

STUDENT MEDIA

STYLE GUIDE

2017-2018 EDITION

AGROMECK • NUBIAN MESSAGE • TECHNICIAN • WINDHOVER • WKNC 88.1 FM HD-1

The NC State Student Media Style Guide is the local style authority for all student publications housed within the department. The guide is based on the Associated Press Stylebook, which is deferred to on all style matters not explicitly covered in this style guide. Likewise, the AP Stylebook relies on Webster's New World College Dictionary, Fifth Edition, Houghton Mifflin Harcourt, Boston and New York, 2014, as first reference for all spelling, style, usage and foreign geographic names. For evolving terms that pertain to diversity and are not included in the Student Media Style Guide, defer to the judgment in The Diversity Style Guide at diversitystyleguide.com.

As in the AP Stylebook, entries are listed in bold in this guide and examples of what to do and what not to do are listed in italics, as style dictates that italics are never used in published copy.

A

ABC stores — liquor stores run by the North Carolina Alcoholic Beverage Control Commission; ABC acceptable on second reference.

academic degrees — unless the individual is a medical doctor or dentist, do not use Dr. before their name. See the AP Stylebook entries for academic degrees and doctor for more guidelines.

Acappology — a co-ed a cappella singing group at NC State, formerly Acappology 101

Adderall — brand name of an amphetamine used to treat Attention Deficit Disorder, is often abused recreationally as well as for academic purposes. Medically it is not considered a narcotic, but it is a Schedule II drug by Drug Enforcement Agency rules, defined as a drug “with a high potential for abuse,” and thus requires a prescription.

African-American — acceptable for an American black person of African descent. *Black* is also acceptable. See AP Stylebook for more guidelines.

African American Cultural Center — a department within the Office of Institutional Equity and Diversity. Note lack of hyphenation. Within the center are specific areas, so give the specific location when possible.

African American Heritage Society — an NC State student organization. Note lack of hyphenation.

Afrikan American Student Advisory Council — an NC State student organization that serves as an umbrella for several African-American student groups on campus. Note spelling and lack of hyphenation. *AASAC* is acceptable on second reference.

Agriculture Institute— a part of the College of Agriculture and Life Sciences. Students earn a two-year associate of applied science degree upon completion. “Ag Institute” is slang and to be used only in quotations. *AGI* on second reference, per the program.
<http://harvest.cals.ncsu.edu/aginstitute/>

Agromeck — NC State’s yearbook; was first published in 1903. No quotation marks around it.

Aikido Club — an NC State student organization. Not Akido Club.

Air Force ROTC — *AFROTC* on second reference.

Ag Awareness Week – Agriculture Awareness Week; an annual event that Alpha Zeta sponsors to promote awareness and appreciation of agriculture on campus. Groups cover the Brickyard with equipment, livestock and displays.

albums — see **composition titles**

Alcohol Law Enforcement — a branch under the State Bureau of Investigation, which falls under the North Carolina Department of Public Safety. Created in 1977, its primary focus was to be the lead enforcement agency for the state’s alcoholic beverage control laws. Since then its role has expanded to include the enforcement of controlled substance, tobacco, lottery and gambling laws as well as the administration of the Boxing Authority and bingo program. *ALE* on second reference.

Alexander Hamilton Scholars Program — a dual-degree program in management and humanities.

All-Girl Cheerleading Club — A student organization. Not the same as the NC State Cheerleading Squad within the Athletics Department.

Note hyphenation.

alleged — be very careful when using this term, as both an adjective and a verb. Do not use it as an adjective when describing a crime (*alleged rape*) as it can reinforce disbelief that a crime occurred; *reported* is a more neutral term. Never use *alleged victim*, especially in cases of sexual assault. Likewise *alleged rapist* is not good either; refer instead to the person by name or description, or detail charges. Avoid using *alleged*, as a verb as well when a more neutral term like *said* or *reported* will work.

alma mater — Not capitalized except as part of a formal name or composition title. Can refer either to a school, college or university from which one has graduated or a school song or hymn.

Alumni Association — Officially the “NC State Alumni Association,” the Alumni Association is acceptable on all references unless “NC State” is needed for clarity. It was founded in 1887. The Alumni Association is located in the \$25 million Dorothy and Roy Park Alumni Center on Centennial Campus. It is not a department within the University and is not directly affiliated with NC State Athletics. <http://www.alumni.ncsu.edu> see also **Wolfpack Club**

alumnus, alumna, alumni, alumnae — an *alumnus* is a man who has graduated from a school. An *alumna* is a woman who has graduated from a school. Use *alumni* when referring to a group of men and women. Use *alumnae* when referring to a group of only women. This is an exception to AP style, which states that an *alum(nus, na)* can also be a person who has attended the school. For those who did not graduate, indicate that the person did not graduate and do not use *alum(nus, nae, ni, na)*.

A-minus, A-plus — in headlines, A- or A+ is acceptable; see **grades** entry for further guidelines.

American Association of Textile Chemists & Colorists — A national organization, headquartered in Research Triangle Park. *AATCC* on second reference.

American Indian Science and Engineering Society — A student organization. *AISES* on second reference.

Animal Science Graduate Student Association — A student organization. *Animal Science GSA* on second reference.

AP — acceptable on second reference for *The Associated Press*. Also used to denote AP classes offered in high school for advanced students. The acronym then stands for *Advanced Placement*; AP tests are administered by the College Board.

Appalachian State University — One of the 16 university campuses in the UNC System, which includes 17 campuses total. *ASU* acceptable on second reference.

Arabic Club — A student organization. Not *Arabian Club* or *Arab Club* (which is now defunct).

arboretum — use *J.C. Raulston Arboretum* on first reference to NC State’s arboretum located on Beryl Road.

Architecture Graduate Student Association — *Architecture GSA* on second reference.

archrival

Army ROTC — do not shorten to *AROTC*.

Arnold Air Society — a national honorary professional and service organization established to strengthen relations between Air Force ROTC, the Air Force, the campus and the community.

Arts NC State — Houses NC State’s visual and performing arts program, which includes the Crafts Center, Dance Program, Gregg Museum of Art and Design, NC State LIVE and University Theatre. It is open to all, not just major students. Do not capitalize whole name,

contrary to marketing materials.

assembly — capitalize when part of the proper name for a lower house of legislature. Retain the capitalization when the state name is dropped but the reference is specific. If a legislature is known as a general assembly: *the Missouri General Assembly, the General Assembly, the assembly*. Lowercase all plural uses.

Association for the Concerns of African American Graduate Students — note lack of hyphenation

Association of Student Governments, UNC — a student-led organization with the goal of furthering educational opportunities for students of the 17 campuses of the UNC System, headquartered in downtown Raleigh. Students from each campus compose the body. The president of the organization is a non-voting member of the UNC Board of Governors. *ASG* is acceptable on second reference.

athletics director — capitalize when used as a title. The athletics director handles more than one sport, so it's not the singular athletic director.

attribution — identify students by year and major and for the most part, use *said* after the person's name. Do not call a student a major, say what they are studying. For students whose major includes "studies" such as "design studies" say that they are "majoring in" and refer to them as a student. *Jerry Thomas, a second-year student studying biology, said that... June Jones, a third-year design studies student, helped research...* If a source is not a student, ensure that their title that relates to the story is included as well as where they live if it is not local.

the Atrium — a food court located adjacent to D.H. Hill Library.

Automated Degree Audit — spell out on first reference, use *ADA* on second reference

B

band — a band is a single entity, therefore the correct pronoun is *it* in reference to a band in a story. Band members are correctly referred to as they. For NC State bands, see entries under individual band names.

Barber-Scotia College — located in Concord, North Carolina.

Barton College — located in Wilson, North Carolina.

Baver Drive

beer pong

Belltower — One word, per official University style. *Belltower* is acceptable on all references. This structure located in front of Holladay Hall at the intersection of Hillsborough Street and Pullen Road is officially named the Memorial Tower, but is colloquially called the Belltower and sometimes the Memorial Belltower. It honors NC State alumni who were killed during World War I. The cornerstone was laid in 1921. The Depression, World War II and funding problems delayed construction, but the tower was completed in 1937 and formally dedicated in 1949. There are no bells in the actual Belltower, but speakers inside it play chimes. For history, visit <https://www.ncsu.edu/belltower/>.

Belmont Abbey College — Private, Catholic four-year liberal arts college located in Belmont, North Carolina.

Benjamin Franklin Scholars — students in the dual-degree program for engineering and humanities.

Bennett College — A private, liberal arts HBCU for women, affiliated with the United Methodist Church located in Greensboro, North Carolina.

Bioinformatics Graduate Student Association — A former student organization. See **Genomic Sciences Graduate Student Association**.

Biological & Agricultural Engineering Graduate Student Association — *Biological & Agricultural GSA* on second reference. Note the ampersand.

black — acceptable for all people of the black race. See AP Stylebook entries for **African-American**, **black** and **race**.

Black Finesse Modeling Troupe — not *troup*.

Black Friday — the Friday after Thanksgiving in the United States, which is the beginning of the traditional holiday shopping season.

blood alcohol content — a measure of the amount of alcohol present in the blood at the time of testing. In North Carolina, the legal limit is .08. *BAC* on second reference.

Blue Ridge Road

B'nai B'rith International — International Jewish service organization.

board of directors, board of trustees — lowercase when referring to a corporate entity. Capitalize when referring to the UNC System or NC State entities. See organizations and institutions in the AP Stylebook for more guidelines.

Board of Governors — the 32-member supervising body of the University of North Carolina System, which includes 16 university campuses plus the NC School of Science and Mathematics. Members are elected by the NC General Assembly for 4-year terms. The president of the UNC Association of Student Governments is also a non-voting member. Always identify the board on first reference: *the UNC Board of Governors, the UNC System's Board of Governors*. *BOG* is acceptable on second reference.

Board of Trustees — the 13-member supervising body of NC State. Eight of the trustees are elected by the UNC Board of Governors, four are appointed by the governor and the student body president is a member, ex officio. Most are alumni. The chancellor is not a member. Identify the board spelled out as *NC State University Board of Trustees* on first reference. On subsequent references, use *the board*.

Board of Visitors — the body that assists NC State's chancellor and the board of trustees in advancing and promoting the university. Identify the board spelled out as *NC State University Board of Visitors* on first reference. On subsequent references, use *the board of visitors*.

Bojangles' — the popular chain restaurant in the Southeast, known for chicken and biscuits. There is a location on Western Boulevard. Bojangles' was founded in 1977, and operates more than 600 restaurants located in 12 Eastern states.

boldface — sometimes used for individual headings within a story. It is used for Q&As to differentiate between speakers. See AP Stylebook for further guidelines.

BOLO — use *be on the lookout*. This term appears in Campus Police reports.

Boney Drive

books — see **composition titles**

bookstores — see **NC State Bookstore**

Breathalyzer — trademark name for a device used to measure blood-alcohol level.

Brevard College — a private, four-year liberal arts college located in Brevard, North Carolina.

The Brick — a publication of Student Government and the Alumni Association as part of their Tradition Keeper program, in which students originally collected stamps at various NC State traditions and events. Now the publication is online. In order to become an NC State Tradition Keeper students must complete 40 of 60 traditions, and show some proof — either a photo, receipt or official Tradition Keeper stamp — before graduation to receive a medal.

Brickyard — area between Dabney Hall and D. H. Hill Library. One word, always capitalized. Formally University Plaza.

Brooks Avenue

Broughton Drive

Building names — listed below are some building names for on-campus facilities. Refer to individual entries for style and basic information. See <http://www.ncsu.edu/facilities/buildings/> for the most updated list of buildings and information.

1911 Building — Originally the largest dormitory in the South, the Class of 1911, which effectively banned the practice of hazing new freshman, impressed faculty members to such a degree that the new dormitory was named in its honor.

Alexander Residence Hall — residence hall located on Central Campus. Houses the Global Village Living and Learning Village. It is part of TOTA, an acronym University Housing uses to refer to Tucker, Owen, Turlington and Alexander Residence halls. See **TOTA** entry.

Avent Ferry Complex — capitalize *Complex*. A residence hall complex at Avent Ferry Road and Western Boulevard. In 2013 the Avent Ferry Hall Council renamed the building in the Complex after North Carolina ports: A Building: Aurora Hall; B Building: Bayview Hall; D Building: Swan Quarter Hall; E Building: Ocracoke Hall; F Building: Fort Fisher Hall. Houses the Black Male Initiative Living and Learning Village.

Bagwell Residence Hall — located on East Campus, it's part of the Quad. It was built in 1924. Houses the Honors Village Living and Learning Village along with Becton and Berry Residence Halls.

Becton Residence Hall — located on East Campus, it's part of the Quad. It was built in 1939. Houses the Honors Village Living and Learning Village along with Berry and Bagwell Residence Halls.

Belltower — only the one on Hillsborough Street is capitalized. Other universities' bell towers are lowercase. See **Belltower** entry.

Berry Residence Hall — located on East Campus, this hall, along with Becton and Bagwell, makes up the Quad. It was built in 1939 and renovated in 1990. Houses the Honors Village Living and Learning Village along with Becton and Bagwell Residence Halls.

Biltmore Hall — located on Central Campus, it houses forestry. It was built in 1970.

Biological Resource Facility

Biological Sciences Headhouse/Greenhouse

Bostian Hall — located on North Campus, on the west side of the Brickyard, this building houses biological sciences. It was built in 1979.

Bowen Residence Hall — the smallest of the Tri-Towers, Bowen Hall is located on Central Campus. It was built in 1968. Houses the Impact Leadership Living and Learning Village.

Bragaw Residence Hall — located on West Campus, this hall was built in 1958 and houses undergraduate students, mostly upperclassmen. Houses the EcoVillage Living and Learning Village.

Brooks Hall — located on East Campus, this building houses the College of Design. It was built in 1925.

Broughton Hall — located on North Campus, this building houses mechanical and aerospace engineering. It was built in 1951.

Bureau of Mines — located on North Campus, this building was constructed in 1945 and houses the physics department.

Burlington Engineering Laboratories — located on North Campus, this building was constructed in 1953, with an addition in 1971. It currently houses nuclear engineering and the Precision Instrument Machine Shop.

Butler Communications Building — located on Central Campus, this building was built in 1998 and houses communication services.

Caldwell Hall — located on East Campus, it houses humanities and social sciences. It was built in 1981 and links Winston Hall and Tompkins Hall.

Carmichael Complex — made up of three buildings, **Carmichael Gymnasium**, **Carmichael Recreation Center** and the **Willis R. Casey Aquatic Center**; located on Central Campus, these buildings house athletics, physical education and Campus Recreation. The original building was built in 1961 with an addition opening in 1987. The Carmichael Recreation Center addition opened in 2007. Student fees, memberships for eligible non-students, and revenue generated from external events, support the operations of these areas.

Carroll Residence Hall — one of the Tri-Towers, it is located on Central Campus and houses undergraduate students. It was built in 1968.

Carter-Finley Stadium — football stadium off Trinity Road, it was built in 1966. Note the hyphen.

Case Athletic Center — located on Central Campus, this building houses athletic administration and was built in 1972.

Cates Avenue Steam Plant

Chancellor's Residence — Called The Point, the residence is located on Centennial Campus, near the Park Alumni Center. Designed by Marvin Malecha, then-dean of the College of Design, the chancellor's residence was funded with private donations from more than 70 individuals and businesses. The \$3 million project was completed in 2011.

Clark Dining Hall — formerly Clark Hall Infirmary, the dining hall opened during the spring of 2002 to serve East Campus residents. The original building was constructed in 1939, renovated in 1981 and again in 2001-2002.

Cox Hall — located on North Campus, it houses physical and mathematical sciences. It was built in 1960.

Dabney Hall — located on North Campus, it houses physical and mathematical sciences. It was built in 1969.

Dan Allen Parking Deck

Daniels Hall — located on North Campus, it houses international affairs, as well as international scholars and student services. It was built in 1926.

David Clark Laboratories — located on North Campus, it houses zoology and biological sciences. It was built in 1939.

Dearstyne Avian Health Center — located on West Campus, it houses the Poultry Science department. It was built in 1968.

D.H. Hill Library — located on North Campus, it was built in 1953, with additions in 1954, 1971 and 1990. Named for Daniel Harvey Hill Jr., an English professor who became the university's third president and served 1908 to 1916.

Engineering Building I — built in 2004, is located on Centennial Campus and houses chemical and biological engineering, as well as materials science and engineering. *EBI* is acceptable on second reference.

Engineering Building II — built in 2005, is located on Centennial Campus and houses electrical and computer engineering and computer science. *EBII* is acceptable on second reference.

Engineering Building III — built in 2010, is located on Centennial Campus and houses mechanical, aerospace and biomedical engineering. *EBIII* is acceptable on second reference.

Environmental Health and Safety Center — located on Central Campus, it houses environmental health and safety personnel as well as insurance and risk management personnel. It was built in 1994.

Erdahl-Cloyd Wing — located on North Campus, adjacent to D.H. Hill Library it is more often called the Atrium. It was built in 1952 and also contains the Erdahl-Cloyd Theater. Formerly the student union, the building is named after two former administrators in Student Affairs, Gerald Orlando Theodore Erdahl and Edward Lamar Cloyd.

E.S. King Village — family and graduate student on-campus housing.

Fountain Dining Hall — located on West Campus. It was built in 1982.

Fox Science Teaching Laboratory — full name formerly the Undergraduate Science Teaching Laboratory. Built in 2004 and located on North Campus, it houses chemistry and physics labs and classrooms.

Gardner Hall — located on North Campus, it houses genetics, microbiology, plant pathology, botany and entomology. It was built in 1952.

Gold Residence Hall — located on East Campus, it makes up part of the Triad, along with Welch and Syme. It houses male undergraduates and was built in 1920.

Grinnells Animal Health Laboratories — houses offices and labs for animal, entomology and forest sciences.

Harrelson Hall — formerly located on North Campus, it served as office space for departments and units displaced as part of the Talley renovation project. It was built in 1961 and demolished in the summer of 2016.

Harris Hall — located on Central Campus, it houses Registration and Records, the University Cashier's Office and Scholarships & Financial Aid. It was built in 1963.

Hillsborough Building — located on North Campus, it houses the Office of Information Technology. It was built in 1948 and renovated in 1978.

Hodges Wood Products Laboratories — located on Central Campus, it houses forestry and wood and paper sciences. It was built in 1958.

Holladay Hall — located on North Campus, it houses the offices of the chancellor and the administration. Built in 1889, it was the first building built on campus.

McKimmon Center — located on South Campus, it houses the division of continuing studies, the literacy systems center, adult credit programs, the solar center and the computer training unit, among others. It was built in 1976 and added onto in 1983.

Jordan Hall — located on Central Campus, it houses marine, earth and atmospheric sciences, forestry studies, biotechnology research and the natural resources library. It was built in 1989 with an addition added in 2007.

Joyner Visitor Center — located on South Campus on Western Boulevard, it houses Advancement Services. It was built in 2005.

Kamphoefner Hall — located on East Campus, it houses the College of Design. It was built in 1978.

Kilgore Hall — located on North Campus, it houses horticultural science. It was built in 1952 and renovated in 1973.

Language and Computer Lab — located on East Campus, it houses the Foreign Languages Technology Center, NC State Computing Services and Engineering Undergraduate Teaching Laboratory, among others. It was built in 1940 and added onto in 1959.

Laundry lab — part of the CHASS Student Computing Labs; the Laundry lab is located in room 214 in the Language and Computer Labs building also known as the Laundry building

Leazar Hall — located on East Campus, it houses the College of Design. It was built in 1912 and renovated in 1983 and 2006. It served as a dining hall until 1971.

Lee Residence Hall — located on West Campus, it was built in 1964 and renovated in 1979. Houses the Women In Science and Engineering (WISE) Living and Learning Village.

Mann Hall — located on North Campus, it houses civil engineering. It was built in 1964.

Metcalf Residence Hall — located on Central Campus, it is part of the Tri-Towers and houses first-year students. It was built in 1968. Houses the Engineering Village Living and Learning Village.

Monteith Engineering Research Center — formerly the Engineering Graduate Research Center. Built in 1996 and located on Centennial Campus, it houses the College of Engineering.

Morris Building — located on North Campus. It was built in 1926.

Nelson Hall — located on North Campus, it houses the Poole College of Management. It was built in 1934 and renovated in 1994 and 1999.

North Residence Hall — located on North Campus. It was built in 1974.

Owen Residence Hall — located on Central Campus, it was built in 1947. Houses the Exploratory Studies Village Living and Learning Village along with Tucker Residence Hall. It is part of TOTA, an acronym University Housing uses to refer to Tucker, Owen, Turlington and Alexander Residence halls. See **TOTA** entry.

Page Hall — located on North Campus, it houses engineering and industrial extension services. It was built in 1922 and renovated in 1988.

Park Alumni Center — The Dorothy and Roy Park Alumni Center is located on Centennial Campus the building is the home of the Alumni Association, the State Club — which is a private dining/social organization _ and the State Club Restaurant, and often hosts alumni events, receptions, banquets and conferences. The building opened in 2006 and bears the name of two of NC State's prominent donors; the Park Scholarship also bears their name. *Park Alumni Center* is good on all references.

Park Shops — located on North Campus, it houses the department of industrial engineering, furniture manufacturing and video conferencing, among other things. It was built in 1914.

Partners I — located on Centennial Campus, it was built in 1997 and houses various corporate and government partners, as well as university organizations.

Partners II — located on Centennial Campus, it was built in 1997 and houses various corporate and government partners, as well as university organizations.

Patterson Hall — built in 1905 and renovated in 1986, it houses the offices for the College of Agriculture and Life Sciences and the College of Management. Located on North Campus.

Peele Hall — built in 1928 and renovated in 1976, it is located on North Campus. It houses the Cooperative Education Program, the

Graduate School Dean's Office and University Planning & Analysis, among other things.

Phytotron — located on North Campus, built in 1968. It houses the College of Agriculture and Life Sciences.

Poe Hall — located on North Campus, it was built in 1970 and houses the College of Education and psychology.

Polk Hall — located on North Campus, it houses animal science and biochemistry, among others. It was built in 1926 and renovated in 1987.

Price Music Center — located on Central Campus, it houses the music department and was built in 1972.

Primrose Hall — houses campus planning and facilities, located on North Campus. Built in 1896 and renovated in 1986.

Public Safety Center — built in 2004 and located on Central Campus. Houses Campus Police and the Fire Protection Division.

Pullen Hall — located on Central Campus, it houses the Career Development Center, University Housing and Student Legal Services, among other things. It was built in 1987.

Pylon 10 — research facility on West Campus. It houses the center for Applied Aquatic Ecology and was built in 1990.

PNC Arena — Built in 1997, and opened in 1999, the \$158 million PNC Arena (formerly the RBC Center) encompasses approximately 700,000 square feet. Four different seating levels provide 18,176 seats for hockey, 19,722 for basketball, 19,500 for center-stage concerts, and 18,800 for endstage 360 performances. It is owned by the Centennial Authority and operated by Gale Force Sports and Entertainment, a division of the Carolina Hurricanes. A substantial amount of the funding for the building came from NC State. The building is named after PNC Bank, which purchased the Royal Bank of Canada in 2011. [http://http://www.thepncarena.com](http://www.thepncarena.com)

Research I — Located on Centennial Campus, built in 1988. It houses Corporate Partners, University Engineering and Physical Sciences Center for Excellence.

Research II — located on Centennial Campus, built in 1991. Houses NASA Mars Mission Research Center among others.

Research III — located on Centennial Campus, built in 1994. Houses the National Weather Service and researchers and graduate students in the department of marine, earth and atmospheric sciences, among others.

Research IV — located on Centennial Campus, built in 1996. Houses university and corporate partners in transportation, engineering, energy and environmental research.

Reynolds Coliseum — located on Central Campus, it houses athletics, ROTC programs and undergraduate studies. It was built in 1949. Home to -women's basketball, gymnastics, volleyball and -wrestling. The facility underwent \$35 million of renovations in 2015 and 2016, upgrading the seats and creating the NC State Athletics Hall of Fame and creating a Walk of Champions and History. The seating capacity is 5,500, down from 12,400 prior to the renovation.

Ricks Hall — located on North Campus, it houses the Cooperative Extension Service. It was built in 1922 and renovated in 1976.

Riddick Engineering Laboratories — located on North Campus, it was built in 1951 and renovated in 1990. It houses civil, chemical, materials and industrial engineering.

Riddick Stadium — demolished in 2006 it was built in 1907, with the West Stands added in 1916, the East Stands in 1935 and the Field House in 1936.

Robertson Pulp and Paper Laboratories — located on Central Campus, it was built in 1957, with the pulp and paper labs added in 1991. It houses wood and paper science.

SAS Hall — for mathematics and statistics; opened in 2009; built at a cost of \$32 million with 119,000 square feet

Schaub Hall — located on Central Campus, it houses food science and was built in 1968.

Scott Hall — located on North Campus, it houses genetics and poultry science. It was built in 1952 and renovated in 1992.

Stafford Commons — see **Thomas H. Stafford Jr. Commons**

Stroud Center — houses the Athletics Ticket Office.

Student Health Center — located on Central Campus, it was built in 1999 and currently houses Student Health Services, the Counseling Center, Health Promotion and Disability Services for Students.

Sullivan Residence Hall — located on West Campus, it was built in 1966 and renovated in 1979. Houses the Scholars Village Living and Learning Village.

Syme Residence Hall — built in 1916, renovated in 1991. Located on East Campus, it is part of the Triad. Houses the Students Advocating for Youth (SAY) Village Living and Learning Village.

Talley Student Union— located on Central Campus, the original building was torn down and ground was broken for construction of the current building in 2011. Phase I opened in 2014 and Phase II in 2015. The first Talley Student Union was built in 1972 and renovated in 1994. It currently houses many departments within the Division of Academic and Student Affairs, as well as University Student Centers, NC State Dining and Stewart Theatre. Formerly known as *Talley Student Center*, but this is no longer accurate and should not be used.

Television Center — located on South Campus, built in 1953 and renovated in 1991. It houses Communications, University Relations and Creative Services.

Thomas H. Stafford Jr. Commons — the grassy common area on the north side of Talley Student Union, named in honor of former Vice Chancellor of Student Affairs Thomas H. Stafford Jr., who served in the position from 1983 to 2012. *Stafford Commons* is acceptable on all references.

Thompson Hall— built in 1925, it houses production volunteers and staff. It's located on East Campus. Houses University Theatre and Titmus Theatre.

Tompkins Hall — located on North Campus, it was built in 1901, rebuilt in 1914 and renovated in 1924 and 1981. It houses the College of Humanities and Social Sciences.

Tucker Residence Hall — houses first year Exploratory Studies students in the Exploratory Studies Village; it was built in 1947 and it's located on Central Campus. Houses the Exploratory Studies Village Living and Learning Village along with Owen Residence Hall. It is part of TOTA, an acronym University Housing uses to refer to Tucker, Owen, Turlington and Alexander Residence halls. See **TOTA** entry.

Turlington Residence Hall — located on Central Campus, built in 1940 and renovated in 1990. Houses the Arts Living and Learning Village. It is part of TOTA, an acronym University Housing uses to refer to Tucker, Owen, Turlington and Alexander Residence halls. See **TOTA** entry.

University Club — formerly the Faculty Club, is located on West Campus, it was built in 1963 and renovated in 2010.

Watauga Residence Hall — built in 1893, reconstructed after fire in 1903 and renovated in 1985. Located on East Campus, it houses upperclassmen.

Weaver Laboratories — located on Central Campus, it houses biological and agricultural engineering and was built in 1956.

Weisiger-Brown General Athletic Facility — located on Central Campus, it was built in 1982 and added onto in 1994. It houses athletics.

Welch Residence Hall — located on East Campus, it houses female undergraduate students. It was built in 1920 and renovated in 1991. Houses the Women of Welch (WOW) Living and Learning Village.

Wendell H. Murphy Football Center — Adjacent to Carter-Finley Stadium and completed in 2003, this building is named after an NC State graduate who received his bachelor of science degree in Agriculture. He and his father opened Murphy Family Farms, hog farms. Murphy was elected to the North Carolina House of Representatives where he represented North Carolina's 10th district until 1988. He was then elected to the North Carolina Senate where he served until 1992.

West Dunn Building — located on Central Campus, it houses Telecommunications and University Food Services. Built in 1958 and renovated in 1991.

Williams Hall — located on North Campus, it houses the College of Agriculture and Life Sciences and was built in 1952.

Winslow Hall — located on North Campus, it houses the offices of Diversity and Inclusion, Equal Opportunity, University Development and University Advancement. Built in 1897, it was renovated once in 1959 and again in 2006, when the name was changed from Alumni Memorial Building.

Winston Hall — located on East Campus, it houses the College of Humanities and Social Sciences and was built in 1910, and renovated in 1988.

Withers Hall — located on North Campus, it houses computer science, mathematics, physics and chemistry. It was built in 1939.

Witherspoon Student Center — located on Central Campus, it was built in 1991. It houses the African American Cultural Center, Campus Cinema, the Military and Veteran Resource Center and Student Media, including offices and newsrooms for Agromeck, Nubian Message, Technician, Windhover and WKNC 88.1 FM.

Wolf Ridge Apartments — upper-classmen and graduate student on-campus apartments located on Centennial Campus, near Hunt Library.

Wolf Village Apartments — Upper-classmen on-campus apartments located on Central Campus, including eight buildings. Houses the Second Year Transitions and Transfer Experience (S.T.A.T.E.) Village Living and Learning Village.

Wood Residence Hall — located on Central Campus, it was built in 1983. Houses the Native Space and Wellness Village Living and Learning Villages.

Worsley Administrative Services Complex — area located on Central Campus that includes Administrative Services Buildings I through III. The complex houses Human Resources, Transportation and Construction Management, among others.

business administration — use instead of *business* as the major housed within the Poole College of Management.

C

C++ — computer programming language

C-Store — short for convenience store. Note hyphenation. Used by Campus Enterprises to reference stores at the Honors Village, the College of Design, Bragaw Hall, Wolf Village and the Textile Building on Centennial Campus.

Caldwell Fellows program — located on the first floor of Caldwell Hall, the program selects first-year students to receive scholarships and leadership program opportunities in honor of former NC State Chancellor John T. Caldwell, who served 1959 to 1975.

Caldwell Lounge — located on the first floor of Caldwell Hall.

Campbell University — located in Buies Creek, North Carolina. Campbell University Norman Adrian Wiggins School of Law is located in Raleigh.

Campout — Historically, to get a ticket to a basketball game students would show up in front of Reynolds Coliseum to get a student ticket the day of the game, first-come, first-served. However, some games were in such high demand, students would line up the night before outside of Reynolds just to get good seats. Eventually this wound up being students lining up with sleeping bags, tents, and camping equipment to wait in line for the tickets, hence campout began in the 1980s. Now students participate in activities like meeting players and watching performances to gain Loyalty Points for basketball games, with recent average attendance around 1,500 students. It is hosted by Student Government, in partnership with Union Activities Board, Inter-Residence Council, University Recreation, University Athletics and Campus Enterprises.

campus — lowercase unless referring to a specific part of campus: East Campus, West Campus, Central Campus, Centennial Campus.

Campus Appearance Ticket — Campus Appearance Tickets are issued to students when an NC State University Police Officer believes that student may have violated the Code of Student Conduct. After being issued a Campus Appearance Ticket, the student must contact the Office of Student Conduct within the next two business days to schedule an appointment. <http://www.ncsu.edu/studentconduct.ncsu.edu>

Campus MovieFest — an international student film festival and contest. Union Activities Board hosts it at NC State each fall. Note the capitalized F in MovieFest. *CMF* is acceptable on second reference, not in headlines.

Campus Police — formerly the name of the university's police department. See **NC State University Police Department** and **police department**.

Capability Drive

Capitol Police — see **State Capitol Police**

Career Development Center — formerly the Career Center, located in 2100 Pullen Hall.

Carley Capital Group — developers of Centennial Campus

Catawba College — located in Salisbury, North Carolina

Cates Avenue

CAT — for Campus Police, it stands for **Campus Appearance Ticket**. It also stands for *Capital Area Transit*, the transportation system that

has a route through campus and throughout Raleigh, Durham and Chapel Hill. Spell out the entire name of either on first reference, then use the abbreviation on second reference. If both are used in the same story, spell out campus appearance ticket on every reference.

Cat's Cradle — no “the.” On second reference, it can be called *the Cradle*. Located in Carrboro, it's a bar/musical venue.

Centennial Campus — do not use “the.” This term refers to the campus south of NC State's main campus that serves as a business, research, technology and learning hub. Businesses, government and research labs are headquartered there, and the campus also serves as an incubator for fledgling institutions. Construction started in 1984 and is ongoing. Currently the campus includes academic buildings for the College of Engineering and College of Textiles, and is anchored by the James B. Hunt Library.

Centennial Parkway

center around — do not use. You *center on* something, not around it, or you *revolve around* something. Use surrounding instead.

Chair, chairperson, chairman, chairwoman — preference is to use the gender neutral *chairperson*. Capitalize as a formal title before a name: *company Chairperson Henry Ford*. Do not capitalize as a casual, temporary position, *meeting chairperson Robert Jones*, or without a name. Use *chairwoman* or *chairman* only if preferred by an organization. Do not use *chair* as a title.

Chamberlain Street

chancellor — for NC State, it has been W. Randolph Woodson, who goes by Randy Woodson, since 2010. He is the 14th NC State chancellor. Capitalize only as a formal title before a name. See the *AP Stylebook* for further guidelines on other usages of the word.

Chancellor's Liaison Committee — an advisory group to the chancellor composed of student leaders.

Char-Grill

Chemistry Graduate Student Association — *Chemistry GSA* on second reference.

Chowan College — located in Murfreesboro, North Carolina

The Chronicle — Duke University's student newspaper; note capitalization of *the*.

cities — In general, include the state name after the name of a city. The following North Carolina cities do not need *North Carolina* after their names: Chapel Hill, Charlotte, Durham, Greensboro, Raleigh, Wake Forest, Wilmington, Winston-Salem.

classes — preferred style is to refer to students by the number of years they're been in school, i.e. first-year student. Class can be used in sports stories, or in a quote. In those cases, lowercase but do not abbreviate: *freshman, sophomore, junior, senior*. See year

clubs — capitalize when referring to specific registered clubs. Lowercase when referring to more than one.

COBOL — computer programming language; acronym for *Common Business-Oriented Language*. Use of *COBOL* on first reference is acceptable if identified as a programming language.

coed — term used when women were first admitted to all-male colleges in the mid-1900s. The appropriate noun is *female student*, not *coed*. Use only in historical references and direct quotes, or as an adjective to refer to coeducational institutions. No hyphen.

Collaborative Greek Council — the former name of the **Multicultural Greek Council**.

college — capitalize when part of a proper name; lowercase elsewhere. Colleges at NC State are as follows:

College of Agriculture and Life Sciences — *CALS* on second reference. administrative offices are in Patterson Hall
College of Design — administrative offices are in Brooks Hall
College of Education — administrative offices are in Poe Hall
College of Engineering — administrative offices are in Page Hall
College of Humanities and Social Sciences — *CHASS* on second reference; administrative offices are in Caldwell Hall
College of Natural Resources — offices are in Biltmore Hall
College of Sciences — formerly College of Physical and Mathematical Sciences. Became College of Sciences July 1, 2013; administrative offices are in Broughton Hall
College of Textiles — administrative offices are in College of Textiles on Centennial Campus, 1020 Main Campus Dr.
College of Veterinary Medicine — *CVM* on second reference; offices are at the Vet School
Exploratory Studies — formerly the First Year College, it falls under the Division of Academic and Student Affairs and does not award degrees. Administrative offices are in the University College Commons.
Poole College of Management — administrative offices are in Nelson Hall
The Graduate School — administrative offices are in the College of Textiles at 1020 Main Campus Drive on Centennial Campus

College Democrats — not *College of Democrats*

College Republicans — not *College of Republicans*

commencement

committee — do not abbreviate; capitalize only as part of a formal name. Do not capitalize committee in shortened versions of long committee names. For NC State, if a committee is an official university committee, a part of the Board of Governors or Board of Trustees or a standing committee on one of the three senates on campus, capitalize it.

communication — use instead of *communications* for the degree

Communication Graduate Student Association — *Communication GSA* on second reference

composition titles — per AP Style, put quotation marks around book titles, computer game titles, movie titles, opera titles, play titles, poem titles, album and song titles, radio and television programs, and the titles of lectures, speeches and works of art. Do not place names of newspapers in quotes. Do not use italics.

Computer Science Graduate Student Association — *Computer Science GSA* on second reference

Conduct Board — a group of students responsible for reviewing potential violations of the Code of Student Conduct, including academic and nonacademic violations; board members serve as hearing officers for cases that could result in suspension or expulsion. Works closely with the Office of Student Conduct.

constitution — for references to the U.S. Constitution, capitalize with or without the U.S. modifier. When referring to constitutions of other states or nations, capitalize only the name of the nation or state. Capitalize when referring to the Student Body Constitution, which is one of the governing documents of Student Government.

Cook Out — a regional fast food restaurant, started in Greensboro, North Carolina in 1989. As of 2016 it had more than 200 stores located in eight Southeastern states; the closest to campus is located at 3930 Western Blvd., and is popular with students for its reasonably priced hamburgers and shakes.

co-op — see **North Carolina Cooperative Extension** or **Cooperative Education Program**.

Cooperative Education Program — a Career Development Center program through which students apply to work fulltime at companies

in their field and often alternate between semesters of classes and work. Use full name on first reference and *Co-op Program* on second reference, not just the colloquial *co-op*, which could be confused with **North Carolina Cooperative Extension**.

cop — do not use in news stories. The appropriate terms are *police officer* or *law enforcement officer*. May be used as a term for police officer in lighter stories or opinion pieces, but note that it can also be a derogatory term.

copy editor, copy editing, copy-edit

Counseling Center — part of Student Health Services. Do not abbreviate.

Counselor Education Graduate Student Association — *Counselor Education GSA* on second reference

courses — use the official course title and capitalize it. *Physics I, Internship in English, Nutrition of Domestic Animals Lab*, etc. On subsequent references, use *PY 205, ENG 350, ANS 230L*, etc.

Court of North Carolina — grassy area bordered by the 1911 Building, Winston, Caldwell and Tompkins halls and Poe Hall. Not *Court of the Carolinas*.

courtesy titles — refer to all people by first and last name on first reference. Do not use courtesy titles except in direct quotations. Do not use courtesy titles to distinguish people who have the same last name, but instead use their first and last names.

Crafts Center — located on the ground floor of Thompson Hall. It was built in 1925.

crawfish — not *crayfish*

Crop Science Graduate Student Association — *Crop Science GSA* on second reference

Current Drive

Curricula, curriculum — *curriculum* is a set of courses taught at a college or school, *curricula* is the plural of curriculum. There may be multiple curricula within a college because there are different sets of courses for different majors.

D

Daily Tar Heel — UNC-Chapel Hill's student paper; as in the *Technician* "The" is not a part of the proper name.

damn it — acceptable only in quotes

Dan Allen Drive

Dance Marathon — a national charity involving high schools and colleges to raise funds for the Children's Miracle Network to benefit children coping with illnesses and their families. NC State's first Dance Marathon was held in February 2013. The annual 16-hour fundraising event features students dancing and playing games non-stop. At some schools it is a 24-hour event.

Dancing With Wolves — social ballroom dance club

data — plural noun, it takes plural verbs and pronouns. See the **collective nouns** entry in the *AP Stylebook* for further guidelines and exceptions.

datelines — for stories outside of Raleigh, use a dateline containing a city name and state (for stories outside of North Carolina). An exception to AP style.

Davidson College — a private, liberal arts school located in Davidson, North Carolina

Dead Week — Do not use this term unless it is in a direct quote, and then it needs to be explained. The term used to refer to the final week of classes before final exams, referencing university regulation 02.20.14 which bars professors from assigning new homework or papers that week to allow students to focus on studying for exams. Though Dead Week was never part of the official policy, in 2011 university officials began discouraging the usage of the term, as students found it offensive and inappropriate.

degrees — see **academic degrees**

departments — capitalize official department names *Department of Physics*, *Department of English*, etc., but not *chemistry department* or *engineering department*. Per AP style, capitalize proper nouns such as *French department* or *English department*. See AP Stylebook for more details.

Department of Athletics — see **NC State Athletics**

derogatory terms — do not use derogatory terms such as *krauts* (for Germans) or *niggers* (for black people) except in direct quotes, and then only when their use is an integral, essential part of the story. In those cases where the word itself matters use the first letter and hyphens for the other letters *n-----*. Terms that denigrate groups of people should be written around, if possible, or referred to without using the specific word: *an anti-gay slur*. If there is confusion over whether a term is a slur defer to the judgment of the people the word aims to denigrate or the people who feel denigrated by it. See **profanity** and the AP Stylebook entry on **obscenities, profanities, vulgarities**.

Derr Track

dining hall — use *Fountain Dining Hall*, *Case Dining Hall* or *Clark Dining Hall*

director — capitalize when used for people for whom director is a formal title, but lowercase in occupational uses.

Distance Learning — also **Distance Education** <https://distance.ncsu.edu/programs/>

Distance Education and Learning Technology Applications — *DELTA* on second reference. <https://delta.ncsu.edu/>

Distinguished University Professor — capitalize as a formal title before a name

Division of Academic and Student Affairs — *DASA* on second reference.

DJ — *DJ* is acceptable on all references. Like band names or musical artists, DJ names run without quotes, using the capitalization and punctuation that person prefers.

Doak Field at Dail Park — NC State's baseball field, located on West Campus. Doak Field was originally named for longtime coach Charles "Chick" Doak.

doctor — use *Dr.* in first reference as a formal title before the name of an individual who holds a doctor of dental surgery, doctor of medicine, doctor of osteopathy, or doctor of podiatric medicine degree. The form *Dr.*, or *Drs.*, in a plural construction, applies to all first-reference uses before a name, including direct quotations. Do not use *Dr.* before the names of individuals who hold only academic or

honorary doctorates. Do not use the title on subsequent references. See also academic degrees in AP Stylebook.

dorm — not appropriate for use in news or features stories, but suitable for opinion columns and features. Use the full name of the residence hall in news stories, or residence halls more generally in reference to the accommodations provided to students through University Housing.

Down East — contrary to the *AP Stylebook*, do not use to refer to Maine. Use Down East to refer to Eastern North Carolina, and more specifically, the area of the Coastal Plain that includes communities such as Bettie, Davis, Harkers Island, Cedar Island, Atlantic, Sea Level, Straits, Otway and Gloucester.

drunken driving — avoid when referring to charges against a person. Use the more specific *DWI* (driving while impaired) for North Carolina law; *DUI* (driving under the influence) for South Carolina law. *DWI* and *DUI* are acceptable on second reference. Do not refer to a particular person as a *drunken driver*, unless convicted and then the charges are preferable. Never *drunk driving*, except in quotes.

Duke University — located in Durham. *Duke* is acceptable on second reference.

Dunkin' Donuts

Dunn Avenue

Durham Bulls, Durham Bulls Athletic Park — *DBAP* is acceptable on second reference

E

East, East Coast, Eastern Seaboard — capitalize when referring to a specific region

East Carolina University — One of the 16 UNC-System campuses, it's located in Greenville, North Carolina. *ECU* on second reference.

Eastern North Carolina — capitalize and do not abbreviate

Electrical and Computer Engineering Graduate Student Association — *ECEGSA* on second reference

Economics Graduate Student Association — *Economics GSA* on second reference

Edwards Mill Road

EKTAA — Indian student association

Eli Whitney Scholars — dual-degree program in textiles and humanities

Elizabeth City State University — located in Elizabeth City, North Carolina, *ECSU* on second reference; one of the 16 North Carolina schools in the UNC system.

Elon University — private university located in Elon, North Carolina

Emerging Issues Forum — an annual program that focuses on economic problems

Enterprise Street

Entomology Graduate Student Association — *Entomology GSA* on second reference

F

Facebook — the world’s most popular global online social networking site. Provides support for photos, groups, message boards and more. When referring to the user’s profile, be sure to refer to their *Facebook account* or *Facebook profile*.

Wrong: After checking her Facebook, Smith said she left.

Right: After checking her Facebook profile, Smith said she left.

faculty — singular noun referring to a group of professors.

Faculty Senate — use *senate* on second reference unless a distinction needs to be made between it and Student Senate. Members are *faculty senators*.

fall break — not capitalized unless part of a formal title or name

Falls of Neuse Road — not *Falls of the Neuse Road*

farmers market — for a generic market with fresh, local produce and shopping. The *State Farmers Market* is located off Lake Wheeler Road and Centennial Parkway, and one of four regional farmers markets owned by the state of North Carolina, operated by the Department of Agriculture and Consumer Services. If there are multiple farmers markets in a story use *North Carolina State Farmers Market*, not *NC State Farmers Market*, as to differentiate between NC State University and the state.

Faucette Drive

Fayetteville State University — an HBCU and a member of the UNC System. *Fayetteville State* on second reference; do not use *FSU*; this refers to Florida State University.

fiance, fiancée — *fiance* refers to a male partner in an engaged couple; *fiancée* refers to a female partner in an engaged couple. Note the lack of accent over the first e in both. *Betrothed* is an acceptable gender-neutral substitute if the person prefers. Do not use these terms if an engagement has not been declared.

films — see **composition titles**

Fire Protection Division — see NC State University Fire Marshal’s Office

First Year College — see **college**

fiscal year — the 12-month period that a corporation or governmental body uses for bookkeeping purposes. The federal government’s fiscal year runs from Oct. 1 to Sept. 30. NC State’s fiscal year runs from July 1 to June 30. Use *Fiscal Year 2016* in body copy every time, but *FY2016* is acceptable in headlines, per AP Style. Both refer to the fiscal year ending in 2016.

foreign particles — lowercase particles such as *de*, *la* and *von* when part of a given name; capitalize only when they start a sentence.

Founders' Day — March 7 marks the anniversary of the founding of the university. The Founders' Day event commemorates the 1887 passage of a bill in the state legislature that provided for the founding of a college to teach agriculture and mechanic arts.

Founders Drive

4-H Club — *4-H Club* is preferred. Members are referred to as *4-H'ers*.

Fraternities — see **Greek organizations** and **Fraternity and Sorority Life**

Fraternity and Sorority Life — Formerly the Office of Greek Life, this campus department that includes full-time staff and graduate students advises all registered Greek organizations at NC State, their councils and the Greek Village project. Externally it is officially *NC State University Fraternity and Sorority Life*, but the department can be called *Fraternity and Sorority Life* in stories unless other similar departments from other universities are involved and NC State is necessary for clarity. See **Greek organizations** for individual organization listings.

Fraternity Court — do not use; see **Greek Village**

Free Expression Tunnel — located on Central Campus

French Club — also known as *Le Cercle Francais*

Friendly Drive

Friday Award — Use *William C. Friday Award* on first reference and *Friday Award* thereafter and in headlines. The award, established in 2000 and named for the former President of the University of North Carolina system, is an annual honor presented by the senior class of Park Scholars on behalf of the entire Park Scholarships program. Each year's award recipient is invited to speak at a campus-wide event, typically held during the spring semester.

G

gameplay — one word when referring to video games.

Gardner Street

gay — an adjective, not a noun. Correct: ... *Smith, who identifies as a gay man*,... Incorrect: ... *Smith, a gay*,... Also an adjective that can only be subscribed by that person. Consider whether an adjective describing a person's sexuality is necessary. Lesbian can function as a noun or verb.

GLBT Center — GLBT Center is acceptable on all references in context. If there is a potential for it not to be clear, spell out "Gay, Lesbian, Bisexual and Transgender Center." It was established in the fall of 2007 and is located on the fifth floor of Talley Student Union.

Gardner-Webb University — private university located in Boiling Springs, North Carolina

Geek-A-Thon — A Geek-A-Thon is where volunteers refurbish donated computers so that they can be given to kids and their families. The first NC State event was held in 2007.

gender — publications should not assume any person's gender. Reporters should ask sources their gender pronouns as to refer to them accurately. Follow AP Style entries **his, her** and **they, them, their** for guidance on gender pronouns. Gender is a culturally and historically informed understanding of what it means to be masculine or feminine and has historically been thought of as a binary between male and

female, though gender is more complex than that. *Gender orientation* is a person's internal understanding of their own gender; *gender identity* is how a person labels or acknowledges their gender; and *gender expression* is how a person externally manifests that, though it may not be congruent with societal gender norms or roles. Gender is not **sex**, nor is it sexuality. See also, **transgender**.

general assembly — see **assembly**

General Services Administration — GSA on second reference, unless it is in a story in which there is another GSA initialism, in which case the local initialism takes precedence over the federal government General Services Administration.

Genetics Graduate Student Association — a student organization for graduate students in the genetics program. *Genetics GSA* on second reference

Genomic Sciences Graduate Student Association — a student organization for graduate student pursuing studies in Bioinformatics and Functional Genomics. *Genomic Sciences GSA* on second reference.

goer — suffix takes no hyphens: *moviegoer*

Gorman Street

GPA — acceptable on all references.

grades — use *A-plus*, *A*, *A-minus*, etc.: *She did well on her final and made an A-minus in her biology class*. For headlines, use *A-*, *C+*, etc. When referring to plural grades, use an apostrophe between the letter grade and the s: *She made all A's and B's*.

Graduate Association of Public Administration — *GAPA* on second reference

Graduate Association for Students in Psychology — *GRASP* on second reference

graffiti (plural), graffito (singular)

Grains of Time — all-male a cappella singing group at NC State

Greater Raleigh Chamber of Commerce — not *Great*

Greek, Greeks — refers to fraternities, sororities and their members

Greek organizations — Fraternities and sororities at NC State range from honor and service organizations to general social organizations. Only some of these organizations are officially recognized at NC State as members of **Fraternity and Sorority Life**, so be sure to specify the type when using in a story. In general, use the full name of the fraternity or sorority on first reference and specify the type. Use a shortened form of the fraternity or sorority name on second reference only if it is commonly used and well-known, otherwise, continue to spell it out. Follow the organization's lead on style and spelling. This includes if an organization prefers to include *Inc.* after their organization name if they are incorporated. Many National Pan-Hellenic Council organizations, referred to as the Devine Nine, include the designation as part of their official name. The Fraternity and Sorority Life Office is to be deferred to on the designation and standing of all fraternities and sororities, or seek official names on the individual organizations' Get Involved pages, including in their constitutions. More information can be found here: <https://fsl.dasa.ncsu.edu/>. As of 2016 there were four different Greek Life councils: Multicultural Greek Council (MGC on second reference), InterFraternity Council (IFC on second reference), National Pan-Hellenic Council (NPHC on second reference) and Panhellenic Association. For professional fraternities and Greek letter honor organizations check on their status on the Get Involved website, for which all student organizations must register. <https://getinvolved.ncsu.edu/>. Only organizations with common abbreviations that are acceptable for second reference are listed below.

Alpha Delta Pi — *AD Pi* is acceptable on second reference.

Alpha Kappa Alpha — *AKA* is acceptable on second reference.

Alpha Phi Alpha — members are frequently referred to as *Alphas*

Alpha Tau Omega — *ATO* is acceptable on second reference.

Chi Psi — the fraternity's house is referred to as the *Lodge*, which is acceptable on second reference after explanation.

Kappa Alpha Order — *KA* is acceptable on second reference.

Lambda Pi Chi — sorority for Latina women; also known as *Latinas Promoviendo Comunidad*. Note the term *Latina*, as in this case it is the preferred term. Member of the Multicultural Greek Council.

Phi Gamma Delta — *Fiji* is acceptable on second reference.

Greek life, Department of — former department designation. See **Fraternity and Sorority Life** and **Greek organizations**.

Greensboro College — a private liberal arts college, located in Greensboro, North Carolina.

guest — do not use as a verb unless in quoted material.

Guilford College — a private liberal arts college, located in Greensboro, North Carolina.

H

Health and Exercise Studies — name of the department formerly known as Physical Education.

High Point University — a private liberal arts college, located in High Point, North Carolina.

highway patrol — capitalize if used in the formal name of a police agency, like *North Carolina State Highway Patrol*. *State Highway Patrol* is acceptable on second reference if no other highway patrol agencies are in the story. For North Carolina, the reference is to the individual officers who work for State Highway patrol is a *state trooper*, which is only to be capitalized as part of a title, not standing alone.

Hillsborough Hike — a tradition and event in which students start at one end of Hillsborough Street and walk to the other end, enjoying food and drink specials along the way. While there once were Hillsborough Hikes at the end of each academic semester, as well as a St. Patrick's day hike, the most prominent now is the *Haunted Hillsborough Hike*. Use full name of the particular hike in headlines and first reference. *Hillsborough Hike* is fine after.

Hillsborough Street — runs east/west along the north side of campus. There are currently plans to revitalize it, adding roundabouts and pedestrian-friendly crossings to encourage commercial growth and development. Do not abbreviate.

hip-hop

Historically Black Colleges and Universities — institutions established prior to 1964 whose principal mission was, and is, the education of black Americans. This designation was provided by the Higher Education Act of 1965. *HBCU* on second reference.

Homecoming — always capitalized when referring to the annual University celebration

Homecoming Committee — always capitalized; use *the committee* on second and subsequent references unless it will cause confusion.

Horne Street

Hoops 4 Hope — Appears in text as *Hoops 4 Hope*. The 4 is part of the logo of the nonprofit organization that supports youth

development in Zimbabwe and South Africa by working with schools, shelters, and community organizations since 1995. It has no numerical significance.

Horticulture Science Graduate Student Association — *Horticulture Science GSA* on second reference

hangover — one word, meaning suffering from a hangover.

Hunt Library — acceptable on all references. See **James B. Hunt Jr. Library**.

I Love New York Pizza — Italian restaurant on Hillsborough Street

International Association for the Exchange of Students for Technical Experience — *IAESTE* on second reference

indie — reference to *independent*; use only in features or opinion pieces, or as part of *indie rock*, which is a common reference to the alternative rock subgenre.

Industrial Engineering Graduate Student Association — *Industrial Engineering GSA* on second reference

Indy Week — Triangle-based independent, progressive newspaper published each Wednesday and online. Formerly Independent Weekly but *Indy Week* is now acceptable on all references.

InterFraternity Council — one of the four Greek Councils under the Fraternity and Sorority Life. Serves as a governing body for general social fraternities on campus and acts as a liaison between the University and the organizations. *IFC* on second reference.

Inter-Residence Council — *IRC* on second reference

InterVarsity Christian Fellowship

Instagram — popular social network in which users share photos or short videos with their followers via a mobile app. Facebook bought Instagram in 2012. When referring to the user's profile, be sure to refer to their *Instagram account*.

instant message — form of instant online text communication. *IM* is acceptable on second reference.

Institute of Electrical and Electronic Engineering — *IEEE* on second reference.

Institute of Transportation Engineers — *ITE* on second reference.

iPhone, iPad, iPod — use *iPhone*, *iPad* and *iPod* if it is the first word of a sentence; all are registered trademarks of Apple Computer Inc.

Irregardless Café — On Morgan Street

Italian Club — Also called *Circolo Italiano*.

italics — Do not use italics in article copy. Do not italicize publication names. Italics are used in this style guide to highlight examples of correct and incorrect usage.

J

Jackson Street

James B. Hunt Jr. Library — opened on Centennial Campus in January 2013. *Hunt Library* is acceptable on all references. When referring to the governor himself, not the building that carries his name, utilize the comma after Hunt: *Gov. James B. Hunt, Jr.*

Jeter Drive

Johnson C. Smith University — a private, historically black four-year research university located in Charlotte

K

Kings — a bar and music venue located in downtown Raleigh. Note that there is no apostrophe. Formerly Kings Barcade, but branding has shifted to just *Kings*.

koozie — A koozie is a fabric or foam device that is designed to keep a beverage can or bottle cold.

L

Ladies in Red — one of NC State's all-female a cappella singing groups. It reorganized in the fall of 2002.

lake — capitalize as part of proper name only.

Lake Crabtree

Lake Johnson

Lake Raleigh — located on Centennial Campus.

Lampe Drive

Latinx — the gender-neutral alternative to Latino or Latina, it is inclusive of persons who do not identify as male or female. Preferred in contexts where you do not know the gender of a person or there is a large group of people who live or are descendants of people from South America, Central America or Mexico. Better to ask a person if they would like to have their heritage identified and if so, how. Defer to what individuals say about their own identities. Use *Latino* or *Latina* when it is a part of a group, organization or composition title.

lectures/speeches — see **composition titles**.

Lees-McRae College — private four-year college located in Banner Elk, North Carolina.

legislative titles — use *Rep.*, *Reps.*, *Sen.* and *Sens.* as formal titles preceding one or more names in a story. Spell out the title in direct quotations. In other uses, spell out and lowercase senator and representative. When referring to either *the Student Senate* or *the Faculty*

Senate, capitalize *senator* when it comes before a name, otherwise lowercase.

Lenoir-Rhyne University — private four-year university located in Hickory, North Carolina.

lesbian — can function as a noun or verb, but a person can only be self-identified as a lesbian. Consider whether including a person's sexuality in the story is actually necessary.

Lifelong Education see **Osher Lifelong Learning Institute**

Ligon Street

limousine, Limousin — limousine is the large, luxury car, typically driven by a chauffeur. Limousin is a medium-sized, French breed of cow, bred especially for meat.

Linux Users Group — *LUG* is acceptable on second reference.

Living and Learning Villages — interest-based communities implemented by University Housing. There were 16 Living and Learning Villages as of fall 2016.

Livingstone College — a private, four-year HBCU located in Salisbury, North Carolina.

Logan Court

Louisburg College — a private, Methodist, two-year college located in Louisburg, North Carolina.

Lowcountry — capitalize this southeastern coastal area of South Carolina

lyrics — when used in stories, put quotation marks around them. Indicate line breaks by putting a backslash (/) at the end of a line, followed by a space before the beginning of the next. Retain the artist's punctuation and capitalization.

M

magazine names — see **composition titles**

Main Campus Drive — located on Centennial Campus, not Main Campus.

MAITRI — *MAITRI Indian Graduate Student Association* on first reference, *MAITRI* after that.

majors/minors — not capitalized except in cases that incorporate proper nouns (i.e., English, Spanish, etc.); do not call a student a major. Instead say *Joe Schmo, a first-year graphic design student...* or *Jane Doe is a second-year student majoring in design studies*, but not *Jane Doe, a mathematics major...*

Marine, Earth and Atmospheric Sciences Graduate Student Association — *MEAS GSA* on second reference as per the group's own style

Mars Hill University — a private, four-year, liberal arts university located in Mars Hill, North Carolina.

Mary Yarbrough Court — area between Watauga Residence Hall, Peele Hall, Leazar Hall and Holladay Hall.

Materials Science and Engineering Graduate Student Association — *Materials Science and Engineering GSA* on second reference.

McDaid's Irish Restaurant & Pub — a restaurant formerly located at 2412 Hillsborough St, closed as of Jan. 1, 2016. Note that there is no apostrophe in the name. *McDaid's* is acceptable on second reference.

McKimmon Center — short for McKimmon Center for Extension and Continuing Education, named for Dr. Jane S. McKimmon, a proponent of continuing education and state director of the women's division of the Farmers Institutes from 1908-1911. Established as General Extension in 1924 to offer correspondence courses, the McKimmon Conference and Training Center opened in 1976. Use *McKimmon Center for Extension and Continuing Education* to denote the eight-unit group that provides continuing education services on first reference, and *McKimmon Conference and Training Center* to denote the building on first reference. *McKimmon Center* is fine thereafter if the story does not involve both; in that case use *MCE&CE* or *the Center*, as the Center does, and *McKimmon Conference & Training Center*.

Mechanical and Aerospace Engineering Graduate Student Association — *MEA GSA* on second reference, as the group does.

Memorial Tower — official name of the **Belltower**. See entry.

Meredith College — a four-year, liberal arts women's college located off Hillsborough Street. The graduate school began accepting men in the fall of 1999.

Method Road

Methodist University — private, four-year university, known as Methodist College until 2006, located in Fayetteville, North Carolina, and affiliated with the United Methodist Church.

Microbiology Graduate Student Association — *Microbiology GSA* on second reference

Mi Familia — student organization dedicated to getting NC State students and the surrounding community interested in experiencing, learning and promoting Hispanic and Latino community and culture.

Montreat College — a private, Christian, four-year liberal arts college located in Montreat, North Carolina.

Morrill Drive

Mothers Against Drunk Driving — *MADD* on second reference. Although *drunk driving* is grammatically incorrect, use it as part of the organization's name. See **drunken driving**.

Mount Olive, University of — formerly Mount Olive College, this private, four-year liberal arts university is located in Mount Olive, North Carolina.

movie titles — see **composition titles**.

Mr., Mrs., Ms. — avoid use unless in quotations. See AP Stylebook for more guidelines.

Multicultural Greek Council — *MGC* on second reference. See **Greek organizations**.

music — see **composition titles**.

Multicultural Student Affairs — A department within the Office of Institutional Equity and Diversity focused on creating programs and

supporting students in the pursuit of academic success, retention and graduation of students, with emphasis on African-American, Native American and Hispanic/Latino students, in addition to leadership development and cultural awareness activities for all of campus. *MSA* is acceptable on second reference, except in articles that also involve the Muslim Student Association, in which case both should be spelled out on all references to prevent confusion.

Muslim Student Association — *MSA* is acceptable on second reference, except in articles that also involve the Department of Multicultural Student Affairs, in which case both should be spelled out on all references to prevent confusion.

Myspace — free online networking site created in 2003 that hit peak monthly users in 2008 with 75.9 million unique visitors. Refer to participants as *Myspace users* who have *Myspace profiles* or *accounts*.

N

natatorium — the pool area of Carmichael Gymnasium. A term for the Willis R. Casey Aquatic Center.

nationalities and races — capitalize the proper names of races, nationalities, peoples, tribes, etc.: *Arab, Arabic, African, American*. Lowercase *black, white*, etc. See race in the AP Stylebook for guidelines on when racial identification is appropriate in a story. Avoid usage of colloquial or **derogatory terms**, see entry for details.

National Pan-Hellenic Council — *NPHC* is acceptable on second reference. One of the four Greek councils under the Fraternity and Sorority Life. Serves as a national umbrella organization for the nine incorporated historically black fraternities and sororities, known as the “Divine Nine.” See **Greek organizations**.

Native American Student Association — *NASA* is acceptable on second and subsequent references unless there is potential for confusion with the National Aeronautics and Space Administration which can be abbreviated *NASA* on all references.

NCAA — National Collegiate Athletic Association. *NCAA* on first reference only in sports stories, headlines; spell out in others instances.

NC State — acceptable on all references for the institution officially named *North Carolina State University at Raleigh*. No periods to separate the N and C. *NC State University* is also appropriate on first references. For sports stories first reference should be *NC State* and on subsequent reference *State* is acceptable. Care should be taken when using NC State as an adjective for a department without the “university” — i.e. NC State Department of Agricultural and Human Sciences — as to not confuse it with a department of the government of the state of North Carolina. With few exceptions university departments are branded as NC State departments, not NCSU. NC State was founded in 1887 as the North Carolina College of Agriculture and Mechanic Arts and was the second land-grant college in North Carolina, allowed for by the Morrill Act of 1862. Today it is one of the major research universities in the state, offering degrees in approximately 125 fields of study.

NC State Bookstores — the official bookstore serving NC State and part of Campus Enterprises; takes singular verbs and pronouns.

NC State Dining — part of Campus Enterprises.

NC State University Police Department — use the full name on first official reference (*according to police* is fine in a blind lede) and *NC State Police, police* or *the department* thereafter. Formerly *Campus Police*, style now reflects their change in name.

NCSU — do not use except as part of a department’s official name, like *NCSU Libraries*. See **NC State University**.

NCSU Libraries — official name of the system of libraries at NC State.

News and Observer, The — daily newspaper located in Raleigh, owned by The McClatchy Company, based in Sacramento. The *the* is part of the formal name. *The N&O* on second reference.

New Student Orientation — not Freshman Orientation; coordinated and hosted by New Student Programs
<https://newstudents.dasa.ncsu.edu/>.

newspaper names — see **composition titles**

nonconsensual sex — do not use this phrase outside of quotes to sanitize a crime. That act is called *sexual assault* or *rape*.

nonstudent

North Carolina Agricultural & Technical State University — public HBCU, part of the UNC System located in Greensboro; *N.C. A&T* on second reference

North Carolina Central University — a public HBCU, part of the UNC System, located in Durham; *NCCU* on second reference

North Carolina Cooperative Extension — the largest outreach program at NC State, the Cooperative Extension is based in the College of Agriculture and Life Sciences and serves to education communities on technology to enrich lives, lands and economies by sustaining agriculture and forestry, and protecting the environment. Colloquially called *co-op*, but should be called *Cooperative Extension* on second reference.

North Carolina School of Science and Mathematics — located in Durham, it is a public residential high school and part of the UNC System; *NCSSM* on second reference.

North Carolina State University — see **NC State**

North Carolina Wesleyan College — private, four-year liberal arts college, located in Rocky Mount, North Carolina. *N.C. Wesleyan* on second reference.

Nubian Message — student newspaper that serves as the voice of African-American community at NC State since 1992. The *the* is not part of the name and is not capitalized, as in the *Technician*.

O

Oberlin Road

obscenities, profanities, vulgarities — see AP Stylebook entry of same name. See **derogatory terms** and **profanity**.

Office of Institutional Equity and Diversity — *OIED* on second reference.

operas — see **composition titles**.

Order of 30 and 3 — note the use of figures. An NC State secret society that began in 1931 and was to consist of 11 members of each class of sophomores, juniors and seniors.

Osher Lifelong Learning Institute — *OLLI* is acceptable on second reference. Provides non-credit short courses, study events and events for adults older than 50. Part of the McKimmon Center for Extension & Continuing Education.

P

Packabelles — formerly a female a cappella group at NC State, 1946-2009.

Packapalooza — NC State's annual back-to-school street festival held on Hillsborough Street, hosted in cooperation with the Hillsborough Street Community Service Corporation. Started in 2012.

paintings — see **composition titles**.

Pan-Afrikan Week — note hyphenation and use of “k.” A week-long celebration, typically held in early April to honor African and black culture. Hosted by the Union Activities Board's Black Students Board.

Panhellenic Council — one of the four councils under Fraternity and Sorority Life. Serves as an international umbrella organization for 26 sororities. Serves as the coordinating body for recruitment. Use *the council* on second reference.

Park Scholarship — a four-year full tuition scholarship awarded based on outstanding accomplishments in scholarship, leadership, service and character. Named after Roy H. Park, an alumnus who created the charitable Park Foundation, which gave a grant to start the scholarship in 1996.

periodicals — see **composition titles**.

plays — see **composition titles**.

poetry — see **composition titles**.

Pogue Street

police department — when written as part of a formal name, capitalize it, as in *Raleigh Police Department*. Official names of departments should be used on first reference for clarity. There after you can use an abbreviation, *RPD*, *the police department* or *the department*. If the story uses *police department* as a generic term, lowercase it. See the AP Stylebook for further details. For NC State, it's **NC State University Police Department**.

Poultry Science Graduate Student Association — *Poultry Science GSA* on second reference.

Pour House, The — upper case *The* before the name when referencing the music hall located on Blount Street in downtown Raleigh, in accordance with the venue's branding.

Pow Wow — An annual event hosted by Multicultural Student Affairs and the Native American Student Association to celebrate native culture. In cases other than the event use the Merriam-Webster *powwow*. However, *powwow* should be used in direct reference to the native social gathering involving music and dance, not casually as a reference to people meeting to discuss something.

Power Sound of the South — NC State's marching band.

profanity — profanity should be avoided in publications if at all possible. If it is included in a critical quote, include it, but use hyphens to

obscure all but the first letter of any racist, sexist, homophobic or ableist slurs. Unless the specific term is important though, write around it using phrases like “used a racial slur.” See **derogatory terms**. Milder profanity — such as *hell*, *shit*, *damn* and *bitch* — can be used without hyphens if and only if it is integral to a story or opinion column, such as a column about “resting bitch face,” but should not be used just for emphasis.

pronouns — use the pronoun each person uses for themselves for accuracy. If a person does not subscribe to the gender binary of pronouns — *he/his* or *she/hers* — use *they* as a singular pronoun. Following AP Style, we do not use other gender-neutral pronouns such as *xe* or *ze*, as they will be unclear to most readers. Do not assume someone’s gender identity or their pronouns. Likewise, do not presume maleness in constructing sentences. Instead reword the sentence to avoid gender: *Reporters try to protect their sources*. If essential, use *they* as a singular with a plural verb: *The Obama administration told public schools to grant bathroom access even if a student’s gender identity isn’t what’s in their record*. Refrain from using the term *preferred pronouns*, as it can indicate to some people that the pronouns a person uses are not their “real” pronouns.

Public Relations Student Society of America — *PRSSA* on second reference.

Pullen Road

Q

Quad — made up of Becton, Berry and Bagwell residence halls.

quotations in the news — do not alter quotations to correct even minor grammatical errors or word usage. Minor tongue slips may be omitted using ellipses, but even that should be done with caution, but do not include “ums” or “ahs.” If you must make a correction, place corrected material in brackets [], and clear it with an editor first. If there is a question about a quote, clarify it by talking to the speaker or do not use it. If a person is unavailable to comment, note attempts made to communicate with that person. Do not routinely use abnormal spellings to convey regional dialects or mispronunciations. Avoid fragmentary quotes if at all possible. Be cautious of the context of the quote to avoid misleading the reader.

R

race — See **nationalities and races**.

Raleigh City Council — lowercase *council* or *city council* on second reference.

Raleigh Police Department — *RPD* on second reference. Not to be confused with the *State Capitol Police*.

Raleigh-Durham International Airport — *RDU* on second reference.

Raulston Arboretum — J. C. Raluston Arboretum, located on Beryl Road; part of the Department of Horticultural Science, the Arboretum is primarily a working research and teaching garden that focuses on the evaluation, selection and display of plant material gathered from around the world; <http://www.ncsu.edu/jcraulstonarboretum/>

re-create, recreate — *Re-create* means to make again. *Recreate* means to have a good time.

Redskins — Do not publish this word as it is a derogatory term for Native Americans. As it relates to the NFL team, use *Washington* or *the*

Washington NFL team. See **derogatory terms**.

Reedy Creek Road

Research Drive

Research Triangle — refers to the area surrounding Raleigh, Chapel Hill and Durham, as anchored by the three research universities: NC State, UNC-Chapel Hill and Duke University. More commonly referred to as the **Triangle**.

Research Triangle Park — the area in Wake and Durham counties that encompasses many research facilities and companies. *RTP* or *the park* on second reference.

Reserve Officers' Training Corps — *ROTC* on all references; specify the military branch if necessary.

residence halls — never *dorm*. Use proper name on first reference. Do not capitalize when using in a generic sense or as a plural.

resident advisor — *RA* on second reference.

room numbers — use figures and capitalize room when used with a figure. *Room 315*.

ROTC — acceptable on all references for *Reserve Officers' Training Corps*. When the military branch is specified, use this form: *Army ROTC*, *Navy ROTC*, etc.

roundabout

S

Saint Augustine's University — a private, four-year HBCU, located in Raleigh.

Saint Mary's School — a private college preparatory high school for women, with residential and day school options, located on Hillsborough Street.

SAS Institute — headquarters are in Cary, North Carolina.

Self Knowledge Symposium — no hyphen

senate — capitalize all specific references to governmental legislative bodies, regardless of whether the name of the nation is used: the *U.S. Senate*, the *Senate*, the *Virginia Senate*. Lowercase plural uses and references to non-governmental bodies. Capitalize *Student Senate*, *Faculty Senate* and *Staff Senate*, an exception to AP style.

service clubs — see the **Greek organizations** entry

Seven Sisters — the colleges are Barnard, Bryn Mawr, Mount Holyoke, Radcliffe, Smith, Vassar and Wellesley.

sex — as it relates to the noun, it is a combination of physical traits a person has, including chromosomes, hormones and internal and external sex organs. Do not conflate sex with gender. Also note that *sex* can be different than *sex assigned at birth*, which is how people are labeled as infants, typically based on external genitalia. Use *sex assigned at birth* when referring to that designation, particularly in reference

to **transgender** people.

Shack-a-Thon — Shack-a-Thon is an annual event organized by NC State Habitat for Humanity in which groups build small houses on the Brickyard to educate the campus community on the state of poverty housing in this country and abroad.

Shaw University — private, four-year liberal arts HBCU, located in Raleigh

sitcom — short for *situational comedy*. *Sitcom* is fine on all references.

Smith Center — UNC-Chapel Hill's basketball arena. It seats about 21,750.

Society for Creative Anachronism — student organization dedicated to researching and recreating the arts and skills of medieval Europe. *SCA* on second reference.

Society of African American Culture — note the use of *African American*, no hyphen.

Society of African-American Physical and Mathematical Scientists — note the use of *African-American*, with hyphen.

Society of Undergraduate Mathematics — *SUM* on second reference.

software titles — see **composition titles**

Soil Science Graduate Student Association — *Soil Science GSA* on second reference

Solar Demonstration House — located at the McKimmon Center

song titles — see **composition titles**

sororities — see **Greek organizations** entry

South — capitalized when referring to the southern region of the United States, but not when used as a generic compass direction. See directions and regions entry in AP Stylebook.

Southern Association of Colleges and Schools — an educational accrediting organization. NC State as a whole goes through an accreditation process with the group every ten years, but individual programs often receive accreditation from their own field-based organizations. *SACS* on second reference.

spring break — not capitalized unless part of a formal name.

Staff Senate — use *senate* on second reference unless a distinction needs to be made between it and Student Senate. Members are *staff senators*.

State Capitol Police — not to be confused with *the Raleigh Police Department*. The State Capitol Police is a division of the Department of Administration in North Carolina. The organization provides police protection for State Government employees in state-owned facilities.

Statistics and Biomathematics Graduate Student Association — *Statistics and Biomathematics GSA* on second reference

STEM — acronym for science, technology, engineering and math education. Spell out the term lowercase on first reference. STEM is acceptable on subsequent references.

Stewart Theatre — located in Talley Student Union

Stinson Drive

Student Government Association — *Student Government* is acceptable on any reference. Always capitalize both words when referring to the student organization on NC State's campus. *ASG* refers to the Association of Student Governments and includes student government associations from all 16 UNC-System campuses.

Student Senate — always capitalize when referring to the legislative branch of Student Government. *The Senate* is acceptable on second reference.

Students Against Destructive Decisions — *SADD* on second reference. Founded as Students Against Driving Drunk.

Study Abroad Office — part of the Office of International Affairs.

suicide — Generally, Student Media does not cover suicides or suicide attempts, unless the person involved is a well-known figure or the circumstances are particularly public or disruptive to campus life. Suicide stories, when written, should not go into detail on methods used. Avoid using *committed suicide* except in direct quotations from authorities. Alternate phrases include *killed himself*, *took her own life* or *died by suicide*. The verb commit with suicide can imply a criminal act. Laws against suicide have been repealed in the United States and many other places. Do not refer to an *unsuccessful suicide attempt*. Refer instead to an *attempted suicide*. See AP Stylebook for additional guidance on medically assisted suicide.

Sullivan Drive

T

Tae Kwon Do Club

Taiji Club

Tar Heel

teaching assistant — TA is acceptable on second and subsequent references; may be a proper title and therefore would be capitalized before a name; also **research assistant**, which should not be abbreviated to avoid confusion with resident adviser or resident assistant.

Technical Association of the Pulp and Paper Industry — *TAPPI* on second reference

Technician — NC State's student newspaper, established in 1920. Note *the* is not a formal part of title. Offices are 323 Witherspoon Student Center. www.technicianonline.com

Technology Tower — the large tower at the eastern entrance to Talley Student Union with a glass elevator inside and crossing metal strips.

teepee — not tipi; a conical tent originally made of animal skins or birch bark and popularized by the Native Americans of the Great Plains. Tepees are stereotypically associated with Native Americans in general, but Native Americans from places other than the Great Plains used different types of dwellings. The term wigwam (a domed structure) is sometimes incorrectly used to refer to tepees.

television shows — see **composition titles**

Textile Association of Graduate Students — TAGS on second reference

they — an acceptable singular pronoun when gender is unknown or a person does not identify with the feminine (she/her) or masculine (he/his) gender pronouns. See **pronouns**.

Thomas Jefferson Scholars — dual degree program in agriculture and the humanities

Thurman Drive

titled, entitled — *entitled* means to have a right to or to own; *titled* refers to the name by which something is known.

TOTA — a reference to a part of campus that includes Tucker, Owen, Turlington and Alexander Residence Halls. Do not use this acronym unless it is in a quote, and in that case explain it.

toward — not *towards*.

town hall meeting

Toxicology Graduate Student Association — *Toxicology GSA* on second reference

transgender — an adjective, not a noun, for individuals whose gender expression, gender identity or gender orientation differ from what is expected based on their sex assigned at birth. This is a gender identifier, not an indication of sexual attraction. This is a self-identification, meaning that if the person has not publically stated that they are transgender, AND that they would like to be identified as such in the publication, then it is never included. Do not use *transgendered*, do not refer to a transgender person as *male-bodied* or *female-bodied* if that does not match up with their gender identity, but if necessary refer to a person's *sex assigned at birth*. Being transgender has nothing to do with whether a person has chosen to undergo *gender confirmation surgery* or *genital reassignment surgery*. Do not use outdated words like *transsexual* or derogatory words like *tranny*. *Trans* is fine on second reference if that is how a person refers to themselves or in quotes. See **sex** and **sex** for more.

trespass — commonly used by University Police as a verb to describe the act of banning the individual from a certain area as in “the non-student was trespassed from campus.” Avoid using the verb in that way unless it is in a quote, and change it to reflect what happened. Use trespass in the traditional sense of the verb, to go onto someone's land without permission.

Transportation, NCSU — official name for NC State department. Not *Department of Transportation*. *Transportation* on second reference.

Tri-Towers — capitalized as a reference to the proper area; three residence halls, including Bowen Residence Hall, Metcalf Residence Hall and Carroll Residence Hall

Triangle — refers to the area between Raleigh, Durham and Chapel Hill. *Research Triangle* refers to the area between NC State, Duke University and UNC-Chapel Hill. Do not capitalize *the* before *Triangle*.

Trinity Road

TRIO — TRIO, all caps, is shorthand for Federal TRIO Programs, which includes several federal outreach and student services programs that aim to identify and provide services for students from disadvantaged backgrounds, including inspiring low income and racial minority students to attend institutions of higher education and to improve graduation rates in racial minority groups, low income students and first generations students. TRIO is not an acronym, so explain what it is in the story. NC State has a department called TRIO Programs which implements these programs.

trustee — a person to whom another's property or the management of another's property is entrusted. Do not capitalize when used before

a name. Refer to members of the NC State *Board of Trustees* as board members, not trustees.

Twitter — an online social networking service that allows users to post updates of up to 140 characters, as well as sharing links, photos and videos. A Twitter message is known as a tweet. The verb forms are tweet and tweeted. Refer to an individual's *Twitter account*, not just *SoAndSo's Twitter*.

U

Ultimate — not Ultimate Frisbee; game with rules similar to football. NC State has men's and women's club teams. Women's team is *Jaga* on second reference. Men's team is *Jinx* on second reference. While originally called Ultimate Frisbee, it is now officially called Ultimate because Frisbee is the trademark for the line of discs made by the Wham-O toy company. In fact, discs made by Wham-O competitor Discraft are the standard discs for the sport.

UNC System — made up of 16 schools, with second references in parentheses: Appalachian State University (ASU), East Carolina University (ECU), Elizabeth City State University (ECSU), Fayetteville State University (spell out on second reference; FSU is Florida State University), North Carolina School of the Arts (N.C. School of the Arts), North Carolina Agricultural and Technical State University (N.C. A&T), North Carolina State University (NC State), North Carolina Central University (NCCU), UNC-Asheville (UNC-A), UNC-Chapel Hill (UNC-CH), UNC-Charlotte (UNC-C), UNC-Greensboro (UNC-G), UNC-Pembroke (UNC-P), UNC-Wilmington (UNC-W), Western Carolina University (WCU) and Winston-Salem State University (WSSU). Hyphenate when used as a modifier, i.e. UNC-System schools.

Union Activities Board — student fee-funded organization that serves as the main programming body on campus. *UAB* on second reference.

Union Board of Directors — body that oversees the Union Activities Board and makes recommendations to the University administration regarding campus Student Centers. Refer to as *the board* or *the board of directors* on second reference

University, the — acceptable second reference for North Carolina State University; lowercase "the."

University Graduate Student Association — *University GSA* on second reference

University of North Carolina-Chapel Hill — use full name of the UNC System school on first reference, *UNC-CH* on second reference on all news, opinion and features stories. Can be called *North Carolina* or *UNC-Chapel Hill* on first reference in sports stories, *UNC* or *Carolina* after that.

University of North Carolina School of the Arts — one of the UNC System campuses with residential high school, undergraduate and graduate programs, located in Winston-Salem; *UNCOSA* on second reference. Formerly N.C. School of the Arts.

University Plaza — see **Brickyard**.

University Police — former name for NC State's police department. See **NC State University Police Department**.

University Recreation — formerly the Department of Campus Recreation. Oversees the fitness and recreation facilities and gyms, intramural sports, group fitness classes, fitness training and equipment rentals. Do not use *Campus Rec*, *University Rec* or *U Rec*, except in quotes, with context.

University Theatre — not theater; University Theatre is NC State's volunteer student theatre and part of Arts NC State; includes the

Titmus Theatre and **Kennedy-McIlwee Studio Theatre** in the **Frank Thompson Building** and **Stewart Theatre** located in Talley Student Union; <https://theatre.arts.ncsu.edu/>

University Housing — not *Department of Housing*. *Housing* is acceptable on second reference.

V

The V Foundation — a charitable foundation dedicated to helping cancer research in honor of former NC State basketball coach and athletic director Jim Valvano, who died in 1993 of bone cancer.

Varsity Drive

vice chancellor, vice president, vice provost — capitalize when used as a title before someone's name, otherwise lowercase. See titles in AP Stylebook.

video games — see **composition titles**

Volunteers in Service to America — *VISTA* on second reference

vulgarity — see **profanity**

W

WakeMed

Warren Carroll Drive

Watauga Club Drive

WE Recycle — no periods in this non-acronym; WE Recycle is NC State's Stadium Tailgate Recycling Program. Started in 2003 by freshman Paul Mobley as "Chuck It" Recycling, the program recycles nearly 20 tons of beverage containers each season. It is a collaboration between NC State Waste Reduction and Recycling, Waste Industries and the Department of Athletics.

Westchase Boulevard

web, website, webpage — all lowercase, per AP Style as of 2016

Web Assign — Created in 1997, WebAssign® is a registered service mark of North Carolina State University under license to Advanced Instructional Systems, Inc. Headquarters is in Venture 4 building on Centennial Campus.

Webshots — proper name for the website that allows users to post photos. Do not refer to these photos as *Webshots*. instead refer to them as photos of pictures on an individual's *Webshots account*.

West Dunn Avenue

Western Boulevard

William Moore Drive

William Peace University — small, four-year liberal arts university located in downtown Raleigh. Formerly a women’s college called Peace College, the school changed its name and began admitting men to its day program in 2012.

Windhover — NC State’s literary publication, began in 1964. Part of NC State Student Media.

WKNC 88.1 FM HD-1 — NC State’s student radio station. Capitalize, but do not put quotation marks around. *WKNC* is acceptable on second reference. The four types of music programming WKNC broadcasts: *Chainsaw*, *Daytime*, *Afterhours* and *Underground*, each is one word.

Wolf Aides — leadership development program for first-year students affiliated with NC State’s Student Government.

Wolfpack Students — a Facebook group created and moderated by Student Government “as a method to exchange student opinions, provide policy updates and gather feedback on SG initiatives.” Refer to it as the *Wolfpack Students Facebook group* on first reference, and *Wolfpack Students* thereafter. Do not abbreviate as *WPS*.

Wolf TV — a no longer practicing student television station. Two words; became part of the NC State Student Media in 2009, but video work was absorbed by Technician. Also the name of campus cable.

The Wolf Web — “The” is capitalized as part of the proper name. A student blog located online at <http://thewolfweb.com/> not affiliated with the University. Jake Morgan conceived the idea in April of 2000 as “NCSU Forum.” Also uses the URL <http://brentroad.com/>. Had about 33,000 registered users in the spring of 2009, up from about 80 in the spring of 2000.

Wolfgang — coed a cappella singing group at NC state

Wolfline — NC State’s mass transportation system, operated by the NCSU Transportation

Wolfpack — Takes a singular verb, in accordance with the AP Stylebook rule on collective nouns. This is an exception to a rule adopted by the Associated Press in 2008 that allows team names to take plural verbs. It is also the style for *The News & Observer*. It was also vehemently lobbied for by Technician sports staff and editors since before the AP change, and thus stands. *The Wolfpack is in line for a second bowl trip to Birmingham...*

Wolfpack Club and Student Wolfpack Club — The NC State Student Aid Association, Inc., more commonly known as the Wolfpack Club, is a nonprofit organization that provides scholarships for NC State student-athletes. The Wolfpack Club was founded in 1936. The Wolfpack Club is made up of donors whose contributions range from \$100 to more than \$18,000 annually. The Wolfpack Club is not affiliated with the Alumni Association, NC State athletics or the University. <http://www.wolfpackclub.com>

Wolfpack One card — NC State’s multipurpose ID/meal/copy card.

Wolfpack Sports Properties — Wolfpack Sports Properties is the sales and marketing organization for NC State Athletics. A division of Capitol Radio Network under the CBC umbrella, Wolfpack Sports Marketing handles all corporate marketing and sponsorship sales for the NC State University Department of Athletics. WSM produces radio play-by-play coverage of football, men’s and women’s basketball and baseball, television and radio coaches’ shows, the Game Day program and the official website for the department of athletics, www.gopack.com. Formerly Wolfpack Sports Marketing.

Women’s Center — Officially *NC State Women’s Center*; *the Women’s Center* is acceptable on all references. Part of the Office of Institutional Equity and Diversity. Founded in 1991 and is located in Talley Student Union. <https://oied.ncsu.edu/Womens-Center/>

works of art — see **composition titles**.

XYZ

yam — a starchy vegetable, not related to sweet potatoes, although in some parts of the United States, several varieties of sweet potatoes are popularly called yams.

Yarbrough Drive

year — refer to students by their year in school, not their class distinction, and hyphenate when used as a compound adjective: “...the *first-year* design studies student,” “a *fifth-year* student studying finance.” Students should be asked what year they are, as class distinctions in the online directory might not indicate the time they’ve attended an institution of higher education. The exceptions are in sports stories and direct quotes, see **class** for details.

YouTube — Founded in February 2005, YouTube is a leader in online video.

Zoology Graduate Student Association — *Zoology GSA* on second reference

SPORTS GUIDE

ACC — Abbreviation for *Atlantic Coast Conference*. Refer to as the ACC on all references. Schools include:

Boston College — Refer to as *BC* on second reference. School nickname is the Eagles.

Clemson — School nickname is the Tigers.

Duke — School nickname is the Blue Devils. Refer to as *the Devils* on subsequent references.

Florida State — Refer to as *FSU* on second reference. School nickname is the Seminoles. Refer to as *the Noles* on second reference.

Georgia Tech — Refer to as *Tech* on second reference, unless it can be confused with Virginia Tech in the story. School nickname is the Yellow Jackets. Refer to as *the Jackets* on subsequent references.

Louisville — Can refer to as *UL* on second reference. School nickname is the Cardinals. Refer to as *Cards* on second reference.

Miami — School nickname is the Hurricanes. Refer to as *the Canes* on second reference.

Notre Dame — Refer to as *ND* on second reference. School nickname is the Fighting Irish. Refer to as *Irish* on second reference. Not in the ACC for football, but all other revenue sports.

Pittsburgh — Refer to as *Pitt* on second reference. School nickname is the Panthers.

Syracuse — Can refer to as *'Cuse* on second reference. School nickname is the Orange.

Virginia — Refer to as *UVa* on second reference. School nickname is the Cavaliers. Refer to as *the Cavs* on second reference. Do not refer to the team by the colloquial nicknames *Wahoos* or *Hoos*.

Virginia Tech — Refer to as *Tech* on second reference, unless it can be confused with Georgia Tech in the story. School nickname is *the Hokies*.

UNC-Chapel Hill — Refer to as *UNC* or *Carolina* on second reference. School nickname is the Tar Heels. Refer to as *the Heels* on second reference.

Wake Forest — Refer to as *Wake* on second reference. School nickname is the Demon Deacons. Refer to as *the Deacs* on second reference.

All-ACC, All-America (adj), All-American (n) — Players are voted onto the All-ACC team and the All-America team by The Associated Press for outstanding achievement in their sport. A player who is named to the All-America team is called an All-American. *NC State's Lloyd Harrison was a member of the 1998 All-America second team. Former All-American Tom Gugliotta was taken in the first round of the NBA Draft.*

BASEBALL

College World Series — refer to as *the CWS* on second reference. Double elimination tournament held between eight teams that advance out of their Regionals.

ERA — abbreviation for *earned run average*. Written as *ERA* on every reference. Calculated by multiplying the number of earned runs allowed by nine and dividing by the number of innings pitched.

leadoff (adj.)

left field, left fielder, left-field line

outfield, outfielder

RBI — abbreviation for *runs batted in*. Written as *RBI* on every reference. The plural form is *RBI's*.

strikeout (n.), struck out (v.)

BASKETBALL

Final Four — name given to the national semifinals and finals of the NCAA Tournament.

field goal, field-goal percentage

jump shot — can also be referred to as *a jumper*.

3-pointer, 3-point percentage, 3-point arc

Dail Basketball Center

Dail Soccer Field

Dail Softball Stadium

Derr Track — home to NC State track and field.

Doak Field — home to NC State baseball.

East Atlantic Gymnastics League — gymnastics-only conference consisting of the following schools: NC State, New Hampshire, UNC-CH, Pittsburgh, Townson and George Washington. Refer to as the *EAGL* on second reference.

FOOTBALL

Bowl Championship Series — Refer to as *the BCS* on second reference.

downs — written with the number of the down first then the number of yards to go. *The Pack faced a third-and-5 from their own 45-yard line.*

GOLF

clubs — use numerals to describe the type of club being used. *3-wood, 5-iron.*

par — number of shots given to put the ball in the hole.

head coach — lowercase in all uses. Just use coach's last name on subsequent references.

Jumbotron — trademark name for the giant television screen in many stadiums.

J.W. Isenhour Tennis Center — built in 2004 and located on Central Campus, the center is home to the NC State tennis program.

lineup

Lonnie Poole Golf Course — located on Centennial Campus, the home course for NC State golf

matchup

Method Road Stadium — home to NC State men's and women's soccer.

Murphy Center — at Carter-Finley Stadium, home to NC State's football operations

MVP — acceptable in any reference as an abbreviation for *Most Valuable Player*.

NCAA — acceptable in any reference as an abbreviation for *National Collegiate Athletic Association*. Written as *NCAA* on every reference.

NCAA Tournament — can be referred to as *NCAAs* on subsequent references.

nonconference

numbers — numbers greater than or equal to 10 or numbers in decimal form are generally written as numerals. Some exceptions include:

dimensions — always written as numerals. *The race was 6 kilometers long. The diver won in the 1-meter platform.*

height — can be written as: *the 6-5 basketball player, the 5-foot-2 gymnast, the 6-foot quarterback.*

percentages — if there are fractions in the number, write in decimal form. Write out the word percent following the number. *Julius Hodge makes 52.5 percent of his free throws. NOT Julius Hodge makes 52 1/2 percent of his free throws.*

rankings — when written as ordinals, spell out for numbers under 10, as usual. When written as numbers, use the form *No. xx*. *The No. 21 NC State basketball team takes on No. 3 Duke on Saturday. The 21st-ranked Pack has won five consecutive games, while the*

third-ranked Blue Devils have taken nine in a row.

scores — written in the form *xx-xx* with the winning team's score first. *NC State defeated Duke 5-4 in Saturday night's baseball game.*

successes vs. attempts — for statistics that are written as successes vs. attempts, write in the form *xx-for-xx*. *The Wolfpack made 9-of-11 free throws in the first half. Outfielder Brian Wright went 3-for-4 at the plate. Quarterback Philip Rivers completed 14-of-21 passes.*

yardage — in football, yardage is always written in numeric form. *Quarterback Philip Rivers completed a 5-yard pass to wide receiver Bryan Peterson. Running back Ray Robinson carried the ball 6 yards.*

PNC Arena — home to NC State Men's Basketball and the Carolina Hurricanes. Opened in 1999, owned by Centennial Authority and operated by Gale Force Sports and Entertainment, a division of the Carolina Hurricanes. Formerly the RBC Center, but RBC was bought by PNC which got the naming rights. Originally named Entertainment and Sports Arena (ESA) when first opened.

redshirt — an athlete who sat out for a season, typically because of an injury or for more practice, because NCAA requirements allow for only four years of athletic eligibility. Terms like *redshirt freshman* indicate that an athlete is a second-year student, but in their first year of athletic eligibility, which is distinguished from a *true freshman*, who is in their first year both athletically and academically. *Redshirt sophomore* means a third-year student with second-year eligibility, and so on.

states — do not use a state abbreviation after places in North Carolina. Place a comma between the city and state, and another after the state if the sentence continues. See the *AP Stylebook* for details. For stories outside of Raleigh, use a dateline containing a city name and state (for stories outside of North Carolina). An exception to AP style.

SOCCER

fullback

halfback

penalty kick — free kick taken 12 yards from the goal. Penalty kicks are awarded when a foul is committed against an offensive player inside the 18-yard goal box.

red card, yellow card

shootout

sweeper

SWIMMING AND DIVING

backstroke — refer to as back on second reference.

breaststroke — refer to as breast on subsequent reference.

butterfly — refer to as fly on subsequent references.

freestyle — refer to as free on subsequent references.

individual medley — refer to as IM on subsequent references.

TENNIS

break

deuce — when a game is tied at 40-all.

double fault

game — the first player or team to reach four points with a two-point margin wins a game. If a player or team reaches four points but is not leading by more than two, then the game continues until someone wins by two points.

racket

set — singles matches are won by the first player to win two out of three sets. In a singles match, the first player to reach six or seven games with a two-point margin wins a set. If a player reaches six or seven games but is not leading by more than two, then the set goes to a tiebreaker. Doubles matches consist of one set and are won by the first team to reach nine games with a two-point margin.

tiebreaker — tiebreakers take place in sets that are tied at six. The first player to reach seven points with a two-point margin wins the tiebreaker and the set. If a player reaches seven points but is not leading by more than two, then the tiebreaker continues until someone wins by two points.

Vaughn Towers — home to 51 private luxury suites with climate control, with 117,000 square feet of total space; part of the facility at Carter-Finley Stadium is available for rent by private businesses or other groups for events in the football offseason.

VOLLEYBALL

ace

assist

block

dig

game — volleyball matches are won by the first team to win three out of five games. The first team to reach 30 points with at least a two-point margin wins a game. If a team reaches 30 points but is not leading by more than two, then the game continues until someone wins by two points.

kill

middle blocker

middle hitter, outsider hitter

setter

spike

walk-on (noun or adjective), walk on (verb)

Willis Casey Aquatics Center — home to NC State swimming and diving.

WRESTLING

decision — when a wrestler wins a match by 1-7 points.

draw

fall — when a wrestler wins a match by pinning his opponents shoulders to the mat.

major decision — when a wrestler wins a match by 8-14 points.

technical fall — when a wrestler wins a match by 15 points or more.