



COLORADO CHRISTIAN  

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UNIVERSITY

*Grace and Truth*

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WRITING GUIDELINES



## • Writing Guidelines •

The Colorado Christian University (CCU) Writing Guide was designed for use by CCU staff. It is intended to provide a set of uniform standards for written content (printed and electronic) that will be viewed by prospective students, current students, constituents, the public, etc., especially in regard to marketing, general messaging, and media announcements.

The guidelines in this publication were compiled by the Communications and Creative Services department at CCU, as well as from well-known writing resources like the *Associated Press Stylebook* (2017), a recognized standard in the current publishing industry.

This guide does not apply to business communications within CCU or to writings of academic, research, or technical nature that must comply with other compositional standards (i.e. APA formatting and style).

For questions relating to the CCU Writing Guide, please email [communications@ccu.edu](mailto:communications@ccu.edu).

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# Writing Guidelines

## Academic Degrees

### associate degree

Always singular; never add 's

Can use: associate, associate degree, Associate of... Do not abbreviate associate degree in text.

For brochures and marketing materials listing programs, can list as A.S. or A.A.

Example: *Business Administration (A.S.)*

Formal degree title example: *Associate of English; Associate of Criminal Justice*

### bachelor's degree

Possessive, unless stating "Bachelor of..."

Can use: bachelor's, bachelor's degree, Bachelor of...

Abbreviation: B.A., B.S.

Only abbreviate when stating person's full name. Example: *John Smith, B.A., spoke...*

Formal degree title example: *Bachelor of Arts in Biblical Studies*

### certificate

Always singular; never add 's

Case use in text: certificate, Certificate in...

When listed in marketing materials and program listings:

Entrepreneurship (Certificate)

Do not abbreviate certificate.

Formal degree title example: *Certificate in Biblical Studies*

### doctorate

Always singular; never add 's

Can use: doctorate, doctoral degree, Doctorate of... Abbreviation: Ph.D., DNP (no periods)

Only abbreviate when stating person's full name. Example: *John Smith, Ph.D., spoke...*

Do not add "Dr." in front of name when adding abbreviated degree.

Formal degree title example: *Doctorate of Biblical Studies*

### master's degree

Possessive, unless stating "Master of..."

Can use: master's, master's degree, Master of...

Abbreviation: M.A., M.S., M.Ed., MBA (MBA has no periods), MOL (no periods),

MPA (no periods), MSN (no periods)

Only abbreviate when stating person's full name. Example: *John Smith, M.A., spoke...*

Formal degree title example: *Master of Arts in Biblical Studies*

### multiple degrees

Use consistent formatting.

Example: *John received a master of arts from NYU and a doctor of philosophy from Yale University.*

## Academic Honors and Distinctions

Never capitalize academic honors, unless they are the first word of the sentence, in which case the first word would be capitalized. The below academic distinctions should be written in italics.

*cum laude*

*magna cum laude*

*summa cum laude*

## **Acronyms**

**Affiliations and Accreditations**

**CACREP:** Council for Accreditation of Counseling and Related Educational Programs

**CCCU:** Council for Christian Colleges and Universities

**CCNE:** Commission on Collegiate Nursing Education

**CIC:** Christian Information Center

**ECFA:** Evangelical Council for Financial Accountability

**HLC:** Higher Learning Commission

**NAICU:** National Association of Independent Colleges and Universities

**NASM:** National Association of School of Music

**NCA:** North Central Association of Colleges and Schools

**NCAA:** National Collegiate Athletic Association

**NCCAA:** National Christian College Athletic Association

**PMI:** Project Management Institute

**RMAC:** Rocky Mountain Athletic Conference

### Degrees

**A.A.:** Associate of Arts

**A.S.:** Associate of Science

**B.A.:** Bachelor of Arts

**B.M.:** Bachelor of Music

**B.S.:** Bachelor of Science

**BSN:** Bachelor of Science in Nursing

**CERT:** certificate

**J.D.:** Juris Doctorate

**M.A.:** Master of Arts

**MBA:** Master of Business Administration

**M.Ed.:** Master of Education

**MOL:** Master of Organizational Leadership

**MPA:** Master of Public Administration

**M.S.:** Master of Science

**MSN:** Master of Science in Nursing

**Ph.D.:** Doctorate of ...

### Events

**SRW:** Scholarship Recognition Weekend

**VALS:** Values-Aligned Leadership Summit

**WCS:** Western Conservative Summit

**WOW:** Weekend of Welcome

**YCLC:** Young Conservatives Leadership Conference

### Other

**Post-9/11 GI Bill:** an education benefit program for veterans who served on active duty on or after September 11, 2001.

## Alumni

**alumna:** feminine singular form

**alumnae:** feminine plural form

**alumni:** masculine or mixed-gender plural

**alumnus:** male or nonspecific gender singular

**alum (singular) or alums (plural):** gender-neutral acceptable terms

## **Emeritus**

Capitalize the term before a name if it is a formal title, such as Professor Emeritus.

Example: *Professor Emeritus John Doe, not Emeritus Professor John Doe.*

**emerita** – feminine singular form

**emeritae** – feminine plural form

**emeriti** – masculine or mixed-gender plural

**emeritus** – male or nonspecific gender singular

## **Campus Buildings, Room Names**

### **buildings**

Capitalize proper names of all buildings on campus.

Example: *I went to the Beckman Center and the dining commons.*

### **on campus and off campus**

Don't capitalize either unless "on" or "off" is the first word of a sentence. Use a hyphen when the phrase is a descriptor (adjective).

Example: *CCU is holding an on-campus event.*

Don't use a hyphen when the phrase is an adverb.

Example: *CCU will hold an event on campus.*

### **room names**

Do not capitalize the word "room." Example: *The meeting is in room 202.*

Only capitalize the name of the room when it's the official name.

Example: *He'll be in the Lincoln Room and science lab.*

## **Campus Events**

### **Chapel, Chapel service**

Capitalize Chapel in all cases but do not capitalize service.

Example: *The ceremony will be held in the Chapel. We are going to attend the next Chapel service.*

## **CCU Organizational Unit Names**

Unless otherwise noted, all organizational units are considered departments.

### **Institute Names**

**Centennial Institute at Colorado Christian University**

### **Office Names**

Always spell out proper name of each office; do not use acronyms.

**Office of Academic Affairs (College of Adult and Graduate Studies)**

**Office of Academic Affairs (College of Undergraduate Studies)**

**Office of Business Affairs**

**Office of Enrollment (College of Adult and Graduate Studies)**

**Office of Financial Aid**

**Office of Student Life (College of Undergraduate Studies)**  
**Office of Student Success (College of Adult and Graduate Studies)**  
**Office of the President**  
**Office of Undergraduate Admissions (College of Undergraduate Studies)**  
**Office of University Advancement**

## Cities, Countries, Districts, States

### cities

Write out the full name of the city.  
 Exception: If you used the state name once already, you may use the correct abbreviation.

### countries

Write out the full name of the country. Exception: If you used the country name once already, you may use the correct abbreviation.

### districts

District or Congressional Districts are capitalized when accompanied by the district number.

Example: *The elections will be held in District 10.*

### states

Write out the full name of the state.  
 Exception: If you used the state name once already, you may use the correct AP Stylebook abbreviation.  
 If using a state name in a press release, use the correct abbreviation below.

| State abbreviations for use in text (postal ZIP code abbreviations) |            |            |                                       |
|---|------------|------------|---------------------------------------|
| Ala. (AL)   | Iowa (IA)  | N.H. (NH)  | Texas (TX)                            |
| Alaska (AK)   | Kan. (KS)  | N.J. (NJ)  | Utah (UT)                             |
| Ariz. (AZ)  | Ky. (KY)   | N.M. (NM)  | Vt. (VT)                              |
| Ark. (AR)   | La. (LA)   | N.Y. (NY)  | Va. (VA)                              |
| Calif. (CA)   | Maine (ME) | N.C. (NC)  | Wash. (WA)                            |
| Colo. (CO)  | Md. (MD)   | N.D. (ND)  | W.Va. (WV)                            |
| Conn. (CT)  | Mass. (MA) | Ohio (OH)  | Wis. (WI)                             |
| Del. (DE)   | Mich. (MI) | Okla. (OK) | Wyo. (WY)                             |
| Fla. (FL)   | Minn. (MN) | Ore. (OR)  | Washington, D.C. (DC)<br>(Washington) |
| Ga. (GA)  | Miss. (MS) | Pa. (PA)   |                                       |
| Hawaii (HI)   | Mo. (MO)   | R.I. (RI)  |                                       |
| Idaho (ID)  | Mont. (MT) | S.C. (SC)  |                                       |
| Ill. (IL)   | Neb. (NE)  | S.D. (SD)  |                                       |
| Ind. (IN)   | Nev. (NV)  | Tenn. (TN) |                                       |

## College of Adult and Graduate Studies Center Names

Always capitalize center names and never use an acronym.

**Colorado Springs Center**  
**Denver Tech Center**  
**Grand Junction Center**  
**Global Enrollment Center**  
**Lakewood Center**  
**Loveland Center**  
**Sterling Center**

## College of Adult and Graduate Studies School Names

Always spell out proper name of each division; do not use acronyms; do not precede the name with “division,” “division of,” “department,” or “department of.”

**School of Behavioral and Social Sciences**  
**School of Biblical and Theological Studies**  
**School of Business and Technology**  
**School of Education Professions**  
**School of Nursing and Health Professions**

## College of Undergraduate Studies School Names

Always spell out proper name of each school; do not use acronyms.

**School of Business and Leadership**  
**School of Education**  
**School of Humanities and Social Sciences**  
**School of Music**  
**School of Nursing and Health Professions**  
**School of Science and Engineering**  
**School of Theology**

## Military

### **Army, Air Force, Coast Guard, Marine Corps, Navy**

Capitalize when referring to U.S. forces: the U.S. Army, the Air Force.

Use lowercase when referring to the forces of other nations.

*Example: John joined the U.S. Marine Corps. John serves the United States as a Marine.*

### **Military titles and abbreviations**

Refer to the military titles section in the most up-to-date version of the AP Stylebook.

### **service members**

Do not capitalize.

Do not capitalize service members. Service members is two words.

Capitalize Servicemen, Serviceman, Servicewomen, and Servicewoman.



## Other University-Specific Names

### Dual Credit

Capitalize Dual Credit program and Dual Enrollment Department.

Do not capitalize dual credit or dual enrollment courses.

Do not hyphenate.

## Common, Confusing Misspellings

### a vs. an

Use a before words that begin with consonant sounds.

Example: *a bat, a union (sounds like it begins with you), a one-time experience (sounds like it begins with a w).*

Use an before words that begin with vowel sounds.

Example: *an egg, an hour (the h is silent), an*

*Mc&M and an 1800s man (both Mc&M and 1800s sound like they begin, or do begin, with the letter e).*

Note: common usage today calls for a instead of an before the word historic.

Example: *It was a historic moment. Not an historic moment.*

### accept vs. except

Accept means to take or receive.

Example: *We do not accept credit card payments.*

Except means not including.

Example: *Everyone except Bobby liked baseball.*

### affect vs. effect

Affect means to change or influence.

Example: *Stress can affect your job performance.*

Effect refers to a result or consequence and is usually a noun preceded by the or an.

Example: *Environmentalists are studying the effects of logging on erosion control. Land erosion is a common effect of uncontrolled logging.* (Note that a has been used instead of an in the last example [see a vs. an].)

### All-American should be hyphenated

Example: *Pierantoni earned All-American honors. Demco held a 14<sup>th</sup> place finish in the track and field championships to become an All-American.*

### All-America

#### a lot

Always two words.

Example: *I owe you a lot. They bought a lot of land in that new subdivision.*

### already vs. all ready

Already refers to place in time.

Example: *He already took the exam.*

All ready means that everyone is prepared.

Example: *We are all ready for the picnic.*

### alter vs. altar

Alter means to change.

Altar is a table or platform used in religious services.

**apart vs. a part**

Apart refers to separation or distance.

Example: *We have been apart far too long.*

A part refers to a portion or a role in something.

Example: *I want a part in the school play.*

**apt vs. likely**

Both mean “fit, suitable,” but apt is used for general tendencies or habits, while likely expresses probability.

Example: *The quarterback is apt to drop the ball. It is likely to rain today.*

**bi- vs. semi-**

Generally, bi- means “two” (biweekly means “every two weeks”), while semi- means “half” (semiweekly means “twice a week”).

**best-selling**

Hyphenate in all uses.

Example: *best-selling author, best-selling lists, and best-sellers.*

**capitol vs. capital**

Capitol refers to the building or group of buildings in which governmental functions are carried out.

Example: *The hearing is being held in the capitol (or you could write the capitol building).*

AP style also requires “capitol” to be capitalized when referring to the building in Washington or when referring to state capitol buildings.

Example: *The filibuster was held in the Senate Chamber of the Capitol building. The Colorado Capitol is in Denver.*

Capital can refer to the city in which a capitol is located, to money, to something of high quality, or to a place that is the specific center of an activity, industry, sport, etc.

Example: *Denver is the capital of Colorado. I want to increase my investment capital. That is a capital idea, Dr. Holmes! I think that Pakistan is the cricket capital of the world.*

**collegial vs. collegiate**

Collegial answers to colleague; collegiate answers to college.

**complement vs. compliment**

Complement usually refers to something that completes, makes whole, or brings to perfection.

Example: *The jade in her necklace really complements her eyes.*

Compliment refers to an expression of praise, admiration or congratulation.

Example: *I'd like to compliment you on a job well done.*

**complementary vs. complimentary**

*The husband and wife have complementary careers.*

*They received complimentary tickets.*

**connote vs. denote**

Connote means to suggest or imply something beyond the explicit meaning.

Denote means to be explicit about the meaning.

**consequent vs. subsequent**

The first denotes causation; the second does not.

**Covid-19**

Covid-19 on first and subsequent references, or coronavirus is acceptable on second reference.

**criteria**

This is the plural form of criterion.

Example: *one criterion, two criteria.*

**cyber security**

Two words in all cases.

Similar terms: cyber attack, cyber crime, cyber warfare, and other cyber terms are also two words.

The only cyber term that is always one word is cyberspace.

**dependent vs. dependant (two spellings, same meaning)**

In all cases, use dependent.

Dependent refers to something that is determined or conditioned by another. It also can refer to one who is dependent, especially a person who relies on another for support.

**disinterested vs. unorganized**

This word should be reserved for the sense “not having a financial personal interest at stake; impartial.”

Avoid it as a replacement for uninterested, which means bored or unconcerned.

**dive**

The preferred conjugation is dive-dived-dived. The form dove is not considered proper form.

**each other vs. one another**

Two people look at each other.

More than two people look at one another.

Either phrase may be used when the number is indefinite.

**et al.**

This is the abbreviated form of et alii (and others) — the others being people, not things. As an abbreviation, the period is required.

**etc.**

The abbreviation of et cetera, Latin for “and so forth.”

Never write and etc.

Example: *We went camping, hiking, fishing, etc. over the weekend.*

**everyday vs. every day**

Everyday is an adjective used to describe something encountered or used routinely or typically.

Example: *Steve is wearing his everyday shoes.*

Every day refers to frequency in time.

Example: *It snowed every day last week.*

**everyone vs. every one**

Everyone refers to all persons.

Example: *Everyone likes to dance.*

Every one refers to each individual item.

Example: *She showed us every one of them.*

**evoke vs. invoke**

To evoke something is to bring it out or bring to mind.

Example: *Evoke laughter or evoke childhood memories.*

Invoke has a number of senses, including to assert as an authority, to appeal for help, or to conjure up.

Example: *He invoked martial law. They invoked an ally to intervene. She pretended to invoke spirits from the past.*

**farther vs. further**

Farther refers to physical distance.

Example: *He walked farther into the maze.*

Further refers to an extension in time or degree.

Example: *He will investigate the matter further.*

**fellow**

Centennial Institute fellow is not capitalized.

**fewer vs. less**

Use fewer to denote individual items.

Example: *Fewer than 20 people attended.*

Use less to bulk or quantity.

Example: *I have consumed no less than 12 cups of coffee today.*

**first**

In enumerations, use first, second, third, and so on. Avoid firstly, secondly, etc.

**flair vs. flare**

Flair is conspicuous talent.

Example: *He had a flair for the extraordinary.*

Flare is a verb meaning to burst with bright light or to burst out in anger. It can also be a noun meaning a flame.

Example: *His temper flared without warning. She aimed the flare skyward. The burner flared with intensity.*

**flyer vs. flier**

Flyer is an alternate reference for a handbill or an advertising medium.

Example: *She passed out flyers yesterday.*

Flier refers to an aviator or things related to aviation.

Example: *I'm stocking up on frequent flier miles.*

**forego vs. forgo**

Forego means to go before.

Example: *I want you to forego formalities and get to the point. A foregone conclusion.*

Forgo means to abstain from.

Example: *I will forgo talking for a month.*

**forebear vs. forbear**

Forebear refers to an ancestor; forbear means to refrain.

**foreward vs. preface**

A foreward (not forward) is a brief essay of endorsement that is written by someone other than the book's author.

An introductory essay about the book written by the book's author is called a preface and is generally shorter and more personal than the book's introduction, which gives an overview of the book's content.

**former vs. latter**

In best usage, these words apply only to pairs: former as the first of two and latter as the second of two.

**gibe vs. jibe**

Gibe is a rarely used term meaning to taunt or tease.

Example: *They giped him about his new shoes.*

Jibe means to shift direction. It also means to agree but is often used negatively in that sense.

Example: *They jibed the ship across the wind. Their stories don't jibe.*

### **healthcare**

Healthcare is one word in all cases.

### **healthy vs. healthful**

Traditionally, a living thing that is healthy enjoys good health; something that is healthful promotes health.

Example: *A healthful diet will keep you healthy.*

### **hoi polloi**

The hoi polloi are the common people, not the elite. This term is plural. Although hoi means “the” in Greek, the hoi polloi is acceptable usage.

### **homeschool**

One word, no hyphen when referring to teaching one's school subjects at home or one who is (or describing one who is) educated at home.

homeschool (v) Example: *I chose to homeschool my kids.*

homeschooler (n) Example: *I am a homeschooler.*

homeschooled (adj.) Example: *Homeschooled children have more opportunity to learn real-world lessons.*

*Homeschooled; homeschooling; homeschools*

Exception when meaning one's local school district building.

home school (n) Example: *This is our home school location.*

### **immigrate vs. emigrate**

To immigrate is to enter a country to live, leaving a past home.

To emigrate is to leave one country for another one.

Someone who moves from Ireland to the United States is an immigrant here and an emigrant there. An émigré is also an emigrant, but especially one in political exile.

### **imply vs. infer**

Writers and speakers imply things from the words they use, while readers and listeners infer something from those words.

### **in spite of, despite, spite**

In spite of means in defiance or without being prevented by.

Example: *I like you in spite of your rude comments. They succeeded in spite of severe opposition.*

Despite is an alternate form of in spite of.

Example: *He played despite an injury. Despite a severe injury, he still played in the game.*

Spite refers to petty ill will or hatred with the disposition to irritate.

Example: *She acted to spite her enemies.*

### **in regard to**

This is the phrase, not “in regards to.”

### **insure vs. ensure**

Insure refers to insurance.

Ensure means to guarantee.

### **its vs. it's**

Its denotes possession.

Example: *The desk was attached to its own legs.*

It's is short for it is.

Example: *It's about time she showed up.*

### **lay, laid, lain, lie, lied, laying, lying**

Lay means to put or set down, to assert, or to place or impose as a duty, burden, or punishment.

Example: *I will lay the book on the table. Do not lay the blame on me. I will lay claim to that property.*

Laid is its past tense and past participle.

Example: *His classmate laid the blame on him.*

Laying is its present participle.

Example: *I am laying the book on the table.*

Lie indicates a state of reclining along a horizontal plane.

Example: *She lies in bed all day long.*

Lay is past tense.

Example: *I lay down.*

Lain is its past participle.

Example: *He has lain on the beach all day long.*

Lying is its present participle.

Example: *She is lying down in her room.*

When lie means to make an untrue statement, the verb forms are lie, lied, and lying.

### **Legislature/Congress**

Use this format when noting the name of a legislature or congress member.

See [www.writingexplained.org/ap-style/ap/style-legislature](http://www.writingexplained.org/ap-style/ap/style-legislature) for more.

Example: *Western Conservative Summit with Tim Scott, U.S. Senator (R-SC).*

### **life-and-death**

This is the standard phrase, not life-or-death.

### **like vs. as**

Use like as a preposition to compare nouns and pronouns.

Example: *Matt drives like a pro.*

The conjunction as is the correct word to introduce clauses.

Example: *He drives cautiously, as he should.*

### **literally**

This word means “actually; without exaggeration.”

It should not be used loosely as an intensifier, as in *they were literally glued to their seats*, unless glue had been used on the seats.

### **loathe vs. loath**

To loathe something is to detest it.

Example: *I loathe soap operas.*

Someone who is loath is reluctant.

Example: *He seems loath to admit mistakes.*

### **mantel vs. mantle**

Mantel is a shelf.

Mantle is a cloak.

### **masterful vs. masterly**

Masterful describes a person who is dominating and imperious. Masterly describes a person who has mastered a craft, trade or profession.

The word often means “authoritative.”

Example: *A masterly performance.*

**ministry hours**

Do not capitalize.

**mission vs. missions (missionary work)**

Mission is singular when only one occurrence or a single concept is being referenced.

Example: *She attended last year's mission trip to Uganda. I want to enter the mission field soon.*

Mission is singular, yet the phrase is plural, when referring to multiple occurrences.

Example: *A series of global mission trips. There are so many mission fields in the world today.*

Missions is plural when it refers to multiple facets of missionary work occurring within a larger framework.

Example: *CCU features an annual missions program. I have decided to take up missions work after college.*

Missionary work is an alternate way to refer to the plural missions.

**naturalist vs. naturist**

Naturalist refers to a person who studies natural history, especially a field biologist.

Naturist denotes a nature worshiper or a nudist.

**nonprofit**

Use nonprofit as a single word. Not-for-profit and for-profit are also correct.

**online vs. off-site**

CAGS uses online to describe off-site courses. However, off-site is hyphenated in all cases.

**on-site**

CAGS uses on-site to describe courses taken in the classroom setting.

On-site should use a hyphen in all cases.

**over vs. more than**

Over generally refers to spatial relationships.

Example: *The bridge went over the river.*

More than is generally used with numerals.

Example: *Their stock went up more than 500 points last week.*

But the two can be interchangeable at times, depending on how your sentence sounds.

**pedal vs. peddle**

Pedal is what you do when you ride a bike.

Peddle refers to selling something.

**penultimate**

This word means “next to last.”

It is not a fancy version of “ultimate.”

**phase vs. faze**

Phase denotes an aspect or stage.

Faze means to embarrass or disturb.

Example: *The incident fazed them.*

**pore vs. pour**

Pore means to gaze steadily or intently. It can also refer to a small opening in a membrane.

Example: *He pored over the books. My pores are clogged. Hardwood is a porous material.*

Pour means to flow in a continuous stream.

Example: *He poured coffee.*

**precipitate vs. precipitous**

What is precipitate occurs suddenly or rashly; the term describes demands, actions, or movements.

Precipitous means dangerously steep and refers to inclines or cliffs.

**principle vs. principal**

Principle refers to fundamental truth, law or doctrine.

Example: *I believe in the principle of religious tolerance.*

Principal means someone or something first in authority, rank or degree.

Example: *He is our school principal, the team's principal scorer and pride is his principal flaw.*

**prophecy (noun [long e sound at end]) vs. prophesy (verb [long i sound at end])**

*He delivered an unfavorable prophecy to the people. Did God send you to prophesy against us?*

**proscribe vs. prescribe**

To proscribe something is to prohibit it.

Example: *Legislation proscribes drinking while driving.*

To prescribe is to appoint or to specify a medical remedy.

Example: *The doctor prescribed certain exercises.*

**proved vs. proven**

Proved is the preferred past-participle form of prove.

Example: *It was proved to be true.*

Use proven as an adjective.

Example: *A proven success.*

**purposely vs. purposefully**

What is done purposely is done intentionally or on purpose.

What is done purposefully is done with a certain goal in mind.

An action may be done purposely without any interest in a specific result, that is, not purposefully.

**rack (n. and v.) vs. wrack (n. and v.)**

The noun rack applies to various types of framework; the verb rack means to arrange on a rack, to torture, trouble, or torment.

Example: *He was placed on the rack. She racked her brain for an answer.*

The noun wrack refers to destruction or ruin and generally is confined to the phrase wrack and ruin.

The verb wrack means roughly the same as rack; use the latter in all verb cases.

**ravage vs. ravish**

To ravage is to wreak great destruction or devastation.

Example: *The mob ravaged the city.*

To ravish is to abduct, rape, or carry away with emotion.

Example: *They ravished the women. God's love ravished me. These words carry distinct meaning and are not interchangeable.*

**reign vs. rein**

Reign is the period a ruler is on the throne.

Example: *He reigned for three decades.*

Rein can refer to a restraining influence, a controlling or guiding power or an opportunity for unhampered activity or use. It can also refer to the leather strap attached to a horse's bit to control the animal's movement.



Example: *The judge kept a tight rein on the proceedings. Do not underestimate the reins of personal conscience. To drive a horse, you must know how to work the reins.*

**restful vs. restive**

Restful means “conducive to rest.”

Restive has the sense of impatient, stubborn or restless.

**seasonal vs. seasonable**

Seasonal means “dependent on a season.”

Example: *Snow skiing is a seasonal hobby.*

Seasonable means timely.

**sensual vs. sensuous**

Sensual involves indulgence of the senses, especially sexual gratification.

Sensuous applies to aesthetic enjoyment.

**sneak**

The verb is conjugated sneak-sneaked-sneaked.

Reserve snuck for dialect.

**some time vs. sometimes**

Stationery refers to paper.

Example: *Please print it on the fancy stationery.*

Stationary means to remain in place.

Example: *The guards were stationary like statues.*

**student-athletes**

Use a hyphen in all cases.

**Teacher Candidates (TCs)**

Teacher Candidates is capitalized in all cases. Teacher Candidates can also be abbreviated as TCs.

**that vs. which**

That is used restrictively to narrow a category.

Example: *Any building that is taller must be outside the state.*

Which is used nonrestrictively — not to narrow a class but to add something about an item already identified.

Example: *That dog, which is small, barks a lot.*

Which should be used restrictively only when preceded by a preposition.

Otherwise, it is almost always preceded by a comma, parenthesis or dash.

Example: *the position in which we find ourselves.*

**theatre vs. theater**

Use “theatre” when referring to anything at or pertaining to CCU.

Example: *CCU’s spring theatre production was amazing.*

Use “theater” when referring to anything outside of CCU.

Example: *Let’s go to that theater in Denver.*

Also check spellings of proper theatre/theater names.

**there, their, they’re**

There denotes a place.

Example: *There is a beautiful trail not far from here.*

Their denotes possession.

Example: *Their homework was stolen.*

They’re is short for they are.

Example: *They’re new to this region.*

**thus**

This is the adverb — never thusly.

**too vs. to**

Too denotes more than enough.

Example: *I must go home — it is way too late.*

To denotes direction.

Example: *I'm going to the park.*

**toward vs. towards**

Only use toward.

**unique**

Reserve this word for the sense “one of a kind.”

Thus, “somewhat unique” or “very unique” are poor uses.

**United States**

Use periods in the abbreviation, U.S. within texts.

In headlines it's US with no periods.

U.S.A., US, or USA within texts are incorrect.

**University**

Capitalize only when used as a pronoun.

Example: *The University is ranked in the top 2% of universities nationwide.*

*We are a Christian university.*

**versus vs. verses**

Versus denotes opposition, contrast, etc.

Verses refers to the specific parts of a written work, typically biblical or poetic writing.

**were, we're, where**

Were refers to the past tense.

Example: *They were stuck in traffic.*

We're is short for we are.

Example: *We're on our way.*

Where indicates place.

Example: *Where did you put my coat?*

**whether vs. weather**

Whether means if.

Example: *Please let me know whether you have already accomplished it.*

Weather refers to atmospheric conditions.

Example: *Today's weather looks overcast.*

**whom vs. who**

Use whom when someone is the object of the verb or preposition.

Example: *The man to whom the car was sold left the keys in the ignition.*

Use who when someone is the subject of a sentence, phrase or clause.

Example: *The man who owns the car left the keys in the ignition.*

**whose vs. who's**

Whose is a possessive.

Example: *Whose shoes are these?*

Who's is short for who is.

Example: *Who's coming with me?*

**workout vs. work out**

Workout refers to physical exercise.

Example: *That was a great workout.*

Work out refers to resolving a difficulty, proving something effective or to engaging in a workout.

Example: *The problem has been worked out. I don't know whether it will work out. I worked out today.*

### **your vs. you're**

Your means belonging to you.

Example: *Give me your decision by tomorrow.*

You're is short for you are.

Example: *You're in big trouble.*

## **Courses, Degrees, Emphases, Majors, Minors, Programs, and Subjects**

### **courses**

Only capitalize the proper name of a course, not the casual reference.

Example: *History 201; history class*

### **degrees and programs**

Capitalize the official name of a CCU degree or program. Do not capitalize when referring to a general subject area of study.

Example:

*I want to earn a degree in Business Administration. vs. I want to earn a degree in business.*

*I want to earn a bachelor's degree in Business Administration. vs. I want to earn a bachelor's degree in business.*

*I am earning a Bachelor of Science in Business Administration.*

*I am earning a B.S. Business Administration.*

*I am in the Business Administration program. vs. I am in the business program.*

Pay attention when talking about subject areas as a whole, even if specifically referring to all CCU programs in that subject area.

Example:

*Master of Science in Cyber Security program*

*CCU's cyber security programs (not capitalized because not official name of all of the individual programs, such as the certificates offered under cyber security)*

*CCU's master's program in Cyber Security*

Some degrees, such as Criminal Justice, may refer to either the official name of a CCU degree or a general subject area of study. In this instance, if CCU's program is what is being referred to, then capitalize Criminal Justice.

Example: *I am earning my degree in Criminal Justice from CCU. vs. I am studying criminal justice.*

### **emphases, majors, minors**

Capitalize the official name of a CCU emphasis, major, or minor but do not capitalize the words "emphasis," "major," or "minor" in any case.

Example:

*I am a Health Care Administration major.*

*I am earning a Master of Science in Nursing with an emphasis in Nursing Education.*

### **subjects**

Always lowercase subjects, unless they include name of country or language.

Example: *I'm taking English; I'm taking marketing.*

## Dates, Numbers, Times

### dates

Don't abbreviate a month, day, or date.

Do not use *th*, *rd*, *st*, etc.

Write out complete date for formal and web

Example: *Tuesday, October 4, 2016*

Date range: *April 1-3*

Day range: *Monday through Friday*

Year range: 2016-2017 (formal); 2016-17 (informal)

### times

Use this format: 4:00 p.m. (add space between time and p.m., making sure lowercase and periods included).

Spell out time for formal invitations.

Example: *4 o'clock in the evening*

Range: *8:00 a.m. to 5:30 p.m.*

Also, only use one "a.m." or "p.m." if the same in range.

Example: *8-10:00 a.m.* but *8:00 a.m.-1:00 p.m.*

If referring to 12 a.m. or 12 p.m., use midnight or noon to avoid confusions.

### centuries

Centuries after the tenth should be written as numerals. Example: *16th century* (no superscript "th"). Spell out earlier centuries. Example: *seventh century*

Hyphenate centuries when used as adjective phrases preceding the nouns they modify. Example: *Slow internet is a 21st-century problem.*

### Numbers

Spell out numbers 1-9.

Example: *seven students*

Write numeric form starting at 10.

Example: *12 awards*

### Semesters

Lowercase spring, winter, and fall unless part of a formal event name. Lowercase all references to semesters/breaks. Example: *We are gearing up for fall semester. The students are excited for winter break. Campus is getting ready for Winter Welcome.*

## Departments/Schools

Capitalize all CCU department and school official names; do not capitalize casual reference of the specific department/school.

### College of Adult and Graduate Studies

Example: *School of Nursing and Health Professions (official name; capitalized)*

Example: *nursing school (casual reference; not capitalized)*

### College of Undergraduate Studies

Example: *English Department (official name; capitalized)*

Example: *department of English (casual reference; not capitalized); physics department*

## General CCU departments

Example: *Communications and Creative Services* (official name; capitalized)

Example: *marketing* (casual reference; not capitalized)

## Dimensions

Use figures and spell out inches, feet, etc., to indicate depth, height, length, width.

Example: *He is 5 feet 6 inches tall.*

Hyphenate adjective forms before nouns.

Example: *He is a 5-foot man.*

## Lists

Capitalize the first word of each bullet point.

Use bullet points for lists.

Use periods when bullet points are a complete sentence. Do not use periods when the bullet points are phrases.

All list items must be consistent whether they are with or without a period.

## Non-English Language

When using words or phrases in a non-English language, italicize the words and do not capital (unless used to start a sentence).

Example: The material cause, that which gives content, was *sola fide*.

*Sola fide* is the doctrine of justification by faith alone.

## Presidential Campaign Slogans

President Hogue's presidential theme: **BE a GREAT Christian University** (title-case header, emphasized "BE" and "GREAT")

## Punctuation

### Ampersand (&)

Do not use this.

Do not use an ampersand in place of and, unless it is part of the spelling of an organization's proper name. Example: *He&R Block*

### Apostrophe (')

#### Possession

##### Singular nouns

When a singular noun does not end in -s, add 's.

The standard for how to punctuate singular nouns ending in -s is currently in flux; however, please follow the standards outlined below.

Example: *the president's speech*. When a singular noun ends in -s, and if the pronunciation of that word adds a syllable, you should add 's.

Example: *Paris's government, Thomas's heel, the boss's computer*.

##### Plural nouns

When a plural noun does not end in -s, add 's.

Example: *children's games*.

If a plural noun does end in -s, just add an apostrophe.

Example: *the girls' room*.

Also add only an apostrophe when a plural word appears in the proper name of a singular entity (General Motors' profits) or when the same word is used for both singular and plural forms (the corps' location, the two mules' tracks).

### **Joint possession**

When there is joint possession of a noun, make the word closest to the noun possessive.

Example: *the employee and boss's responsibility, Jack and Jill's story, Berlin and Paris's treatise.*

### **Compound individual possession**

In some cases, both subjects have individual possession and must accordingly be written as possessive. Example: *Jack's and Jill's shoes.*

### **Descriptors**

Do not add an apostrophe to the end of a word when it is used primarily as a descriptor.

Example: *citizens band radio, a teachers college, a writers guide.*

EXCEPTION: Some governmental, corporate, or private organizations with a descriptive word in their names use apostrophes, while some do not.

Follow the organization's practice when writing their name.

### **Use apostrophes** to replace the missing part of contractions.

Whenever possible, do not use contractions in writing of a formal nature.

Example: *can't, shouldn't, rock 'n' roll* (NOTE: both apostrophes are left-facing in rock 'n' roll).

### **Use apostrophes** to make single letters plural.

Do not use apostrophes to make numbers plural.

Example: *She received straight A's on her report card. I was born in the 1950s.*

### **Colon (:)**

**When combining** complete sentences as part of the same thought. Capitalize the first letter of the sentence that follows the colon.

Example: *John knew what he had to do to make a statement: He would challenge the governor's policies by running against him*

**When introducing** words, phrases or clauses as part of the same thought, do not capitalize the word immediately following the colon.

Example: *She discovered what the recipe had been missing: garlic.*

**Use colons** to introduce quotations longer than one sentence. (see also comma)

### **Comma (,)**

**CCU uses the Oxford comma.** In a list, this means there is a comma before the conjunction (such as *and, but, or, nor,* ) in a simple series.

Example: *The flag is red, white, and blue.*

**The comma is the least distracting way to break up a sentence.**

Whenever possible, use these instead of dashes, parentheses, and semicolons.

### **With conjunctions**

When a conjunction (and, but, for, or, nor, yet) links two clauses that could stand alone as separate sentences, use a comma before the conjunction.

Example: *She was glad he had come to visit, and she knew that he felt the same way.* Use a comma if the subject of each clause is stated.

Example: *We are visiting Washington, and we also plan a side trip to Williamsburg.*

**Do not use a comma when the subject of the two clauses is the same and is not repeated in the second clause.**

Example: *We are visiting Washington and plan to see the White House.*

**With equal adjectives**

Use commas to separate a series of adjectives equal in rank (if the commas could be replaced by the word and without changing the sense, then the adjectives are equal).

Example: *She works in a thoughtful, precise manner.*

**To separate duplicate words**

Use a comma to separate duplicate words that would otherwise be confusing. Whenever possible, reword sentences so that you do not encounter this problem.

Example: *What the problem is, is not clear.*

**With introductory clauses and phrases**

A comma is used to separate an introductory clause or phrase from the main clause.

Example: *When she finally had free time, she took a nap.*

Do not use a comma if no ambiguity would result from not doing so.

Example: *During the night he heard many noises.*

**To introduce direct quotes and to attribute quotes**

Use a comma to introduce a complete one-sentence quote within text.

Example: *Wallace said, "She spent four months in Martha's Vineyard before we met."* But use a colon to introduce quotes of more than one sentence.

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

Example: *He said the victory put him "firmly on the road toward success."*

Use a comma instead of a period at the end of a quote that is followed by attribution.

Example: *"Bring me an apple," Miss Johnson suggested.*

Do not use a comma when the quoted statement ends with a question mark or exclamation point.

Example: *"Why should I?" he asked. "All right, let's go!" she shouted.*

(NOTE: In the last example, he and she are still lowercased as they are part of the same sentence.)

**With age**

Set age off with commas when placed next to a name.

Example: *Allison Johnson, 21, was present.*

**With yes and no**

Example: *Yes, I will be there. No, I don't agree with you.*

**In direct address**

Example: *Mother, I will be home late. Excuse me, may I pass?*

**Dash**

CCU uses the em dash ( — ) within paragraph text.

**There should be a space on either side of the em dash.**

To write an em dash on a Mac: shift > alt > - (hyphen or minus)

To write an em dash on a PC: ctrl > alt > - (hyphen or minus)

**Em dashes ( — )**

are used to bring emphasis to part of a sentence, to denote an emphatic pause or abrupt change in thought, or to embed a list within a phrase.

Example: *We will fly to Martha's Vineyard in February — if Josh gets a raise. He listed the qualities — intelligence, humor, conservatism, independence — that he liked in an executive.*

### **An en dash ( – )**

is used to attribute a quote to an author or composer or a Bible verse.

There should be a space on either side of the en dash.

To write an en dash on a Mac: alt > - (hyphen or minus)

To write an en dash on a PC: ctrl > - (hyphen or minus)

Example: *"Who steals my purse steals trash." – Shakespeare*

### **Ellipsis ( ... )**

**There should be** a space on either side of the ellipsis.

Treat it as you would a three-letter word.

**Use an ellipsis** to indicate the omission of one or more irrelevant words in condensed quotes, texts and documents.

Do not, however, use an ellipsis at the beginning or end of a direct quote.

When used with quotes, ellipses are only for indicating words that are missing from within the direct quote.

### **Punctuation guidelines**

If the words that precede an ellipsis constitute a grammatically complete sentence, either in the original text or in the condensation, place a period at the end of the last word before the ellipsis.

Example: *I no longer have a strong enough political base. ...*

### **Exclamation Point (!)**

**Use an exclamation point** only to express high degree of surprise, incredulity or other strong emotion, but avoid overuse.

**An exclamation point** goes inside quotation marks, only when the exclamation point pertains to the text inside the quotes.

Example: *He yelled, "I love you!" I hated reading Spenser's "Faerie Queene"!*

### **Hyphen (-)**

**Hyphens are joiners.** Use them to avoid ambiguity or to form a single idea from two or more words.

Use a hyphen whenever ambiguity would result if it were omitted.

Example: *He recovered his health. He re-covered the leaky roof.*

When a compound modifier — two or more words that express a single concept — precedes a noun, use hyphens to link all the words in the compound except the adverb very and all adverbs that end in -ly.

Example: *a first-quarter touchdown, a full-time job, a well-known man, a know-it-all attitude, a follow-up call, an eye-to-eye confrontation, a very nice person, an easily remembered rule, a badly damaged vehicle, a 90-percent gain.*

**Many combinations that** are hyphenated before a noun are not hyphenated when they occur after a noun.

Example: *The team scored in the first quarter. She works full time.*

*His attitude suggested that he knew it all. I will call him to follow up. The finally saw eye to eye.*

Also, use hyphens to avoid confusion.



Example: *The woman is quick-witted.* (To avoid it sounding like she is both quick and witty.) *The children are soft-spoken.*

**Do not use** hyphens when using a prefix with a word starting with a consonant.

Example: *CCU is a nonprofit. I enjoy working at a nonprofit company.*

**Do not use** hyphens after the noun they designate.

Example: *George Eliot was a nineteenth-century author. George Eliot was an author who wrote in the nineteenth century.*

**Suspensive hyphenation**

Example: *He received a 10- to 20-year sentence.*

**Use hyphens to** create two-thought compounds.

Example: *socio-economic*

**Use hyphens to** avoid duplicate vowels and tripled consonants.

Example: *anti-intellectual, pre-empt, shell-like*

**Parentheses ( )**

CCU **does not** typically use parentheses, unless it's used to signify an editor's note.

**Quotation Marks (“ ”)**

**Enclose direct quotations** of prose, poetry or dialogue with quotation marks.

If you are not copying the exact words said by someone or that you saw in print, do not use quotation marks.

Example: *“I went outside,” he said.* Or: *She looked at me and said, “I didn’t hear you.”*

**Use a single quotation mark** at the beginning and end of quotations enclosed within another quotation.

Example: *The reporter for the local paper explained, “When I spoke with the company spokesperson about the issue, he stated, ‘I have no comment at this time.’”*

**Always place periods** and commas inside quotation marks. Place colons and semicolons outside quotation marks.

Exception: Place dashes, question marks, semicolons and exclamation points inside quotation marks when these punctuation marks apply only to the quotation; outside the quotation marks when the mark applies to the whole sentence.

Example: *I like both of these quotes: “Let’s go play outside; the leaves are falling”; “I want to go see the trees.”*

Example: *She asked, “Do you want to go?”* Or: *Does he always say to his employees, “You must work harder”?*

**If a full paragraph** of quoted material is directly followed by a paragraph that immediately continues the quotation, do not place close-quote marks at the end of the first paragraph.

Do place open-quote marks at the start of the second paragraph, and continue this for all succeeding paragraphs of quoted material, placing close-quote marks at the end of the quoted material.

**Semicolon (;)**

**In general, a semicolon** is used to indicate a greater separation of thought or information than a comma can convey but less than a period implies.

**Use semicolons to separate** elements of a series when the items in the series are long or when individual segments contain material that also must be set off by

commas.

Note that the semicolon is used before the final and in such a series.

Example: *He leaves a son, Jake; two daughters, Susan, of Evanston, Ill., and Teresa, of Durango, Colo.; and a wife of 53 years, Mary.*

**Use semicolons** when coordinating conjunctions (and, but, for, etc.) are not present.

Example: *The orchestra began to play; the performers were not ready to take the stage.*

**If a coordinating conjunction** is present, use a semicolon before it only if extensive punctuation also is required in one or more of the individual clauses.

Example: *They pulled their boats from the water, sandbagged the retaining walls, and boarded up the windows; but even with these precautions, the island was hard-hit by the hurricane.*

**To link independent clauses:** Use a semicolon when a coordinating conjunction (such as and, but, or for) is not present.

Example: *The package was due last week; it arrived today.*

## Titles of Composition

Capitalize the principal words, as well as conjunctions and prepositions of four or more letters.

Linking verbs, such as *Is*, *Was*, *Am*, count as major words and should be capitalized. Capitalize the article (a, and, the) if it's the first word of the title.

**Album titles, books, magazines, newspapers, poems, plays, and all full-length, freestanding works are italicized.**

Example: *The Washington Post*

**Book chapters, lectures, movie titles, song titles, speeches, radio shows, and TV shows are in quotation marks.**

Example: "Parks and Recreation"

## Schools

**College of Adult and Graduate Studies**

**College of Undergraduate Studies**

When used in copy, the full name of the school should be written out the first mention, followed by the abbreviation. With further mentions of the school in the same article/copy, the abbreviation can be used. Example: *The education major began her college career through the College of Undergraduate Studies (CUS) at Colorado Christian University. She made many friends during her stay on the CUS campus.*

## Spiritual References

**Apostle**

Uppercase when referring individually or collectively to Jesus's Twelve Apostles.

When referring to the collective, Twelve should be capitalized.

Apostle generally refers to one of the Twelve whom Jesus gathered while preaching, Matthias who replaced Judas, or Paul. Any direct references to these apostles should be capitalized, but lowercase in all other instances.

Example: *the apostles, Apostle Paul, Paul the apostle*

Treat it like a title for capitalization.

**Bible**

CCU uses the NIV and ESV versions of the Bible in all materials. Other translations may be used on a case-by-case basis. Capitalize “Bible” and nouns that refer to it.

Example: *the Word of God, the Word*

Spell out the books of the Bible and capitalize.

Example: *Please take out your Bible and turn to the book of Malachi.*

Do not capitalize “bible” when it’s used in non-religious contexts.

Example: *My study guide is my bible.*

### **biblical**

Always lowercase this.

### **God**

Always capitalize this when referring to God.

Don’t capitalize when referring to a general descriptor or false god.

Other names: Alpha and Omega, Holy Spirit, the Father, Lord, Christ, Savior, Creator, Almighty God, etc.

When referring to God as *He* or *Him*, always capitalize.

Example: *Jesus Christ is Lord. He is my strength. I trust in Him.*

When using a relative pronoun with God’s name, lowercase it.

Example: *The God whom we serve is faithful.*

### **God’s kingdom**

Only capitalize “God’s” but not the location.

Example: *the kingdom of God; God’s kingdom*

### **godly**

Any derivatives referring to god are lowercase.

Example: *He is a godly man.*

### **gospel**

Lowercase “gospel” unless referring to any/all of the first four books of the New Testament.

Example: *the Gospel of Mark, the Gospels, a famous gospel singer, the gospel message of Christ, etc.*

### **He, Him**

Always capitalize when referring to God, Jesus.

### **heaven**

Always lowercase this, as well as other biblical locations.

Example: *heaven, hell, God’s kingdom, holy place, etc.*

### **hell**

Always lowercase this, but capitalize Hades, as it’s referring to mythology.

### **holy days**

Always capitalize holy days for all religions.

Example: *Passover, Lent, Good Friday, Yom Kippur*

### **Jesus**

Always capitalize this.

Capitalize other names: the Son of God, Baby Jesus, etc.

Lowercase descriptive references such as friend: Jesus is my friend.

### **major events**

Do not capitalize if the name of Jesus is in the sentence.

Example: *The resurrection of Jesus Christ.*

Do capitalize when the name of Jesus isn’t accompanying.

Example: *the Resurrection, Crucifixion, Last Supper*

## **New Testament and Old Testament**

Always capitalize these when referring to the Bible.

### **rites**

Capitalize proper names for rites that commemorate the Last Supper or signify a belief in Christ's presence.

Example: *the Lord's Supper, Holy Communion, Holy Eucharist, etc.*

### **Sabbath**

Capitalize this in religious contexts; lowercase to mean a general period of rest.

Example: *The Sabbath is a day of rest; Today is my own personal sabbath day.*

### **sacraments**

Lowercase the names of sacraments.

Example: *baptism, confirmation, penance, holy matrimony, etc.*

### **Satan**

Capitalize it since it is a proper name, but lowercase devil and satanic.

### **Servant-leader, servant leadership**

Use hyphen when describing someone but servant leadership is two words.

Example: *CCU has helped me become a better servant-leader.*

*My time at CCU has helped me grow in my servant leadership skills.*

### **Scripture**

Capitalize this when referring to the Bible.

Example: *My favorite Scripture in the Bible is...*

Lowercase this when referring to non-religious scripture. Include no spaces between colons, hyphens, and numerals.

Example: *1 Peter 4:3-5*

In-text citation:

Example: *My favorite Bible verse is "Jesus wept," John 11:35 (NIV).*

On its own:

Example (in italics): *Jesus wept. – John11:35 (NIV)*

### **Ten Commandments**

Always capitalize this.

Do not abbreviate or use numerals in this proper name.

### **Worshiping**

Use worshiping, not worshipping.

## **University Descriptions**

**Name**

Colorado Christian University  
Only use CCU acronym after first mention.

**About Colorado Christian University**

Founded in 1914, Colorado Christian University provides Christ-centered higher education that transforms students to impact the world with grace and truth. Located in Lakewood, Colorado, a suburb of Denver, CCU is the flagship Christian university in the Rocky Mountain region. A leader in higher education, the University is consistently ranked in the top 2% of colleges nationwide for its core curriculum by the American Council of Trustees and Alumni.

CCU offers undergraduate and graduate degrees for traditional and adult students through its College of Undergraduate Studies and College of Adult and Graduate Studies. More than 9,800 students attend the University on the main campus, in regional centers throughout Colorado, and online. CCU is an NCAA Division II university in the Rocky Mountain Athletic Conference (RMAC).

[126 words]

**About Colorado Christian University**

Colorado Christian University is the flagship Christian university in the Rocky Mountain region. CCU is known for award-winning academics in a distinctly Christian environment and offers undergraduate and graduate programs for traditional and adult students through its College of Undergraduate Studies and College of Adult and Graduate Studies.

[49 words]

**About the College of Undergraduate Studies at Colorado Christian University**

Colorado Christian University's College of Undergraduate Studies enrolls over 1,500 students in traditional programs on the University's residential campus near Denver, Colorado. The campus is located in suburban Lakewood, a residential community 10 miles west of downtown Denver with easy access to the nearby Colorado foothills.

Colorado Christian University is unique among Colorado colleges for our challenging Christ-centered academics, expert faculty, and commitment to deeply engage the world while influencing culture. The University offers over 100 programs in business, liberal arts, music, sciences, and pre-professional programs for traditional-age high school graduates and transfer students. Undergraduate students enjoy hundreds of activities beyond academics, including Best of Colorado trips, Division II NCAA athletics, intramural sports, student-led ministries, and overseas missions.

[119 words]

**About the College of Adult and Graduate Studies at Colorado Christian University**

CCU Online at Colorado Christian University offers more than 100 undergraduate, graduate, licensure, and certificate options offered 100% online through the College of Adult and Graduate Studies. Designed specifically for adult learners, the online courses incorporate a

Christ-centered worldview that has been a cornerstone of the University for more than a century. CCU Online provides students with several options for accelerated degree completion, including flexible transfer credit policies, and opportunities to earn credit for prior life experiences.

With more than 8,000 undergraduate and graduate students, CCU Online has been ranked as one of the five fastest-growing institutions in the U.S. by the Chronicle of Higher Education. CCU warmly welcomes adults of all creeds and faiths to the University's educational programs for adults.

[122 words]

### **About Colorado Christian University Athletics**

The Cougar Athletics program at Colorado Christian University is an NCAA Division II college in the Rocky Mountain Athletic Conference (RMAC), one of the largest and most competitive conferences in the nation. Men's sports include: baseball, basketball, cross country, golf, soccer, and track. Women's sports include: basketball, cross country, golf, soccer, softball, track, and volleyball.

[60 words]

### **About the Centennial Institute at Colorado Christian University**

Founded in 2009, the Centennial Institute at Colorado Christian University is a public policy think tank that works to enhance the public's understanding of the most important issues facing our state and nation relating to faith, family, and freedom. The institute focuses its efforts on conducting research, analyzing public policy, and sponsoring publications, conferences, and other activities that advocate for civic engagement and renewing the spirit of 1776. All institute-sponsored activities are guided by the University's Strategic Objectives.

The Centennial Institute mentors students from Colorado Christian University through an internship program called 1776 Scholars. The Western Conservative Summit is the Centennial Institute's signature event and is the largest annual gathering of conservatives outside of Washington, D.C. This occurs in conjunction with the Young Christian Conservatives Leadership Conference (YCCLC), which offers students ages 16-20 a week of leadership development and a platform for political discourse.

[144 words]

### **About CCU Academy at Colorado Christian University**

CCU Academy, an academic division of Colorado Christian University, provides high school students the opportunity to earn college credits at reduced costs. CCU Academy's dual credit program enables students at partner schools to earn both high school and college credit for CCU courses offered at their high school campus. CCU Academy also offers 100% online dual enrollment college courses that are taught by CCU faculty. Students can earn an associate degree before high school graduation by combining dual credit, AP, and online dual enrollment credits. All CCU Academy courses are taught with a Christian worldview.

[95 words]

## **University Staff and Faculty Titles**

## **Board of Trustees**

This is always capitalized. This styling is specific to CCU. Mr., Mrs., or Ms. are not used with Board member names unless they are used in a list in a formal publication (such as Commencement programs).

Indicate doctorate-level degrees earned by Board members in all cases.

Example: *Dr. Sweeting*

## **Chairman, vice chairman**

When using in a sentence, only capitalize the title if it's part of a person's name.

(See sentence examples under staff.)

When a new Board of Trustees member is appointed to the role of chairman or vice chairman, the individual may choose the proper title on a case-by-case basis.

Example: *Chairman, chair, vice chairman, vice chair*

## **enrollment counselor(s)**

Do not capitalize.

## **faculty**

Use the professor's or dean's proper title.

Example: *Professor Smith or Dr. Smith*

If using in a sentence, only capitalize their title when it's part of their name.

Example: *Professor Smith taught us; Dr. Smith, our professor, taught history. Dean Williams will be giving a lecture in Chapel.*

If the title comes after the person's name, lowercase but capitalize the department name.

Example: *Betty Smith, professor of Church History, will be speaking tonight. John Smith, dean of CCU's Music Department, will be accompanying on piano.*

## **president**

Donald W. Sweeting, Ph.D.

After initial introduction with full name, *President Sweeting or Dr. Sweeting* is allowed. If you're referring to the president without his name attached, it is lowercase.

Example: *The president of CCU is coming today.*

Example: *When using his name in a sentence to indicate his title, use: Donald W. Sweeting, Ph.D., president of Colorado Christian University.*

## **staff**

Use the staff person's full name.

Example: *John Smith*

If using in a sentence, only capitalize their title when it's part of their name.

Example: *John Smith, director of marketing*

Example: *Director of Marketing John Smith*