



TCU STYLEBOOK 2011 - 2012

This computer-searchable stylebook provides a general overview designed to achieve as much consistency as possible in written material from TCU. For points not covered here, please consult the *Associated Press Stylebook* or contact Ma'lisa Yost in Advancement Communications at m.yost@tcu.edu.

www.marketingandcommunication.tcu.edu



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History

- AddRan Male and Female College, Thorp Spring, 1873-1895 (*Thorp* has no e, *Spring* no final s)
- Moved to Waco in 1895. Waco facility burned in 1910, and TCU then moved to Fort Worth.

University's Names

- AddRan Male and Female College, 1873-1889
- Add-Ran Christian University, 1889-1902
- Texas Christian University, 1902-present

Mission, Vision and Core Values Statements

Mission: To educate individuals to think and act as ethical leaders and responsible citizens in the global community

Vision: To be a world-class, values-centered university

Core Values: TCU values academic achievement, personal freedom and integrity, the dignity of and respect for the individual, and a deep heritage that includes inclusiveness and service

Facts

- Be sure that any facts you use correspond with the current and official *About TCU* brochure. Information is available online at “TCU At a Glance” at <http://www.tcu.edu/at-a-glance.asp>.
- Official fall 2011 enrollment of 9,518: 8,229 undergraduates, 1,289 graduate students
- Faculty/student ratio is 13-1.
- TCU's retention of first-year students from fall 2010 to fall 2011 was 87 percent.
- 78,000 living alumni
- Campus size: 275 acres
- TCU tuition covers about 80 percent of the true cost of a student's education.
- About 80 percent of TCU students (graduate and undergraduate) benefit from financial aid, with 65 percent receiving aid directly from the University.
- Total international student enrollment in fall 2011 was more than 700.
- The Class of 2015 was selected from more than 19,000 applicants.

TCU's Endowment

The TCU endowment comprises the long-term investment assets of the University. These assets are strategically invested by the chief investment officer and his staff under the direction of the Investment Committee of the Board of Trustees. As of May 31, 2011, the University's endowment value was \$1.2 billion. The 2010 annual survey of the National Association of College and University Business Officers (NACUBO) ranked TCU 59th largest in endowment assets out of the 865 universities surveyed. The endowment's 5-year annualized return is better than 90 percent of all its peer institutions. The TCU Endowment Fund has been nationally recognized as one of the best managed institutional investors. It was named 2008 “Nonprofit Investor of the Year” by *Alternative Investor News* and was nominated for “Large Endowment of the Year” by *Institutional Investor* in 2009.

Academic Divisions

AddRan College of Liberal Arts
 College of Communication - (no “s”)
 College of Education
 College of Fine Arts

College of Science & Engineering
Harris College of Nursing & Health Sciences
Neeley School of Business
John V. Roach Honors College

Advisory Boards and Councils

Board of Trustees
Brite Divinity School Board of Trustees
Chancellor's Advisory Council
Clark Society Board
Frog Club Board
Leadership Center Board of Partners
National Alumni Board
Parents Council
Quinq Club Board of Directors

Regional Councils

Austin Regional Council
Chicago Regional Council
Dallas Regional Council
East Texas Regional Council (Tyler, Longview)
Houston Regional Council
Permian Basin Regional Council (Midland, Odessa)
Washington, D.C., Regional Council

School and College Advisory Boards

AddRan College of Liberal Arts
AddRan College Board of Visitors
AddRan Emeritus Faculty Council

College of Communication
College of Communication Board of Visitors

College of Education
College of Education Board of Visitors

College of Fine Arts
International Fine Arts Board of Visitors

College of Science & Engineering
College of Science & Engineering External Advisory Board
Department of Engineering Board of Advisors
Institute of Child Development Advisory Board
TCU Energy Institute Board of Advisors (joint program with the Neeley School)

Harris College of Nursing & Health Sciences
Harris College of Nursing & Health Sciences Board of Visitors

Neeley School of Business
International Board of Visitors (IBOV)
eBusiness BIS Program Advisory Board

Neeley Entrepreneurship Program Advisory Board
 Accounting Advisory Board
 Luther King Capital Management Center for Financial Studies Advisory Board
 Neeley Alumni Executive Board
 EMBA Alumni Board
 MAc Advisory Board
 Supply and Value Chain Center Advisory Board
 Students in Free Enterprise Business Advisory Board
 TCU Energy Institute Board of Advisors (joint program with the College of Science & Engineering)

Alumni Relations

alumnus (singular male)
 alumni (plural male or plural male and female)
 alumna (singular female)
 alumnae (plural female only)
 FrogFest (Homecoming celebration for alumni, parents and TCU friends)
 froglinks.com (online social networking community for alumni)
 lifetime dues membership (one-time gift: \$600 for a couple; \$500 individual, \$400 first year after graduation)

TCU Alumni Association
 National Alumni Board
 Dee J. Kelly Alumni & Visitors Center (Use ampersand not *and*. There are only two correct ways to refer to the center: by its full name or “the Kelly Center.”)
 Alumni Relations

Alumni Association Chapters

Atlanta Chapter
 Austin Chapter
 Chicago Chapter
 Dallas Network
 Frog Families: Alumni and their little Frogs connect for fun-filled and educational experiences.
 Frog Fans: Sports fans connect for game-watching parties, coaches’ events and to display their purple pride.
 Lifelong Learning: Frogs connect to learn more about the arts, debate hot topics and attend challenging lectures.
 TCU Business Network: Professional Frogs and friends in the business community connect for networking, speakers and programs tailored by TCU.
 Volunteer Frogs: Frogs who want to make a difference in the world connect for service and involvement in the community.
 Young Alumni: Graduates from the past 10 years connect for cultural, educational and social events.

Fort Worth Network
 Frog Families
 Frog Fans
 Lifelong Learning
 Premier Frogs: A dynamic group designed to help alumni in their 30s and 40s stay connected to the University
 TCU Alumni Career Network: Connecting leadership and career opportunities for students, parents, alumni and friends
 Volunteer Frogs
 Young Alumni

Houston Network

Froggie Moms: Moms and relatives of current and former students as well as female alumnae connect to support the University and maximize their students' experiences.

Frog Families

Frog Fans

Lifelong Learning

TCU Business Network

Volunteer Frogs

Young Alumni

Kansas City Chapter

Denver Chapter

Los Angeles Chapter

San Diego Chapter

St. Louis Chapter

San Antonio Chapter

Tri-State Area Chapter (New York, New Jersey, Connecticut)

Washington Metro Chapter

Official Special Interest Groups

Black Alumni Alliance (BAA)

Golden Frogs: A program designed especially for Horned Frog alumni who attended TCU during the early '60s as well as the preceding decades.

Hispanic Alumni Association (HAA)

Quinq Club [pronounced "Quink"]: Organization for alumni who graduated or whose preferred class graduated 50 or more years ago (can be a non-degreed alum)

Parent Clubs (events prepared for parents)

Oklahoma City Parent Club (alumni often included since there is no OKC alumni chapter)

Austin Parent Club

San Antonio Parent Club

Alumni Awards

Honorary Alumnus Award (or Alumna)

Distinguished Alumnus Award (or Alumna)

Valuable Alumnus Award (or Alumna)

Royal Purple Award

Founders Award

Frog O'Fame Award

Distinguished Student Award

Outstanding Young Professional Award

Athletics

Horned Frog (official mascot — space between words)

Refer to all TCU athletic teams as *Horned Frogs*; *Frogs* on second reference.

Big 12 Conference (TCU will move to in 2012); not "Big XII" or "Big Twelve"

Division I (Roman numeral)

Football Bowl Subdivision (FBS) (formerly Division I-A)

TCU Equestrian team

Amon G. Carter Stadium (Per the Chancellor, use full name with middle initial unless simply calling it "the stadium." Never use "Carter Stadium.")

athletics program

Director of Intercollegiate Athletics Chris Del Conte (per Chancellor)

Athletics Media Relations

Coach Gary Patterson - head football coach Gary Patterson (When full description is used, do not capitalize, even though it comes before the name.)

Fast Break Club

Frog Horn

Hyperfrogs

Junior Frog Club (for kids 13 and younger, administered by Athletics Marketing)

Bleacher Creatures (children who run out on the field before a game with the team)

the TCU Frog Club

(Use whole name on first reference. Don't capitalize the "T" in "the." On later reference use "the Frog Club." Also see Gift Clubs for giving levels.)

The TCU Frog Club...***Scholarships for Champions*** (slogan always in Arial Bold italics)

student-athletes

SuperFrog (mascot's nickname — no space between words)

TCU Lettermen's Association

(Use whole name on first reference. On later reference use "Lettermen's Association.")

TCU Lettermen's Hall of Fame

tip-off

www.gofrogs.com

Brite Divinity School

(Use whole name on first reference. Use Brite or the divinity school on later reference.)

Christian Church (Disciples of Christ)

(Use whole name on first reference. On later reference, "the Christian Church." As an adjective, use "Disciples" as in "Disciples congregations.")

Brite Divinity School is affiliated with TCU.

Brite is a theological seminary of the Christian Church (Disciples of Christ).

Asian Korean Church Studies

Baptist Studies, Jewish Studies, United Methodist Studies and Presbyterian Studies, but Catholic programming (not Catholic Studies)

Black Church Studies

Center for Latina/o Church Studies

Episcopal Studies Program

Stalcup School of Theology for the Laity

Black Church Conference

President D. Newell Williams

The L.C. Brite Society

When writing for Brite, use "women and men" (women always first if you use this phrase).

Buildings/Maps

Use formal name of campus facilities with uppercase in formal communication.

Official names can be found at <http://www.physicalplant.tcu.edu>.

Mary Wright Admission Center;

Students here for Monday at TCU will meet at the Mary Wright Admission Center.

On second reference, if the proper name is used, drop the first and middle name/initial and retain uppercase: *Wright Admission Center; Students here for Monday at TCU will meet at the Wright Admission Center.*

When the proper name is not used on second reference, lower case: admission center;

Students here for Monday at TCU will meet at the admission center.

Exceptions:

Brown-Lupton University Union; University Union (always capitalize)

(BLUU is acceptable for internal, on-campus use)

Campus Commons; always use this way. Do not shorten name or lowercase.

The official TCU campus map, located at <http://www.maps.tcu.edu>, is the only map that should be distributed to ANYONE (this comes directly from the Chancellor).

Collegiate Beaux Arts (architectural style of most TCU buildings)

Facilities Master Plan

Square Footage of TCU Facilities

A listing of the square footage of all major TCU facilities can be found in the fall *Fact Book* produced each year by the Office of Institutional Research. *Fact Book* information also can be found at <http://ir.tcu.edu>.

Campaigns

The Next Frontier Campaign (TCU's campaign that ended in 1997)

The Campaign for TCU — The public phase of this comprehensive campaign kicked off on April 3, 2008, with more than \$155 million already raised of the \$250 million goal. The original goal was surpassed by June 2010 and by August 2011, commitments for the campaign had surpassed the new \$375 million goal. The \$100 million TCU Campaign Scholarship Initiative was launched during the 2009-2010 academic year in response to the increased needs of many students and their families. The initiative had raised nearly \$85 million for all types of scholarships by Sept. 1, 2011. When speaking broadly of the campaign effort, it is correct to say it has raised "over \$400 million" thus far.

For up-to-date campaign totals, please go to: <http://www.campaign.tcu.edu/>.

For up-to-date Scholarship Initiative information, please go to: <http://www.scholarship.tcu.edu/>.

Please note: *The Campaign for TCU* will raise funds for a variety of projects, so it is a comprehensive campaign. Capital campaigns raise funds for capital projects only.

The Christian Church (Disciples of Christ)

The Christian Church (Disciples of Christ) is a Protestant community that began in the United States two centuries ago. Coming largely from Presbyterian parentage, Disciples bear many similarities to the faith and practice of traditional Christian communities. Distinctive characteristics of Disciples include believer's baptism, weekly communion and a commitment to unity of all Christians and to the dialogue between faith and reason. A reforming impulse leads to ongoing re-examination of personal faith commitments. Disciples are profoundly committed to social justice and to honoring the dignity of all persons, as well as to constructive dialogue across all faith communities and traditions.

TCU-Church Relationship

Texas Christian University is the largest of 14 colleges and universities associated with the Christian Church (Disciples of Christ), a denomination committed to demonstrating true community, deep Christian spirituality and a passion for justice. With the full support of the Disciples, TCU is committed to the highest standards of scholarship, affording students the rigorous challenges that make higher education worthwhile. Reflection

on questions of meaning and value is crucial to genuine learning. TCU's covenant with the Christian Church (Disciples of Christ) supports an approach to education that brings together faith, reason and intellectual curiosity.

College of Fine Arts

School of Music

Germán Gutiérrez [pronounced Hair-MAHN GOO-tee-AIR-ez]

Tamás Ungár [pronounced Tah MAHSH OONG Gar]

Mimir Chamber Music Festival [pronounced MEE MEER]

Latin American Music Festival

the Van Cliburn International Piano Competition

the Van Cliburn International Piano Competition Archives

PianoTexas International Academy & Festival (formerly the TCU/Cliburn Piano Institute), held in conjunction with the Van Cliburn International Piano Competition. There is no space between *Piano* and *Texas*.)

Van Cliburn Gold Medalist José Feghali

[pronounced JOE zay (not HOE zay) Fuh GAH lee]

artist-in-residence

distinguished guest artist

distinguished guest professor

Bass Performance Hall

"Faculty and Friends" Chamber Music Series

TCU Cellofest

TCU Concert Chorale

TCU Jazz Ensemble

TCU Jazz Festival

TCU Marching Band

TCU Steel Drum Band

TCU Symphony Orchestra

Theatre TCU

theatre, theater – if it pertains to TCU, use theatre, for example: *Jerita Foley Buschman Theatre, Department of Theatre, theatre major*

Trinity Shakespeare Festival at TCU (began June 2009)

The Art Galleries at TCU

Moudy Gallery (in J.M. Moudy Building North)

Fort Worth Contemporary Arts gallery (2900 W. Berry Street)

Department of Design, Merchandising & Textiles

School for Classical & Contemporary Dance (formerly the Department of Ballet and Modern Dance)

choreographer-in-residence

*Dance*TCU – one word with "Dance" italicized

Community Scholars

The Chancellor's Council on Diversity established the Community Scholars Program in 1999. Since the first class enrolled in 2000, more than 200 Community Scholars have enriched the TCU community. TCU has helped to make college a reality for more than 6,000 first-generation/low-income students across the Metroplex through College Access programs, which include TCU Community Scholars.

The University has Community Scholars partnerships with a number of DFW area high schools, including Diamond Hill Jarvis, Dunbar, North Side, O.D. Wyatt, Polytechnic, Sam Houston, Trimble Tech and South Hills; DeSoto High School; and Lincoln and Carter in Dallas. The scholarships cover 100 percent of the total cost of tuition, room and board.

Degrees

This list offers some examples of common degrees

Bachelor of Arts or BA

Bachelor of Science or BS

bachelor's degree or baccalaureate degree

D.O. (Doctor of Osteopathy)

Ed.D. in Educational Leadership

J.D. (Doctor of Jurisprudence)

Master of Arts or MA

Master of Science or MS

Master of Business Administration or MBA

Master of Divinity or M.Div.

master's degree

MBA/Ed.D. in Educational Leadership

M.D.

Doctor of Philosophy or Ph.D.

Doctor of Nursing Practice (DNP)

Doctor of Ministry or D.Min.

Doctor of Education or Ed.D.

doctoral degree

earned the Ph.D., the Master of Arts, etc. (not a Ph.D. or a Master of Arts) *Earned* is preferred to *receive*.

Use *the* instead of *his* or *her*. For example: *Mr. Smith earned the Master of Arts from TCU.*

Not: Mr. Smith received his Master of Arts from TCU.

Financial Aid and Scholarships

About 80 percent of students benefit from financial aid, with 65 percent receiving aid directly from TCU.

Official Names of Scholarships

A list of most of the endowed scholarships can be found in the TCU catalog. If the scholarship you are looking for is not in the list, contact Samantha Suttle in Donor Relations, c.s.suttle@tcu.edu, for the official name.

To get to the list, go to http://www.catalog.tcu.edu/current_year/undergraduate. Search for “endowed scholarships” in “entire catalog.”

Official Names of Chairs and Professorships

A list of chairs and professorships can be found in the TCU catalog.

To get to the list, go to http://www.catalog.tcu.edu/current_year/undergraduate. Search for “chairs” in “entire catalog.”

Fiscal Year

Follow these rules regarding “fiscal year” in all written reports and documents, per the Chancellor.

Please use either of the following:

FY2012 (No space between the “Y” and the “2”)

Fiscal Year 2012

Please do NOT use:

FY ‘12

FY 2012

FY12

Fundraising

Since TCU is an independent university, strong support from alumni, friends, parents, corporations and foundations is vital.

The Campaign for TCU, the University’s fund-raising campaign, passed its original goal of \$250 million by June 2010 and its increased goal of \$375 million in summer 2011. The campaign, which began its public phase in 2008, is slated to finish May 31, 2012. When speaking broadly of the campaign effort, it is correct to say it has raised “about \$400 million” thus far. For up-to-date campaign totals, please go to <http://www.campaign.tcu.edu/>.

The University continues to raise funds for endowed positions, academic programs, faculty support and other needs, but the campaign’s top priority is scholarships. The \$100 million TCU Campaign Scholarship Initiative was launched in the 2009-2010 academic year in response to the increased needs of many students and their families. The initiative had raised almost \$85 million for all types of scholarships as of Sept. 1, 2011. For up-to-date Campaign Scholarship Initiative information, please go to <http://www.scholarship.tcu.edu/>.

TCU tuition covers about 80 percent of the true cost of a student’s education. The rest comes from other sources, including philanthropy and income from the endowment.

endowed — When discussing gifts that endow something, do not use the verb “endowed.” Use “supports” or “in support of.” Instead of “*The Smiths endowed the William Smith Professorship in Basket Weaving*,” use “*The Smiths’ gift is in support of the William Smith Professorship in Basket Weaving.*”

fund raiser (Note: Your computer spellchecker will indicate that this is one word, but we use two.)

fundraising (noun)

fund raising (verb)

fund-raising event (adjective)

gifts-in-kind

kickoff (Do not use in reference to the campaign.)

needs — When writing/discussing the campaign, please remember that the University doesn’t HAVE needs, it MEETS needs. Use words like “opportunities” and “priorities.”

The Office of Annual Giving

the TCU Annual Fund, the Annual Fund

tagline: **Give every year. It’s what Horned Frogs do.**

TCU Calling All Frogs Phonathon

Senior Class Legacy

the Addison & Randolph Clark Society (the Clark Society on later reference) (See [Gift Clubs](#) for giving levels)
tagline: **TCU Clark Society: Investing Today – For Tomorrow’s Leaders**

Use in every article referencing Clark Society:

With contributions of \$1,000 or more annually, members of the Clark Society make a difference in the lives of TCU students — the difference between a good private education and a great private education. Named after the University’s founders, Addison and Randolph Clark, this leadership giving organization supports tomorrow’s leaders. For more information about the Clark Society, please call the Donor Relations Office at 817-257-7806 or e-mail us at donorrelations@tcu.edu. Contributions may be sent to University Advancement, TCU Box 297044, Fort Worth, Texas 76129. They also may be made online at makeagift.tcu.edu.

the Clark Society Board

the Junior Clark Society

tagline: **TCU Junior Clark Society: Giving Forward**

Clark Scholars

(Note: when referring to the Clark Society, do not use terms such as *elite* and *prestigious*. Use terms such as *inclusive* and *fun*. Emphasize support of our students as opposed to support of the institution. The Clark Society Board has specifically requested this change.)

Office of Gift Planning (not Planned Giving)

The B.M. and Frances Britain Society recognizes the many generous alumni and friends who have included TCU and/or Brite Divinity School in their estate plans. (On later reference use “the Britain Society.”)

the TCU Frog Club (Also see [Gift Clubs](#) for giving levels)

(Use whole name on first reference. Don’t capitalize the “T” in “the.” On later reference use “the Frog Club.”)

TCU Parents Fund

Mary Wright Admission Center (Please note, the admission center was named for Mary Wright in recognition of multiple generous gifts to TCU by Bob and Mary Wright.)

Fundraising - Brite Divinity School

The L.C. Brite Society (Also see [Gift Clubs](#) for giving levels)

Partners in Ministry (Also see [Gift Clubs](#) for giving levels)

General Writing Information

affect, effect — Affect, as a verb, means to influence: *The game will affect the standings.* Affect, as a noun, is best avoided. It occasionally is used in psychology to describe an emotion, but there is no need for it in everyday language. Effect, as a verb, means to cause: *He will effect many changes in the company.* Effect, as a noun, means result: *The effect was overwhelming. He miscalculated the effect of his actions. It was a law of little effect.*

all right (never alright)

American Council on Education (when spoken, referred to by the initials A-C-E, not collectively as the word “ace.”)

ampersand (&): Use the ampersand (&) if it is a formal part of the title or name.

baby boomer

backbone

barbecue (not *barbeque* or *Bar-B-Q*)
 Barnett Shale
 Berry Street Initiative
 boardroom

campuswide: (words created with the suffix *wide* are written as one word with no hyphen)
 can/may: “Can” denotes ability. “May” denotes possibility and permission.
 capitalization: Capitalize sparingly; lowercase academic subjects/majors and minors unless they are proper nouns (*mathematics, French*). Capitalize the formal, full names of centers, bureaus, institutes, schools, colleges, departments, administrative offices, boards and committees; lowercase informal usages. Examples: *Center for Cultural Analysis* (formal), *cultural analysis center* (informal); *Office of Residential Services* (formal); *residential services* (informal); *Graphic Design Program* (formal), *graphic design* (informal).

CFA (Chartered Financial Analyst)
 chair, chairman, chairwoman – use the preferred position title or the individual’s preference.
 charterholder
 co-curricular
 co-chair
 coed
 coeducation
 coeducational

comma in a series: Do not use a comma before the word “and” in a series. Example: *Resources available to students include numerous computer labs, lighting and sound systems, specialized libraries and equipment, galleries, art and dance studios, theaters and performance halls.*

complement/compliment – *Complement* denotes completeness or the process of supplementing something. *Compliment* denotes praise or the expression of courtesy.

continual/continuous – *Continual* means steady repetition, over and over again. *Continuous* means uninterrupted, steady, unbroken.

course titles: Capitalize the proper name of a course to denote a course of study.

emerita (feminine singular), emeritus (masculine singular), emeriti (masculine plural), emeritae (feminine plural)
 ensure, insure - *Insure* means to establish a contract for insurance of some type; *ensure* means to guarantee.
 entitled, titled - *Entitled* means one has the right to do or to have something: *she is entitled to the inheritance*; use *titled* to introduce the name of a publication, musical composition, seminar, etc.

extracurricular

fewer, less - In general, use *fewer* for individual items, *less* for bulk or quantity: *I had less than \$50 in my pocket; however, I had fewer than 50 one-dollar bills in my pocket.*

firsthand

Fort Worth, not “Ft. Worth”

Fort Worth Star-Telegram (the *Fort Worth Star-Telegram* [“the” is not italicized], the *Star-Telegram* [“the” is not italicized])

forward not forwards, toward not towards, upward not upwards

hands-on

health care (two words)

in-service

intramural (competitive units within a single community or institution)
intermural (competitive teams from different universities)

kickoff (one word if adjective or noun, avoid in reference to campaign events)
kick off (two words if verb)

landman
lectern, podium, pulpit, rostrum (A speaker stands *behind* a lectern, *on* a podium or rostrum, or in the pulpit.)
lifelong

middle income
Modern Art Museum of Fort Worth
multimedia

National Cowgirl Museum & Hall of Fame
The New York Times

nonfiction
nonprofit organization
noon, midnight - Use without numeral *12* before. To avoid confusion, do NOT use *12 a.m.* or *12 p.m.* in reference to either noon or midnight.

oilman
one-half
one-on-one
over/more than (As a general rule, use *more than* to refer to things that can be counted, for example, *more than 30 people*. *Over* can be used in cases like these: *She is over 30*. *I paid over \$300 for this suit*.)

principal, principle — *principal* is a noun and adjective meaning someone or something first in rank, authority, importance or degree. It can also refer to an original monetary sum invested or lent, such as *endowment principal*. *Principle* is a noun that means a fundamental truth, law, doctrine or motivating force.

ratios — use figures and hyphens: *a 2-1 ratio*

Southwestern Exposition and Livestock Show (*and* not &)
startup (noun and adjective) — used to describe a new business venture
state-of-the-art
stationary is to stand still; *stationery* is paper

teacher-scholars
temperatures — use figures for all except zero. Use a word, not a minus sign, to indicate temperatures below zero.

T-shirt
Texas and Southwestern Cattle Raisers Association (*and* not &)
The Wall Street Journal

underwrite
under way (two words unless referring to a ship launching)
United States or U.S. (always use periods)
Washington, D.C., not Washington, DC
well-known
work force
workout
workplace

Gift Clubs

Clark Society Membership Levels

- Founder
Cumulative gifts of \$1 million or more
- Benefactor
Cumulative gifts of \$500,000 to \$999,999
- Centurion
Cumulative gifts of \$100,000 to \$499,999
- Patron
Cumulative gifts of \$50,000 to \$99,999
- Chancellor's Council
Annual gifts of \$10,000 or more
- Dean's Council
Annual gifts of \$5,000 to \$9,999
- Director
Annual gifts of \$2,500-\$4,999
- Member
Annual gifts of \$1,000 to \$2,499

Frog Club Membership Levels

- Founder
Cumulative gifts of \$1 million or more to athletics
- Benefactor
Cumulative gifts of \$500,000 to \$999,999 to athletics
- Centurion
Cumulative gifts of \$100,000 to \$499,999 to athletics
- Patron
Cumulative gifts of \$50,000 to \$99,999 to athletics
- Full Scholarship Member
Annual gifts of \$36,400 or more to athletics
- Platinum Member
Annual gifts of \$10,000 to \$36,399 to athletics
- Gold Membership
Annual gifts of \$5,000 to \$9,999 to athletics
- Silver Membership
Annual gifts of \$1,500 to \$4,999 to athletics
- All-American Membership
Annual gifts of \$1,000 to \$1,499 to athletics
- All-Conference Membership
Annual gifts of \$500 to \$999 to athletics
- Regular Member
Annual gifts of \$10 to \$499 to athletics
- TCU Student Member
Annual gifts of \$10 to \$99 to athletics

Graduation Years

Patrick Beckham '59 (no comma before or after year)

Floppy and Genevieve Blackmon '43 '44 (when both are graduates)

Jim '57 and Eloise Holder (husband only is graduate)

Jim and Eloise Holder '57 (wife only is graduate)

Initials

When two initials are used in a name, do not separate with a space, for example, *J.M. Moudy*.

International

Center for International Studies: TCU Abroad TCU Abroad facilitates study abroad for more than 70 programs in 50 countries.

TCU Abroad Summer Programs feature study in various locations, including Argentina, Australia, China, Costa Rica, Czech Republic, England, France, Germany, Ghana, Hungary, Italy, Japan, Scotland and Spain. These intensive courses are developed and directed by TCU faculty members from such disciplines as business, communication sciences and disorders, education, film-television-digital media, geology, history, interior design, journalism, literature, modern languages, nursing, political science and social work.

TCU Semester or Academic Year Study Abroad Programs offer students classes at local universities and a variety of opportunities for immersion, cultural enrichment and travel.

TCU London Program - Westminster University

TCU Florence Program - Lorenzo de' Medici Institute

TCU Seville Program - Universidad Pablo de Olavide

Partner Programs allow TCU students to study with IES (Institute for the International Education of Students) and CIEE (Council on International Educational Exchange) in Argentina, Australia, Austria, Belgium, Bonaire, Botswana, Brazil, Chile, China, Dominican Republic, Ecuador, France, Germany, Ghana, India, Ireland, Jordan, Morocco, the Netherlands, New Zealand, Poland, Portugal, Russia, Senegal, South Africa, South Korea, Sweden, Taiwan, Tanzania, Turkey, Thailand, Vietnam and the United Arab Emirates.

International Educational Exchange Programs allow students to directly enroll in one of the following international universities:

Aoyama University - Tokyo, Japan

Kansai Gaidai University - Osaka, Japan

Nanyang Technological Institute - Singapore

Universidad Mayor - Santiago, Chile

Certificate in International Studies is a program designed to develop global citizens through academic coursework, skill-building programs and interaction with international communities.

Junior, Senior and III

William D. Smith, Jr.

William D., Jr., and Helen Smith (when wife is included)

William D. Smith III (no comma needed)

Neeley School of Business

Use the Neeley School of Business at TCU for all formal communications, first mention. Use “Neeley School” or “Neeley” on subsequent references. Only use M.J. Neeley School of Business when referencing the history of the school.

Tagline: **It's More Than Business. It's Personal. ®**

Neeley's distinctive attributes: **Personal. Connected. Real.**

ACHIEVE Summer Business Institute

Alcon Career Center (named space for Career Services at the Neeley School)

BNSF Next Generation Leadership Program

Business Information Systems

C-Level Confidential (MBA event with a CEO)

Charles F. and Alann P. Bedford Professor of International Business

C.R. Williams Professor of Financial Services

Dan Rogers Hall

Davis Family Entrepreneur-in-Residence

Duncan Faculty Fellowship

The Earl E. Dyess Lectureship Series in Marketing

Educational Investment Fund (EIF)

Eunice and James L. West Chair (2)

Fehmi Zeko Jr. Faculty Fellowship

Glenn Entrepreneurial Intern Program

Global Supply Chain Conference

Graduate Career Service Center (GCSC)

Neeley Connections

Greater Tarrant Business Ethics Awards

International Board of Visitors (IBOV)

Investment Strategies Conference

John V. Roach Dean of the Neeley School of Business at TCU

J. Vaughn and Evelyne H. Wilson Professorships in Business (2)

J. Vaughn and Evelyne H. Wilson Chair (Business)

Luther King Capital Management Center for Financial Studies (LKCM Center for Financial Studies on subsequent references)

MBA Marketing Case Competition

M.J. Neeley Professor of Management

Neeley Academic Advising Center (formerly Neeley Student Resource Center)

Neeley Associates (undergraduate ambassadors)

Neeley & Associates Consulting (MBA consulting projects)

Neeley eNews

Neeley Entrepreneurship Center

Neeley Entrepreneurship Program is the name for Entrepreneurial Studies. Note: Use Ryffel Center for Entrepreneurial Studies only when referring to the research arm of the Neeley Entrepreneurship Program.

- Coleman Faculty Fellows
- Collegiate Entrepreneur of the Year Award
- Family Business Seminar
- Jane and Pat Bolin Innovation Forum
- Small Business of the Year Award
- TCU Collegiate Entrepreneurs Organization for first reference (TCU CEO Club in later references)
- Values and Ventures Competition

Neeley Fellows

Neeley Magazine

Neeley Premium Credentials [™] (an advanced skill-building program exclusively for Neeley undergraduate business students)

Neeley Speaker Series

Neeley Professional Development Center (formerly Center for Professional Communication)

Neeley Professor of Marketing

O. Homer Erekson, John V. Roach Dean of the Neeley School of Business at TCU

Professional Program in Accounting

Roadmap to Careers in <Subject>

Robert and Edith Schumacher Executive Faculty Fellow in Innovation and Technology

Robert and Maria Lowden Professor of Finance

Shaddock Entrepreneurial Fellows

Steve and Sarah Smith Entrepreneurs Hall (Smith Hall)

Supply and Value Chain Center

Tandy Center for Executive Leadership

Tandy Executive Speaker Series

Tandy Hall

TCU Business Breakfast of <CITY NAME>

TCU High School Investor Challenge

TCU Energy Institute

Theodore and Beulah Beasley Faculty Fellowship (3)

William M. Dickey Entrepreneur-in-Residence

Bachelor of Business Administration (BBA)

Accelerated MBA Program (AMBA)

Executive MBA Program (EMBA)

Full-time MBA Program (FMBA)

Professional MBA Program (PMBA)

Educational Leadership Program (MBA/Ed.D. dual degree)

Master of Accounting (MAc)

Neeley School Recognition

The Neeley School of Business at TCU <<http://www.neeley.tcu.edu>> is nationally ranked and recognized as a premier business school for both undergraduate and graduate programs by *Bloomberg Businessweek*, *U.S. News & World Report*, *Parade* magazine, *Entrepreneur* magazine and The Princeton Review. The U.S. Association for Small Business and Entrepreneurship named the Neeley Entrepreneurship Program the 2011 National Model Entrepreneurship Program. Gartner ranked the Neeley Supply Chain 19th in the nation. THE Neeley School is fully accredited by the Association to Advance Collegiate Schools of Business (AACSB), the highest standard of accreditation for business schools internationally.

Numbers

ages – Use figures for people and animals but not for inanimates: *The boy is 13 years old; the law is twelve years old.* Use hyphens for ages expressed as adjectives before a noun or as substitutes for a noun: *A 10-year-old girl, but the girl is 10 years old. The party is for 4-year-olds. The man is in his 40s* (no apostrophe).

grade, grader – hyphenate in combining forms: a third-grade pupil, a 12th-grade student, second-grader, 10th-grader.

No. 1 (as in “We’re No.1” or “The school was rated No.1.”)

numbers - Spell out a number at the beginning of a sentence, with one exception: a numeral that identifies a calendar year: *1968 marked a turning point in the Vietnam War.* Spell out whole numbers below 10. Use figures for 10 and above: *They had 10 dogs and four cats.* When large numbers must be spelled out, use a hyphen to connect a word ending in ‘y’ to another word; do NOT use commas between other separate words that are part of one number: *twenty, twenty-one, one hundred forty-five.*

numerals - In general, spell out one through nine and first through ninth, use numerals for 10 and 10th and above. For more details, see the *AP Stylebook*.

Use figures for dimensions, percentages, ages, distances, computer storage capacity.

Write out *percent* instead of using % sign, and use a figure instead of spelling out (*3 percent*).

Outside Business Names and Titles

Use what the company uses. Check letterhead and spell out or abbreviate accordingly.

Corporation or Corp.

Company or Co.

Check for commas between names and whether to use & or *and*.

Inc. (Use comma before and after in a sentence, i.e. *Talbot, Inc., founded in 1899.*)

Scholarships (Also see Financial Aid)

assistantships

Chancellor's Scholar Program

Community Scholars (Also see Community Scholars separate listing.)

fellowships

J.W. Fulbright Student Program

Fulbright Scholar

Fulbright Scholarship

Fulbright winner

Gates Cambridge Scholarship

Gates Millennium Scholar

Goldwater Scholar

Marshall Scholarship

Rhodes Scholar

Harry S. Truman Scholarship

Truman Scholar

middle income scholarships (no hyphen)

A list of most of the endowed scholarships can be found in the TCU catalog. To get to the list, go to http://www.catalog.tcu.edu/current_year/undergraduate. Search for “endowed scholarships” in “entire

catalog."If the scholarship you are looking for is not in the list, contact Samantha Suttle in Donor Relations, c.s.suttle@tcu.edu, for the official name.

Seasons, Dates

fall (seasons not capitalized)

Sept. 23-24, 2011 (not *23 and 24*) Abbreviate months when dates follow, except for March, April, May, June and July.

Sept. 3 (not *September 3rd*)

fall 2011 (no comma)

July 2011 (no day, no comma)

May 12, 2011 (day, comma — if the full date is used in a sentence, use a comma after the year as well)

1990s (no apostrophe)

'90s

mid-1990s

Spaces after Periods

Use one space after periods at the ends of sentences in printed publications. Use two spaces otherwise, for example, in letters. (But do not use two spaces after periods in initials or following titles such as Mr., Mrs., Ms., Dr. and Rev.)

TCU

Use Texas Christian University on first mention in a communication from the Chancellor or on formal occasions. However, in articles in publications and in informal letters, we generally use TCU on first reference.

TCU (no periods)

the University (Use capital letter only when TCU can replace *the University*. Do not capitalize the *t* in *the*. Example: Do not capitalize *University* in a sentence such as: "This university is unique." One wouldn't say: "This TCU is unique.")

the Christian Church (Disciples of Christ)

[Note: TCU is associated with, not governed by, the Christian Church (Disciples of Christ)]

Schools and Colleges

On first reference, use the full, formal name of the school/college. *Examples:* AddRan College of Liberal Arts, College of Communication, College of Education, College of Fine Arts, Harris College of Nursing & Health Sciences, Neeley School of Business, John V. Roach Honors College, College of Science & Engineering. On second reference, the use of school or college (both lowercase) is acceptable.

Department of Mathematics

the mathematics department

Advise TX —under the Center for Urban Education; employs a coordinator and 16 advisors to work with low-income, first-generation high school youth to encourage them and provide information on postsec-

secondary education

Robert D. Alexander Lectureship in the Liberal Arts

Andrews Institute of Mathematics & Science Education – Established to provide an environment for innovation and change in mathematics and science education through creative research, community partnerships and professional development

Applied Projects Partnership Program

Associate Provost and Dean of University Programs (Bonnie Melhart)

BNSF Career Center (Named space of Career Services and located in Jarvis Hall. Center is named after Burlington Northern Santa Fe Corporation, but use BNSF when referring to it.)

boardroom – one word

Paul F. Boller, Jr., Symposium on the American Presidency (every other year beginning in November 2009)

T.J. Brown & C.A. Lupton Foundation (first reference); Brown-Lupton Foundation (second reference)

Center for Community Involvement & Service-Learning

Center for Strategic and International Studies (CSIS) Washington, D.C. TCU's Schieffer School of Journalism co-sponsors a series of monthly dialogues with CSIS featuring top public policy experts, government officials, leading scholars and prominent journalists.

Center for Texas Studies (AddRan College)

Center for Urban Education - Established to improve the quality of education in Tarrant County's urban schools through collaborative partnerships to recruit and prepare teachers and administrators, and to conduct and disseminate research on best practices in urban schools.

Chancellor's Award for Distinguished Achievement as a Creative Teacher and Scholar chairholder (one word)

Chancellor's Assembly

Chancellor's Staff Award for Outstanding Service

Clark Society ([See Fund Raising](#))

Core Curriculum ([See TCU Core Curriculum](#))

The Commission on the Future of TCU (Italicize complete name, but do not italicize when using the Commission on later reference.) (See below for *Vision in Action*.)

coursework

cum laude – with distinction

Daryl D. Schmidt Lectureship on Religion in Public Life (held every other year beginning October 2009)

Department of Criminal Justice (formerly part of Sociology, Criminal Justice and Anthropology)

Department of Design, Merchandising & Textiles (now part of College of Fine Arts)

Department of Film, Television and Digital Media (FTDM, formerly Department of Radio-TV-Film)

Department of Modern Language Studies (formerly the Department of Modern Languages & Literatures)

Department of Sociology and Anthropology

Department of Spanish and Hispanic Studies

Disciplina Est Facultas can be translated both as "Learning Is Power" and "Education Is Opportunity." (Both translations fall under the TCU trademark.)

Division of Strategic Communication (Schieffer School of Journalism, formerly Advertising/Public Relations) dormitory - Don't use. Use *residence hall* instead.

Educational Investment Fund or EIF (provides real market experience as business students learn to invest wisely)

TCU Energy Institute (joint program of the College of Science & Engineering and the Neeley School of Business)

Extended Education

Facilities Master Plan

Faculty Senate

Michael R. Ferrari Award for Distinguished Service and Leadership

The Festival of Student Scholarship and Creativity is a campuswide event that is held in conjunction with Honors Week. Each college/school at TCU participates by hosting a showcase event or forum for their students' work. This includes the AddRan Festival and the Science & Engineering Student Research Symposium. Harris College and the College of Education each host a poster session; the Neeley School event includes formal presentations by students to a panel of judges. AddRan Festival of Undergraduate Scholarship and Creativity includes student poster presentations and formal juried paper presentations. Communication and Fine Arts have various venues for student presentations.

first-year students or freshmen

Fogelson Honors Forum

Fort Worth-TCU Symphonic Choir

founders of TCU were Addison and Randolph Clark; only Addison was president of AddRan or TCU

Frog Camp

Frog Club (See [Fund Raising](#))

froglinks.com - online social networking community for alumni and TCU friends

FY2012, Fiscal Year 2012

Gates of Chai Lectureship in Contemporary Judaism

gift societies (See [Fund Raising](#))

GPA (Always use the abbreviation when referring to grade point average. It is generally accepted in academe on first reference.)

Green Honors Chair

Gwendolyn P. Tandy Memorial Film Library

High School Journalism Workshop

Homecoming

Honors Program became the John V. Roach Honors College at the beginning of the 2009-2010 academic year.

Image magazine (student-run)

Institute of Behavioral Research (IBR)

Institute for Critical and Creative Expression (AddRan College)

Institute for Environmental Studies (Science & Engineering)

Institute for Urban Living and Innovation (AddRan College)

International Student Teaching Program (College of Education program under the European Teacher Education Network of Colleges and Universities that facilitates the exchange of TCU education students through different colleges and universities in Europe each semester)

Jerry W. Allen Engineering Scholars

Jim Wright Symposium

John V. Roach Honors College (Honors College on second reference)

J. Vaughn and Evelyne H. Wilson Honors Fellow

J. Vaughn and Evelyne H. Wilson Professorship in the Honors College

KinderFrogs School (laboratory school for students aged 18 months to 6 years with Down syndrome and other developmental delays. Do not capitalize s in *syndrome*.)

magna cum laude – with great distinction

Master of Environmental Management (joint offering of Neeley School and College of Science & Engineering)

Dorothy Garrett Martin Delta Gamma Memorial Lecture in Values and Ethics

Mercer Presentation Showcase

Mary Coutts Burnett Library, Bistro Burnett, Information Commons, Technology Resources (Help Desk)

The library's Special Collections department comprises the Speaker Jim Wright Collection, the Amon G. Carter Collection, the Van Cliburn International Piano Competition Archive, the William Luther Lewis

Collection, the Pate-Newcomer Luxembourg Collection, the TCU Archives and Historical Collection, and the TCU Photo Archives, including the Linda Kaye Collection.

Miller Speech and Hearing Clinic

Model UN Program

Oscar E. Monnig Meteorite Gallery, the Monnig Meteorite Gallery

The Morris Foundation Academic Wing (new to Starpoint School/KinderFrogs). *"The" is always capitalized.*

Mortar Board

Alice Neeley Special Education Research and Service Institute — Established to provide an environment for innovation and change in special education through exemplary teaching, creative research, creative outreach and professional development.

Neighborhood News (e-newsletter)

New Media Writing Studio (AddRan)

Office of Admission (no final s)

on-campus jobs

Parents Association

Pat Schieffer, not Patricia Penrose Schieffer or Patricia Schieffer

Petroleum Land Practices Certificate program (Energy Institute)

Pre-health Professions Program for prospective doctors, dentists and veterinarians

premed

premedical program

presidents and chancellors — There have been 10 CEOs in TCU's history: Addison Clark, Ely V. Zollars, Clinton Lockhart, Frederick D. Kershner, Edward M. Waits, McGruder E. Sadler, James M. Moudy, William E. Tucker, Michael R. Ferrari and Victor J. Boschini, Jr. On occasion, presidents served under chancellors and were not TCU's CEO (for example, Ray Lindley), and there have been acting presidents. They are not counted among the 10. [Note: Randolph Clark was a founder, never a president, of TCU's forerunner institution.]

Program in Jewish Studies at TCU and Brite Divinity School

Radio/TV/Film (now called Department of Film, Television and Digital Media)

Ranch Management Program

Regional Spelling Bee—the College of Education hosts the Scripps Regional Spelling Bee for North Texas' brightest spellers

Research Apprentices Program (RAP), physics department

Schieffer School of Journalism

Convergence Center

Strategic Communication (no "s") Division, formerly Advertising and Public Relations

Schieffer Symposium

School of Geology, Energy and The Environment (began June 2010)

School of Nurse Anesthesia

SERC (Science & Engineering Research Center)

Sports Broadcasting major in Film, Television and Digital Media department

Staff Assembly

Starpoint School (laboratory school for students aged 6 to 12 years with learning differences)

SRS (Student Research Symposium)

summa cum laude - with highest distinction

Tager TV (no longer used)

TCU Center for Evidence Based Practice (Harris College)

TCU Center for Oncology Research & Education

TCU Center for Remote Sensing and Geographic Information Systems (GIS)

TCU Leadership Center

TCU Core Curriculum (first reference); core curriculum in second reference (omit TCU; lowercase)

Approved description: “The distinctive TCU Core Curriculum provides the opportunity for students to explore significant achievements in the liberal arts while gaining an understanding of the past, an awareness of the global and cultural issues of the present, and a foundation for becoming responsible citizens and ethical leaders in the future.” (Went into effect with Class of 2009)

Core Implementation Committee

the *TCU Daily Skiff* (Do not capitalize or italicize *the*.)

TCU 360 (student-run website offering news from the *Daily Skiff*, *Image* magazine and TCU News Now)

TCU Family Weekend

TCU High School Journalism Workshop

TCU Institute of Child Development

The TCU Magazine (Italicize and capitalize all three words.)

TCU News Now (student newscast)

TCU-Oxford Sustainable Futures Initiative

TCU Purple Bike program

TCU seal – was developed for the 1914-1915 *Horned Frog* by Ed R. Bentley. The seal is now reserved for the Chancellor or for other special TCU uses. Get permission from the publications office before using on anything, including business cards, stationery, newsletters, brochures, Web pages, etc.

TCU Veterans Plaza

Texas Christian University Fall Convocation & Founders’ Celebration

theatre, theater – If it pertains to TCU, use *theatre* – for example: *Jerita Foley Buschman Theatre*, *Department of Theatre*, *theatre major*.

Trinity Shakespeare Festival (inaugural season was June 2009)

vivarium

Vision in Action: Planning TCU’s Future (italics)

VIA on second reference (no italics, no periods). VIA projects are implemented through Strategic Initiative Fund grants.

Wassenich Award for Mentoring in the TCU Community [pronounced Wass-in-ick]

Washington Internship Program

William L. Adams Center for Writing

Wind Research Institute

Mary Wright Admission Center

Technology

app (application)

BlackBerry(s)

blog

CD-ROM

cellphone (one word)

computer-assisted instruction

cyberspace

database (one word)

domain names

download

DVD

DVR

eBay

e-book

e-business

e-commerce
email (one word, no hyphen)
Facebook
GIF, JPEG, JPG (image compression mechanisms)
Google
high-tech
home page (two words)
HTML (all caps)
HTTP (lowercase in Web addresses)
hyperlink (a link from one part of a Web page to another page)
hypertext
IM (instant messaging)
intranet (not capitalized)
Internet (capitalized) (If an Internet address falls at the end of a sentence, use a period after it.)
Internet 2
IP address
iPad
iPhone
iPod
laptop
listserv
login, logoff, logon (one word as a noun, but use two words in verb form)
MP3 (an audio compression format)
online
PDA (personal digital assistant)
PDF (portable document format)
PeopleSoft
Photoshop
Podcast
PowerPoint
RSS (series of Web feed formats used to publish frequently updated content, such as blog entries, news headlines or podcasts)
smartphone (one word)
state-of-the-art (Synonyms include *newest and best*, *latest*, *cutting edge*, *advanced*.)
text messaging or texting
the Web
tweet
Twitter
upgrades
up-to-date laboratories
VCR
videotaping
voice mail (two words)
wallpaper
webcam
webcast
Web page
website
webmaster (one word)
Wi-Fi network (generic wireless interface of mobile computing devices)
wireless
wiki (collaborative website that can be edited by anyone who has access to it; example: Wikipedia)
YouTube

Titles

Chairman Clarence Scharbauer III (Scharbauer is pronounced SCAR-BURR.)
Clarence Scharbauer III, chairman of the Board of Trustees

J. Luther King, Jr., former chairman of the Board of Trustees (use *chairman*, not *chair*; Do not use *Chairman Emeritus*)

Vice Chairman Mark L. Johnson
Mark L. Johnson, vice chairman of the Board of Trustees

Chancellor Victor J. Boschini, Jr., on first reference
Chancellor Boschini or the Chancellor on later reference (Note: Do not use Vick or Vic.)
Chancellor Emeritus Michael R. Ferrari
Chancellor Emeritus William E. Tucker
the late Chancellor Emeritus James M. Moudy
The Honorable Bob Bolen, senior advisor to the Chancellor
Karen Baker, chief of staff

Provost R. Nowell Donovan
R. Nowell Donovan, provost and vice chancellor for Academic Affairs (full title)
Provost Donovan
the Provost
Provost Emeritus William H. Koehler or William H. Koehler, provost emeritus

Vice Chancellor Donald J. Whelan, Jr.
(Capitalize when title comes before name.)
Donald J. Whelan, Jr., vice chancellor for University Advancement
(Lowercase when title comes after name.)
Larry D. Lauer, vice chancellor for Government Affairs
Tracy Syler-Jones, vice chancellor for Marketing and Communication
Kathryn Cavins-Tull, vice chancellor for Student Affairs
Brian G. Gutierrez, vice chancellor for Finance and Administration

President D. Newell Williams (Brite Divinity School)

Trustee (Always capitalize when referring to TCU or Brite Trustees.)
trustee (Always lower-case when referring to other institutions' trustees.)
Emeritus Trustee(s) - formerly Honorary Trustee(s) for TCU. When leaving active status as Board members, some (but not all) Trustees are elected to emeritus status.
Honorary Trustee(s) - for Brite, Honorary Trustees are equivalent to TCU's Emeritus Trustees. For TCU, Honorary Trustee became a new designation in 2006 for individuals who did not graduate from TCU but have offered exceptional service and generosity to the University. The first three Honorary Trustees are W.A. "Tex" Moncrief, Perry Bass and Anne Marion.
Board of Trustees (Always capitalize when referring to TCU Board, but not external boards.)

artist-in-residence (Do not capitalize.)
choreographer-in-residence (Do not capitalize.)
distinguished guest artist
executive-in-residence (Do not capitalize.)
interim - Capitalize when in a title preceding a name: "... said Interim Dean Joan Smith." Do not capitalize when following name: "... said Joan Smith, interim dean."

Rev. - When this description is used before an individual's name, precede it with *"the."*

The Honorable - American, federal, state and local government officials are referred to by the courtesy title "The Honorable." On envelopes, write this on the line above the person's full name. It is preferable not to use the abbreviation "The Hon." People who have earned this title may be addressed as such for life; however, they should not use it to refer to themselves. Do not address a person in conversation by this title. Instead, use *"Mr.," "Ms.," "Mrs." or "Dr."*

Order of spouses in address - When wife is Dr. and husband is Mr., on address use this form: *"Dr. Lynn D. and Joseph W. Ball."* On salutation, use this form: *"Dear Dr. and Mr. Ball."*

When both spouses are doctors and share a surname (both have doctorates or are medical doctors) - On address use this form: *"Dr. Joseph W. Ball and Dr. Lynn D. Ball."* On salutation, use this form: *"Dear Drs. Ball."*

When both spouses are reverends and share a surname, on address use this form: *"Rev. Joseph W. Ball and Rev. Lynn D. Ball."* On salutation, use this form: *"Dear Revs. Ball."*

Reverend comes first unless the doctor is a TCU/Brite person. (Example: Dr. Newell Williams, president of Brite Divinity School, would come before his wife, Rev. Sue McDougal.)

Universities

Rice University, but Rice and Duke universities
Texas A&M (no spaces before and after the ampersand)
University of Texas at Austin or UT

10/18/11