



Wheaton College Editorial Guidelines (July 2022 revision)

The Marketing and Communications Office created this editorial style manual to help writers and editors across campus maintain consistency in print and electronic publications. Based on the Associated Press Stylebook, The Chicago Manual of Style and our own house practices, this publication addresses usage and style topics such as capitalization, abbreviations, punctuation, figures (numbers), titles and other issues.

We invite all members of the Wheaton community to use this resource when deciding questions of grammar, punctuation and style in their nonacademic writing. For help with editorial issues not addressed here, refer to the abovementioned references, or feel free to contact the Marketing and Communications Office.

A

a cappella: note spelling; do not italicize.

acronyms: A few universally recognized acronyms are required in some circumstances. Some others are acceptable depending on the context. But, in general, avoid alphabet soup. Do not use acronyms that the reader would not quickly recognize.

Capitalize acronyms for such institutions as NOW, ROTC, USDA, UCLA or MIT, without periods or spaces (unless the entity uses such punctuation as part of its proper name).

Exception: U.S. should be capitalized and written with periods.

advancement terms

Founders Society

Lyons Athletic Club
Mary Lyon Leadership Society
The Parents Fund
Wheaton Fund

Wheaton Fund annual fundraising challenges:

#GivingTuesday: challenge on the Tuesday after Thanksgiving

Pay it Forward: challenge in April

advisor: not adviser

African American: no hyphen in noun or adjective. Also **French Canadian** and **Asian American**

African, African American, diaspora studies: official name of the interdisciplinary program and major at Wheaton

ages (of people): always use figures

He's 31 and his son just turned 2.

alumni: for all references (changed October 2017 to remove gender-specific grouping and to welcome graduates of all gender identities into the Wheaton community)

alumni parade: lowercase

the Alumni Association: thereafter, the association

and/&: "and" is the preferred choice in almost all instances. Use the ampersand (&) only when it is part of a proper name, such as a corporate title (e.g., Procter & Gamble).

archaeology: not archeology

armed forces: capitalize Army, Navy and Air Force when referring to United States armed forces, whether or not preceded by the letters U.S.

assistant and associate: do not abbreviate when used in a title, such as Associate Professor of Chemistry Laura Muller

associate faculty: Faculty who are not tenure-track but carry out responsibilities in the areas of teaching and service.

athletic teams: capitalize the Lyons or the Boston Red Sox.

athletic terms:



Wheaton's sports teams:

Men: baseball, basketball, cross country, lacrosse, soccer, swimming and diving, tennis, track and field

Women: basketball, cross country, field hockey, lacrosse, soccer, softball, swimming and diving, synchronized swimming, tennis, track and field, volleyball

NEWMAC terms:

New England Women's and Men's Athletic Conference (NEWMAC)—NEWMAC is an intercollegiate athletic conference affiliated with the NCAA's Division III. Member institutions are in the northeastern U.S. in the states of Connecticut and Massachusetts. All Wheaton athletic programs compete in this conference, except for synchronized swimming.

All-Conference First Team: An individual designation that a student-athlete is within the top-performing group (conference-wide) as determined by NEWMAC.

All-Conference Second Team: An individual designation that student-athlete is within the second-ranked top group (conference-wide) as determined by NEWMAC.

Academic All-Conference Team: An individual designation that a student-athlete (sophomore year or higher) earned a minimum cumulative GPA of 3.5./4.0 scale or 4.35/5.0 scale.

All-Conference honors or accolades: a general term referring to players who receive any type of NEWMAC honor, including All-Conference First Team; All-Conference Second Team; Academic All-Conference Team or All-Sportsmanship Team

General:

honors/accolades: interchangeable terms

Roary the Lyon: Wheaton's mascot (non-gender specific)

Lions: Wheaton's official team name

All-American: An All-America team is a hypothetical U.S. sports team composed of outstanding amateur players. These players are broadly

considered as the best players in a particular sport, of a specific season, for each team position. This honor can only be given out to a national organization.

Regional honors: These may include “All-New England Regional honor,” etc. They are given out by sports associations and are unrelated to NEWMAC.

B

“Beyond the Rain”: rainbow sculpture installed in front of Gebbie Hall.

Black: Use the capitalized term as an adjective in a racial, ethnic or cultural sense: *Black people, Black culture, Black literature, Black studies, Black colleges.* (per AP Style change, June 2020)

(The) Blend: Co-ed a cappella group

Board of Trustees: see trustees.

C

Center for Collaborative Teaching and Learning

Center for Religious and Spiritual Life

Center for Social Justice and Community Impact

Changemaker

Christmas, not Xmas

“City Garden”: sculpture located in front of Pine Hall class fund agent class year: capitalize references to Wheaton class years: She’s in the Class of 1976.

Abbreviate as follows: Muffy Pepper ’62. Be sure to use ‘ and not ‘. *Note:* Word will autocorrect the ‘ before a numeral as you type.

coed, coeducation, coeducational: no hyphen

college: do not capitalize the word “college” when referring to Wheaton College on a second reference.

Wheaton College enrolls 1,600 students. Located in Norton, Mass., the college is committed to academic excellence.

comma, serial: do not use the serial comma before “and” or “or.”

The president, vice president and provost spoke at Commencement.

Exception: use the serial comma if its omission might confuse the reader.

She bought bread, milk, chocolate chunks and peanut butter cookies.

To my parents, Ayn Rand and God.

(In the latter sentence, one could infer that the writer’s parents are Ayn Rand and God. With the serial comma, there is no ambiguity: To my parents, Ayn Rand, and God.)

Also: use a semicolon to separate items in a list of long, complex nouns or noun phrases.

The committee will be responsible for hearing cases of alleged abuse; developing and monitoring policy related to abuse; and recommending sanctions when the policy is violated.

Commencement Reunion Weekend: capitalize only when referring to the official college events or weekend.

Commencement Reunion Weekend will soon be here. Will I see you at Reunion?

But: She’s attending her high school reunion.

Note: When alumni meet as a group outside of Commencement Reunion Weekend, it’s called a mini-reunion.

Members of the Class of 1967 enjoyed a mini-reunion in Florida.

Compass curriculum

comprise means “to include” or “to consist of,” so do not say “comprised of” when you want to say “composed of.” Think “The whole comprises its parts” and you won’t go wrong. (See also AP’s entry on compose, comprise, constitute.)

The United States comprises 50 states and 14 territories.

Connections curriculum



course titles: capitalize as you would a book title and place in quotation marks. (Quotes are not needed in a list of courses.)

“Introduction to Modern French Literature”

In the context of the course catalog, the registrar abbreviates the department name when a course number follows it.

In addition to an elective course in studio art, ENG 333 is recommended.

COVID-19

Cowduck: Duck that inspired Peacock Pond sculpture. cum laude currency: see entry under NUMBERS.

D

Dance Company: a performance ensemble that explores modern, ballet and contemporary dance styles.

dashes

Use an **en-dash** to indicate a range of numbers or a sports score.

The camp is for children ages 6–8. Commencement Reunion Weekend is May 20–22.

The Sox won 12–0.

Also use an **en-dash** to hyphenate an open compound noun (e.g., New Haven) and another word:

Some say New Haven–style pizza is the best.

Keystrokes for en-dash: Mac: option-hyphen; PC: control-hyphen)

An **em-dash** is used when there is a strong break or interruption in a sentence.

I admire you—and I always will.

The Psychology Department—one of the best in the country—attracts many bright students.

Keystrokes for an em-dash: Mac: option-shift-hyphen PC: control-alt-hyphen

Or (in Word), two hyphens followed by the next word and then a space: I want to type an em-dash--just because I can. (The (--) will convert to (—) after you type the space after “just.”

dates: use commas before and after the year. Nov. 9, 1969, is the date of Joe’s birth.

Note: Do not place a comma between the month and year when no day is mentioned, or between season and year.

October 1965

Fall 2011

Note: Spell out month if no year is mentioned Joe was born on November 9.

decades: no apostrophe: 1960s, 1890s.

degrees (academic)

bachelor’s degree, master’s degree

doctor’s degree, doctoral degree, doctorate

Do not capitalize college degrees when spelled out:

She has a bachelor of science degree in biology, a master of arts in literature and a doctorate in philosophy. Her younger brother is completing his bachelor’s degree.

Abbreviations:

bachelor of arts—B.A.

bachelor of arts—A.B. (Wheaton’s degree, from Artium Baccalaureus)

bachelor of science—B.S.

master of science—M.S. master of arts—M.A.

master of business administration—M.B.A. doctor of philosophy—Ph.D.

doctor of education—Ed.D.

departments (academic): the Chemistry Department—thereafter, the department or Chemistry

Note: Do not capitalize words such as “departments,” “offices,” “schools” when referring to more than one office, school or department.

The departments of English, Classics and History.

Diana Davis Spencer Discovery Center Dedicated to Free Speech and Innovation: Second reference: Diana Davis Spencer Discovery Center. Do not abbreviate.

Diana Davis Spencer Foundation

Diana Davis Spencer Professor of Social Entrepreneurship

Digital Lab: One of Wheaton's Innovation Spaces; houses virtual reality equipment

Dimple

Dr. On first reference, use the courtesy title Dr. when referring to a doctor of medicine, dentistry or veterinary medicine. Thereafter, do not use the title. Do not use the title to designate a doctor of philosophy (Ph.D.).

E

earth, Earth: lowercase in generic references; uppercase when used as the proper name of the planet.

I'd move heaven and earth to be with you.

He studies the similarities and contrasts between Mars and Earth.

Elisabeth W. Amen Nursery School

ellipsis (...)

To indicate omitted words within a sentence, use <space>...<space>

To indicate omitted words after a full sentence, use <space>...<space>

The house ... stood on its own and looked over a broad spread of West Country farmland

It was about thirty years old, squattish, squarish, made of brick, and had four windows. ...

—Douglas Adams, *The Hitch Hiker's Guide to the Galaxy*

email not e-mail. Do not underline.

empty nesters



F

student-faculty research, not faculty-student.

Fab Lab: One of Wheaton's Innovation Spaces; focused on digital fabrication and computation

Family and Friends Weekend

farmers market: no apostrophe, as in the Parents Fund

Fiber Lab: One of Wheaton's Innovation Spaces; focused on sewing, digital embroidery and textile work

First-Year Seminar: note the hyphen. Also, **FYS**.

Founder's Day (singular, referring to Eliza B. Wheaton)

Founders Society: Wheaton Founders Society is the official name of the group of donors who have included Wheaton in their will or established a life-income gift. (see **advancement terms**)

fundraise, fundraiser, fundraising: Spelled closed whether used as a noun or an adjective (now AP style)

G

(The) Gentlemen Callers

geographic names, abbreviating: do not abbreviate parts of such names unless they occur in tabular

Fort Wayne, not Ft. Wayne North Dakota, not N. Dakota
(*Exception:* St. Louis, St. Paul, etc.)

geographical regions: capitalize recognized regions only. Do not capitalize points of the compass used alone.

She spends her weekends in Northern California. He moved to northern Idaho. She traveled in the South, the Midwest and the East. We are walking northwest.

GPA: no hyphen in the former; no periods in the latter.

Wheaton Greenhouse not Greenhouses.

H

headlines: use sentence case (capitalize only the first word and any proper nouns).

headlines, quotation marks in: use single quotation marks in newspaper or magazine headlines.

Nixon asserts: 'I'm not a crook'

hip-hop: hyphenate as noun or adjective.

historic vs. historical: The former refers to things that are historically significant (a historic house). The latter refers to any aspect of the past (Wheaton College has a historical connection with the Trinitarian Church). Also, use the article "a," not "an," since the "h" is aspirated.

hours of the day: use figures for hours of the day: 7 p.m. or 7:30 p.m. (not 7:00 p.m., unless used in lists of events, etc., to preserve alignment of type).

Hyphenation

With prefixes. When using pre, semi, anti, co, sub, etc. do not place a hyphen between the prefix and the noun or adjective.

Exception: proper nouns. anti-American

Exception: hyphenate to avoid duplicated vowels or

triple consonants. pre-enroll bell-like

To avoid ambiguity. Use a hyphen when necessary to clarify the meaning.

small-business profits = profits made by small businesses

small business profits = business profits that are small

With "part-time" and "full-time" or with "well"

Hyphenate part-time and full-time when used as adjectives. Hyphenate any modifying words combined with "well" preceding a noun.

A part-time job, *but* he works part time

well-built engine, *but* the machine was well built
well-grounded in mathematics

I

IMAGINE: Use acronym always to refer to InterMedia Arts Group Innovation Network, which refers to project that provides opportunities for integrating technology into the arts.

Innovation Spaces

Initials, middle (in names): we do not use the middle initial in Class Notes. In very limited cases, it is acceptable: e.g., Dennis M. Hanno.

internet: lowercase (per AP Style change, 2016)

L

lists (within text): use a colon to introduce a list and do not use the “serial comma” before “and” or “or.”

Three Wheaton teams won their divisions: baseball, field hockey and tennis.

Lymin’ Lyons: Wheaton’s steel drum band.

Lyon: Wheaton’s mascot, official name Roary (non-gender specific)

Lyons: Wheaton’s official team name

M

magna cum laude

majors: do not capitalize majors, fields/areas of study, or curricula, except for the names of languages.

Russell is studying philosophy, theology and French.

Students must meet the core requirements in science and the humanities.

Wheaton offers a curriculum in Russian studies.

makerspace



Mary Lyon Leadership Society: is the name for donors who have supported Wheaton through gifts to the Wheaton Fund at the leadership level. (see **advancement terms**)

mascot: Roary the Lyon (see “athletic terms”)

medical terms: 3-D

military branches (see armed forces)

months and days of the week: are capitalized; **seasons** are not. Abbreviate the names of months only when followed by a date and a year. Never abbreviate March, April, May, June or July. Do not place a comma between month and year when used without a numerical date.

February 2011

Feb. 8, 2011

I’m looking forward to the spring semester.

Classes begin on Wednesday, January 23, and end on Friday, May 3.

N

non: do not hyphenate words beginning with the prefix “non,” except those containing a proper noun

nontechnical nonexistent non-German

Numbers

In general, spell out numbers one through nine, and use figures for numbers 10 or greater. Also, when a number is spoken in a quote, it is spelled out: “I spent ten days abroad.”

ages of people: always use figures: He’s 28 and his son just turned 3. Her daughter is 2 1/2 years old.

Place a comma after **digits signifying thousands:** 1,150 students.

Exception: use no commas when referring to temperature: 4600 degrees.

Beginning of a sentence: do not begin a sentence with numerals; supply a word or spell out the figures.

Note: Numbers less than 100 should be hyphenated when they consist of two words.

thirty-nine

currency: use figures with the word cents or with the dollar sign (i.e., \$3, \$5.09, or 77 cents) unless tabulated in columns.

days of the month: use figures; do not include the ordinal endings st, nd, rd and th.

October 18, May 2, July 4 (*not* October 18th, May 2nd and July 4th)

hours of the day: use figures for 7 p.m. or 7:30 p.m. (never 7:00 p.m., unless used in lists of events, etc., to preserve alignment of type).

million and billion: use figures for sums that are cumbersome to spell out; however, spell out the words million and billion.

5.75 million

money: See **currency numbers** within a series

use figures to maintain consistency if more than half of the numbers are 10 or greater; otherwise spell out numbers within a series.

The recorded race times were 3 hours, 12 minutes, 15 seconds

Twelve cats, five dogs and sixteen turtles were sold yesterday.

phone numbers:

Ext. 1111

286-1111

508-286-1111

P

Paraíso Latino: Wheaton's Latin dance team

percent: do not abbreviate percent in narrative text. In technical and statistical copy, such as charts, the symbol % may be used.

phonathon: lowercase

parenthetical sentence within another sentence: do not capitalize the first word unless it's a proper noun.

My friend got angry (he has a bad temper) when I was late for the movie.

Parents Fund: official name of the Wheaton Fund component formally established in 2010 (see **advancement terms**)

President Michael Whelan

Posse Foundation: a foundation that identifies, recruits and trains individuals with extraordinary potential.

Posse Scholar: A student who receives a full-tuition leadership scholarship from the Posse Foundation.

Possessives:

For singular nouns, use apostrophe s; for regular plural nouns, use an apostrophe only.

Singular:

the chipmunk's nest Caesar's ghost

Plural:

The chipmunks' nests in my yard are irksome.

the Joneses' swimming pool

the public schools' enrollment

Confusion can arise with nouns that end in a sibilant ("s" or "x"). Just remember that for the singular, you follow the usual rule (add apostrophe s). Don't confuse a singular noun ending in "s" with a plural noun ending in "s." They are treated differently. A single noun almost always takes apostrophe s. Only the plural noun ending in "s" takes the apostrophe alone.

Charles's new car (*not* Charles' new car) the sphinx's mysterious smile

Exceptions: 1) the names Jesus and Moses: Jesus' name, Moses' calling

2) irregular plurals—children's room (For more exceptions, see *The Chicago Manual of Style*.)

period: Use one space, not two, at the end of a sentence.

prefixes: see hyphenation

Presidents' House: note the plural possessive; the house is the residence of all the Wheaton presidents in turn.

Professor: do not abbreviate as "Prof."

Professor Michael Berg
Professor Berg

playwright-in-residence

Q

Quarterly: Historical reference of the college's flagship alumni magazine, which is now officially referred to as *Wheaton* magazine. The use of "quarterly" in informal references is fine.

Quotation marks, placement of:

Periods and commas: always go inside the quotation marks. Semicolons: go outside the quotation marks.

Question marks and exclamation points: go inside the quotation marks, if they are part of the sentence being quoted. They go outside the quotation marks if they are *not part of the quotation*.

"It's good to be inside," he said. "It's pouring out there." He stomped his feet on the mat, then looked at her. She was curled up on the sofa, an open book on her lap.

"Do you really love me?" he wanted to know.

Did you ever read Poe's poem "The Raven"? she asked, ignoring his question.

R

race, religion, etc. do not identify individuals by race, religion, sexual orientation or national origin unless such identification is essential to the reader's understanding of the writing.

radio stations: capitalize the call letters with no periods: WGBH, WCCS.

Roary the Lyon: (see also, "athletic terms")

Reunion: capitalize when referring to Wheaton's Commencement Reunion weekend. Use "mini-reunion" for informal alumni gatherings.

S

Saint: abbreviate "Saint" when referring to such cities as St. Louis, St. Paul, etc.

scholar, scholarship: use Fulbright Scholar, Balfour Scholar, etc., but Fulbright scholarship, Wheaton scholarship, Trustee scholarship.

seasons: do not capitalize season names.

Is that course offered in the fall semester?

Smartphone

Smartwatch

"... So Below" (2019): Giant drain sculpture located on the Young, McIntire and Clark green

Social Entrepreneurship Studio: Wheaton's center for social entrepreneurship and social impact-focused activities

social media: A practice by which people meet, interact and share information online through the use of such sites as Facebook or Twitter. Treat as a singular (collective) noun.

Social media is thriving in the 21st century.

Capitalize names of social media networks: Facebook, Instagram, LinkedIn, Pinterest, Snapchat, Twitter, Tumblr, YouTube

Terms relating to social networking activities are lowercase

Facebook: like or share a post; friend or unfriend someone

Twitter tweet (n. or v.): a short posting on Twitter

retweet: the practice of sharing a tweet by someone else to your followers

Snapchat snap: a post on Snapchat

SOLE (Stomping Out Loud Everytime): a performance group dedicated to demonstrating the art of step.

sports terms (see "athletic terms")



sentence, end of: use one space after a period or other terminal punctuation.

state names, abbreviating: use AP abbreviations, not the two-letter

postal

abbreviations: Ala., Ariz., Ark., Calif., Colo., Conn., Del., Fla., Ga., Ill., Ind., Kan., Ky., La., Md., Mass., Mich., Minn., Miss., Mo., Mont., Neb., Nev., N.H., N.J., N.M., N.Y., N.C., N.D., Okla., Ore., Pa., R.I., S.C., S.D., Tenn., Vt., Va., Wash., W.Va., Wis., Wyo.

Note: Never abbreviate Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah.

Note: Washington, D.C.

Note: Spell out a state name when it stands alone (i.e., without a city preceding it).

I'm from Connecticut, but Vermont is my favorite state.

Exception: use two-letter postal abbreviations in addresses.

Street: do not shorten Street, Avenue, Boulevard, etc., unless the word is part of an address.

Wheaton College is on Main Street. Sherlock Holmes lives at 221B Baker St.

summa cum laude

Summer programs

Discover@Wheaton: a four-week pre-college program for high school students

EXPLO at Wheaton: a three-week camp for elementary school students entering grades four through six

Summer Institute for Social Entrepreneurship: a program for Wheaton students interested in building entrepreneurial skills

The Shop: One of Wheaton's Innovation Spaces; focused on woodworking, metalworking and digital tooling

T

Tap Out Loud: student tap dancing group

telephone numbers: write college phone numbers as follows: ext. 1111 for on-campus callers, 286-1111 or 508-286-1111 for off-campus callers (use the same format for non-Wheaton numbers)

theater vs. theatre: use “theatre” when referring to the official Wheaton department and its course and professorial titles; also when the word is part of a facility name (Weber Theatre). When writing about theater in general, use “theater.”

Thesis Parade or Honors

times of day: See hours

time zones: abbreviate without periods (e.g., EST for Eastern Standard Time)

TITLES (of persons)

Capitalize educational and business titles only when used *in front of the name* or *in lists and programs*.

Do not capitalize such titles when they follow the name, unless the title is a named or distinguished professorship.

Michaele Whelan, president, or President Michaele Whelan

Professor John Kricher is a respected ornithologist.

John Kricher, professor of biology, wrote a book on tropical ecology.

The course is taught by Kirk Anderson, Goldberg Associate Professor of French.

Do not capitalize such titles when they are used generically. Contact the dean of students for more information.

She was a college president before her retirement.

Similarly, do not capitalize unofficial titles.

I heard poet Robert Pinsky read his work.

Reunion gift chair Alissa Adams '18 was first to address the gathering.

On first mention, include the first name and last name. Thereafter, refer to individual by last name only.

Michael Whelan, president—thereafter, Whelan states that ...

TITLES (of published works): capitalize all words in the titles of books, plays, lectures, musical compositions, etc., except any article or preposition that precedes it. (AP Style)

“For Whom the Bell Tolls”

Put **quotation marks** around the titles of computer and video games, course names, journal essays, movies, operas, plays, poems, albums and songs, radio and television programs, lectures, speeches and works of art.

Other rules on titles:

Titles in italics: books, newspapers and magazines (Wheaton rule)

Exception: Do not put quotation marks around the Bible and books that are primarily catalogs of reference material (almanacs, directories, dictionaries, encyclopedias, handbooks and similar publications.) Also, do not use quotation marks around such software titles as WordPerfect or Windows.

Note: Translate a foreign title into English unless a work is generally known by its foreign name.

Titles in roman: blogs, websites, newspaper and magazine columns

Titles (of places and entities): capitalize association, building, center, club, conference, department, division, hall, office, room, senate, street, university, etc., *when using the official name*; thereafter, do not capitalize these words when used alone.

SGA Senate. The senate met yesterday.

The meeting was held in Room 201 of Knapton Hall. The room was crowded.

The Alumni Association has its own website. The association has 15,000 members.

T-shirt: not t-shirt or tee-shirt

trustees: official name of the Wheaton governing body is Board of Trustees of Wheaton College

Board of Trustees: thereafter, the trustees or the board

The Board of Trustees will meet this weekend. She has been a trustee for six years.

The board's decision was final.

TRYBE: Wheaton's multicultural dance troupe

U

United States/U.S. The abbreviation is acceptable as either an adjective or a noun. In headlines, use US without the periods.

underline: do not underline text on a webpage, because underlining indicates a hyperlink.

URL: always capitalized. When a sentence ends with a URL or an e-mail address, do not omit the final period. It is okay to omit the www in many instances.

To visit us on the web, go to wheatoncollege.edu.

V

Voices United to Jam: R&B and gospel vocal group

W

WCCS: the Wheaton radio station, founded in 1978

the web: also webpage, website, webcam, webcast and webmaster. (AP Style, 2016)

wheatoncollege.edu: is the preferred form for email and web addresses in all college publications, in order to underscore our identity as "Wheaton College (Massachusetts)."

(The) Wheatones: first all-female a cappella group

Wheaton College: Location is not a formal part of the Wheaton College name, but it is important to include when in contact with external audiences. To distinguish it

from others with the same name, refer to the college as Wheaton College (Massachusetts) or include as part of job title.

Example: Michael Whelan is president of Wheaton College in Norton, Mass.

Wheaton Edge: refers to the unique set of experiences students have at Wheaton, including personalized support from professors and staff; a rigorous, interdisciplinary liberal arts education; a residential campus experience; and guaranteed funding for experiential learning.

Wheaton Fund: official name of Wheaton's annual giving program. Do not capitalize "the" in textual references. (see **advancement terms**)

She gave to the Wheaton Fund for the first time this year.

Wheaton Whims: all-female a cappella group

Wheaton Institute for the Interdisciplinary Humanities (WIIH)

Wheaton's Summit for Women in STEM

Wi-Fi

X

X-ray: uppercase and hyphenated

The Wheaton Campus

Academic and Administrative Buildings

Admission

Admission Office
Student Financial Services

Balfour-Hood Campus Center

Campus Mail Services/Copy Center
Club Hub
Conference and Event Services
Ellison Dance/Aerobics Studio
Lyons Den
Media Center
Pappas Fitness Center
Residential Life Office
Student Activities, Involvement and Leadership (SAIL) Office
WCCS Radio and Recording Studio
Wheaton Campus Bookstore
Wheaton Wire

Clark Center

Cole Memorial Chapel

Center for Religious and Spiritual Life
Center for Social Justice and Community Impact
Christian Fellowship
Community Service Council
Hillel
Interfaith Alliance

Counseling Center

Center for Global Education

Diana Davis Spencer Discovery Center Dedicated to Free Speech and Innovation

Classrooms/labs
Faculty offices
Hindle Auditorium
Innovation Spaces



Doll's House

Education Department
Office of the Registrar

Elisabeth W. Amen Nursery School**Facilities & Operations****Haas Athletic Center**

Balfour Natatorium (pool)
Beard Field House
Emerson Gym

Hebe Hall

Human Resources

Knapton Hall

Classrooms
Faculty offices

Kollett Hall

Filene Center for Academic Advising & Career Services
Gertrude Adams Career Design Studio
Accessibility Services
Peer Tutoring

Mary Lyon Hall

Advancement Operations
Alumni Relations
Holman Room
May Room
Woolley Room

Mars Arts and Humanities

Meneely
Visual Arts

Mars Center for Science and Technology

Classrooms/Labs
Faculty Offices
Greenhouse
Lecture halls
Observatory

Marshall Center for Intercultural Learning

Norton Medical Center

Park Hall

Administrative offices
President's Office
Provost's Office

Presidents' House

Public Safety

Ten Library Square

Marketing and Communications Office

Wallace Library

Gebbie Archives
Library collections
Technical Support

Watson Fine Arts

Beard Gallery
Ellison Lecture
Kresge Experimental Theatre
Weber Theatre
Weil Gallery

Dining Facilities

Chase Dining Hall

Chase Round
Chase Square
Chase Small

Diana Davis Spencer '60 Café

Emerson

Dining
Faculty and Staff Dining Room
Trustees Conference Room

Hood Café



Residence Halls/Houses

Beard Hall
Chapin Hall
Clark Hall
Cragin Hall
Emerson Hall
Everett Hall
Everett Heights
Gebbie Hall
Keefe Hall
Kilham Hall
Larcom Hall
McIntire Hall
Meadows Center
Meadows East
Meadows North
Meadows West
Metcalf Hall
Pine Hall
Stanton Hall
Young Hall

Theme houses

Art Haus (44 Howard St.)
Davis House (26 East Main St.)
ECCO House (9 Taunton Ave.)
Emerson House
Farm House/Guest House
House of REPS (27 Pine St.)
Hungry Lyons House (26/28 Taunton Ave.)
Jewish Life (Gebbie Suite)
MAD House (22 Howard St.)
Media Arts Discourses House (22 Howard St.)
Ohm Initiative (Gebbie Suite)
Outdoors House (17 Pine St.)
Renaissance House (1/3 Howard St.)
SAFE Haüs (17/19 Howard St.)
Student Organization of Hispanics and Latinos (46/48 East Main St.)
Tulip House (27 Pine St.)
TWAP House (11 Howard St.)

