3. General List of Terms

a cappella

AMAs (Ambassador of Multicultural Awareness)

Admission, Office of
Singular; not “Admissions”

advisor
Not “adviser”

African American
No hyphen

alma mater
Lowercase

Alumni (alumnus, alumna, alumnae) (see section 1.3: “Alumni”)  

Alumni Association, the

Alumni Field House  
Also known as “the Field House.” Includes The Gary Lutnick Tennis & Track Center

Alumni magazine (see Haverford: the magazine of Haverford College)

Alumni Relations and Annual Giving (ARAG)  
Part of the Office of Institutional Advancement (IA); uses “and,” not an ampersand; abbreviated internally as “ARAG”

Ambassador of Multicultural Awareness (AMA)  
Customs Program role

Annual Fund
Capitalized

annual giving
Not capitalized

arboretum
Officially the Haverford College Arboretum Association. Capitalize formal name, otherwise use lowercase

Arn ’76 and Nancy Tellem Fitness Center (see Tellem Fitness Center)

Asian American
No hyphen

associate professor
eligible for promotion to full professor after five to seven years
Barclay Beach
Informal name for the field between Barclay Hall and the Duck Pond

Barclay Hall
Student housing for freshmen, plus some members of their Customs teams. Sections are labeled by floor, then north or south, e.g., the north half of the second floor is called “second north” and written 2nd North.

Bettye Bohanon Marshall Fine Arts Center (see Marshall Fine Arts Center)

Bettye Marshall and Norman B. Bramall Tennis Courts (see Marshall and Bramall Tennis Courts)

Bi-Co
Capitalize. Short for the “Bi-College” consortium of Haverford and Bryn Mawr. Used as an adjective or a noun:

The Bi-Co schools are near Philadelphia.
There are many unique courses offered in the Bi-Co.

Bi-College News (the Bi-Co)
Italicized. The student newspaper of Bryn Mawr and Haverford Colleges

The Bi-College News featured him last week.
I read a review of a restaurant in the Bi-Co.

Blue Bus
A shuttle bus that travels between Bryn Mawr and Haverford College at regular intervals each day

Black Cultural Center

Black Students League (BSL)

Board of Managers
The governing body of the college. Not “Board of Directors.” On first reference, capitalize Board of Managers; thereafter, use “the board” or “the managers”:

Howard Lutnick, chair of the Board of Managers, said today that the College had a very successful year. He noted that three new managers were appointed to the board.

Bryn Mawr College (BMC)
Abbreviated as BMC, especially when used with a class year:

Sarah Smith BMC ’06 was accepted into medical school.

building names
(see section 1-8: Locations)
In formal documents, use the official names of buildings only in formal documents; refer to the online campus map and full list of buildings.
Caltech
Abbreviation for California Institute of Technology. Haverford participates in a 3-2 engineering program with Caltech

campuswide
Not hyphenated

capital campaign
Typically refers to a campaign only for a building project; use “comprehensive campaign” instead, which also encompasses endowment and other projects.
Do not capitalize “capital campaign” unless those words are part of the official title of the campaign:

The Educating to Lead, Educating to Serve campaign was a multiyear endeavor.

Career Development Office (CDO)

case statement
Not capitalized

catalog
Not “catalogue”

The College just printed the new course catalog.

cellphone

Center for Peace and Global Citizenship (CPGC)

class, Class of
Capitalize the word “class” when using it with a year. Otherwise, use lowercase.

class letter
Not capitalized

coled, coeducational

collegewide

Commencement
Lowercase unless in formal usage, i.e., with a college name and year or ordinal number:

She attended commencement. She spoke at Haverford College’s 100th Commencement.

Committee [C]
Capitalize when part of a name, otherwise lowercase:

The Admission Committee met last week. Do you remember who belongs to that committee?
**Commonwealth of Pennsylvania**
Pennsylvania is legally a commonwealth, not a state. Capitalize the “C” in the phrase “Commonwealth of Pennsylvania.” Lowercase “commonwealth” when the word stands alone:

- Some students who attend Haverford are residents of the Commonwealth of Pennsylvania.
- Many students live in the commonwealth.

**comprehensive campaign**
Proper, inclusive terms for “capital campaign.” Do not capitalize unless the words are part of the full name of the specific campaign.

**Counseling & Psychological Services** (CAPS or “psych services”)

**cum laude**
Latin for “with distinction.” Use lowercase and do not italicize:

- magna cum laude, “with great distinction”
- summa cum laude, “with highest distinction”

**curriculum vita(e)**
Singular is **curriculum vita**
Plural form is **curricula vitae**.
Acronym is CV.

**Customs person**
Rough equivalent of a Resident Assistant or RA, an upperclassman who lives in dorms with underclassmen in a support capacity

**Customs Program (Customs)**
The official name of Haverford’s freshman orientation week

**Dining Center** (DC)

**DJ** (noun), **DJ’d** (past tense verb)

**Duck Pond**

**early decision**

**Eighth Dimension** (8D or 8th Dimension)
College office of community service

**email**
Lowercase, no hyphen

**Fine Arts Center**
Formal name: Bettye Bohanon Marshall Fine Arts Center
**first-year student**
Alternative to “freshman.”
Hyphenate both noun and adjective forms

**Fiscal Year (FY)**
Only capitalize when talking about a specific year:

Fiscal Year 2011–12 was successful.
The fiscal year ends on June 30.

**The Gary Lutnick Tennis & Track Center**
Located at the Alumni Field House

**Gift Planning**
Not “Planned Giving”
Capitalized as name of the department, lowercase for the activity of gift planning. (For more, see section 5, “Giving and Advancement.”)

‘Ford
Abbreviation for Haverford College; use apostrophe only when referring to the place, not a graduate (see Ford):

Three hundred Fords graduated from the ’Ford last May.

Fords
The term for a Haverford student or alumni; no apostrophe

**Fords Against Boredom (FAB)**

**Founders**
Not Founder’s or Founders’ no apostrophe after the “s”

**Founders Green**
The quad in front of Founders Hall.

**Founders Green**
A publication by Haverford parents for Haverford families; capitalized.
Not Founder’s or Founders’

**Friends Meetinghouse**

**Hall Building**

**Harris Hall**
part of the KINSC

**Haverford College** (Haverford, the College)
Use the full name (Haverford College) on first reference. Use “Haverford” or “the College” (capitalized) on second reference:
There are many fine programs at the Haverford College, and Haverford’s biology department is one of the best in the country.

The College faculty held its meeting in the Founders Hall.

Haverford is an exceptional college.

*Haverford: the magazine of Haverford College*
Also known as “the alumni magazine” published once a semester. Italicize just the word “Haverford” when referring to the magazine

**Haverford College Apartments** (HCA)
Student housing. For specific addresses, use HCA 34, HCA 11, etc.

**Haverford College Arboretum Association** ("the arboretum")

**Haverford College Women’s Center**

**Haverford House**
Haverford-sponsored fellowship for graduates.

**Haverfordian**
Always capitalized; an adjective. Can also be a noun, synonymous with *Fords*.
(For more, see section 5, “Giving and Advancement.”)

**Haverford Journal, the**
Publication of student academic writing

**Haverford Review, the**
Student literary magazine

**Honor Code Orienteer** (HCO)

**Honor Code** (the Code)

**Honor Council** (HC)

**John B. Hurford ’60 Humanities Center** (HHC)

**Humanities Center Student Seminar** (Student Seminar)
Use “Student Seminar” on second mention

**Inc.**
Abbreviate “Incorporated” and do not precede with a comma.

**Institutional Advancement**, Office of (internally: “IA”)
instructor teaches at the College, has who not yet obtained his or her PhD (or equivalent)

Joint Student-Administration Alcohol Policy Panel (JSAAPP)

Rufus M. Jones Institute for Leadership
Leadership development program for students

Marian E. Koshland Integrated Natural Sciences Center (KINSC)

leadership gifts
Capitalized only when referring to the Leadership and Major Gifts office within IA
Refers to prospects and gifts of $1 million and above; also used in reference to members of the 1833 Society, who have contributed $1833 or more

lecturer
does not have a PhD or equivalent and is not proceeding toward the degree

liberal arts (adj.)
no hyphen preceding a noun:

  liberal arts college
  liberal arts degree

Locker Building
located between Ryan Gymnasium and Alumni Field House

Magill Library

magna cum laude
Latin: “with great distinction”

major gifts
Capitalized only when referring to the Leadership and Major Gifts office within IA
Refers to gifts of $100–$999K.

Mawrters
Nickname for Bryn Mawr students/alumni

Meetinghouse

myriad (adj.)
Preferred use it to not follow with “of” (“myriad solutions” rather than “a myriad of solutions”)

National Merit® Scholarship
takes “registered trademark” symbol
capitalize “s”

Native American
no hyphen
non-
Most words that take the prefix “non” are not hyphenated:

- nonacademic
- nonessential
- nonexistent
- nonprofit

North American
no hyphen

off campus, off-campus (adj.)
on campus, on-campus (adj.)
hyphenate before a noun:

- He lives in on-campus housing.
- She does not live on campus.
- Off-campus apartments are available near campus.

OK
Not “okay” (as a response); use “okayed” as past tense verb

OneCard
Student IDs. Capitalize “O” and “C” with no space between the words

- online (adj.)
- onsite (adj.)

Parents
To identify parents of Haverford students, add “P” and an apostrophe before the last two digits of their child’s class year. There is no space between the “P” and the apostrophe:

- Joe and Suzy Smith P’10

Use “CP” or “PP” without a class year to refer to Current Parent or Past Parent, respectively

Parents’ Fund
Always capitalized
Apostrophe after the “s”

Peer Awareness Facilitator (PAF)

Phi Beta Kappa Society

Philadelphia Museum of Art (PMA or “the Art Museum”)

William Pyle Philips Collection of Rare Books

Philly Fellows
Fellowship program for post-graduates in Philadelphia.

**Phonathon**

**Plenary**
A forum for student opinion and action for all members of the Students' Association.
Capitalized. Also capitalize “fall” and “spring” when used in front of Plenary:

They will be selling t-shirts at Spring Plenary.

**Praxis™**

**pre-**
When used as a prefix, do not hyphenate, unless it immediately precedes a word beginning with “e”:

premed
preseason
pre-eminent
pre-empt

**professor (full professor)**
Tenured faculty member

**Quaker Consortium**
Includes Haverford College, Bryn Mawr College, Swarthmore College and the University of Pennsylvania. Students in the consortium can receive grades and credit from any of the four schools with no additional tuition

**Record, the**
The Haverford yearbook

**Registrar**
Always capitalized

**Religious Society of Friends, the**
Official name of Quaker religion.

**Report of Gifts**
Always capitalized. The final Report of Gifts was issued for FY10

**résumé**

**Reunion**
Use lowercase except when referring to a specific fund.
- Reunion takes place over Alumni Weekend (not “Reunion Weekend”)
- Use “50th Reunion” (capitalized), not “50-year reunion”

**Sabbatical**
A leave from routine employment duties. To say “sabbatical leave” is redundant

**senior lecturer**
Does not have a PhD or equivalent and is not proceeding toward the degree

**senior thesis** (plural: senior theses)
Lowercase

**Sexuality and Gender Alliance** (SAGA)

**Special Collections**

**Student Arts Fund**

**Students’ Council** (SC)
Note placement of the apostrophe. Not “Student’s” or “Students”

**summa cum laude**
Latin: “with highest distinction”

**Swarthmore College** (Swat)
Students/alumni are “Swatties”

**theater**
Not “theatre” unless part of an independent title:

  Philadelphia Theatre Company

Bryn Mawr and Swarthmore, which have theater departments, also use the American spelling

**Tri-Co**
Abbreviation for Tri-College Consortium: Haverford, Bryn Mawr and Swarthmore Colleges

**Tri-Co van**
Otherwise known as the Swarthmore van; makes stops at Haverford, Bryn Mawr and Swarthmore Colleges on a regular schedule

**Tripod**
Online library catalog that combines the resources of the Tri-Co libraries

**upperclass** (adj.)

**Upperclass Adviser** (UCA)
University of Pennsylvania
Often abbreviated to UPenn or Penn

Vice President
No hyphen

visiting professor
Temporary member of the faculty

wait-listed, wait-list
Hyphenate as noun and verb

web
Lowercase; for World-Wide Web

website
Lowercase, no hyphen

webpage
Lowercase, no hyphen

William Pyle Philips Collection of Rare Books (see Philips Collection)

Women’s Center