

Saint Mary's College Editorial Style and Reference Guide

Introduction

This editorial stylebook covers matters of style specific to Saint Mary's College, as well as a review of common problems of grammar and usage. The intent of the style guide is to provide consistency in writing by the Division of College Relations, but can be used by other offices on campus as well.

This guide, first created in 2013 by members of the Division of College Relations, is a living document and can be added to or revised upon consideration by the Style Committee (currently made up of Haleigh Ehmsen, media relations associate; Megan Eifler, assistant director of marketing, graduate programs; Claire Kenney, assistant director of communications for development; Christine Swarm, director of annual giving, Mary Firtl, senior graphic designer, and Kathe Brunton, freelance writer). Suggestions for revisions should be submitted to Haleigh at ehmsen@saintmarys.edu.

References for compilation of this stylebook are listed below:

The Chicago Manual of Style, 16th ed. (CMS 16)
The 2012 Associated Press Stylebook (AP)
Merriam-Webster's Collegiate Dictionary, 11th ed. (online version at m-w.com)
Saint Mary's College Bulletin 2011–2012 (or most recent edition)
*Stylebook and Reference Manual of the Sisters of the Holy Cross**
Agency ND Style Guide (NDSM, online version at agency.nd.edu)

For general guidance on matters not covered here, consult *The Chicago Manual of Style*, 16th ed. (CMS 16). In the case of press releases, consult *The Associated Press Stylebook*.

****Most of the style for the Catholic Terminology and Congregational Information sections of this stylebook is borrowed, with permission, from the Stylebook and Reference Manual of the Sisters of the Holy Cross for use by Saint Mary's College. The Sisters of the Holy Cross stylebook referred to the CNS (Catholic News Service) Stylebook on Religion, third edition (2006) as well as CMS 16, AP, and Webster's New World College Dictionary, 4th ed., to compile its stylebook.***

Note: All italics are used just to show an example of usage. Do not italicize in your writing unless you also see it italicized in bold.

If the word appears in lowercase, that is how you should treat it. For example, *liturgy* instead of *Liturgy*.

If there is not an explanation following a word included here, it is intended to show how the word is spelled or how the Style Committee has decided to use the word. For example, *voicemail* instead of *voice mail*.

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Catholic Terminologies

altar/alter

altar refers to a table within a church in which the sacrament of the holy Eucharist is celebrated; *alter* means “to change.”

archbishop

In Catholic usage, this title is given automatically to bishops who govern archdioceses. It also is given as a personal rank to certain other bishops, especially certain high officials in the papal diplomatic corps and in Vatican departments. Capitalize only when used as a formal title before a name. Lowercase when it stands alone. On first reference, also identify a residential archbishop by his archdiocese; identify others by their jobs.

Archbishop Daniel E. Pilarczyk of Cincinnati

Archbishop John P. Foley, president of the Pontifical Council for Social Communications

archdiocese

In Catholic, Orthodox, and Anglican usage an *archdiocese* ordinarily is the chief diocese of an ecclesiastical province (large metropolitan areas usually have archdioceses, like the Archdiocese of Chicago, the Archdiocese of Indianapolis, and the Archdiocese of Boston). An archbishop heads an archdiocese.

Capitalize when it is part of a proper name, even in flip-flopped form: *the Archdiocese of Boston, the Boston Archdiocese*. Lowercase in plural uses or when it stands alone: *the Boston and Detroit archdioceses, the archdiocese*.

beatification

See **canonization**.

Bible, biblical

Capitalize *Bible* when referencing the sacred writings of Christianity; lowercase when referencing an important book. *The Chicago Manual of Style is my bible*. Do not put in quotation marks or italics. Lowercase the adjective *holy* when used to describe the Bible: *the holy Bible*.

bishop

In the Catholic Church, a bishop is ordained to the third rank of sacred orders (deacon is first rank and priest is second). A bishop ranks above priests and has the authority to ordain and confirm, and typically governs a diocese. Lowercase unless using in a formal title like *Bishop Kevin C. Rhoades* or the *Most Reverend Bishop Kevin C. Rhoades* or the *Most Reverend Kevin C. Rhoades, Bishop of the Diocese of Fort Wayne-South Bend*. After first reference, use the title Bishop and the last name, like *Bishop Rhoades*.

Blessed

Following beatification, the second step of canonization, a (deceased) person on his/her way to becoming a saint is called *blessed*.

The feast day of Blessed Basil Anthony Moreau is January 20.

However, in subsequent references, use *Father Moreau*, the name by which he was best known. Do not refer to him as “the blessed.” Pronounced “bless-Ed” not “blessed.”

Brother/brother

A man who has taken vows in a religious order and is not ordained or preparing for the priesthood is a brother. If a man is ordained he is identified as a priest and the title before his name is Father.

Generally identify by religious community in the first reference: *Holy Cross Brother Joseph Jones*. On second reference, use the first name if the person is known that way: *Brother John, Brother Joseph*. Otherwise, use the last name on second reference: *Brother Smith, Brother Jones*. Do not use the abbreviation *Bro*. See **religious titles**.

Do not capitalize *brother* or *brothers* when standing alone: *The priests and brothers protested in front of the South African Embassy in Washington.*

canon law

The laws governing the Catholic Church. When referring to the codified body of general laws, capitalize *Code of Canon Law*, but lowercase *canon law*.

canonization

The Catholic Church’s process leading to canonization, or the process of someone being named a saint, involves three major steps. First is the declaration of a person’s heroic virtues, after which the Church gives him or her the title *Venerable*. Second is beatification, after which he or she is called *Blessed*. The third step is *canonization*, or declaration of sainthood, after which he or she is called Saint.

Do not refer to a person as “the venerable” or “the blessed.” *The pope beatified Father Basil*

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Anthony Moreau. He is now called Blessed Basil Anthony Moreau.

cardinal

Capitalize only when it is part of a formal name, such as the *College of Cardinals*, or a personal title immediately preceding a name: *Cardinal William H. Keeler, Cardinal Keeler*.

For consistency with all other personal titles, on first reference place *Cardinal* before the given name, not after: *Cardinal Roger M. Mahony*, NOT *Roger Cardinal Mahony*.

The *College of Cardinals* is a group of men chosen by the pope as his chief advisors. Most are heads of major dioceses around the world or of the major departments of the Vatican. Cardinals are generally appointed to be members of at least one Vatican agency, and occasionally all cardinals may be convened to discuss major issues of Church administration.

Catholic

Preferred to Roman Catholic.

Catholic Church

In second reference to the *Catholic Church*, use *the Church*.

celebrant

Use *celebrant* only for the priest or minister who leads a religious rite, especially the one who presides at the Eucharist: *Father Smith was the celebrant but Father Jones offered the homily*.

In Catholic usage, if two or more priests celebrate Mass together they are called *concelebrants*, not *coc celebrants*. The concelebrant who leads the group usually is called the *chief celebrant* or *principal celebrant*.

charism

In Catholic teaching the charism refers to gifts of ministry and service. For example, each congregation of women religious has a charism, a special gift of the community as a whole that is used for the benefit of others and the world. A congregation's charism is frequently tied to its mission. [do we want to mention what the Holy Cross Sisters' charism is?]

Church, church

Capitalize when referring to the Catholic Church; otherwise, lowercase.

Communion

Capitalize all references to the sacrament, but not adjectives modifying it or nouns it modifies: first Communion, holy Communion, a Communion service, the Communion cup. Synonym is Eucharist, also capitalized.

consecrate, consecration

The priest *consecrates* the bread and the wine at Mass. Catholics believe that at the *consecration* these elements become Christ's body and blood.

cross/crucifix

Lowercase. An object is a *crucifix* only if it depicts Christ on the *cross*. If it does not include the figure of Christ it is a *cross*. A *crucifix* may also be called a *cross* but a *cross* is not a *crucifix*.

deacon

A deacon is ordained to the first rank of sacred orders (priest is the second rank and bishop is the third). He is no longer a layman, but a member of the clergy. Deacons studying for the priesthood are *transitional deacons*. Those not planning to be ordained priests are *permanent deacons*. Permanent deacons can be married or marry. It is not necessary to identify a deacon by his permanent or transitional status, just as deacon.

Capitalize when used as a formal title before a name: *Deacon John Jones*, *Deacon Jones*.
Lowercase in other uses.

diocese

The standard term in the Catholic, Orthodox, and Anglican churches for an ordinary territorial division of the Church headed by a bishop. Saint Mary's College is located within the Diocese of Fort Wayne-South Bend.

doctrine

An official teaching of the Catholic Church.

Eucharist

Capitalize. Synonym for Communion, which is also capitalized.

Eucharistic minister

father

Following Catholic News Service style, use *Father* as the formal title before the name of Catholic and Orthodox priests in all references, unless they have a religious title that takes precedence, such as *Mmgr.* Never abbreviate *Father*. (*Rev.* may be used on envelopes and formal listings.) Do not use *Father* alone or *the father* to refer to a priest.

Incorrect: *He said Father told him so. The father has a new parish.*

Correct: *He said Father Smith told him so. The priest has a new parish.*

After first reference, use the title Father and the last name, like *Father Jenkins*.

See **religious titles**.

feast of

Do not capitalize the word *feast*. For example, *the feast of the Immaculate Conception*, *feast of St. Francis of Assisi*.

feast days

The Church assigns a saint or group of saints or a major event in Christ's life to each day of the year. This is called their feast day. For example, August 20 is the feast of St. Bernard. Certain feast days are considered holy days of obligation meaning attendance at Mass is mandatory. For example, the feast of Immaculate Conception is a holy day of obligation.

God

Capitalize *God* or words that mean *God* in reference to the divine being of all monotheistic religions. Capitalize all nouns used as names for God: *God the Father, God the Son, Holy Spirit, Our Lord, Yahweh*.

Lowercase personal pronouns: *he, him, thee, thou*.

Gospel

Capitalize as a noun or an adjective when it refers to any or all of the first four books of the New Testament, the messages they contain, or an excerpt from them proclaimed in a religious service: *the synoptic Gospels, this Sunday's Gospel, preaching the Gospel, the Gospel message, the Gospel mandate to love your enemies, the Gospel story of the loaves and fishes*.

Lowercase in derived uses: *He is a gospel singer. That's the gospel truth. He preaches the Church's social gospel*.

See **Bible**.

holy day of obligation

The Church assigns a saint or group of saints or a major event in Christ's life to each day of the year. This is called their feast day. For example, August 20 is the feast of St. Bernard. Certain feast days are considered holy days of obligation meaning attendance at Mass is mandatory.

The feast of Immaculate Conception is a holy day of obligation.

Holy See

This is a synonym for *the Vatican*. Always capitalize. Vatican is the preferred term. Both refer to the Diocese of Rome, as the chief diocese of Catholic Christendom. The term is also used to refer to the pope and his Curia — congregations, tribunals, and offices — in their role of authority over and service to the Catholic Church around the world.

Holy Spirit

Part of the Holy Trinity: Father, Son, and Holy Spirit. Also known as the Holy Ghost or the Holy Paraclete. Holy Spirit is preferred in most usage. Holy Ghost may be used in quoted matter or as part of the proper name of an organization or institution. When used alone, *Spirit* should be capitalized when it refers to the Holy Spirit.

homily

In other denominations this would be called a sermon. The content of the homily, which in Mass follows the Gospel, is usually drawn from the Scriptures assigned to that day.

Jesus

Also, *Jesus Christ, the Christ, Christ, Son of God, the Messiah, the Good Shepherd, Christ Child*. See **God**.

LCWR

Use Leadership Conference of Women Religious in first reference and LCWR in subsequent references. The Leadership Conference of Women Religious is the association of the leaders of congregations of Catholic women religious in the United States. The conference has more than 1,500 members, who represent more than 80 percent of the 57,000 women religious in the United States. The Congregation of the Sisters of the Holy Cross is a part of the LCWR. Sister Joan Marie Steadman, CSC, former president of the Sisters of the Holy Cross, is the executive director of the LCRW.

liturgy

Lowercase in most uses. Liturgy is the collective name for the official rites and acts of public worship in the Catholic Church. It also may be used in its popular meaning as a synonym for the Mass. Capitalize *Liturgy of the Word* and *Liturgy of the Eucharist*, and *Liturgy of the Hours*.

Mass

Mass is the central act of worship in the Catholic faith. Christ is believed to be present in the Eucharist, which is consecrated during Mass. Mass and other official acts of public worship, including the celebration of the other sacraments, together form the Church's liturgy. The priest celebrates or says Mass. He does not read, recite, conduct, or perform it. See **celebrant**.

Always capitalize when referring to the rite, but lowercase any preceding adjectives: *nuptial Mass, funeral Mass, chrism Mass*. Exceptions: *Red Mass*, the traditional name for a special Mass celebrated for members of the legal profession and, in some places more recently, *White Mass* for health care workers and *Blue Mass* for those in law enforcement.

monsignor

An honorary title conferred on some diocesan priests by the pope. It is not given to priests in religious orders. Always abbreviate as *Msgr.* when used before the name. Spell out and lowercase in all other uses.

Nun

Avoid usage. While both nuns and sisters are called "sister," there is a distinction. Nuns take solemn vows and are cloistered, which means they reside, pray, and work within the confines of a monastery. Sisters take simple vows and live a life governed by a particular mission, vision, or charism of their congregation. Sisters embrace ministries and serve people in hospitals, schools, parishes, social services, etc.

ordain, ordination

These refer to the conferral of the sacrament of holy orders on a deacon, priest, or bishop.

pastor

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The priest or minister who is in charge of a parish. In Catholic parishes only a priest can hold the office of pastor. Other priests who work under the pastor usually are called *associate pastor* or *assistant pastor*. These terms also are reserved for priests. A layperson who is part of a parish ministry team usually is called a *pastoral associate*. Treat *pastor* and related titles as occupational descriptions, not as formal titles before names. Lowercase.

pope

The religious title given to the head of the Catholic Church. Lowercase except when it is used as a formal title before a name: Pope Benedict XVI, the pope. Do not use Holy Father or His Holiness except in direct quotes.

priest

In the Catholic Church, a priest is ordained to the second rank of sacred orders (deacon is first rank and bishop is third). Never capitalize it or use it as a formal title before a name. See **father**.

presiding

While the celebrant of Mass is sometimes described as *presiding* over a Eucharistic celebration, do not refer to him as the *presider*. The proper liturgical term is *celebrant* or, when other priests or bishops are concelebrating, *chief celebrant* or *principal celebrant*. See **celebrant**.

religious

Lowercase the word *religious* when used as an adjective or a noun referring to communities of people in consecrated life or the members of those communities: *men religious*, *women religious*, *a religious congregation*, *a group of religious*.

religious orders/congregations

Find a listing of abbreviations for religious orders, congregations, and societies at www.catholicdoors.com/misc/abbrev.htm.

religious titles

In general, every cleric and religious, Catholic and non-Catholic, should have a title before the name on first and subsequent references.

Job titles: Specifically religious titles take precedence over job titles. When a person has a formal religious title such as Bishop, Father, or Sister, for example, positions such as vice president should be treated as job descriptions and come after the name.

Rev. John I. Jenkins, CSC, president of the University of Notre Dame

RCIA

Rite of Christian Initiation of Adults or RCIA is the process or series of stages of preparation, including rites (rituals), that a person undergoes to become a member of the Catholic Church.

rosary

It is recited, prayed, or said, never read. Always lowercase. The mysteries of the rosary are the joyful, sorrowful, glorious, and luminous. Pope John II added the luminous mysteries in 2002.

Each mystery has five components, which celebrate the events of Christ's life. The joyful mysteries comprise the birth and early days of his life, the sorrowful mysteries are about his agony and crucifixion, the glorious mysteries celebrate the resurrection and subsequent time on earth, and the luminous mysteries are about major miracles or sacraments.

Sacraments

Catholics recognize seven sacraments: the *Eucharist*, *baptism*, *confirmation*, *penance* (often called the sacrament of reconciliation), *matrimony*, *holy orders*, and the sacrament of *anointing of the sick* (also known as last rites). Note that only Eucharist (Communion) is capitalized.

A bishop has the authority to ordain (holy orders) and confirm. A priest confers the following sacraments: the Eucharist (Communion), baptism, penance, matrimony, and anointing of the sick. The Bishop is the ordinary minister of the sacrament of confirmation, but for catechumens and candidates who have gone through RCIA, the priest can be the extraordinary minister of the sacrament.

A deacon can confer the sacraments of baptism and matrimony. He can preach, preside at funeral services outside of Mass, and be an ordinary minister of the Eucharist.

Saint

Always spell out saint for Saint Mary's College. Abbreviate as *St.* in proper names of saints: *St. Patrick*, *St. Joseph*. Abbreviate as *St.* in names of places and institutions named after them: *St. Anne Church*, *St. Jude League*, *St. Louis* (the city), *St. Croix River*. In the case of another college or university, go to their website to see how they refer to themselves. For example, Saint Louis University spells out "saint."

scripture, Scriptures

Capitalize in references to the Bible. Lowercase in references to sacred books of other religions. Do not capitalize modifying adjectives: *sacred Scriptures*, *holy Scripture*.

Second Vatican Council

Vatican II or *the council* is acceptable on second reference. It consisted of four sessions, approximately three months each, held in the years 1962–65.

Sister/sister

Capitalize and use the religious and family name on first reference and identify by religious community or the congregation's initials: *Sacred Heart Sister Jane M. Jones*; *Dominican Sister Regina C. Smith*; or *Sister Veronique Wiedower '70, CSC*.

On second reference, use the first name: *Sister Jane*, *Sister Regina*. Never abbreviate *Sister*. Do not use *Sister* alone without the first or last name.

Lowercase *sister* when it stands alone: *the sister*, *a group of sisters*.

Do not use *nun* as a synonym for *sister*. See **nun** and **religious titles**.

sponsorship

Describes the relationship between the organization and that body, the sponsor, which is responsible for its integrity as a ministry of the Catholic Church. Embodied within this definition are the requirements of canon law, namely the stewardship of property and the faithful administration of the ministry. By extension, sponsorship becomes the force that animates the organization and assures its fidelity and integrity.

Founded in 1844, Saint Mary's College is a pioneer in the education of women and is sponsored by the Sisters of the Holy Cross.

Vatican

Synonym is the *Holy See*. Vatican is the preferred term. Always capitalize. Both refer to the Diocese of Rome, as the chief diocese of Catholic Christendom. The term is also used to refer to the pope and his Curia — congregations, tribunals, and offices — in their role of authority over and service to the Catholic Church around the world.

Vatican II

See **Second Vatican Council**.

Congregational Information

Brothers of Holy Cross

This refers to the brothers who are part of the Congregation of Holy Cross. The Brothers of Holy Cross administer Holy Cross College. Note: Sisters of **the** Holy Cross, but Brothers of Holy Cross.

Priests of Holy Cross

This refers to the priests who are part of the Congregation of Holy Cross. The Priests of Holy Cross administer the University of Notre Dame. Note: Sisters of **the** Holy Cross, but Priests of Holy Cross.

Congregation of Holy Cross

Blessed Basil Anthony Moreau founded the Congregation of Holy Cross (priests and brothers) in 1837. Its abbreviated form is CSC. The congregation founded the University of Notre Dame in 1842 and Holy Cross College in 1966.

Congregation of the Sisters of the Holy Cross

The formal name is *Congregation of the Sisters of the Holy Cross*. In less formal writing, *Sisters of the Holy Cross* is acceptable in first reference. In subsequent references you may use *congregation* (lowercase). Its abbreviated form is CSC. Note: there is a separate congregation called Sisters of Holy Cross (without the “the”).

Blessed Basil Anthony Moreau founded the sisters (see **Marianites of Holy Cross**) in 1841 in Le Mans, France. The Sisters of the Holy Cross founded Saint Mary's College (as Saint Mary's Academy) in 1844. The congregation continues to sponsor the College.

CSC

The designation that follows the name of a member of the Congregation of the Sisters of the Holy Cross or the Congregation of Holy Cross (priests and brothers). These initials stand for the Latin words *Congregatio Sanctae Crucis* meaning “Congregation of the Holy Cross.” Set off by commas when the affiliation follows a sister’s name; capitalize and use without periods: *Sister Veronique Wiedower ’70, CSC, president of the Sisters of the Holy Cross.*

When not followed by a title it would read *Sister Veronique Wiedower ’70, CSC.*

Holy Cross congregations

Refers to the Congregation of Holy Cross (priests and brothers), the Marianites of Holy Cross (France and Louisiana), the Congregation of the Sisters of the Holy Cross (motherhouse at Saint Mary’s College), and the Sisters of Holy Cross (Canada).

Marianites of Holy Cross

Pronounced “marian-nights.” This is the original congregation of sisters founded in 1841 by Blessed Basil Anthony Moreau. The motherhouse, Solitude, is in Le Mans, France. Offshoots of the Marianites are the Sisters of the Holy Cross in the US (motherhouse is on the Saint Mary’s campus) and the Sisters of Holy Cross in Canada. The sisters who came to the US, including to Notre Dame, Indiana, were Marianites who soon after became what is known as the Sisters of the Holy Cross.

Moreau, Basil Anthony

Pronounced “bay-zil” and “mah-row.”

Blessed Basil Anthony Moreau on first reference and *Father Moreau* on subsequent references.

In 1837 Blessed Basil Anthony Moreau founded the Congregation of Holy Cross (priests and brothers) in Le Mans, France. In 1841, he founded the Marianites of Holy Cross (offshoots of which are the Sisters of the Holy Cross in the US and the Sisters of Holy Cross in Canada). Father Moreau was beatified on September 15, 2007 and the beatification was celebrated in Le Mans, France where representatives from the Holy Cross congregations and institutions, including Saint Mary’s College, converged.

sisters

Lowercase *sister* when it stands alone: *the sister, a group of sisters.*

Sisters of Holy Cross

See **Marianites of Holy Cross.**

Sisters of the Holy Cross

Sponsors of Saint Mary’s College. Also, see **Marianites of Holy Cross.**

College Information

alumna/alumnae

Pronounced “alum-nah” and “alum-nay.” *Alumna* is the singular usage and *alumnae* is plural. An alumna is a female graduate of a particular school, college, or university.

Alumna Achievement Award

The Alumna Achievement Award, awarded annually by the Alumnae Association of Saint Mary’s College, honors an alumna who is outstanding in her personal and professional accomplishments and is a recognized leader in her field of endeavor. The honoree exemplifies the standards, ideals, and mission of the College in its commitment to the value of a Christian liberal arts education. The award is given at the Reunion Banquet over Reunion Weekend.

Alumnae Association

The Saint Mary’s College Alumnae Association was founded in 1879 and is the oldest Catholic women’s alumnae association in the US. Mother Angela called the first meeting and established the association to “preserve the bond of affection existing between our alma mater and her children.”

Alumnae Association Board of Directors

The Alumnae Association Board of Directors provides volunteer leadership for the Alumnae Association by working with the Saint Mary’s College community to design and promote opportunities for alumnae to connect with each other and the College. In doing so, the board serves the College in the ongoing development of a strong Alumnae Association, which supports and advances the mission of Saint Mary’s College

The board manages the affairs of the association, conducts at least two meetings a year, submits an annual report to the association, and serves in an advisory capacity to the College.

The board consists of at least 18 members, including the officers of the board, and one member who is a student at the College. Any active member of the association who is not a club president or employee of the College may be a member of the board. The president of the College is the honorary president and an ex officio member of the board.

The board composition shall reflect, as closely as possible, the actual graduation decade and geographic distribution of active alumnae.

The president of the Alumnae Association Board of Directors is also the president of the association and serves as an ex officio member on the College’s Board of Trustees.

Alumnae Association Champagne Brunch

The Saint Mary’s College Alumnae Association welcomes its newest alumnae, the graduating class, to the ranks with a brunch held on the Monday of Senior Week, the week preceding Commencement.

Angela Athletic & Wellness Complex

Updated 7/17/17

The Angela Athletic Facility was dedicated in September 1977 and named for Mother Angela Gillespie, the first American to head Saint Mary's Academy, which would become Saint Mary's College. With women's collegiate athletics taking off in the late 1970s, it didn't take long for the College to outgrow the space.

In the spring of 2016 ground was ceremoniously broken for the new Angela Athletic & Wellness Complex. The \$25 million project doubled the size of the former building to support the needs of students and student-athletes and is set to open in early 2018.

The first Angela Hall was on the southwest end of campus and was used as the athletic facility as well as for plays, Commencement, etc. It was dedicated in May of 1892 and razed in 1975.

Ann Plamondon Lecture

The Ann Plamondon Endowed Fund in Communication Studies supports a periodic lecture series that brings respected scholars and distinguished communications professionals to campus to share their experiences with Saint Mary's students and community members. It is named for a long-time communication studies professor.

Annual Fund

Always uppercase. The Annual Fund is a vital component of the College's annual operating budget. It impacts every part of the Saint Mary's experience by supporting immediate needs including awarding financial aid, attracting outstanding faculty, offering vibrant programs, and maintaining our campus.

Annunciata Hall

Annunciata Hall is the fourth floor of Holy Cross Hall and is a floor designated as seniors only.

Avenue, The

Capitalize *The Avenue*; not the Avenue.

Avenue Society, The

The Avenue Society was created in 1994 to commemorate the College's 150th anniversary. The Avenue Society honors annual contributions from \$200 to \$499.

Belles

This is what Saint Mary's undergraduate students are called. It started as a nickname for Saint Mary's athletes. When Angela Athletic Facility was dedicated in September 1977, the president announced that students selected "Belles" instead of the alternate names of "Saints" or "Angels."

Board of Trustees

The full name is the Saint Mary's College Board of Trustees (formerly known as the Board of Regents). In subsequent references, refer to it as the *Board of Trustees* or the *board* (lowercase). When using trustee or chair as a title, capitalize before a name.

Alyssa Vinluan '13 was appointed as the student trustee. Student Trustee Alyssa Vinluan '13 ran in the Chicago Marathon.

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Mary L. Burke '85 is chair of the Board of Trustees. Board of Trustees Chair Mary L. Burke '85 will speak at Commencement.

BOLD

Stands for Belles of the Last Decade. No periods between letters. BOLD was created in 2013 to support Saint Mary's most recent graduates as they transition from being active and engaged students to being active and engaged alumnae.

BOLD Committee

The BOLD Committee is a group of alumnae graduates of the last decade who represent young alumnae and lead the efforts to engage Belles of the Last Decade in giving back to Saint Mary's College. The purpose of the Belles of the Last Decade Committee is to engage and serve Saint Mary's graduates of the past ten years, to foster a lifelong connection between the College and its alumnae, and to support the overall advancement of the College while instilling a culture of lifelong annual giving and engagement.

Managed jointly by the Saint Mary's Office of Annual Giving and the Office of Alumnae Relations, a volunteer committee was first recruited in fall 2012 to help launch BOLD. Each member serves a two-year term, with a possibility of renewal for one additional two-year term, makes an annual gift to the College through the Annual Fund, and attends two meetings each year.

Boldly Forward

Italicize the title of this strategic plan. Issued in December 2013, *Boldly Forward* is a five-year strategic plan that is a follow-up to the preceding five-year plan, *The Path to Leadership*. Both expressed the vision and goals of President Emerita Carol Ann Mooney when she was president of the College. She retired on May 31, 2016.

Bonadies Rock Garden

Bonadies Rock Garden is located near the bridge on Lake Marian, sometimes referred to as the sunken garden. Joseph Bonadies was the grounds superintendent from 1954-1983 when he retired. Joe then came back and worked as a consultant in 1988-1991. Joe passed away in February of 1992 and the rock garden was named after him.

Carroll Auditorium

Located in Madeleva Hall, Carroll Auditorium holds 326 people. It is named for Alice Danforth Carroll, a friend of Saint Mary's College. Carroll was the most significant contributor to the Madeleva Hall project, but asked that her gifts remain anonymous during her lifetime and that no building be named for her. Instead, the auditorium was named for her. Madeleva Hall was dedicated in 1967.

Interestingly, Carroll learned about Saint Mary's College in 1959 by reading the autobiography of Sister M. Madeleva Wolff, CSC, president of Saint Mary's College. The book *My First Seventy Years* left such an impression on Carroll that she decided to make Saint Mary's College

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the major recipient of her estate. Carroll had never visited Saint Mary's nor met Sister Madeleva in person.

Career Crossings Office (CCO)

After first reference, CCO. Do not capitalize *office* in subsequent references.

Center for Academic Innovation (CAI)

After first reference, CAI. Do not capitalize *center* in subsequent references.

Center for Spirituality (CFS)

The Center was established in 1985. After first reference, use CFS. Do not capitalize *center* in subsequent references.

Center for Women's Intercultural Leadership

CWIL was established in 2000. After first reference, refer to it as CWIL. Do not capitalize *center* in subsequent references.

centers of distinction

There are three: the **Center for Academic Innovation**, the **Center for Spirituality**, and the **Center for Women's Intercultural Leadership**.

Cervelli, Jan

President Jan Cervelli is the 12th president of Saint Mary's College. She is also known more formally as *President Janice A. Cervelli, FASLA, FCELA*.

chairs

The head of an academic department is a chair. There are also endowed chairs at the College. See **endowed chairs**.

chapels and church on campus

Church of Our Lady of Loretto
Regina Chapel, Regina Hall
Holy Spirit Chapel, Le Mans Hall
Sacred Heart Chapel, Holy Cross Hall
Our Lady of Wisdom Chapel, McCandless Hall

Christian Culture Lecture

Saint Mary's College professor Bruno Schlesinger introduced Christian culture as a major at the College in 1956 and founded the Christian Culture Lecture in 1957. The major was later renamed humanistic studies. At its inception the lecture series was largely funded through a grant from the Lilly Foundation. By 1981, the series had become increasingly difficult to administer and it fell silent for 25 years.

In 2006, the annual lecture was reinstated thanks to the generosity of Susan Fitzgerald Rice '61, EdD, who was a Christian culture major at Saint Mary's, and her husband, Donald B. Rice, PhD.

Church of Our Lady of Loretto

Use the full name in first reference. It is acceptable in subsequent references to call it Church of Loretto, but not in the first reference. (Per advice in 2013 of Sister Veronique Wiedower, vice president for mission at Saint Mary's, who consulted Sister Mary Louise Fuller, first councilor on the General Leadership Team for the Congregation of the Sisters of the Holy Cross.)

Class of XXXX

Capitalize the "c" in Class when referring to a specific year for a class of students/graduates.

Closing the Circle

Closing the Circle is an event that first-year students participate in after their orientation as incoming students. It signifies the young women coming together as a class. During Senior Week (the week leading up to Commencement) seniors attend Opening the Circle, where they open the circle to go out into the world and make a difference with the education and experiences they've gained at Saint Mary's College. Both Closing the Circle and Opening the Circle are traditionally held on Le Mans Green, as is Commencement.

class ring

Here is a breakdown of the aspects of the class ring (per brochure from Balfour):

1. The college seal: adopted from the seal of the Sisters of the Holy Cross, forms the top of the ring.
2. The cross: the instrument of salvation, is the principal symbol of the seal.
3. The two anchors: are crossed to form the Greek letter Chi, the monogram of Christ, and the source of the Virtue of Hope.
4. The Fleur-de-Lys: the French Lily, represents the French origin of the Sisters of the Holy Cross.
5. Spes Unica: "One Hope" refers to the Cross of Christ.
6. The Open Book: symbolizes Christian education.
7. Alpha and Omega: the beginning and the end.
8. Saint Mary's, Notre Dame: the official school name.

clubhouse

Also known as *Dalloway's*. Dedicated in 2000 at the same time as the Welcome Center. Dalloway's was designed as a student space and opened as a coffeehouse. While Angela Athletic & Wellness Complex was under construction the clubhouse was temporarily converted to offices for Athletics Department coaches and staff.

The clubhouse replaced the Pine Grove Clubhouse, built in 1923 on the riverbank near Holy Cross Hall. Like the first building, the new structure is distinctly dedicated as social space for students. In 1991, at the initiative of Peggy Abood '92, and with financial support from the Parents Council, the clubhouse became the site of Dalloway's. The name was selected from the Virginia Woolf novel, *Mrs. Dalloway*, about a woman ahead of her time in terms of her view of a woman's place in society.

Commencement

Capitalize when referring to the event at Saint Mary's College. Capitalize speaker or address.

Updated 7/17/17

Saint Mary's College announced that Commencement will be held on May 17.

The Commencement Speaker will be Mellody Hobson.

Hobson will give the Commencement Address.

Courier

Italicize the name of the college's magazine. The official title is *Saint Mary's College Courier*. It is more commonly called *Courier*, never *The Courier*.

Cushwa-Leighton Library

Pronounced "coosh-wah lay-ton." Dedicated in 1982. The building is named for *Margaret Hall Cushwa '30* and *Mary Lou Morris Leighton*.

Margaret Hall Cushwa '30 was a graduate of both Saint Mary's Academy and Saint Mary's College. She served as president of the Alumnae Association, a member of the Board of Regents, and was a charter member and national chair of The Madeleva Society. She received the Distinguished Alumna Award in 1967 and an honorary degree of humanities in 1969. In 1982 she was presented with the President's Medal. Her daughter is Mary Ellen Cushwa Wolsonovich '71 and her granddaughter is Margaret Cushwa Haller '90. Margaret Hall Cushwa and her husband, Charles, provided support for the Cushwa Center for the Study of American Catholicism at the University of Notre Dame.

Mary Lou Morris Leighton was a cherished friend of the College. She served on the Board of Regents and later on the Board of Trustees. Leighton received numerous awards and honors from Saint Mary's, including the Community Service Award, the President's Medal, and an honorary doctor of fine arts degree. She was also made an honorary member of the Alumnae Association.

She and her husband, Judd, continually supported Saint Mary's. A challenge gift from the Leightons launched The Madeleva Society. The Leightons provided leadership gifts for the renovation of Science Hall in the 1980s, as well as for the construction of the Cushwa-Leighton Library. They also endowed the Mary Lou and Judd Leighton Chair in Music to ensure the prominence of the music program at Saint Mary's. The Leightons had a long-standing interest in the arts and their work to enrich the cultural life of the South Bend community.

Cyber Café

Located in the Student Center Atrium. Operated by Sodexo.

Dalloway's

See **clubhouse**.

Dance Marathon

The Saint Mary's College Dance Marathon (SMCDM) raises money for Riley Hospital for Children at Indiana University Health in Indianapolis. It's a 12-hour no sitting, no sleeping event that raises money for clinical care and medical research at Indiana's only nationally ranked and

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comprehensive children's hospital. Students brought the event to the College in 2005. The entire event is organized and carried out by students.

Dean's List

The Dean's List is put out by the registrar's office in the fall and spring. To earn academic honors at Saint Mary's, a student must achieve a grade point average (GPA) of at least 3.6 on a 4.0 scale, have at least 12 graded credit hours, no incompletes, and no grades lower than a C.

degrees, types of

The College offers seven bachelor's degrees, one master's degrees, and one doctorate degree.

Bachelor of Arts (BA)

Bachelor of Business Administration (BBA)

Bachelor of Fine Arts (BFA)

Bachelor of Music (BM)

Bachelor of Science in Nursing (BSN)

Bachelor of Social Work (BSW)

Master of Science (MS)

Doctorate of Nursing Practice (DNP)

(Saint Mary's College Bulletin 2017-2018 p. 83-84)

departments, academic

Capitalize when using the official title of the department. Below is a list of academic departments at Saint Mary's College, as of fall 2013.

Department of Art or the art department

Department of Biology or the biology department

Department of Business Administration and Economics or the business and economics department

Department of Chemistry and Physics or the chemistry and physics department

Department of Communication Studies, Dance, and Theatre or the communication studies, dance, and theatre department or the communication studies program, or the theatre program, or the dance program if speaking about just one

Department of Communicative Sciences and Disorders or the communicative sciences and disorders department

Department of Education or the education department

Department of English or the English department

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Department of Gender and Women's Studies or the *gender and women's studies department*

Department of Global Studies or the *global studies department*

Department of History or the *history department*

Department of Humanistic Studies or the *humanistic studies department*

Department of Mathematics or the *math department*

Department of Modern Languages or the *modern languages department*

Department of Music or the *music department*

Department of Nursing or the *nursing department*

Department of Philosophy or the *philosophy department*

Department of Political Science or the *political science department*

Department of Psychology or the *psychology department*

Department of Religious Studies or the *religious studies department*, not the theology department

Department of Social Work and Gerontology or the *social work and gerontology department*

Department of Sociology or the *sociology department*

dining hall

When using the term *dining hall* lowercase unless using the proper name. See **Noble Family Dining Hall**

Distinguished Alumna Award

The Distinguished Alumna Award, awarded annually by the Alumnae Association of Saint Mary's College, honors a woman who exemplifies the standards, ideals, and mission of the College and who has given outstanding service through ongoing work for the Alumnae Association. The award is the association's highest recognition. It is announced at the Reunion Banquet as part of Reunion Weekend.

Dual Degree in Engineering Program

This is a program where a Saint Mary's student earns a degree here, usually in chemistry, and spends a fifth year at the University of Notre Dame to finish a degree in engineering. This is the College's only dual degree program.

Early Childhood Development Center (ECDC)

The Early Childhood Development Center, Inc. (ECDC), founded in 1971, is a nonprofit early care and education program. ECDC operates two programs, one at Saint Mary's (in Havican Hall) and the other at Notre Dame. During the school year ECDC at Saint Mary's serves children ages 3–5 and ECDC at Notre Dame serves children ages 2 through kindergarten. Both centers provide services through age 9 during the summer.

emerita/tus

The College gives a retired professor with more than 10 years at Saint Mary's the status of emerita (for a woman) and emeritus (for a man). The person's full title is dependent on their rank when they retire: Emeritus Assistant Professor, etc. For a past trustee, the status of emerita/tus is given by and at the discretion of the Board of Trustees.

endowed chairs

There are six endowed chairs at Saint Mary's College held by faculty and one held by a visiting artist (Margaret M. Hill Chair in Theatre).

- **Bruno P. Schlesinger Chair in Humanistic Studies**
Established in 1984, the Bruno P. Schlesinger Endowed Chair was endowed, in part, by a National Endowment for the Humanities Challenge Grant. Alumnae, many of whom majored in Christian culture while at Saint Mary's College, matched this grant with their contributions. Professor Schlesinger's teaching career at Saint Mary's College spanned three generations of students and the tenure of nine College presidents. His accomplishment and foresight in founding what is today the Department of Humanistic Studies (formerly the Christian culture program) can be measured through the ongoing contributions of its faculty and students.
- **Denise DeBartolo York Chair in Science**
The Denise DeBartolo York Chair in Science was established in 2003 by Denise DeBartolo York '72.
- **Edna and George McMahon Aquinas Chair in Philosophy**
The Edna and George McMahon Aquinas Chair in Philosophy was established in 1994 by a generous gift from Joyce McMahon Hank '52 in honor of her parents, Edna and George McMahon. Edna McMahon was a courageous and visionary educator in the Chicago public schools, and George McMahon was an innovative chemical engineer who was awarded numerous patents.

Joyce McMahon Hank graduated from Saint Mary's College with degrees in philosophy and art. She received an honorary doctorate of humanities from the College in 1995 and is an emerita member of the Board of Trustees.

Through the Edna and George McMahon Aquinas Chair in Philosophy, Saint Mary's College honors the teachings of St. Thomas Aquinas and his persistent and insistent search for truth. The establishment of this endowed chair reaffirms the College's commitment to cultivating and sharing the riches of the Catholic tradition and ensures

that the contributions of St. Thomas Aquinas will remain well known among new generations of students.

- **Joyce McMahan Hank Aquinas Chair in Catholic Theology**
The Joyce McMahan Hank Aquinas Chair in Catholic Theology was established in 1994. Joyce McMahan Hank '52, who graduated from Saint Mary's College with degrees in philosophy and art, established the endowed chair. She received an honorary doctorate of humanities from the College in 1995 and is an emerita member of the Board of Trustees.
- **Margaret M. Hill Chair in Theatre**
Margaret "Peggy" Hill, a Broadway producer and Saint Mary's College alumna, graciously endowed the Margaret M. Hill Chair in Theatre in 1994. The endowment brings theater/film/television artists of national and international prominence to campus each year. The visiting artist offers a presentation to the general public, and theatre students participate in a master class with him/her. (**Peggy Hill does not like her graduation year to be published.**) You may refer to the visiting artist as the Margaret M. Hill Endowed Visiting Artist.
- **Marjorie A. Neuhoff Endowed Chair in Nursing**
The Marjorie A. Neuhoff Endowed Chair in Nursing was established in 2010 through a \$2 million gift from the trust of Marjorie A. Neuhoff '61. This endowed chair, which will always be occupied by the director of the Department of Nursing, was established to advance the department through visionary leadership and scholarly work.
- **Mary Lou and Judd Leighton Chair in Music**
Judd and Mary Lou Morris Leighton, friends of the College, endowed this chair in 1998 with a gift of \$1 million to ensure the prominence of the music program at Saint Mary's. The Leightons had a long-standing interest in the arts and their work to enrich the cultural life of the South Bend community.

Faith Always, Action Now

The *Faith Always, Action Now* comprehensive campaign raised a total of \$105 million in gifts and pledges, nearly \$25 million more than the initial goal. The campaign began in mid 2008, was announced publicly in February 2013, and concluded in December 2014. It is the largest fundraising campaign in the College's history.

Faith Always, Action Now is italicized. In subsequent references, call it the campaign (lowercase). Do not abbreviate.

Faithful Giving Society, The

This giving society recognizes current fiscal year donors who have made gifts in at least the prior three fiscal years.

Follett

Follett is the company that operates the campus bookstore and bookstores at colleges and universities across the country.

Founders' Day

Founders' Day is traditionally celebrated on October 13. The day is a chance to celebrate the lives of Father Edward Sorin, Mother Angela Gillespie, and Blessed Basil Anthony Moreau, who are three of the most instrumental people in the founding of Saint Mary's College. See **Saint Mary's College** for more history.

Gillespie Conference Center

This is the conference center at the Hilton Garden Inn. The Gillespie Conference Center is named for Mother Angela Gillespie, CSC, the first American to head Saint Mary's Academy, which became Saint Mary's College. See **Mother Angela Gillespie, CSC**.

graduate programs at Saint Mary's

In January 2015 Saint Mary's College announced that the College would begin to offer three graduate programs that year: a Doctorate of Nursing Practice, a Master of Science in Data Science, and a Master of Science in Speech Language Pathology. A Master of Autism Studies program is beginning summer 2019, pending approval by the Higher Learning Commission. **Note:** Saint Mary's has graduate *programs* not graduate schools. Each of the current graduate programs is under an academic department, not a school.

The College offered two graduate degree opportunities in the past. The School of Sacred Theology offered a Doctorate of Sacred Doctrine from 1943 to 1966. The Department of Education offered a Master of Art in Special Education or Elementary Education from 1965 to 1969. See **academic degrees** or **degrees, types of**

Great Hall

The Great Hall is the hallway in the middle of Le Mans Hall where there is a fireplace and couches across from a painting of the assumption of the Blessed Virgin Mary. The Great Hall sits between Stapleton Lounge and the central entrance to Le Mans Hall off the main circle drive.

Haggar College Center

Pronounced "hay-ger." Originally dedicated in 1942 as Alumnae Centennial Library, the building was later the student center where the snack bar was located. It is named in honor of the Haggar Foundation of Dallas, which provided the lead gift for the renovation to a student center in 1983. The Haggar family has strong ties to the College. Joseph M. Haggar, Sr. (founder of Haggar Clothing Company) and Rose Haggar are pictured outside Welsh Parlor in Haggar College Center. They were parents of Rosemary Haggar Vaughan '48 and grandparents of Patricia Haggar Turner '67, Lydia Haggar Novakov '72, and Marian Haggar Bryan '76. Novakov is a former trustee on the Board of Trustees and the 2007 recipient of the Distinguished Alumna Award.

Haggar Parlor/Welsh Parlor

The correct name for this parlor in Haggar College Center is Welsh Parlor, not Haggar Parlor.

Hammes Gallery

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Located in Moreau Center for the Arts. It is named for the family of friends of the College, Dorothy and Romy Hammes. The family provided funding for the remodeling of the gallery in 1998.

Havican Hall

Pronounced “have-ih-kin.” This is a former elementary school building on campus operated by Sisters of the Holy Cross, which was open between 1951 and 1970. It was simply called Campus School. It now houses the Department of Nursing and the Early Childhood Development Center (ECDC). Named for Mother Rose Havican (1893–1964), who graduated from Saint Mary’s in 1915. She was Superior General of the Congregation from 1943 to 1955.

Heritage Edition of *The Saint John’s Bible*

Avoid identifying this as *The Saint John’s Bible*. The Bible the College has in its possession is a reproduction. Saint Mary’s College received the Heritage Edition of *The Saint John’s Bible* in August 2010. The Heritage Edition is a full-size, fine art reproduction of *The Saint John’s Bible*. The original is a handwritten and illuminated Bible that took a team of scribes and artists more than a decade to complete. There are just 299 copies of the Heritage Edition in the world. It is a gift from Saint Mary’s alumna Judy Rauenhorst Doerr ’74.

Holy Cross Hall

This residence hall is the oldest college building on campus. It was dedicated in 1903 and is named for the congregation that founded Saint Mary’s College. Both Holy Cross and Le Mans were built under the leadership of Mother Pauline O’Neill, Saint Mary’s College’s first president. Mother Pauline, known as “the builder,” is also responsible for installing Lake Marian and erecting the stone front entrance of the College.

honor rolls (donor)

Donor honor rolls are published to recognize donors for their gifts to the College. Names should be listed in alphabetical order by last name of the primary donor. The correct name for use in the honor roll is recorded in Banner as the “Gift Society Name.”

Typically we do not enter the last name twice for couples who share the same last name. *Dennis G. and Florence J. Wojan*

Enter two full names when the wife has a different last name or when using suffixes such as Jr., III, IV, etc.: *Ryan Truesdale and Erin Michelle Seidelmann, William J. Schmuhl Jr. and Lorette Borda Schmuhl*

For alumnae who list an advanced degree or other identifiers:
Sister Rose Anne Schultz ’66, CSC

In the case of alumnae donors who include their spouse for recognition purposes, the alumna is listed second to keep the class year connected to her name and to reduce the need to repeat the last name. Maiden name is usually included. Do not include comma.

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Sean and Andrea Arena Wade '98

Mark and Michelle Renee DeLee-Hamilton '91

Ann Marie Macey '76

There may be case-by-case exceptions to this. Specifically, Carol Ann Mooney has requested that her name be listed first in honor rolls: Carol Ann Mooney '72 and George Efta.

If the honor roll is alumnae only, such as for Reunion Gift Campaign honor rolls or in a class year_giving-only section of an honor roll, list only the alumna by her formal name (first, middle/maiden, last). This may override gift society name. Do not include husband.

In the event donors ask to remain anonymous for recognition purposes, they will be included first on the honor roll simply as *Anonymous* and if there is more than one anonymous donor, the total number of anonymous donors can be represented in parentheses: *Anonymous (3)*.

honorary degrees

Saint Mary's College confers honorary doctor of humanities degrees at Commencement, also known as honorary degrees. Those receiving them are honorary degree recipients. The Board of Trustees approves/awards honorary degrees to recognize those who have made significant achievements in fields such as arts and humanities, education, Catholic or other religious traditions, service and technology (including healthcare), business and public service, and philanthropy.

Honors Convocation

Seniors and faculty, dressed in academic regalia, process by department to O'Laughlin Auditorium for the Honors Convocation, which is traditionally held on a Sunday, 13 days before Commencement. Each academic department plans a ceremony at which seniors receive hoods from their faculty (hooding). Honors Convocation also includes the recognition of College and departmental award recipients. Two prestigious faculty awards are announced there as well as the Saint Catherine Medal for a sophomore or junior. See **Maria Pieta Award, Spes Unica Award, and Saint Catherine Medal.**

Humanitas Award

The Humanitas Award, awarded annually by the Alumnae Association of Saint Mary's College, recognizes an alumna who is outstanding in her personal and volunteer accomplishments and is recognized for her concern for the interests and welfare of her fellow human beings. Her actions exemplify the qualities of personal dedication, compassion, selflessness, and sacrifice through social action, education, and reform within the community, the Church, and the world. The award is given at the Reunion Banquet as part of Reunion Weekend. Do not italicize even though it is Latin.

Lake Marian

The lake in front of Haggar College Center is named for Mary, mother of Jesus. It was built under the leadership of Mother Pauline O'Neill, Saint Mary's College's first president. Note spelling. NOT Lake Marion.

Updated 7/17/17

Lake Marian Island

The island in the center of Lake Marian is often referred to as The Island. For formal designation and specificity use Lake Marian Island.

Le Mans Circle

This is the circle driveway in front of Le Mans Hall.

Le Mans Green

This is the lawn south of Le Mans Hall where Commencement takes place.

Le Mans Hall

Pronounced “Le Mahn” (‘s’ is silent). Note that Le Mans is two words. The building was dedicated in 1926. Le Mans is the second oldest college building; Holy Cross Hall is the oldest. Both Holy Cross and Le Mans were built under the leadership of Mother Pauline O’Neill, Saint Mary’s College’s first president. Le Mans Hall is named for a city in northwest France where Blessed Basil Anthony Moreau founded the Congregation of the Holy Cross (brothers and priests) and the Marianites of Holy Cross (the Sisters of the Holy Cross and the Sisters of Holy Cross are offshoots of the Marianites). Le Mans Hall is the administration building (first floor) and a residence hall.

Le Mans Tower

The iconic bell tower at the center of Le Mans Hall. At the top of the tower sits a cross. Le Mans Tower is to Saint Mary’s College what the Golden Dome is to the University of Notre Dame, a symbol of the institution.

Little Theatre

Located in the Moreau Center for the Arts, this venue holds 275 people.

livestream

The College will livestream events for our off-campus audiences such as Commencement or the presidential announcement. Use as one word, NOT live stream or live-stream no matter whether it is being used as an adjective, verb, or noun.

Lumen Christi Award

The Lumen Christi Award is presented each year to a member of the senior class who is recognized by the College community as an outstanding Christian woman; someone who has excelled in leadership and loyalty to Saint Mary’s College and whose presence has had a profound effect on the College community. The Lumen Christi Award is the highest award the College confers upon a student. The name is not announced until Commencement, so it comes as a surprise to the recipient and her class. Do not italicize even though it is Latin.

Madeleva

Sister M. Madeleva Wolff, CSC, was president of Saint Mary’s College from 1934 to 1961. After first reference, call her Sister Madeleva. She is a member of the Class of 1909. (Do not use ’09 after her name. See **class years**.)

Madeleva Hall

Dedicated in 1968. Named for Sister M. Madeleva Wolff, CSC. In 2010 major renovations added smart classrooms, a labyrinth, and a memorial to the building's namesake on the ground level of the building.

Madeleva Lecture Series

An annual lecture series sponsored by the Center for Spirituality that features women scholars on spiritual topics. It was established in 1986 and named for Sister M. Madeleva Wolff, CSC.

Madeleva Society, The

The Madeleva Society, established in 1979, honors those whose gifts demonstrate outstanding annual commitment to Saint Mary's tradition of educational excellence. Members contribute gifts (restricted or unrestricted) of \$1,000 or more within the fiscal year from June 1 to May 31. Young alumnae of the last decade qualify for membership based on giving in connection with the number of years since graduation (one year out: \$100, two years out: \$200, ..., nine years out: \$900).

Madeleva Society Steering Committee (MSSC)

The Madeleva Society Steering Committee (MSSC) is a volunteer leadership opportunity for Madeleva Society members. MSSC members serve as ambassadors of the College by encouraging and soliciting annual leadership-level gifts and providing stewardship to those donors for the critical philanthropic support they provide. MSSC comprises 19–24 members who serve a two-year term that is renewable up to six years. Each member provides leadership-level support of the College (\$1,000+), attends two meetings each year, and solicits donors for Madeleva Society gifts throughout the year.

Madrigal Dinners

Established in 1972, the Madrigal Dinners are hosted by the Department of Music during the Christmas season. It is a Renaissance-style holiday feast and performance held in the lounge of Regina Hall North. Guests enjoy entertainment provided by colorfully attired singers, instrumentalists, jugglers, a jester, and a lord of the manor. The Madrigal Singers consist of students selected from the Saint Mary's Women's Choir.

Margaret M. Hill Endowed Visiting Artist Series

Margaret "Peggy" Hill, a Broadway producer and Saint Mary's College alumna, graciously endowed the Margaret M. Hill Chair in Theatre in 1994. The endowment brings theater/film/television artists of national and international prominence to campus each year. The visiting artist offers a presentation to the general public, and theatre students participate in a master class with him/her. (Peggy Hill does not like her graduation year to be published.) You may refer to the visiting artist as the Margaret M. Hill Endowed Visiting Artist.

Maria Pieta Award

The Maria Pieta Award was established in 1976 in honor of Sister Maria Pieta, CSC, who was a teacher and an administrator at Saint Mary's College. The award recognizes the quality of teaching in courses for first-year students and sophomores. The Maria Pieta Award is announced

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at Honors Convocation, held on the Sunday 13 days before Commencement. The recipient of the award is kept secret until Honors Convocation.

Marjorie A. Neuhoff '61 Summer Science Research Communities Grant

The Marjorie A. Neuhoff '61 Summer Science Research Communities will be established through \$1+ million of the Neuhoff bequest in 2011. This program allows students to conduct faculty-led research in close collaboration with their peers from across the sciences. The endowment provides annual funding for stipends for students, stipends for faculty members, materials and equipment, and travel to conferences where students can present their research findings.

McCandless Hall

Residence hall dedicated in 1965 and named for Marion McCandless, Class of 1900. She was the first executive director of the Alumnae Association, from 1927 to 1955. After college, she resided at Saint Mary's from 1927 until her death in 1972.

McMahon Aquinas Lecture

The Edna and George McMahon Aquinas Chair in Philosophy sponsors the annual *McMahon Aquinas Lecture* on a topic related to the philosophy of St. Thomas Aquinas. Not to be confused with the *Annual Symposium on St. Thomas Aquinas* (see entry), which is sponsored by the Joyce McMahon Hank Aquinas Chair in Catholic Theology.

merger/non-merger

This refers to a planned merger of Saint Mary's College with the University of Notre Dame, which was canceled in 1971, renewing Saint Mary's focus on Catholic women's education. When the merger was cancelled, Notre Dame announced that it would admit women beginning in September 1972.

Mooney, Carol Ann

President Emerita Carol Ann Mooney took the helm at Saint Mary's College on June 1, 2004. She is the College's 11th president and its first lay alumna president. Mooney graduated from Saint Mary's College in 1972 with a bachelor's degree in English and received her law degree from the University of Notre Dame Law School in 1977, graduating first in her class. She retired as president on May 31, 2016.

Moreau Center for the Arts

Named for Blessed Basil Anthony Moreau, founder of the Holy Cross congregations (sisters, brothers, and priests). The Moreau Center for the Arts includes O'Laughlin Auditorium. Both O'Laughlin and Moreau were dedicated in 1955. Also called Moreau Hall. See **Moreau, Basil Anthony** in **Congregational Information section**.

Mother Angela Gillespie, CSC

Mother Angela Gillespie was not a president of Saint Mary's College. She was the head of Saint Mary's Academy, which would later become Saint Mary's College. Mother Angela oversaw the academy moving from Bertrand Township, Michigan to its present location in 1855.

Mother Pauline O’Neill, CSC

Saint Mary’s College’s first president. Mother Pauline, known as “the builder,” is responsible for overseeing the construction of Holy Cross Hall and Le Mans Hall, installing Lake Marian, and erecting the stone front entrance of the College. She is the longest-serving president (36 years).

Mother Pauline Room

Located on the second floor of the Cushwa-Leighton Library, this room is named for Mother Pauline O’Neill, Saint Mary’s College’s first president.

Mother Pauline Society, the

The planned giving society at Saint Mary’s College is referred to as the Mother Pauline Society. The logo reads “Mother Pauline Society,” but in a body of copy, “the” is added to flow easily.

Noble Family Dining Hall

The Noble Family Dining Hall is located in the Student Center. The dining hall was named in 1997 in honor of Myron and Rosie Noble, parents of Wendy Noble Heidle ’87 and Heidi Noble Drysdale ’92. Myron Noble was a trustee from 1992 to 2004 and Myron and Rosie Noble were on the Parents Council from 1989 to 1992. The Noble Family Dining Hall was dedicated in 2003. Use *dining hall* in second reference.

Notre Dame

Saint Mary’s College is in Notre Dame, Indiana. Use *University of Notre Dame* in first reference; *Notre Dame* for subsequent references. Never Notre Dame University.

Observer, The

Italicize the title of the student-run newspaper of the University of Notre Dame and Saint Mary’s College. Capitalize “The” in *The Observer*.

O’Laughlin Auditorium

Pronounced “oh-lof-lin.” O’Laughlin holds 1,300 people. It is the second largest venue in St. Joseph County (Morris Performing Arts Center is the largest). O’Laughlin is even larger than DeBartolo Performing Arts Center at the University of Notre Dame. It is named for Sister Francis Jerome, CSC (Susan O’Laughlin). Sister Francis, not an alumna, served Saint Mary’s as vice president under Sister M. Madeleva Wolff, CSC, and was a professor of Greek and Latin. Her bequest of \$500,000 was designated for the construction of a fine arts building.

Opening the Circle

Opening the Circle occurs during Senior Week (the week leading up to Commencement). Seniors open the circle to go out into the world and make a difference with the education and experiences they’ve gained at Saint Mary’s College. This is in contrast to Closing the Circle, an event that first-year students participate in after their orientation as incoming students. It signifies the young women coming together as a class. Both Closing the Circle and Opening the Circle are traditionally held on Le Mans Green, as is Commencement.

One Book, One Saint Mary’s

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The Saint Mary's College Alumnae Association invites alumnae and students to read one selected book a year. The title of the book is unveiled during Reunion Weekend. Italicize the name of this program.

Opus Hall

Opus is an apartment-style residence hall on campus for seniors only. It is named for Opus Corporation, a Gerald Rauenhorst family enterprise. Daughter Judy Rauenhorst Doerr '74 secured the funds for construction. Her daughter, Anne Mahoney '05, was among the first residents of the hall when it opened in fall 2004.

Our Avenue

An online community just for Saint Mary's College alumnae accessible through the Saint Mary's website.

Outstanding Young Alumna Award

The Outstanding Young Alumna Award honors an alumna who, within 15 years of graduation, exhibits leadership not only in her personal and professional accomplishments, but also in her involvement with the Alumnae Association or the College directly. It is given at the Reunion Banquet as part of Reunion Weekend.

Outstanding Senior Award

Every year the Saint Mary's College Alumnae Association Board of Directors presents the Outstanding Senior Award to a member of the senior class who exemplifies the spirit and values of the College. The board chooses the recipient from nominees submitted by students, faculty, and staff. Tradition dictates that the recipient be someone who carries out the beliefs of her faith in daily living and is distinguished by scholarship, leadership, and outstanding dedication to Saint Mary's — as demonstrated through participation in both curricular and extracurricular activities. As the valedictorian represents the mind and the Lumen Christi Award recipient reflects the soul, the Outstanding Senior embodies the heart of the graduating class at Saint Mary's. It is presented at the Alumnae-Senior Champagne Brunch.

Parents Council

The President's Office invites a select group of parents, representing each class and various geographic regions of the country, to serve as advisors to the College. The Parents Council offers input concerning issues and ideas from a parent's perspective, receives in-depth information about specific College directives and issues, participates in various development initiatives, and helps with student recruitment. The Parents Council was established in 1966.

Path to Leadership, The

Italicize the title of this strategic plan. *The Path to Leadership* is the title of the strategic plan by President Emerita Carol Ann Mooney, released in August 2006, during her 12-year presidency. A follow-up five-year strategic plan, *Boldly Forward*, was released at the end of 2012.

presidents

See **Saint Mary's College presidents**.

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President's Medal

The President's Medal is presented rarely and exclusively to those who have offered exceptional contributions to the life of the College and society. It is normally presented to the recipient at Commencement.

programs, academic

This is the correct wording, according to Provost and Senior Vice President of Academic Affairs Patricia Fleming (October 2012).

Dual Degree in Engineering Program or the *dual degree program*

Interdisciplinary Program of Study in Environmental Studies or the *environmental studies program* (minor)

Interdisciplinary Program of Study in Film Studies or the *film studies program* (minor)

Interdisciplinary Program of Study in Gerontology or the *gerontology program* (minor)

physical education courses (though considered a "program," no major, minor, or certificate is offered)

Interdisciplinary Program of Study in Intercultural Studies or the *intercultural studies program* (minor)

Interdisciplinary Program of Study in Justice Education or the *justice education program* (minor)

Interdisciplinary Programs of Study in Global Education or the *global education programs* (major with seven concentrations)

Writing Proficiency Program or the *W program* (not in first reference)

Queen of Peace Cemetery

The sisters' cemetery on campus.

Regina Hall

Established in 1965 as a convent for the Congregation of the Sisters of the Holy Cross. The building was leased to the College as a residence hall in 1969. The College purchased the building in 1994. It comprised almost all single rooms until residence hall space was remodeled around 2001 to include options for single, double, and quad. Named for Mary, mother of Jesus.

Reignbeaux Lounge

Pronounced "rainbow." Reignbeaux Lounge is a large open room on the west end of Le Mans Hall. Before 1967 Reignbeaux had been located where the business office is now. It was a reception room and the site of dances. The dining hall was located where Reignbeaux is now (dinner was served family-style with a sister at the head of each table). The current registrar's

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office was the dining room for faculty and visitors. In 1967 a free-standing dining hall was dedicated. That's when the Reignbeaux Lounge moved to the vacated dining space. (Unclear where the name "Reignbeaux" comes from. John Kovach in Archives could not find this when asked in October 2012.)

residence halls

There are five residence halls on campus. Do not refer to as dormitories or dorms.

Holy Cross Hall

Le Mans Hall

McCandless Hall

Opus Hall (seniors only; apartments)

Regina Hall

Reunion

Do not italicize. Capitalized when referring to the Reunion Weekend hosted by the Office of Alumnae Relations. Each class celebrates its milestone reunion (?) every five years. On first reference, refer to reunion by its proper name: *Reunion* 2015. Reunion is capitalized when referring to the present reunion and when referring to a specific milestone reunion:

Reunion 2010 was one to remember.

Please register for *Reunion* online.

The Class of 1985 will celebrate its *30-Year Reunion*.

It is our *Five-Year Reunion*.

We invite you back to *Reunion* June 3–6.

Hope to see you at *Reunion*.

Reunion Banquet

Reunion Giving

Rice Commons

Formerly known as the Student Center Lounge, the large living room space on the south side of the Student Center is called Rice Commons as of 2014. The space is named in recognition of Don and Susan Fitzgerald Rice '61, who generously gave to the *Faith Always, Action Now* campaign.

Riedinger House

Pronounced "reading-ger." Built in 1939 as a laboratory ("practice") house for the Department of Home Economics. It now serves as a guest residence for alumnae/special College guests. Msgr. John J. McGrath, president of the College from 1968 to 1970, lived in the house when he was president. It was named for the first mother-daughter legacy family: Adaline Crowley Riedinger

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(Class of 1864), was the first alumna to send her daughter, Mary Adalaide Riedinger (Class of 1889) to Saint Mary's College.

Rome Program

The program began in 1970 and is the oldest study abroad experience offered by Saint Mary's College. The official Saint Mary's Rome Program ended in the spring of 2016. Since then the College partners with John Cabot University to offer students study abroad experiences in Rome.

Saint Catherine Medal

Each year Saint Mary's College awards the medal to a sophomore or junior who demonstrates high standards of personal excellence and scholarship and contributes to the College community in the spirit of Christian leadership. The award commemorates Saint Catherine of Alexandria, the patron saint of scholars (especially women scholars). Kappa Gamma Pi, the National Catholic Honor Society, sponsors the award. Students, faculty, and staff nominate candidates for the Saint Catherine Medal and the Academic Affairs Council makes the final selection. The recipient of the award is kept secret until Honors Convocation.

Saint John's Bible, The

See **Heritage Edition of *The Saint John's Bible***.

Saint Mary's College

Avoid splitting the name of the College on two lines in print and on the web; keep the wording together whenever possible. Never use "St." for Saint when referring to Saint Mary's.

After the first reference, refer to as *Saint Mary's* or the *College* (uppercase). Never use SMC (SMC is acceptable only in the Class News section of *Courier*, where a number of abbreviations are allowed in order to take advantage of limited space in the publication).

The College has a rich heritage.

Saint Mary's has a rich heritage.

Saint Mary's College history: In 1843, University of Notre Dame founder Father Edward Sorin wrote to his superior, Father Basil Anthony Moreau, to request that he send sisters on a new mission in the wilderness of northern Indiana "to look after the laundry and the infirmary...and also to conduct a school, perhaps even a boarding school." Four Holy Cross sisters answered the call and, after a 40-day voyage from Le Mans, France, they arrived on May 30, 1843. They established Saint Mary's Academy in 1844 just north of South Bend, Indiana in Bertrand, Michigan, where the sisters taught orphan girls and ministered to the poor and the sick. The school moved to its present site in northern Indiana in 1855. In 1908, the charter for Saint Mary's Academy was amended to authorize the legal existence of a college, and Mother Pauline O'Neill, then director, became the College's first president.

Saint Mary's College campus

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The Saint Mary's College campus consists of just the College-owned property. The College is within the larger Saint Mary's campus, owned by the congregation, of which the hotels and land down to the river are a part.

Saint Mary's College presidents

(Note: Mother Angela Gillespie, CSC, was not a president of Saint Mary's College. She was the head of Saint Mary's Academy, which would later become Saint Mary's College. Mother Angela oversaw the academy moving from Bertrand Township, Michigan to its present location in 1855.)

Mother M. Pauline O'Neill, CSC

1895–1931 (36 years; longest-serving president)

Sister Irma Burns, CSC

1931–1934 (3 years)

Sister M. Madeleva Wolff, CSC

1934–1961 (27 years)

Sister Maria Renata Daily, CSC

1961–1965 (four years)

Sister Mary Grace Kos, CSC

1965–1967 (two years)

Msgr. John J. McGrath

1968–1970 (two years)

Sister Alma Peter, CSC

Interim President

1970-1972 (two years)

Dr. Edward L. Henry

1972–1974 (two years)

Dr. John M. Duggan

1975–1985 (10 years)

Dr. William A. Hickey

1986–1997 (11 years)

Dr. Marilou Eldred

1997–2004 (seven years)

Dr. Carol Ann Mooney

2004–2016 (12 years)

Janice A. Cervelli, FASLA, FCELA
2016-

Science Hall

The building was completed in 1955. Between 1985 and 1987, a \$6.5 million transformation doubled the size of the structure.

In the spring of 2010, the College announced that it had received \$9 million from philanthropists MaryAnn and Clayton Mathile to fund a major renovation of Science Hall. It is the largest private gift in the College's history. Their daughter Jennifer Mathile Prikkel '95 donated an additional \$1 million to the project, resulting in a combined gift of \$10 million. MaryAnn Mathile received an honorary doctor of humanities from Saint Mary's College in 2006 and Jennifer Mathile Prikkel '95 received an honorary doctor of humanities degree from the College in 2013. See **honorary degrees**.

Senior Walkway

Each graduating class' participation rates in Class Gift Campaign during their senior year will be immortalized in pavers on Alumnae Green.

Senior Week

The week preceding Commencement. The senior class organizes it and the week typically includes a Party on the Island and off-site trips to Chicago or southwest Michigan.

service awards

Service is a way of life for most Saint Mary's College students, with 80 percent participating in service by the time they graduate. At the end of the spring semester the Office for Civic and Social Engagement (OCSE) recognizes five students with five unique service awards named for Sisters of the Holy Cross.

These student service awards are the:

- Sister Maria Concepta McDermott, CSC, Award for Service in Education
- Sister Christine Healy, CSC, Award for Service with Women
- Sister Olivia Marie Hutcheson, CSC, Award for Service in the Health Field
- Sister Kathleen Anne Nelligan, CSC, Award for Spiritual Service
- Sister Olivette Whalen, CSC, Award for General Service

Shaheen Bookstore

Pronounced "shah-heen." Originally located in the basement of Haggar College Center when it was the student center, the Shaheen Bookstore is located in the current Student Center.

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The bookstore was dedicated in 1983 when located in Haggar and retained the name when the store moved to the Student Center in 2005. Named for Eli and Helen Shaheen, parents of Paula Shaheen Eide '76 and Christine Shaheen Broussard '74. Eli Shaheen served on the Saint Mary's College Board of Regents from about 1975 to 1985. Paula's husband, Jed Eide, was the lead architect with Architecture Design Group, which designed the Student Center, the Noble Family Dining Hall, and Spes Unica Hall.

Shaheen/Duggan Performing Arts Series

This endowed series provides events for students that entertain, enlighten, and promote an awareness of the diversity of culture in its many forms within contemporary society. Established in 1990 by Eli and Helen Shaheen (see **Shaheen Bookstore** for family's connection to the College). Named for John M. Duggan, eighth president of Saint Mary's College.

SISTAR

Student Independent Study and Research or SISTARs are grants awarded to student-faculty pairs who collaborate on scholarly or creative projects for eight weeks during the summer between a student's junior and senior years. The student and faculty member may share the same project, or they may do separate projects that complement or support each other's work.

Sister Alma Peter, CSC

Served as interim president from 1970-1972 when Msgr. John J. McGrath died unexpectedly.

Sister M. Alma Peter, CSC Memorial Scholarship

Scholarship sponsored by the Class of 1958

Sister M. Madeleva Wolff, CSC

Pronounced "mad-uh-leave-uh." Sister Madeleva was a visionary, an educator, a medieval scholar, a poet, and a woman of deep spiritual conviction. In her 27 years as president (1934-1961), she put those gifts to good use leading Saint Mary's to national prominence as a premier Catholic women's liberal arts college.

Sister Marie Rosaire Gallery

Located in the Moreau Center for the Arts. Named for Sister Marie Rosaire, a former art professor in the 1950s and 1960s.

SMART

Stands for Saint Marys' Alumnae Recruitment Team. No periods. SMART members support the Office of Admission by acting as a resource for prospective students, their parents, and high school guidance personnel. They encourage high school students to consider Saint Mary's by sharing their own experiences as a Belle.

Sodexo

The company that operates dining hall services and catering on campus. Sodexo, formerly spelled Sodexho, provides food service for schools across the country.

Spes Unica

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Pronounced “spez ooo-nick-ah.” The motto of Saint Mary’s College is Latin for “Our Only Hope.” The congregations of Holy Cross — sisters, brothers, priests — use the longer motto: *Ave Crux Spes Unica*, “Hail to the Cross, Our Only Hope.” Do not italicize, even though it’s Latin.

Spes Unica Hall

Do not italicize even though it is Latin. This academic classroom and office building was dedicated in 2008.

Spes Unica Award

Do not italicize even though it is Latin. The Spes Unica Award recognizes a Saint Mary’s College faculty member in terms of teaching, scholarship, and service. The Spes Unica Award is announced at Honors Convocation, held on a Sunday 13 days before Commencement. The recipient of the award is kept secret until Honors Convocation.

Stapleton Lounge

Located off the Great Hall in Le Mans Hall. Named for Stella Hamilton Stapleton (Class of 1892), the first major benefactor to Saint Mary’s College. Her gift of \$50,000 in 1916 encouraged Mother Pauline O’Neill, CSC, president of Saint Mary’s to proceed with plans for Le Mans Hall. Her gift, given in gratitude for the birth of her daughter Stellita, increased greatly in value by the time construction could begin after World War I.

strategic plans

See *Path to Leadership* and *Boldly Forward*.

student-athlete

A student who is an athlete may be referred to as a student-athlete.

Student Center

Dedicated in April 2005.

Student Involvement and Multicultural Services

Second reference is SIMS. This is formerly Multicultural Services and Student Programs.

Symposium on St. Thomas Aquinas

The Symposium on St. Thomas Aquinas is held to honor St. Thomas Aquinas on or around his feast day (January 28) and is sponsored by the Joyce McMahon Hank Aquinas Chair in Catholic Theology.

Note: Not to be confused with the McMahon Aquinas Lecture (see entry), which is sponsored by the Edna and George McMahon Aquinas Chair in Philosophy.

The Avenue

The Avenue Society

The Avenue Society was created in 1994 to commemorate the College’s 150th anniversary. The Avenue Society honors annual contributions from \$200 to \$499

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The Faithful Giving Society

This giving society recognizes current fiscal year donors who have made gifts in at least the prior three fiscal years.

The Madeleva Society

See **Madeleva Society, The**.

Tostal

Tostal (pronounced “tahs-tul”) is the name for a series of festivals held in Ireland in the 20th Century. It is a week of fun activities for Saint Mary’s students that often include canoe races on Lake Marian and an exclusive concert by a popular recording artist.

Tower Society, The

The Tower Society was organized in 1968 as the first giving society at Saint Mary’s College. Named in recognition of the famous Le Mans Tower, the society symbolizes the stability of Saint Mary’s College yesterday, today, and tomorrow. The Tower Society recognizes annual contributions of \$500 to \$999.

trustee

See **Board of Trustees**.

University of Notre Dame

Use *University of Notre Dame* on first reference; use *Notre Dame* for subsequent references. Never Notre Dame University.

US

Abbreviation for the United States, no periods. (*Chicago Style, 15.5*)

U.S. News & World Report

The title uses an ampersand for “and.” Recently the publication changed the style on spacing. Make sure to include a space between *U.S.* and *News*. Becoming better known as simply *U.S. News*. Every year *U.S. News* puts out rankings of colleges and universities in America. Saint Mary’s College is typically ranked among the top 100 “Best Liberal Arts Colleges.” The rankings normally come out in early September.

valedictorian

The *valedictorian* (lowercase) is the student in a graduating class with the highest accumulative grade point average after seven semesters. There can be more than one valedictorian. The valedictorian delivers the valedictory address at Commencement.

Vander Vennet Theatre

Located in the basement of the Student Center. It holds 99 people. Named for Ann Meagher Vander Vennet ’59, who died in 2009. Ann served as president of the Alumnae Association Board of Directors and was a trustee on the Saint Mary’s College Board of Trustees. She received the Distinguished Alumna Award in 1999.

Varsity Club, The

The Varsity Club honors those who contribute to athletics and recreation. Members contribute gifts of \$50 or more within the fiscal year from June 1 to May 31, with a young alumnae level recognizing gifts of \$25 or more.

Welcome Center

Dedicated in 2000 at the same time as the new Clubhouse.

Welsh Parlor

The parlor located in Haggar College Center. It is sometimes called Haggar Parlor, but Welsh Parlor is the actual name. Robert and Kathleen Burke Welsh '59 are parents of four alumnae daughters.

Wolff, Sister M. Madeleva

See Sister M. Madeleva Wolff, CSC

Grammar, Punctuation Guidelines, and Style

academic degrees

Do not use periods in abbreviations *BA, BS, PhD, MBA*, etc. Do not capitalize: *bachelor of arts, master of business administration*. Also, use an apostrophe in *bachelor's degree, a master's*, etc., but there is no possessive in *master of arts*. See **degrees, types of**.

If mention of degrees is necessary to establish someone's credential, the preferred form is to avoid an abbreviation and use instead a phrase such as:

Jane Jones, who has a doctorate in psychology, is my professor.

Sally Smith, who has a master's degree in mathematics, taught me algebra.

Not *Jane Jones, who has a PhD in psychology, is my professor.*

Not *Sally Smith, who has an MA in mathematics, taught me algebra.*

academic years

Use the en dash (–) between the years and use the first two numerals only with the first year. En dashes go with numbers.

The 2013–14 academic year...

advisor, not adviser

all-women's college/women-only college

Redundant; do not use. Instead, use *undergraduate women's college* to describe Saint Mary's.

Incorrect: *Saint Mary's is an all-women's undergraduate college.*

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Correct: *Saint Mary's is an undergraduate women's college.*

alma mater

alumna, alumnae

Pronounce “alum-nah” and “alum-nay.” An alumna is a female graduate of a particular school, college, or university. Alumna is the singular usage and alumnae is the plural usage. Even though we admit men to the graduate programs, there is sensitivity to this because of our 170+ years as an undergraduate women's college. Best to use alumna/alumnae.

a.m./p.m.

Use lowercase and include periods. See **time of day**.

app

Short for *application*, a program that operates in devices such as smartphones and iPads. Use *application* on first reference; on subsequent references, *app* is acceptable. At this time, Saint Mary's is applying the same composition title rule for websites to apps: Roman, headline-style, without quotation marks. So Facebook, Instagram, MySpace.

apostrophes

Apostrophes in text should be “curly” quotes rather than “straight” quotes.

Use appropriate apostrophe [']: *Karen Zagrocki McDonald '76*

baccalaureate

Capitalize in *Baccalaureate Mass*, otherwise lowercase.

bachelor of arts

Not capitalized unless abbreviated. BA, uppercase, without periods. Not possessive. You can use possessive in less formal reference, *bachelor's degree*.

best seller vs. best-seller

The noun is two words: *best seller*. The adjective is hyphenated: *the best-seller list*; *a best-selling paperback*.

capitalization

Majors: Do not capitalize unless the name is a proper noun, such as English or Italian.

I was a business major; she double-majored in math and Italian.

Departments and offices: Capitalize when using the official title only.

I need to talk with someone in the Office of Financial Aid; I need to talk with someone in the financial aid office.

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See **departments, academic** in **College Information section** for full list of academic departments at Saint Mary's College.

Committees: Capitalize when referring to the name of a committee but not a shortened form of the name of the committee.

The Assessment Committee serves as the principal committee on assessment.

Headlines: In a press release, *Courier* article, etc., capitalize everything that is not a preposition or an article, except if part of a title.

The Saint Mary's College Theatre Program to Present "The Secret Garden"

Subheads: In a press release, *Courier* article, etc., capitalize just the first word in the phrase and proper nouns.

Theatre program students to play the main parts

Class

Capitalize *Class* in reference to a graduating class. (Note the single closing quotation mark before the year.)

Reggie is a member of the Class of '99.

Class groups such as first year, sophomore, junior, senior, or graduate are not capitalized.

The senior class is organizing graduation activities. Kelly is a graduate student. Many of the sophomores are taking history classes.

class years

When publishing the name of a student or an alumna, include class years in the reference. Use a close-quote apostrophe (facing the same direction as in *can't* or *would've*) before the last two digits of the year: *Sarah Miesle '07*.

When the class year is more than 100 years ago and could be confused with a current class, put the full graduation year in parentheses after the person's name: *Sister M. Madeleva Wolff, CSC (Class of 1909)*.

In the case that an alumna is married and has taken her husband's name, include maiden name and then place year of graduation behind the married name. Do not insert a comma between last name and graduation year. Use appropriate apostrophe [']. Include year only in first reference.

Incorrect: *Karen Zagrocki McDonald, '76* and *Karen Zagrocki McDonald '76*

Correct: *Karen Zagrocki McDonald '76*

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Use parentheses to indicate nickname: *Kathleen (Kitty) Plunkett Freidheim '67*

For alumnae who are religious sisters, the graduation year appears BEFORE the order abbreviation: *Sister Veronique Wiedower '70, CSC, president of the Sisters of the Holy Cross.*

For alumnae who list an advanced degree or other identifiers, their graduation year appears before degree abbreviation or other information: *Heather Muse White '05, PhD.*

For Notre Dame alumnae referred to in a story, use parentheses around ND and the class year. In the case of two degrees from ND, use a comma between the years. *John Smith (ND '80) or Matthew Cunningham (ND '99, '01)*

Now that we have graduate degrees, we may now have Saint Mary's alumnae who have more than one graduation year. *Jane Smith '11, MS '17*

If mentioning someone who has only a graduate degree from Saint Mary's, indicate with the type of degree. *Mike Durham MS '17*

co-

Look up words in the dictionary that begin with "co" because it adheres to a case by case basis.

colons

In general do not use a colon between a verb or preposition and its objects.

Three fluids that clean pipettes are water, alcohol, and acetone. OR: *You can use three fluids to clean pipettes: water, alcohol, and acetone.*

NOT: *Three fluids that clean pipettes are: water, alcohol, and acetone.*

The letter after the colon is capitalized only if it is the beginning of a complete sentence. *I was so happy to hear the news: We would all be living in Opus Hall next year.*

College

Capitalize when referring directly to Saint Mary's College after the first reference.

The College has a rigorous writing program.

BUT: *Saint Mary's is an academically excellent Catholic college for women.*

comma use with clauses

A dependent clause that follows a main clause should not be preceded by a comma if it is restrictive, or essential to the meaning of the main clause. If it is merely supplemental, it should be preceded by a comma. (*Chicago Style 6.35*) [*CS 6.35 is about clauses that precede, not follow, a main clause; CS 6.28 through 6.32 cover commas with clauses, both dependent and independent*]

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If you accept our conditions, we will agree to the proposal. [in this example, the dependent clause PRECEDES the main clause; use a different example to align with your above first sentence?]

We will agree to the proposal if you accept our conditions.

comma, dates

When a phrase lists only a month and a year, do not separate with a comma: *January 2012 was a snowy month.* When referring to a specific date, use a comma to set off the year. *On January 14, 2012, there was a blizzard on campus. [please indicate that a comma is not to be used when a full date (month/day/year) is referenced in a running sentence (not as an introductory clause, as in your example about the blizzard); e.g., She went to the store on July 9, 2017 and bought bread.]*

comma, geography

Use a comma between a city and a state. This also applies for cities and countries.

The softball team traveled to Albion, Michigan to compete.

We traveled to Le Mans, France for the beatification of Blessed Basil Moreau.

Postal abbreviations are acceptable for use in Class News in *Courier*. See **states**.

comma, introductory clause

An adverbial or participle phrase at the beginning of a sentence is usually followed by a comma, especially if a slight pause is intended. A single word or a very short introductory phrase does not require a comma except to avoid misreading. (*Chicago Style CS 6.35–6.39 – Commas with Introductory Words and Phrases*)

After reading the note, Henry turned pale.

On the other hand, his vices could be considered virtues.

On Tuesday he tried to see the mayor.

comma, numbers

Place a comma after digits signifying thousands: *There are 1,550 students enrolled this fall at Saint Mary's College.*

comma, quotation

Use a comma to introduce a complete, one-sentence quotation within a paragraph.

Secretary Elaine Chao said, "It is your turn to sacrifice for the good of all."

Do not use a comma at the start of a partial or indirect quote.

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She said the play was “the finest drama Williams wrote.”

comma, serial

The College uses serial commas in sentences with two or more listings before a conjunction (and, or, but).

The students enjoyed cake, ice cream, and lemonade at the opening.

comma with an appositive

An appositive noun is one that immediately follows another noun in order to define it further. Commas frame an appositive noun unless it is restrictive, or essential to the noun it belongs to. If it is nonrestrictive, or omissible, it should be set off with commas. (*Chicago Style 5.29 and 6.43*) For example, compare:

Robert Burns, the poet, wrote many songs.

The poet Robert Burns wrote many songs.

OR...

Jane, her daughter, turned 2 years old.

Her daughter Jane turned 2 years old.

comma with questions

A direct question within a sentence is usually preceded by a comma and need not begin with a capital letter. But if the question is unusually long then you can capitalize the first letter in the question. An indirect question takes no comma. (*Chicago Style, 6.55*)

Suddenly he asked himself, where am I headed?

The question, how are we going to tell her? was on everyone’s mind.

Legislators had to confront the issue, Can the fund be used for the current emergency, or must it remain dedicated to its original purpose?

Jenny wondered why she was feeling faint.

comprise, compose

To *comprise* is “to be made up of, to include” (the whole comprises the parts). To *compose* is “to make up, to form the substance of something” (the parts compose the whole). The phrase *comprised of*, though increasingly common, is poor usage. Other options are *composed of*, *consisting of*, or *made up of*. (*Chicago Style 5.220*)

Note that, with *comprise*, the “whole” comes first in the sentence before the “parts.” *America comprises 50 states. America in 1776 comprised 13 states.*

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course titles

Capitalize; don't use quote marks.

dashes/hyphen

Use a **hyphen** (-) when a compound modifier — two or more words to express a single concept — precedes a noun. Examples: a *first-quarter touchdown*, a *full-time student*, a *well-known poet*.

Use the **en dash** (–) between numbers. Do not add a space on either side of the en dash. A reminder on whether to use an en dash or an em dash is “numbers” go with “en.”

The professor told his students to read chapters 1–3 for homework. However, use the word *to*, not an en dash, if the word *from* or *between* precedes the first element: *She was in college from 1998 to 2002.*

Use the **em dash** (—) to set off an amplifying or explanatory element. Put a space on both sides of the em dash.

Two seniors — Mary Kay Graham and Joan Cunningham — attended the conference.

dates

See **commas, dates**. Always use Arabic numbers. Do not add -st, -nd, -rd, -th to a number, so *December 1* not *December 1st*; *December 2*, not *December 2nd*; *December 3*, not *December 3rd*; *December 6*, not *December 6th*.

Use the year with the date only if it is not the current year. It is understood that it is this year.

Using of the day of the week is suggested for events. This helps people decipher if it is a day of the week they are free to attend.

degrees

See **academic degrees**.

degrees with distinction

cum laude —“With distinction”; italicize and lowercase: *cum laude*

magna cum laude —“With high distinction”; italicize and lowercase: *magna cum laude*

summa cum laude —“With highest distinction”; italicize and lowercase: *summa cum laude*

doctor

Doctor or Dr. should be used only with medical doctors, dentists, and psychiatrists; not used with academicians. If it's important to note someone's doctorate, include it after the name.

Incorrect: *Dr. Joe Smith, a philosophy professor who earned a doctorate at Yale University, will deliver the keynote address.*

Updated 7/17/17

Correct: *Professor Joe Smith, who earned a doctorate at Yale University, will deliver the keynote address.*

It is OK to use Dr. in a quote when the person is referring to a professor/someone with a PhD.

e.g.,
exempli gratia, meaning *for example*.

ellipse

Ellipse points are three spaced periods sometimes preceded or followed by other punctuation. They must always appear together on the same line, but any preceding punctuation may appear at the end of the line above. Do not use a space before or after for effect.

email

ensure, insure, assure

Use ensure to mean guarantee: *Steps were taken to ensure accuracy.*

Use insure for references to insurance: *The policy insures his life.*

Use assure to mean to make sure or give confidence: *She assured us the statement was accurate.*

e-reader

entitled/titled

Use entitled to mean a right to do or have something. Do not use it to mean titled.

She was entitled to the promotion.

The book was titled Gone with the Wind.

Facebook

faculty/staff

These are singular nouns referring to groups; use them as such: *Our faculty is world-class.*

To make *faculty* or *staff* plural, use *staff members* or *members of the faculty*, etc. There is usually no need to capitalize *faculty* or *staff* in text.

fall break

fall semester

fax

first year

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first-year students, the Office of First Year Studies
See **freshman**.

flier, flyer

flier is a pamphlet (often used to promote an event); flyer is a passenger in an airplane

freshman

It's preferable to use first-year student instead of freshman; sports is an exception. All other years are sophomore, junior, and senior. One reason to not use freshman is there are no male undergraduate students. Do not hyphenate first year when used as a noun.

She is a first year.

Hyphenate when used as an adjective

She is a first-year student.

full-time (adjective) **full time** (adverb)

fundraising/fundraiser

global education or study abroad programs

graduation year

See **class year**.

Google

Hispanic/Latino/a

A person from — or whose ancestors were from — a Spanish-speaking land or culture. *Latino* and *Latina* are preferred. Follow the person's preference. If a person's preference is unknown, use ?? Use a more specific identification when possible, such as *Cuban*, *Puerto Rican* or *Mexican-American*.

hyphens

See **dashes**.

I or me

Both *I* and *me* are first-person singular pronouns, which means they are used by one person to refer to himself or herself. *I* is the subject pronoun, used for the one "doing" the verb. *Me* is the object pronoun, used as the object (or receiver) of the action of the verb. What gets confusing for many people is which form to use when there are two subjects or objects linked with *and*, as in these examples:

Jenny and I joined the chess club.

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Jill took Justin and me to the shop.

With two subjects or objects linked with *and*, an easy way to remember which form to use is to eliminate the second person, then you are left with: I joined the chess club. Jill took me to the shop.

i.e.,

id est, that is. Do not italicize, even though it's in Latin.

inclusive language

Because Saint Mary's is an undergraduate women's institution, strive to use inclusive language. Instead of mankind, use humanity or humankind. Instead of manpower, use personnel. Instead of chairman, use chair.

illegal immigrant

Do not use. Use *undocumented immigrants*.

iPhone, iPad, iPod

Use a lowercase *i* unless it starts a sentence.

its/it's

Use *it's* only if you can substitute it with *it is*. Otherwise, use *its* for possessive. There is no such word as *its'*.

It's a beautiful day for Commencement. Le Mans Hall is known for its historical significance.

lists

A vertical list is best introduced by a complete grammatical sentence, followed by a colon. Items carry no closing punctuation unless they consist of complete sentences. If the items are numbered, a period follows the number and each item begins with a capital letter. If items are bulleted, each item begins with a capital letter. (*Chicago Style 6.127-6.129*) [*there is no CS 6.17-6.129*]

Your application must include the following documents:

- *A full résumé*
- *Three letters of recommendation*
- *Your diplomas, from high school to graduate school*
- *A brief essay*

Compose three sentences:

1. *To illustrate the use of commas in dates*
2. *To distinguish the use of semicolons from the use of periods*
3. *To illustrate the use of parentheses within dashes*

In a numbered vertical list that completes a sentence begun in an introductory element and consists of phrases or sentences with internal punctuation, semicolons may be used between the

items, and a period should follow the final item. Do not capitalize the first letter in each bulleted section because it is all part of one long sentence.

Reporting for the Development Committee, Jobson reported that [no colon here?]

1. *a fundraising campaign director was being sought;*
2. *the salary for this director would be paid out of campaign funds;*
3. *the fundraising campaign would be launched in the spring of 2005.*

majors, minors, and concentrations

Major and minor are both nouns and verbs. It is correct to say *Sally majored in French and minored in film studies* or *Gail is minoring in political science*.

Do not capitalize majors or minors unless they are words that are always capitalized, such as *English* or *Spanish*.

Jane is a communicative disorders student. Jennifer is studying English with minors in sociology and history. Jessica is pursuing a student-designed major.

master of arts

Not capitalized unless abbreviated. MA, uppercase, without periods. Not possessive. You can use possessive in less formal reference, *master's degree*.

Midwest

Capitalize when referring to a region: *Saint Mary's College is in the Midwest*.

nonprofit

no hyphen

numbers

When to spell out: *One* through *nine* are spelled out; 10 and above are numerical except when beginning a sentence. The same rule applies in a series: *They had 10 dogs, six cats and 97 hamsters*. The same rule also applies when talking about a span on time, like a *four-week tour* or a *10-day cruise*.

Decades: No apostrophes between the year and the s. *The 1980s and the 1990s, or less formally, the 1980s and '90s*

Use figures for percentages and dimension: *4 percent, 2.5 percent* (use decimals, not fractions), *3 ounces, 12 feet. She is 5 feet 9 inches tall; the 5-feet-9-inch woman plays basketball*. Use a prime symbol [straight single quotation mark] to indicate feet and a double prime symbol [straight double quotation mark] to indicate inches (5'6") only in very technical contexts.

Always use figures for ages: *A 5-year-old boy; the girl is 5 years old*. When the context does not require *years* or *years old*, the figure is presumed to be years: *The woman, 26, has a daughter 2 months old. The man is in his 30s* (no apostrophe).

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Sentence start: Spell out a numeral at the beginning of a sentence. The exception is in the case of a year.

Incorrect: *10 women applied for the scholarship last year.*

Correct: *Ten women applied for the scholarship last year* or *Last year 10 women applied for the scholarship.*

Correct: *1976 was a very good year.*

Ordinal numbers: Spell out *first* through *ninth* when they indicate sequence in time or location: *the First Amendment, he was the first in line.* Starting with *10th*, use figures.

Use *1st*, *2nd*, *3rd*, etc. if it is assigned to a name, i.e., *2nd Ward, 1st Sgt.*

OK

Not okay.

percent

Spell out in running text; use % symbol for graphs or charts only.

phone numbers

Phone numbers use parentheses for area code: *(574) 284-4000*

plurals of proper nouns

Names of persons and other capitalized nouns normally form the plural by adding *s* or *es*. An apostrophe is never used to form the plural of a family name: “The Jeffersons live here” (*not* “Jefferson’s”).

the Jones family, *pl.* the Joneses

the Martinez family, *pl.* the Martinezes

the Bruno family, *pl.* the Brunos

possessive of nouns plural in form, singular in meaning

When the singular form of a noun ending in *s* is the same as the plural (i.e., the plural is uninflected), the possessives of both are formed by the addition of an apostrophe only. If ambiguity threatens, use *of* to avoid the possessive.

politics’ true meaning

economics’ forerunners

this species’ first record (or, better, the first record of this species)

The same rule applies when the name of a place or an organization or a publication (or the last element in the name) is a plural form ending in *s*, such as *the United States*, even though the entity is singular.

the United States' role in international law
Highland Hills' late mayor
Callaway Gardens' former curator
the National Academy of Sciences' new policy

possessive form of words and names ending in “s”

Words and names ending in an *s* form the possessive in the usual way (with the addition of an apostrophe and an *s*). This practice adds to the appearance of consistency with the possessive forms of other types of proper nouns.

Descartes's three dreams
Jesus's mother
Albert Camus's novels

pro bono

Two words, not italicized even though it's Latin.

professor

See **titles/rank**.

quotation marks

Place commas and periods *inside* quotation marks. Colons and semicolons are placed *outside*. Dashes, question marks, and exclamation points belong outside unless part of the quoted item.

Who said, “Give me liberty, or give me death”? (Chicago Style 6.9)

I heard my favorite songs, “God Bless America” and “Who Are You?” (Chicago Style 6.9)

She said that her favorite song is “God Bless America.” (Chicago Style 6.8)

regions

Midwest, Southwest, Northwest, Northeast, etc.

residence hall

Preferred term. Do not use *dorm* or *dormitory*.

RSVP

semicolon (;)

The semicolon, stronger than a comma but weaker than a period, can assume either role, though its function is usually closer to that of a period. Its most common use is between two independent clauses not joined by a conjunction: *Mary intends to go to Europe; her plans, however, are still quite vague.*

SMC

Do not use this abbreviation for Saint Mary's College. The only exception is in the Class News section of *Courier*, where various abbreviations are used due to limited space.

spacing

Use just one space in between a period and the start of a new sentence.

spring break

spring semester

states

In running text or articles, spell out the names of states. Use postal abbreviations if followed by a zip code. Another exception is in Class News and Club News for *Courier*; in that case, use postal abbreviations to save on space. For postcards and ads, also use postal abbreviations. Commas do not go after the state name when used with a city name in running text. See **comma, geography**.

student-athlete

Students who are athletes. The Division III philosophy is that they are always both a student and an athlete, not one or the other.

study abroad or global education programs

summer break

that/which

Beware of overuse of *which*. Only use *which* if you cannot substitute *that* in its place.

theatre (not theater)

Preferred spelling for the theatre program and theatres on campus.

time of day

There are two ways to do this, depending on the style you are using. However, for brevity, avoid using :00 after events on the hour.

Chicago Style Manual (use for formal events or on an invitation): *8:00 a.m.* and *6:00–7:30 a.m.*

Associated Press (use for press releases and print materials): *8 a.m.* and *6–7:30 a.m.*

titles, rank

Capitalize when the title precedes a proper name and lowercase after the name. Capitalize titles of professors visiting to give lecture in print and promotional materials.

Capitalize full titles before names (Vice President Jane Doe); however, try to place long titles after names as lowercased appositives:

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Jane Doe, professor of chemistry; Shari Rodriguez, vice president for college relations.

We honored Professor Emerita Susan Smith.

Did you hear that Professor Sean Savage won an award?

I heard that President Jan Cervelli will greet the Class of 2020.

Occupational titles preceding a name are not capped: *Several people contributed to the report, including attorney James Smith and library director Jane Smith.*

Do not use Dr. in academic titles. In general, avoid using the abbreviation Prof.

titles, cited works

Italicize the titles of these works: books, periodicals, newspapers, pamphlets, poetry collections, plays, movies, art works, and long musical compositions.

Enclose the following titles of works in quotation marks: chapters or sections of longer works, short poems, short musical compositions, articles, stories, radio programs, television programs, and unpublished lectures, papers, and documents.

undocumented immigrants

Use instead of illegal immigrants.

US

No periods

voicemail

Washington, DC

No periods in DC. In running text, do not place a comma after *DC*.

The group travels first to Washington, DC then on to New York City.

web links

Do not use <http://> in front of addresses; do not use www. unless necessary (check in browser first before including) Do not capitalize: *saintmarys.edu*.

If there is a shortened link to something, capitalize the first word of each word following the forward slash: *saintmarys.edu/Camps* or *saintmarys.edu/SpringDay*.

whose/who's

Whose is possessive: *I do not know whose coat it is.*

Who's is a contraction for who is: *Who's there?*

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winter break

List of Campus Offices

Academic Affairs and First Year Studies

Advancement Services

Admission, Office of

Alumnae Relations, Office of

Annual Giving, Office of

College Archives

Athletics Department

Belles Against Violence Office (BAVO)

Bookstore, Shaheen

Box Office, Moreau Center for the Arts

Building Services

Business Office

Campus and Community Events, Office of

Campus Ministry

Center for Academic Innovation (CAI)

Career Crossings Office (CCO)

Center for Spirituality (CFS)

Center for Women's Intercultural Leadership (CWIL)

College Relations, Division of

Development Office

Disabilities Resource Office

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Document Center

Facilities Department

Financial Aid, Office of

Gift Planning, Office of

Grant Writing Resources

Grounds Department

Health and Counseling Center

HelpDesk and User Support

Huisking Family Instructional Technology Resource Center

Human Resources

Information Technology (IT)

Institutional Research, Office of

International and Intercultural Learning

Language Learning Center

The Learning Tree

Mail Services

Maintenance Department

Integrated Marketing Communications Department (MarCom)

Mission, Division for

Multicultural Services and Student Programs

Office for Civic and Social Engagement (OCSE)

Post Office

President, Office of the

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Printing Services

Purchasing Department

Registrar, Office of the

Residence Life, Office of

ResNet

Security Department

Sodexo

Student Accounts, Office of

Student Affairs, Division of

Student Success, Office for

Student Involvement, Office of

Women's Entrepreneurship Initiative (WEI)

Writing Center

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