021 semester graduate of JWU.

Slashes

Instead of a slash (/), use a hyphen or the word "and" or "or" whenever possible.

Rose Cronin is senior writer-editor at WJM-TV.

Many alumni become chef-owners of renowned restaurants.

Slashes may be used to indicate alternatives (*and/or*) and alternative word forms or spellings (Hercules/Heracles).

State and Postal Abbreviations

Spell out state names in body copy. In headings, subheads and lists/tables, abbreviate the name of a state in AP Stylebook format, including periods as opposed to postal abbreviation (in parentheses). Use the postal abbreviation only when the state is part of a mailing address, and followed by a ZIP code.

Md. (MD)	N.D. (ND)
Mass. (MA)	Okla. (OK)
Mich. (MI)	Ore. (OR)
Minn. (MN)	Pa. (PA)
Miss. (MS)	R.I. (RI)
Mo. (MO)	S.C. (SC)
Mont. (MT)	S.D. (SD)
Neb. (NE)	Tenn. (TN)
Nev. (NV)	Vt. (VT)
N.H. (NH)	Va. (VA)
N.J. (NJ)	Wash. (WA)
N.M. (NM)	W.Va. (WV)
N.Y. (NY)	Wis. (WI)
N.C. (NC)	Wyo. (WY)
	Mass. (MA) Mich. (MI) Minn. (MN) Miss. (MS) Mo. (MO) Mont. (MT) Neb. (NE) Nev. (NV) N.H. (NH) N.J. (NJ) N.M. (NM) N.Y. (NY)

The following states are not abbreviated in print. Their postal abbreviations are in parenthesis: Alaska (AK), Hawaii (HI), Idaho (ID), Iowa (IA), Maine (ME), Ohio (OH), Texas (TX), Utah (UT).

Johnson & Wales University's first and oldest campus is in Rhode Island. The university also has a campus in Charlotte, North Carolina. The university's official mailing address is 8 Abbott Park Place, Providence, RI 02903.

When writing out a city and state, always add the state following a city. **EXCEPTION** Do not follow the AP dateline rule of using certain cities alone (not followed by the state they are in).

The student, from Atlanta, Georgia, transferred to the Charlotte Campus from Northeastern University in Boston, Massachusetts.

Systemwide

Systemwide (like campuswide and universitywide) is one word with no hyphen. It is not capitalized.

They/Their/Them

They/them/their is acceptable in limited cases as a singular and/or gender-neutral pronoun, when alternative wording is overly awkward or clumsy. However, rewording usually is possible and always is preferable. Clarity is a top priority; gender-neutral use of a singular "they" is unfamiliar to many readers. Do not use other gender-neutral pronouns such as xe or ze.

Time

Use numerals plus a.m. or p.m.

The workshop will begin at 9 a.m. and end at noon.

"Noon" and "midnight" are to be used in place of 12; both are lowercase.

Only use a colon when minutes follow the hour.

11 a.m., 1 p.m., 3:30 p.m.

One-en dashes (-) are used between dates, times and scores. There are no spaces used around the dash.

The evening courses run from 6-9 p.m.

In print, the designations a.m. and p.m. are lowercased with periods.

When writing the time online, use 8am, 8:30am (no spaces between the numeral and the letters or between the letters).



Titles

COMPOSITION TITLES

Put quotation marks around the titles of books, blogs, computer games, movies, operas, plays, songs, television programs, lectures, speeches and works of art.

Do not put quotation marks around books that are primarily catalogs or reference material. This includes almanacs, directories, dictionaries, encyclopedias, handbooks and similar publications.

Do not use quotation marks around software titles such as WordPerfect or Windows.

Italicize the names of magazines, newspapers and ships.

ABBREVIATIONS

The abbreviations of titles such as Jr. and Sr. after a name are not preceded by a comma.

John Hazen White Jr.

The word "corporation" is abbreviated in a title.

American Broadcasting Corp.

The words "incorporated" and "limited" are abbreviated and capitalized as "Inc." and "Ltd." when used as part of a corporate name. They are not separated by commas.

Taco Inc.; Hitachi Ltd.

ACADEMIC AND PROFESSIONAL TITLES

A title is only capitalized when it directly precedes a name or when it is used in a mailing address. This title is not *separated by a comma*.

The chair of the University Curriculum Committee is Professor Ann Kordas, J.D.

The keynote speaker for the evening was Chancellor Emeritus John Bowen. (Never use Chancellor Emeritus Dr. John Bowen.) When a title comes before a name and is followed by a comma, or is listed after a name, it is used in lowercase.

Emma Geller, associate professor of accountancy, has office hours on Wednesday afternoons.

As the university's chancellor, Mim L. Runey, LP.D., represents the entire administration.

Titles are used before a name and are capitalized only on first reference. Subsequent references to the individual should be by last name only.

Awards went to Chef Ciril Hitz. Hitz was praised for his artisan bread baking skills.

If a title contains words such as senior, associate or assistant, do not abbreviate it.

Helen McCarthy is a senior graphic designer at IBM.

The exception is when the title is included in a sentence or paragraph that includes several names and their corresponding titles. Abbreviate them in such a case.

Members of the committee included Thomas Scott, sr. facilities project manager; Dominic Wilson, assoc. dean for student services; and Lila Bates, asst. director of alumni relations.

When writing the full title and department name of an individual, use the word "of" between title and department instead of a comma.

Eric Olsen, director of admissions

Cassandra Boyd, vice president of human resources

Marcy Cooke, dean of experiential education & career services

Use a comma between the title and the campus name, when appropriate.

Jenna McDonald, director of communications & media relations, Charlotte Campus

CEO

CEO is acceptable in all references for chief executive officer. Use chief financial officer and chief operating officer on first reference, and CFO and COO thereafter. Always spell out lesser-known "C-level" positions like chief administrative officer or chief risk officer.

Terms like "chef-owner" are hyphenated; they do not contain slashes and they follow the rules for capitalization listed under Academic and Professional Titles.

There are no chef-instructors at the university; the College of Food Innovation & Technology employs chefs who are within the ranks of instructor or professor.

Chefs who are instructors or professors should be noted as chefs first (preferably before the name), as it is the most pertinent information. The secondary title should be worked into the text.

Chef Smith, an assistant professor within the College of Food Innovation & Technology, was recognized with both of his titles.

Doctor

Professor

Do not abbreviate "professor." It should always be spelled out.

DEPARTMENTS AND OFFICES

Departments and offices are capitalized when written in full, formal titles (with the acronym in parentheses following it, when appropriate). On first use, the titles are always written in full, formal titles.

Advancement & University Relations is located at The Yena Center. The vice president of advancement & university relations oversees fundraising. The term "department" is only used when the word is part of its official title.

The Department of Sports, Entertainment, Event — Management is working with Athletics to promote the event.

Not: Athletics department

Visit the Academic Directory of the catalog for formal names of academic departments.

FORMER

Use the word "former" before someone's title if they are retired.

James H. Hance Jr., chair of JWU's Board of Trustees, is the former vice chairman and chief financial officer of the Bank of America Corp. in Charlotte, North Carolina.

MODIFIERS

Lowercase a modifier such as "department" in department Chair Bill Jeffords. It is in reference to the department, not the person's title.

Trademark and Registered Mark

When listing a trademarked company or product, apply ™ or * on first reference only.

University

University is only capitalized when it is used within the full name of the university or within the full name of a department, office or other entity.

The university registrar meets with University Admissions to discuss upcoming program name changes.

Universitywide

Universitywide (like campuswide and systemwide) is one word with no hyphen. It is not capitalized.



When noting a URL (the address of a web page), do not include the "http://" or the "www."

The university's website is jwu.edu.

Web Terms



AP standards are observed for web terms when used in print.

Correct in Print	Exceptions for Internet Use
a.m., p.m.	am, pm
e-book	ebook
e-business	ebusiness
e-commerce	ecommerce
e-reader	ereader
e-zine	ezine
screen saver	screensaver

The following internet-related terms are lowercased and used in the same way both online and in print:

intranet

- download • email
- internet • web

• webmaster

- webpage

homepage

• online

- website • webzine
- webcast • webcam webfeed

Glossary

For a listing of facilities at each campus, visit the **Campus** section of the catalog or refer to the **Campus Map**.

Academic Assessment

Academic Assessment is a test required of all new students to determine their math and writing skills for placement in arts and sciences classes appropriate to their level and abilities.

Academic Counselor

Providence and Charlotte Campuses

Academic Advisor

College of Professional Studies

Located in Student Academic Services (SAS), the person in this position advises students about curriculum changes, course sequencing and graduation planning.

AIMS

An acronym for Admissions Information Meetings, these sessions are conducted by admission representatives who give prospective students and their parents information about JWU.

Bank of America Summer Bridge Program *Charlotte Campus*

This five-week residential program, funded by Bank of America, gives selected incoming first-year students who live within 75 miles of campus the opportunity to complete college-level academic courses in English and mathematics, meet other incoming students, and participate in mentoring, workshops and experiences that help them become successful college students.

The Bridge for Diversity, Equity and Social Justice

The Bridge for Diversity, Equity & Social Justice advances a campus culture of inclusion, safety and discovery. The center is a hub for connection, resources, support services, programming and training, and also supports academic interests. The center joins the work of the previous intercultural/multicultural centers and women's/gender equity centers to expand the scope of work and better address intersectionality of identities.

Brighthouse Fellows Program

Charlotte Campus

Students enrolled in the Honors Program receive a scholarship funded by Brighthouse Financial and have the opportunity to participate in enriching social, educational, cultural and service activities to broaden their college experience and increase their connection to the university and community.

Campus 2022

Providence Campus

This program, designed to impact the fall 2021 to fall 2022 entering classes, commits to strategies that address JWU's voice (student learning and development), approach (diverse pathways for student to thrive), and culture (spirit, tradition and affinity) to support and celebrate student success at JWU and beyond.

Career Events

Career events are held each year for employers to promote full-time, part-time, seasonal or internship employment opportunities. Career events include boutique, industryspecific fairs and large multi-industry expos.

Career Explorations[®]

Career Explorations is a summer program offered through Admissions that gives high school students the opportunity to explore a variety of careers in the fields of culinary arts, hospitality, or baking and pastry arts before their senior year of high school. This program is offered at all campuses.

Career Management

Career Management is a junior-level course that prepares students for the college-to-career transition and focuses on a targeted, competitive résumé; various methods of effective networking, including the building of a competitive LinkedIn profile; interview skills and professionalism. Various employment strategies are reinforced. Other topics include personal financial management and graduate school.

Certifications

The following are professional certifications that faculty may earn and have designated following their names:

CAC - Certified Addiction Counselor

CADC - Certified Addiction and Drug Counselor

CC – Certified Culinarian

- CCA Certified Culinary Administrator
- CCC Certified Chef de Cuisine
- CCE Certified Culinary Educator
- CCM Certified Club Manager
- CCP Certified Culinary Professional
- CDM Certified Dietary Manager
- CEC Certified Executive Chef
- CEPC Certified Executive Pastry Chef
- CFBE Certified Food and Beverage Executive
- CFBM Certified Food and Beverage Manager
- CFE Certified Facilities Executive OR Certified Food Executive
- CFM Certified Food Manager
- CFSM Certified Food Safety Manager
- CFSP Certified Food Service Professional
- CHA Certified Hotel Administrator
- CHAE Certified Hospitality Accounting Executive
- CHE Certified Hospitality Educator
- CHME Certified Hospitality Marketing Executive
- CHSE Certified Hospitality Sales Executive
- CMB Certified Master Baker
- CMC Certified Master Chef

CMPC - Certified Master Pastry Chef

CPC – Certified Pastry Culinarian

CRDE – Certified Rooms Division Executive

CSC - Certified Sous Chef

- CSCE Certified Secondary Culinary Educator
- CSW Certified Specialist of Wine
- CTC Certified Travel Counselor
- CWC Certified Working Chef
- CWE Certified Wine Educator
- CWPC Certified Working Pastry Chef
- DTR Dietetic Technician, Registered

FADA - Fellow of the American Dietetic Association

FMP - Foodservice Management Professional

- LAC Licensed Addiction Counselor
- LAADC Licensed Advanced Alcohol and Drug Counselor
- LD Licensed Dietitian

LDN - Licensed Dietitian-Nutritionist

LRD - Licensed Registered Dietician

LMHC - Licensed Mental Health Counselor

LPC - Licensed Professional Counselor

MAC – Master Addiction Counselor

PA-C - Certified Physician Assistant

PCC - Personal Certified Chef

PCEC - Personal Certified Executive Chef

RD - Registered Dietitian

Chef's Choice®

Charlotte Campus

Chef's Choice^{*} is a series of three-hour interactive, recreational cooking courses taught by professional chef instructors from JWU's College of Food Innovation & Technology for people interested in expanding their culinary skills.

College Guest Lecturers

Providence Campus

College Guest Lecturers are top professionals from the fields of arts and sciences, business, culinary arts, design and engineering, education, health and wellness, hospitality, nutrition and physician assistant studies who are invited to campus to share their knowledge with JWU students.

Competency Model

The Johnson & Wales University Competency Model provides a framework for consistent and excellent performance for university faculty and staff. The competency model is a collection of competencies and their associated behaviors that are unique and specific to JWU. The university has identified eight competencies that define performance excellence; six of the competencies apply universally to all employees, and two of them apply to those who manage others.

Department Names

The following list details department names used on the university and campus levels. Please note that "Office of the" is only allowed when referring to General Counsel, University Provost and Chancellor. You may also only use "Office" when referring to International Student Services Office and the President's Office.

Department Name	UNI	PVD	CLT
Academic Success Center (Alan Shawn Feinstein Academic Success Center on Providence's Harborside Campus only)		•	
Accessibility Services		•	
Admissions	•	•	•
Advancement & University Relations	•	•	
Alumni Relations	•	•	
Athletics		•	•
Auxiliary Services	•	•	

Department Name	UNI	PVD	CLT
The Bridge for Diversity, Equity & Social Justice	•		
– Gender Equity Center	•		
Campus Dining			•
Campus Safety & Security		•	•
Center for Academic & Career Excellence (ACE)			•
Chancellor (Office of the)	•		
College of Professional Studies – Continuing Education	•	•	
Community Standards and Conduct		•	•
Counseling Services		•	•
Experiential Education & Career Services	•	•	•
Facilities	•	•	•
Finance	•	•	
– Accounting – Purchasing			
General Counsel (Office of the)	•		
Health Services		•	•
Human Resources & Payroll	•	•	•
- Equity & Compliance Services	•		
- Student Employment Information Technology	•		
– IT Service Desk			
Institutional Research	•		
JWU Global	•	•	•
 International Student Services Office Study Abroad 			
Library		•	•
President's Office		•	•
Printing & Mailing Services		•	•
Residential Life		•	•
Special Events		•	
Student Academic Services	•	•	•
Student Affairs		•	•

Department Name	UNI	PVD	CLT
Student Engagement		•	•
 New Student Orientation 		•	•
– Student Involvement & Leadership		•	•
Student Financial Services	•	•	•
Transportation		•	
University Communications	•		
University Events	•		
University Marketing	•		
University Provost	•		
(Office of the)			
 Academic Research, Office of 	•		
— Center for Teaching & Learning	•		
 Instructional Design & Technology 	•		
 — Student Research & Interdisciplinary 		•	
Collaboration Center			

Distinguished Visitor Programs

Charlotte Campus

The Distinguished Visitor Program draws top professionals from the fields of arts and sciences, business, culinary arts, design and engineering, education, health and wellness, hospitality, nutrition and physician assistant studies to share their knowledge with JWU students. Programs include

- DVP: Distinguished Visiting Professor
- DVC: Distinguished Visiting Chef
- DVA: Distinguished Visiting Author
- DVL: Distinguished Visiting Lecturer
- DVF: Distinguished Visiting Faculty

The Charlotte Campus College of Business DVPs are referred to specifically as PricewaterhouseCoopers Distinguished Visiting Professor.

Early Action Admission

This non-binding application program allows applicants to find out as early as mid-November if they've been accepted to the university. Applicants will also receive a scholarship notification (if applicable) and can begin working with a financial advisor that much sooner.

Early Enrollment Program

The Early Enrollment Program (EEP) allows high school seniors to take JWU college courses while simultaneously completing their high school senior-year requirements.

esports / Esports Center

JWU's Esports Center is home to 17 esports teams playing 12 different esports games, including League of Legends, Overwatch and Smash Bros. The term "esports" is not hyphenated and is only capitalized at the start of sentences or in the name of the center.

Experiential Education and Career Advisors

Experiential education and career advisors are assigned students beginning in their first year as a one stop shop for career path preparation. This includes one-on-one and small group sessions on how to research career paths, industry segments and work experience opportunities; conduct job searches; network; write résumés and cover letters; build strong portfolios and interview well. Guidance is also provided on the graduate studies admissions process.

Experiential Education & Career Services

Experiential Education & Career Services provides students with expert advising, an array of career services, and strategic partnerships with employers, faculty and staff. The department has three areas of focus: Career Services, Experiential Education and Employer Relations.

Experiential Education

Experiential Education is any type of experience-based learning that includes internships, directed experiential education (DEE) programs, course-embedded experiential education (CEE) programs, microinternships, study abroad, etc.

Experience Days

Prospective students come to campus to experience a dayin-the-life program for certain majors. This can include attending a class or a hands-on experience with faculty from the program.

Explore From Home

Students explore the campus and student life through an immersive online resource..

Faculty Advisor

Designated faculty serve as academic advisors during internship and build strong academic plans relevant to each student's career aspirations and abilities.

Faculty Experts

The university offers a comprehensive website for journalists, writers and media contacts to use when seeking an expert academic source: <u>jwu.edu/</u><u>facultyexperts</u>.

Faculty Inservice

Faculty Inservice refers to training and professional development required each year of all full-time faculty members as part of their contract. Inservice is one word with no hyphen.

Family and Friends Weekend

Charlotte Campus

This annual event is held in October. Current JWU student families and friends are invited to participate in a variety of activities and events with their JWU students.

FIT Symposium

The FIT (Food Innovation & Technology) Symposium, an annual event begun in 2020, features topics surrounding today's food industry and discussions among culinarians who are poised to affect change. It reflects JWU's long and storied role in the American food landscape, educating and shaping the entrepreneurs and innovators who have elevated all things "food."

Future Food All-Stars Challenge

Providence Campus

In this semester-long competition, student teams across all JWU colleges propose novel business, product and service ideas that can succeed in today's modern consumer landscape and/or address the myriad problems intrinsic to our food system, including food waste, food insecurity, ecological impacts and others. A renowned food entrepreneur-in-residence and JWU faculty select up to 10 teams to participate in a three-credit All-Stars Entrepreneurship Directed Experiential Education (DEE). With their assistance, teams develop a business model and product plan. The top three teams prepare a final pitch to prospective investors, who select a winning team to receive a \$2,500 cash prize. Past food entrepreneurs-inresidence include Tyler Florence '94, '04 Hon. and David Burke '23 Hon. For more information, visit jwu.edu/ future-food-allstars-challenge/index.html.

Game Days: Advancing Innovation

Through our partnership with TD Garden and the Boston Bruins, JWU developed this innovative, annual series in 2019 to broaden the realm of learning and delve further into vital topics and issues related to the sports, entertainment and event management industry.

Grad Planning System

Grad Planning System (GPS, formerly DegreeWorks) is a web-based, degree audit program and academic advisement tool that helps students understand the academic requirements for the degree they are pursuing. Courses taken are organized to show which requirements have been fulfilled and which have not been.

In writing, Grad Planning System (GPS) should be referred to in full upon first reference and as GPS upon subsequent references. At no point should GPS be placed within quotation marks.

Guiding Principles

In support of our mission and recognizing the importance of preserving our unique student-centered culture, we will be guided by the following principles:

- Undertake continuous improvement and planning for a sustainable future.
- Foster an evidence-based teaching and learning environment.
- Support faculty scholarship to advance our status as a teaching and learning institution.
- Maximize student potential by enriching our academic programs with experiential and work-integrated learning.
- Value our faculty and staff.
- Embrace diversity for a richly inclusive community.
- Practice ethical citizenship in all aspects of university life.
- Act as a good steward of our resources to support the needs of our students, faculty and staff.

Hold

A hold is placed on a student's account when a requirement for enrollment has not been fulfilled. Students may be prohibited from registration and/or enrollment until the appropriate holds have been removed and all requirements are met.

Homecoming

Charlotte Campus

Homecoming is held in February. Alumni are invited to reconnect with their former classmates on campus.

Homecoming and Family Weekend Providence Campus

Homecoming and Family Weekend is held in October. Alumni are invited to reconnect with their former classmates on campus, while current JWU student families are invited to participate in a variety of activities and events with their JWU students.

International Baking & Pastry Institute

Within the College of Food Innovation & Technology, this is the official title of the baking and pastry program used throughout the university system.

International School of Mixology®

Providence Campus

The International School of Mixology offers a non-credit certification for bartending and mixology. The program is offered to students who complete the Spirits and Mixology Management class and are able to demonstrate bartending competencies and pass a practical exam.

IPEDS

IPEDS is an acronym for Integrated Postsecondary Education Data System. Verify IPEDS numbers and related statistics with institutional.research@jwu.edu.

Johnson & Wales University is Changing the Way the World Eats*

With eating habits and the food industry evolving rapidly, and with conflicting information circulating about what's good and not good to eat, Johnson & Wales University is cutting through the clutter to postively impact society's food decisions, industry choices, and health and wellbeing. For more information, visit jwu.edu/eathealthy.

JWU Fund

The JWU Fund is the university's relaunched annual fund. Its goal is to help make a JWU education affordable and accessible while building participation through yearly gifts from alumni, parents, faculty, staff and friends. Within the JWU Fund, donors can designate their gifts to the university or a specific campus. Verbally and in writing, it should be referred to as the JWU Fund.

jwuGOLD

This program connects first-year undergraduate commuter students with a JWU faculty or staff member to positively impact their satisfaction — and ultimately their success and retention at JWU — by adding another layer of support, guidance and encouragement.

jwuLink

This password-protected web portal gives students and faculty access to all Johnson & Wales University resources. It contains quick links to JWU communications, tools, websites and support such as academics, library, career, student life, registration, grades and financial resources. The portal keeps the JWU community informed and connected.

There is no space between "jwu" and "link." The "j" is always lowercase and the "L" is always uppercase.

Mission

Johnson & Wales University ... an exceptional education that inspires professional success and lifelong personal and intellectual growth.

National Student Organizations (NSO)

NSO at JWU includes Business Professionals of America (BPA), Collegiate DECA, Family Career and Community Leaders of America (FCCLA), Health Occupations Students of America (HOSA), Junior Achievement (JA), National FFA Organization, Phi Beta Lambda (PBL — for Future Business Leaders of America high school graduates), SkillsUSA and Technology Student Association (TSA). Students from these organizations get involved in various competitions, community service and group activities, and are awarded scholarship dollars for their efforts.

New England Commission of Higher Education

The acronym for the New England Commission of Higher Education is NECHE. For details on accreditation, please consult the Fact Sheets.

New Student Orientation

New Student Orientation is composed of two-day sessions for new students and their family members. It includes informative presentations, small-group discussions and registration assistance. Orientation is the first step of the students' transition to JWU when they arrive in the fall.

Online Recruitment Platform

Top employers post available part-time, summer, internship and full-time jobs for qualified JWU students and graduates on HireJWU (powered by Handshake). This recruitment platform allows students to create a LinkedIn style profile. They can also use the system to make appointments with their adviser, register for and attend workshops, events, and career fairs both in-person and virtually. To access employment opportunities, visit link.jwu.edu > jobs & internships > find a job.

Open House

Each campus offers Open House programs with all departments represented. Students and their families tour the campus with student tour guides and have an opportunity to meet staff or faculty from various departments (that differ slightly at each campus) including Student Academic & Financial Services, Student Involvement & Leadership, Academic Affairs, Athletics and other departments.

For those who cannot attend in person, virtual tours are also available as well as virtual Spanish information sessions in which families can speak with an admissions counselor and student ambassador all in Spanish.

Outcomes

Professional Competence

Graduates will demonstrate the knowledge and skills required to succeed in their chosen profession.

Foundation for Lifelong Learning

Graduates will demonstrate the knowledge and skills necessary for lifelong learning, including competence in communication, critical and creative thinking, quantitative and scientific reasoning, and the ability to evaluate, integrate, and apply knowledge from multiple perspectives when making decisions and solving problems.

Global and Community Citizenship

Graduates will demonstrate the necessary skills, including

an awareness of ethical responsibility and cultural/ global diversity, to live and work collaboratively as contributing members of society.

Outcomes Assessment

Outcome Assessment is the systematic process by which the university pursues continuous improvement of its academic programing through evaluating evidence gathered about student knowledge, skills and behaviors.

Piloting a Course

The term is used for offering a course after it has been approved by the University Curriculum Committee and the Provost Council, but before it is listed in the catalog.

Purpose 2024

Purpose 2024 is the university's current strategic plan launched in October 2021. The name is bolded in all references. Through the success of **Purpose 2024**, JWU will be known as an innovative and comprehensive university that prepares students for careers and leadership in diverse industries. Core focus areas of the plan include educational experiences rooted in excellence, strong industry partnerships, secure institutional foundation, and culture and reputation. For more information, visit jwu.edu/about-jwu/strategic-plan.html.

Semester Start

Fall, Spring and Summer

Semester Start is used collectively to refer to all activities and requirements for the start of the specified semester.

Semester start requirements are the mandatory university requirements that students must satisfy prior to enrollment. In order to be considered officially enrolled in classes at the start of each semester, all university semester start requirements must be satisfied. Students who fail to fulfill these requirements will have holds placed on their accounts and will be prohibited from entering class or changing their schedules. In some instances, schedules will be deleted and, if applicable, housing assignments will be removed.

Sports, Entertainment, Event — Management (SEEM)

Sports, Entertainment, Event — Management is the name of the bachelor's degree program in the College of Hospitality Management at all campuses. SEEM is its universitywide acronym.

Special Honors and Rewards Program (SHARP)

SHARP is a universitywide honors program for qualified undergraduate students who want to increase their course load and accelerate their degree completion.

Student Academic Services (SAS)

Reporting to the provost, SAS handles academics such as course scheduling, testing, transfer credits, academic records and academic counseling.

Student Financial Services (SFS)

Reporting to Enrollment Management, SFS handles billing and collections, financial aid and financial planning.

Summer Camps

Charlotte Campus

Ready Set Cook — **Culinary and Baking Programs** For ages 10–15, JWU offers a professional summer camp designed to teach the fundamentals of cooking and baking, proper techniques, kitchen safety and sanitation, and an exploration of popular food items and cuisines. Under the direction of our JWU chef-instructors, these weeklong, half-day camps offer skill development, critical thinking, hands-on learning, demonstrations, daily

snacks and lunch. *Collegiate Camp*

In these weeklong, half-day camps, college-ready teens entering 10th-to-12th grade learn from a variety of chefs and industry experts about food science, techniques, and the importance of nutrition, agriculture and sustainability, along with new innovations and technologies in today's food world.

This Week At JWU

The quick, weekly newsletter and podcast provide the latest university news regarding events and new programs and feature interviews with alumni and community members.

ulearn

JWU's online learning platform, ulearn (all lowercase) provides tools and resources to faculty and students and delivers online courses, as well as course management resources to support traditional face-to-face courses.

University Curriculum Committee (UCC)

The University Curriculum Committee reviews all curricula that have been approved at the college level at all campuses. Committee members represent all colleges, key academic departments and campuses. Curricula that are approved at the UCC go forward to the Provost Council for the final approval process.

University Scholarship and Best Practices Expo

This event offers an opportunity for the university community to come together to learn and grow collectively, share knowledge, spark innovation, and form new partnerships. Begun in 2022, the Expo combines the Faculty Scholarship Showcase, started in 2017 to celebrate the scholarly achievements and ideas of JWU full-time faculty and doctoral students, with the Transformative Approaches Expo, a forum for the university community that began in 2018 to share best practices that demonstrate transformative approaches to learning.

Virtual Spanish Information Sessions

Prospective students and their families can ask questions and learn more about JWU from a Spanish-speaking admissions counselor and student ambassador.

Virtual Tours

Each campus offers live virtual campus tours with a student ambassador and admissions team member.

Visiting Industry Professor (VIP) Series Providence Campus

This annual high-profile speaker series features distinguished individuals who share JWU's mission, quest for innovation, and entrepreneurial spirit. Developed as an interdisciplinary approach to invited guests on campus, the event is hosted collaboratively with college deans, including the selection of VIPs who are thought leaders in their fields. This approach enriches the student experience and helps JWU achieve a **FOCUS 2022** goal to encourage student exploration of careers in a variety of industries and professions.

Wildcat Weekend

Wildcat Weekend is a visitor program for prospective students. This program includes campus tours and one-on-one meetings with faculty members. It can also include overnight accommodations. A variety of activities are offered to prospective students and up to three family members. Students who live less than a six-hour drive from campus select the drive-in option and pay the regular program fee. Students who live more than a sixhour drive from campus select the fly-in option and pay for airfare in addition to the regular program fee. Flights are booked by the university.

Wildcat Welcome

Wildcat Welcome begins the weekend prior to the fall semester start, complementing the summer orientation experience for new students. This JWU tradition offers a variety of fun and entertaining activities, services and programs geared to connecting new and returning students to campus, providing opportunities to make new friends, and helping students explore exciting ways to adjust to college life in and out of the classroom.

Common Word Mistakes

Accept/Except

accept (v.) take something that is offered He will accept the job promotion.
except (prep.) exclude They are all correct except for the last one.

Advise/Advice/Inform

advise (v.) To recommend or suggest

The lawyer will advise his client to plead guilty. **advice** (n.) opinion about a course of action

His advice to the client was to drop the charges.

inform (v.) to give information

The teacher will inform her students about the lesson.

Affect/Effect

affect (v.) to influence

The president's decision will affect the direction of the school's future.

(n.) should be avoided (It is used in psychology to describe emotion.)

effect (v.) to cause

He will effect many changes in the institution.

(n.) a result

The effect was overwhelming.

He miscalculated the effect of his actions.

Ambiguous/Ambivalent

ambiguous (adj.) uncertain; thought of in two different ways

His letter was ambiguous - I'm not sure if he is arriving tomorrow or next week.

ambivalent (adj.) contradictory; having opposite feelings about something at the same time (Does not mean indifferent.)

I am ambivalent about my new SUV; I love driving it off road, but I hate how it guzzles gas.

Amount/Number

amount (n.) quantity of things that can be measured in bulk

JWU eliminated trans fat from its curriculum and reduced the amount of sodium used in recipes.

number (n.) things that can be counted

The number of ingredients in the recipes remained the same.

Bad/Badly

bad (adj.)

I felt bad when I woke up. Not: I felt badly when I woke up.

badly (adv.)

The experiment went badly.

Being that/Being as

Don't use either of these; use "because."

Because I am the only one with a driver's license, I think I should drive.

Not: Being that I am the only one with a driver's license, I think I should drive.

Beside/Besides

beside (prep.) by the side of, as in beside the building

It is also used in idioms like *beside the point and beside myself with anger*.

besides (prep.) in addition to

Besides the dean, 10 other staff members attended the conference.

besides (adv.) additionally

The professor remained during class; besides, she was only there to observe.

Between/Among

between (prep.) referring to two or more specific individuals or sets of two

The contest is between the fifth grade and the sixth grade students.

among (prep.) with more than two, as a group

She is among the group of 20 students to go on the trip to Italy.

Between you and I/me

Use "between you and me."

Bring/Take

bring (v.) indicates movement toward the speaker *Bring that book to me.*

take (v.) indicates movement away from the speaker

Take that book with you when you go.

Not: I'll bring it with me.

Can/May

can (v.) to be able

I can leap tall buildings in a single bound.

may (v.) to be permitted

The professor said I may skip class if I get the notes from Bob.

May I see your notes?

Capitol/Capital

capitol (n.) a building that houses a legislative body **capital** (n.) a city or town that is the official seat of government in a state or nation

Providence is the capital city of Rhode Island.

(n.) wealth, as money or property, owned, used, or accumulated in business by an individual, partnership or corporation

(n.) the funds contributed to a business by the owners or stockholders

(n.) capitalists as a group or class

(n.) a capital letter

(adj.) first and foremost

It was a decision of capital importance.

(adj.) very serious

He made a capital error.

(adj.) involving death or calling for the death penalty *He committed a capital crime.*

Catalog

Catalog is the correct spelling; catalogue is not correct.

Classwork/Coursework

Classwork and coursework are one word.

Common/Mutual

common (adj.) shared Two communities had a common purpose. mutual (adj.) reciprocal

Necessary to any friendship is mutual respect. "We have a friend in common." Not: "We have a mutual friend."

Complement/Compliment

complement (n.) something that completes, makes up a whole, or brings to perfection

The wine was a complement to the wonderful dinner.

compliment (n.) an expression of courtesy or praise

She paid him a great compliment for his decorating work.

Compose/Comprise

compose (vt.) to form in combination; make up; constitute

The United States is composed of 50 states.

comprise (v.) consists of or includes

A totally new idea is comprised in this paper. The whole comprises its parts.

Continuous/Continual

continuous (adj.) without interruption

The car alarm's continuous screeching lasted for three hours.

continual (adj.) recurrent; stopping and starting *The continual bursts of lighting scared the dog.*

Could of, would of

Use "could have," "would have." This problem may have started by the similar sound of "could've" and "would've," but on paper, the "of" in place of the verb is incorrect.

Curriculum vitae (singular); curricula vitae (plural)

Cyberlaw

Cyberlaw is one word with no hyphen.

Double negatives

She didn't come. Not: She didn't never come. He wanted none. Not: He didn't want none.

Download

Download is one word in all instances and lowercase unless it begins a sentence. It is only used as a verb, not a noun.

Download the brochure. Not: *Your download is ready.*

Due to

Don't use "due to" as a substitute for "because of" or as a prepositional phrase.

Because of hazardous weather, the university is closed.

Avoid beginning a sentence with "due to" and you will probably be safe.

His tardiness was due to traffic. Not: *Due to traffic, he was tardy.*

e.g./i.e.

The abbreviation e.g. means "for example"; i.e. means "that is" or "in other words."

Strategic Communications provides executive communication for university leaders (e.g., speeches and speaking points, trustee and board related communications and projects).

We hope you read the Editorial Style Guide (i.e., we hope you follow the rules in the Editorial Style Guide).

Emeritus/Emerita

Place emeritus (or emerita for feminine) after the formal title.

Chancellor Emeritus John Bowen John Bowen, chancellor emeritus Professor Emerita Martha Smith Martha Smith, professor emerita

Emigrate/Immigrate

emigrate (v.) to move out of a country My family emigrated from Poland.
immigrate (v.) to move into a country My family immigrated to America.

Eminent/Imminent/Immanent

eminent (adj.) standing out; famous

The eminent philosopher has millions of followers.

imminent (adj.) happening soon

The election is imminent.

immanent (adj.) inherent; existing only within consciousness

Her immanent faith was revealed in all her actions.

Ensure/Insure/Assure

ensure (v.) to make sure or certain; to guarantee

Steps were taken to ensure accuracy.

insure (vt.) to provide or obtain insurance on or for

The policy insures her life.

assure (v.) to state with confidence; to make someone confident of something

She assured us the statement was accurate.

Everybody/Everyone

"Everybody" and "everyone" take singular verbs. However, "they" or "their" are both acceptable second references.

Everyone is ecstatic to receive their diplomas.

Ex-officio

Ex-officio is spelled with a hyphen.

Farther/Further

farther (adj., adv.) at a greater distance; more distant I can't walk any farther.
Alabama is farther away than Miami.
further (adj., adv.) to a greater extent I can't work on this any further.
Further discussion is unnecessary.

Fewer/Less

fewer (adj.) refers to things that can be measured or counted

There are fewer chocolates in the box today than yesterday.

less (adj.) refers to things that can't have an exact quantity

The beginner class is less important than the intermediate class.

Fiancé/Fiancée

fiancé (n.) a man engaged to be marriedfiancée (n.) a woman engaged to be married

Former/Latter

former (n.) in a list of two items, the first one

latter (n.) in a list of two items, the second one

I went to Paris and Rome; I bought clothes in the former and shoes in the latter.

Good/Well

good (adj.) positive or desirable in nature She has good intentions; her intentions are good.
well (adv.) in a good or proper manner She slept well.
(adj.) in satisfactory condition All is well.

Had/Ought

"Had" and "ought" do not mean the same thing.

She had to go. She ought to go. Not: She had ought to go.

In regards to

Use "regarding" or "in regard to."

In the event that

Use "if."

Implicit/Imply/Infer

implicit (adj.) implied or hinted at

There was a threat implicit in his request.

imply (v.) to hint or express indirectly

Glaring at me, she implied that I was in big trouble. **infer** (v.) to draw a conclusion or make a deduction

I infer from your expression that you are upset.

By standing by the door, I implied that it was time for him to leave.

You can draw an *inference* from someone else's *implication*, not vice versa.

The speaker *implies* and the listener *infers*.

Incredible/Incredulous

incredible (adj.) unbelievable

His story of seeing an alien was incredible.

incredulous (adj.) unbelieving

I was incredulous when I heard his story about the alien.

Ingenious/Ingenuous

ingenious (adj.) clever

He wrote an ingenious piece of software.

ingenuous (adj.) open; not crafty

We can hardly suspect her of conspiracy; her manner is so ingenuous.

Inservice

Inservice is one word with no hyphen.

lts/lt's

its (ownership pronoun) use to indicate possession or ownership

The dog was wagging its tail.

it's (contraction) shortened version of "it is"

The purse is not hers; it's one of my sister's purses.

Libel/Slander

libel (n., v.) written statement of defamation; to defame

When it printed a story claiming that she was drunk and disorderly, Carol Burnett sued The National Enquirer for libel.

slander (n., v.) spoken statement of defamation; to defame

When he gave a speech in which he distorted his opponent's record, the candidate exposed himself to charges of slander.

Lie/Lay

lie (v.) to rest or recline

I need to lie down.

- The books are lying on the floor.
- The principal parts for lie are: lie, lay, lying, lain.
- lay (v.) to put down, to place
- The principal parts for lay are lay, laid and laying.

He will lay himself on a bed of nails.

He laid the book on the floor.

Ask yourself, "Lay what?" In the sentences above, the answer would be the book, and himself. If there is no answer, use *lie*. Strategy number two: If you can substitute put, use *lay*. Otherwise use *lie*.

Like/As/Such As

Like (adj.) is used to make a comparison.

He looks like me.

She acts like the president.

Like Bob, Susan wears red socks.

Like should be followed only by a noun or a noun phrase. It is never used as a conjunction.

As or as if (conjunctions) should be used if your comparison involves action.

His sports car is faster than his station wagon, as it should be.

Ralph ran as if his life depended on it.

In both cases, the "as" or "as if" is a conjunction that joins the two clauses.

Such as means for example.

For breakfast he cooked local specialties such as grits and red-eye gravy.

More than/Over

More than is used with numbers.

Their salaries went up more than \$50 per pay period.

Over refers to spatial relationships.

The plane flew over the city.

None is/None are

None is an indefinite pronoun, usually treated as plural, unless you want to emphasize the individual parts, as in "not one single thing" or "no one single person." When in doubt, go with the plural.

Nonprofit

Nonprofit is one word with no hyphen.

Oral/Verbal

Oral is spoken.

The students were required to give an oral presentation to their class.

Verbal refers to language and words. It can be spoken and/or written.

Her promise to the professor to finish the assignment was a verbal agreement.

People/Persons

Use **persons** when you want to emphasize the individuals, and **people** when you are speaking about an undifferentiated group.

I was lost in a crowd of people.

I recommend that three persons receive grants.

Percent/Percentage/Percentage Points

Use figures: 1%, 4 percentage points

When paired with a numeral, use the % sign, with no space, in most cases.

JWU students take approximately 33% of all their credits in arts and sciences.

In casual uses, use words rather than figures and numbers.

She said he has a zero percent chance of winning.

Use decimals, not fractions, in percentages. For amounts less than 1%, precede the decimal with a zero.

Her mortgage rate is 4.5%. The cost of living rose 0.6%.

When not paired with a number, use percentage rather than percent.

The percentage of people agreeing is small.

Be careful not to confuse percent with percentage point. A change from 10% to 13% is a rise of 3 percentage points. This is not equal to a 3% change; rather, it's a 30% increase.

Constructions with the % sign take a singular verb when standing alone or when a singular word follows an "of" construction.

The teacher said 60% was a failing grade. He said 50% of the membership was there.

It takes a plural verb when a plural word follows an "of" construction.

He said 50% of the members were there.

Principal/Principle

principal (adj.) most important

His principal objective is to revive the economy.

(n.) one who holds a presiding rank, especially the head of a school.

The principal ordered me to stay after school.

principle (n.) a doctrine; a moral

His actions show he has high principles.

Regarding

Regarding can be used to replace "in regards to," "with regard," and "as regards."

Regardless/Irregardless

Use "regardless." There is no such word as "irregardless."

Respectfully/Respectively

respectfully (adj.) showing respect

The girl behaved respectfully toward her grandmother.

respectively (adj.) in the given order

Bob and Harry were an accountant and a lawyer, respectively.

Shall/Will

shall (aux. v.) use when there is implied intention

I shall return! Not: *It shall be warm at the beach.*

Also use "shall" for asking questions in the first person (I or we).

Shall we dance? Shall I call you?

Use of "shall" in the second or third person implies a command or threat.

You shall stay here until I say otherwise.

will (aux. v.) to intend to

I will go to the grocery store tomorrow.

Startup

Startup is one word with no hyphen.

That/Which

that (conj.) introduces an essential clause that defines the entity being discussed

I like to do needlework that has intricate designs.

which (pron.) introduce a nonessential clause that gives additional information about a previously identified entity

The introductory German course, which the school initiated only last fall, has been cancelled.

Their/There

their (ownership pron.)

This is their new red car.

there (adv., n., adj.) indicates location; can also be used as an expletive

She is over there, across the street.

There! I finished cleaning the house.

To/Too

to (prep.) indicates direction I went to the dentist.
too (adv.) means "as well" I went to the dentist, too.

Top-Notch

Top-notch is spelled with a hyphen. It's often used to describe our culinary arts and baking & pastry arts labs in place of "world-class", which is no longer used as a JWU descriptor.

Toward/Towards

Use "toward."

Who/Whom

who (pron.) the subject of a verb

whom (pron.) the object of a verb, preposition or infinitive

"Whom" is never the subject of a verb. If you are unsure use "she" or "her." If "she" fits, use "who." If "her" fits, use "whom." "Who" is a subject pronoun; "whom" is an object pronoun.

Mary wondered who was ringing her doorbell. ("Who" is the subject of "was ringing.")

Jane was not sure whom she could trust with her secret. ("Jane" is the subject of "trust"; "whom" is the object of "trust.")

Your/You're

your (ownership pron.) indicates possession or ownership

Your car needs an oil change.

you're (contraction) shortened versions of "you are"

You're scheduled to attend the meeting this afternoon.

Sources

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Common Singular and Plural Words

SINGULAR	PLURAL
curriculum	curricula
ellipsis	ellipses
erratum	errata

Words and Phrases to Avoid

Instead of using this:	Use This:
as to	about
at the conclusion of	after
at this point in time	now
conversate (no such word)	converse
during the time that	while
due to	because of
in this day and age	today
in order to	to
in the event that	if
in the course of	during
join together	join
orientated (no such word)	oriented
owing to the fact that	because
prior to	before
supposably (no such word)	supposedly
the fact that	because
12 noon	noon
12 midnight	midnight
utilize	use/employ

Proofreaders' Marks



PROOFREADERS' MARK	DRAFT

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- Insed a dash or change a hyphen to a dash

O Spell out

/ Use lowercase letter First Quarter

💳 Capitelize

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Remove paragraph _____ Phile is inte. break

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Align vertically.

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Web Writing Tips

Digital Communications is responsible for web writing and visuals, and is the core team for the centralized website process. This ensures standards and style are consistent and strong.

Examples that highlight rule use in this guide are noted by italics. Avoid using italics online, however, unless noting reference titles.

Web visitors read for information. They find it by scanning a web page for relevant items. When writing for the web, aim for a concise style that uses clear and simple language.

Make your content easy to scan: Use short paragraphs broken up by visuals, subheads and pull quotes.

Concision is key: Craft sentences for maximum punch, removing extraneous words as you go. Top-load crucial information.

Pare down your writing to the essentials:

- key information (who, what, when, where, why and how) in the first few sentences
- main points in short paragraphs of two-to-three simple sentences
- bulleted lists within paragraphs to elaborate on points
- familiar, everyday words in easily understood sentences
- direct, professional language
- active (rather than passive) voice

Avoid

- JWU jargon (i.e., undefined abbreviations and acronyms)
- formal language
- welcome text (i.e., introductory text)
- instructions on how to use site

• idioms, metaphors and puns that make sense in only one language or culture

Make sure all content on every page has been proofread before it is published.

Click Here

Do not use this as link text. Instead, use keywords or key phrases as the link itself.

Review the learning guide (40K PDF) for details.

Not: *To get the learning guide*, *click here*.

Email

Don't spell out email addresses; list as either the word "email" or the individual's/department name.

Please contact Kara Edwards, *director of research*, 401-555-2029.

Not: Please contact Kara Edwards, director of research, by email: kara.edwards@abc.com or by phone: 401-555-2029.

Not: Please contact Kara Edwards, director of research, at kara.edwards@abc.com or 401-555-2029.

Hyperlinks

Use short descriptions of the link's target content, clarifying what readers are being asked to view. Link only the relevant phrase in a sentence, not the entire sentence.

Use of the on-campus **Computer Center** is available to all students.

Not: Contact the Athletics Office at 401-598-4578 or visit their website.

PDFs should always open in the same window.

All links to third-party sites should open in a new window.

When linking to JWU sites, only open in a new window if the target site has a vastly different user experience/ look-and-feel from jwu.edu, such as catalog.jwu.edu and link.jwu.edu. (As JWU web properties are frequently undergoing redesign, always check and assess a link before including it.)

Here's what that code looks like:

JWU Providence College of Business

PDFs or Word Documents

List the file type and size for all posted files or documents. JWU files or documents should open in the same browser window.

Aerobics Schedule (600K PDF)

Hall of Fame Nomination Form (25K Word)

Quotes — Smart (") vs. Dumb (")

"Smart" quotes are curved, while "dumb" quotes are straight and typically should only be used to denote measurements.

Be consistent about smart quote usage on the web. Typically, if you write a piece in Word and use plain text to paste in your content, smart quotes will be preserved.

When using a quote in a headline, only use single quotes.

'Helping Different Kinds of Minds': Temple Grandin Visits JWU Providence

Headlines

Write clear, direct headlines — keep to a single line if possible.

JWU Women's Basketball Defeats Rivier, 76–39

Not: Women's Basketball Drops 89–60 Decision Against Rivier at JWU

Сору

Keep it short. Roughly:

• Headings/Headlines: 4-8 words

• Subheads: 1-5 words

- Sentences: 1-20 words
- Paragraphs: 1-7 sentences
- Documents: 300-500 words

Body Text

Flush left, not justified or centered.

Plain Text

Always use the "paste plain text" option when importing text from Word, Notepad or another program.

Emphasis

Be judicious when using bold, italics or exclamation points to add emphasis to a word or phrase. Never use underlines or all caps to add emphasis.

Familiar and anglicized foreign words and phrases do not need to be italicized: alma mater, boutique, cum laude, debris

Less mainstream foreign words should be italicized: honoris causa, faux pas, pro forma, tête-à-tête

Names of magazines, newspapers and ships are italicized.

Image Titles, Alt Text and Title Tags (AKA the Super Friends of Image Optimization)

1) Give every image a descriptive filename.

Upload images with a concise title that describes the image. The file naming conventions should be consistent — create a system that works for you. Do not use spaces in your file name. (Underscores are acceptable, however.)

News_PVDWomensHistoryMonth_Panelists_900x450.jpg

Blog_PVDCareerFair_MomofukuTable_1280x640 Athletics_PMXCountryTeamECACChampionship2012.jpg

SiteLocation_JWUCampusSubject_PhotoSize.jpg

2) Add alt tag.

The alt tag is used by screen readers, so your title should be descriptive and impart concrete information about what the image is about. Avoid abbreviations or symbols that the screen reader won't understand.

alt= "Jenna Juron, JWU Women's Basketball point guard"

3) Add title tag.

Title text should be a natural language description of the image — roughly one tweet (140–150 characters). This is the text you will see if you mouse over the image.

title="JWU Wildcat Jenna Juron Scores 1000th Career Point"

4) Combine steps 1–3.

Optimizing PDFS

Before you upload or send a PDF file to be uploaded to a JWU website, please follow these steps:

1) Rename the file without spaces, using the following format:

JWUDeptFileDescriptionCampusYear.pdf

- Campus abbreviations should follow this convention: PVD CLT OL
 - UNIV (for a document that is applicable campuswide)

Only add a year for files that require multi-year archiving, like catalogs or academic calendars. Files that are overwritten from one year to the next, like event brochures, can omit the year.

JWUAdmissWildcatWelcomeBrochurePVD.pdf

JWUPhysicianAssistantAcadCalPVD2021-22.pdf

2) Set the PDF properties.

When you open the PDF file, it should automatically open the "Initial View" tab.

If it does not, you will see six tabs in the window: Description, Security, Fonts, Initial View, Custom and Advanced.

Choose "Initial View" amd make the following changes:

- Under magnification, select "Fit Page."
- Under "Window Options," select "Resize window to initial page."

Hit OK and save. The PDF is now ready to be placed on a JWU website.