

THE CITADEL
EDITORIAL
STYLE GUIDE



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INTRODUCTION

The Citadel Editorial Style Guide was developed by a mix of faculty members who teach writing and college communication professionals. The goal—to create consistency in external communications across campus.

Why do we strive for consistency? Creating uniformity in style ensures that our publications are professional looking and understandable and that college news stories are formatted according to industry standard to increase the likelihood of publication by media outlets.

While the guide is not intended to be used for academic papers, students may find it to be a useful reference tool. We've included Citadel-specific terms as well as some universal elements of grammar.

Following the best practice employed by communications professionals representing colleges and universities and most industries, this guide is based on The Associated Press Stylebook. Of special note is the treatment of military titles. Like the Department of Defense, The Citadel represents many military branches. And like the Department of Defense, we follow AP Style to maintain consistency and eliminate confusion.

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ACADEMIC DEGREES AND PROGRAMS

academic degrees

Avoid abbreviations unless the spelled out version will be awkward on a first reference. Bachelor's degree, a master's, etc., are possessive and require an apostrophe. Bachelor of Arts, Master of Science, an associate degree, etc. are not possessive. Capitalize the formal degree name (Master of Science in Project Management); lowercase the informal name of the degree (he has a bachelor's in biology). Certificates should also follow this rule.

Note: Only capitalize a degree if it is actually offered by The Citadel.

When abbreviations are appropriate, please use the following degree abbreviations:

- B.A. – Bachelor of Arts
- B.S. – Bachelor of Science
- M.A. – Master of Arts
- M.A.T. – Master of Arts in Teaching
- MBA – Master of Business Administration (note: there are no periods)
- M.Ed. – Master of Education
- M.S. – Master of Science

academic majors, departments and programs

In text, only capitalize academic disciplines that are themselves proper nouns: The cadets at the event were majoring in English, psychology, criminal justice, French and political science

Capitalize departments and programs only when using their formal name. "The Citadel" is implied before each department or program name.

- The School of Business is located in Bond Hall.
- Megan works in the Office of Communications and Marketing.
- The professor started teaching in the department as an adjunct in the 1970s.

BUILDINGS AND LANDMARKS

Altman Athletic Center

Named for the William M. Altman, Jr. family, the center at the south end of Johnson Hagood Stadium provides locker facilities and hospitality rooms.

Bond Hall

One of the first buildings constructed when the college moved from Marion Square in 1922. Bond Hall is the college's main administrative building. It was named after Col. Oliver J. Bond (Class of 1886) who served as president from 1908 to 1931.

bulldog monument

Army Maj. Sam M. Savas, Jr., Class of 1951, conceived the idea of a brass bulldog while he was teaching military science from 1962 to 1965. After he was killed in Vietnam in October 1965, cadets donated their brass belt buckles, hat brass and breast plates to create this brass model of the college mascot. The monument also bears the name of his son, Navy Lt. Sam M. Savas III, Class of 1979, who died during a military rescue operation 20 years later.

Buyer Auditorium

Pronounced *boyer*.

Named after Citadel Class of 1980 graduate and former Indiana Congressman Steve Buyer. Located on the second floor of Mark Clark Hall, the auditorium is frequently used for campus lectures, fine arts performances, student meetings, Red Cross blood drives and various departmental functions.

Byrd Hall

Pronounced *bird*.

Named for Col. R. M. Byrd, Class of 1923, who was the head of the chemistry department and also served as an academic dean. It was completed in 1968.

Capers Hall

Houses the School of Humanities and Social Sciences and the Zucker Family School of Education. It is named for Ellison Capers, an 1857 graduate who became a Civil War general, and his brother, Francis Withers Capers, who served as the third superintendent of the college from 1852 to 1859.

Thomas Dry Howie Memorial Carillon and Tower

Erected in 1954, the carillon and tower were donated to The Citadel by two alumni, Charles E. Daniel, Class of 1918, and R. Hugh Daniel, Class of 1929, in tribute to their friend, Maj. Thomas Dry Howie, who was killed in action during World War II. Cast in the renowned Royal Van Bergen bell foundries in the Netherlands, the carillon contains one of the largest Dutch bell installations

in the Western Hemisphere with bells ranging in size from 25 to 4,400 pounds. Also located in the tower is a marble and mahogany columbarium which contains 403 niches to hold urns bearing the remains of college alumni and their family members.

College Park

A multi-purpose athletics facility that serves as the practice field for The Citadel baseball program. It is located on Rutledge Avenue at the entrance to Hampton Park.

Coward Hall

Also known as the “mess hall,” the building is named for Col. Asbury Coward, an 1854 graduate who became college superintendent in 1890. The Regimental Commanders’ Riverview Room is on the top level. (Note the apostrophe in Regimental Commanders’ Riverview Room; the room is named for all of the regimental commanders and is therefore plural possessive.)

Daniel Library

Named for brothers Charles and R. Hugh Daniel, alumni who established the Daniel International Corporation, which was at one time the third-largest construction company in the world. Built in 1960, the library features portraits and eight murals created over a 20-year period by nationally known artist David Humphreys Miller.

Deas Hall

Pronounced *days*.

Named for Henry A. (Happy) Deas, Jr., a 1938 graduate, the campus gymnasium includes an indoor pool, several courts and locker rooms, as well as a series of classrooms, the state-of-the-art Dr. Hank Cross Human Performance Laboratory and the Department of Health, Exercise and Sport Science.

Duckett Hall

Home of the Biology Department, the building bears the name of Maj. Gen. James W. Duckett, 13th president of The Citadel and a member of the Class of 1932.

Earle Tennis Center

Pronounced *earl* (silent “e” on end).

Named for O. Perry Earle, Jr., a 1936 graduate and former varsity tennis player, the Earle Tennis Center is the headquarters of the Bulldog tennis program. The Don C. Bunch Courts were named after a long-time Citadel administrator and tennis coach of 30 years.

Grimsley Hall

Named for 1942 graduate and 16th president of the college, Maj. Gen. James A. Grimsley, Jr., this hall houses the physics and electrical and computer engineering departments. Its focal point, Copeland Auditorium, is named for D. Graham Copeland, a 1903 alumnus who became a renowned civil engineer in Florida.

Hagood Avenue Gate

Pronounced *hay-good*.

Named for Brig. Gen. Johnson Hagood, Class of 1847, one of four graduates who attained the rank of general during the Civil War. Hagood chaired the Board of Visitors for 21 years, and from 1880 to 1882 served as governor of South Carolina during which time his major accomplishment was the reopening of The Citadel after its occupation by Federal troops following the war. The football stadium is also named in his honor.

Indian Hill

At 10 feet above sea level, Indian Hill is the highest point in peninsular Charleston. The name comes from the many artifacts found on the site, where a Native American trader lived during Colonial times.

Inouye Hall

Pronounced *in-o-way*.

Named for Sen. Daniel K. Inouye of Hawaii, who paved the way for the \$3 million federal appropriation that made the facility possible, Inouye Hall overlooks the Ashley River. The facility, which opened in 2006, houses the college's rifle and pistol range, as well as the Sexton Marksmanship Center, which is named for long-time pistol coach Joel Sexton.

Jenkins Hall

The military science building houses the Commandant's Department as well as the U.S. Army, Navy, Air Force and Marine Corps ROTC detachments. The building is named Brig. Gen. Micah Jenkins, an officer who served under Gen. Robert E. Lee and an 1854 alumnus who was one of four graduates who attained the rank of general during the Civil War.

Used metonymically to denote disciplinary action.

Cadets who leave campus without authorization will have to answer to Jenkins Hall.

John Monroe J. Holliday Alumni Center

Opened in 2000, the facility houses The Citadel Alumni Association and The Citadel Foundation. John Monroe J. Holliday, Class of 1936, was a long-time member of the Board of Visitors who, at the age of 15, was the youngest person to become a member of the Corps of Cadets. The Holliday Alumni Center includes a grand foyer, two courtyards, the Courvoisier Banquet Hall, the Renken Dining Room and the McKissick Library as well as the state-of-the-art Scarborough Multimedia Room.

Also known simply as the "Holliday Alumni Center." While the facility is also known informally as the "HAC," the acronym should only be used in internal publications.

Johnson Hagood Stadium

Named for Brig. Gen. Johnson Hagood, the 22,000-seat football stadium was constructed in the late 1940s and renovated in 2008. The Bulldogs draw one of the largest crowds of supporters in

the Southern Conference.

Joseph P. Riley, Jr., Park

Named for long-time Charleston mayor and 1964 graduate, the Joseph P. Riley, Jr., Park overlooks the Ashley River. The Citadel Baseball Team shares Riley Park with the Charleston Riverdogs, a Class A affiliate of the New York Yankees.

The park is also known informally as “the Joe.”

Krause Center for Leadership and Ethics

Pronounced *kraus* (as in house).

Established in 2003 by a generous endowment from Bill Krause, Class of 1963, and his wife, Gay, the Krause Center for Leadership and Ethics was founded to support The Citadel’s vision to enhance leadership development and ethical growth in its students.

Kovats Field

Pronounced *kō-vats*.

Named for Col. Michael Kovats de Fabricy, a Hungarian native who joined patriot forces in 1777 to fight in the American Revolution, Kovats Field is used for faculty, staff and student parking. Kovats was killed in 1779 on Huger Street while leading troops defending Charleston against overwhelming British forces.

Law Barracks

Also known as Third Battalion. Named for Evander M. Law, an 1865 graduate and Civil War general.

Lesesne Gate

Pronounced *lā-sān*.

The main entrance to the campus is named for Thomas Petrigru Lesesne, Class of 1901. Lesesne was instrumental in moving the campus from its original site at Marion Square. The pedestrian gates on either side are famous sword gate panels wrought around 1830 by Charleston ironmonger Christopher Werner.

LeTellier Hall

Pronounced *lā-těll-yûr*.

Home of the Civil and Environmental Engineering Department, this building was named for longtime department head Col. Louis S. LeTellier.

Mark Clark’s grave

The burial site of The Citadel’s 11th president and one of America’s top five commanders during World War II. Gen. Mark W. Clark became the nation’s youngest three-star general at the age of 46. He commanded the Fifth Army and later the 15th Army Group. When he died in 1984, his funeral in Summerall Chapel drew dignitaries from around the world.

Mark Clark Hall

The student activities building. It houses a variety of services for cadets as well as The Citadel Bookstore; Buyer Auditorium, named in honor of former U.S. Representative from Indiana Steven Buyer, Class of 1980; and the Munnerlyn Food Court, a full-service snack bar open to the public.

Mary B. Murray Memorial Infirmary

Named for the wife of Charleston philanthropist Andrew Buist Murray, this was one of the first buildings erected on campus. First Battalion is named for Andrew Buist Murray.

McAlister Field House

Named for 1924 alumnus Col. David S. McAlister, the field house was rebuilt in the late 1980s with the same facade and a 6,000-seat arena. McAlister, which contains offices for the athletic director and staff, frequently hosts large campus gatherings, such as the annual commencement ceremony for the Corps of Cadets and the Greater Issues speaker series.

Munnerlyn Snack Bar

Pronounced *mŭn-nŭr-lŭn*.

Located on the north side of Mark Clark Hall, the canteen is open to the general public. It is named for Frank W. Munnerlyn, Class of 1935.

Murray Barracks

Also known as First Battalion, the barracks is named for Charleston philanthropist Andrew Buist Murray. Murray Barracks was originally constructed in 1927; it was rebuilt in 1999.

Padgett-Thomas Barracks

Also known as Second Battalion, Padgett-Thomas Barracks is named for 1892 graduate Col. J.G. Padgett and 1893 graduate Col. John Pulaski Thomas, both long-time members of the Board of Visitors. With its distinctive water tower rising above the quadrangle, the original Padgett-Thomas Barracks, built in 1922, was the first building on the new Citadel campus. Padgett-Thomas is featured on the college logo and has become the architectural centerpiece of the campus. The current Padgett-Thomas Barracks was completed in 2004.

Can be referred to as “P-T Barracks” in casual reference or conversation.

ring statue

The ring statue was unveiled on Oct. 14, 2011. The statue is made of bronze and weighs approximately 3,000 pounds. It was a gift to The Citadel Alumni Association from Palmetto Balfour, a national class ring manufacturer. Each Parents’ Weekend, the numbers on the crest of the ring are changed to represent the current class of seniors receiving their rings. The statue was made at the Heart Art Foundry in Bastrop, Texas.

Robert R. McCormick Beach House

Located on the Isle of Palms, the current beach house was completed in 1995, replacing an

earlier building that was destroyed by Hurricane Hugo in 1989. Robert R. McCormick was an executive with the Chicago Herald Tribune newspaper, a personal friend of Gen. Charles Pelot Summerall, and a Citadel benefactor. The Robert R. McCormick Tribune Foundation provided the funds to furnish the new beach house.

Seignious Hall

Pronounced *sĭg-nē-əs*.

The athletic complex was named for a 1942 alumnus who became president of the college—Lt. Gen. George M. Seignious II. It contains facilities for the football coaches and trainers as well as weight training rooms, lockers and showers.

Seraph monument

The Seraph monument honors the collaboration between the United States and England during World War II. The monument is the only installation on United States soil (other than the British Embassy) permitted to fly the White Ensign of the Royal Navy. The British submarine served as the USS Seraph on several missions, including a successful attempt to smuggle Gen. Mark Clark and his spy team into Algeria on a successful covert mission to win French support for the Allied invasion of North Africa.

Star of the West monument

This granite monument honors the courage and leadership of all Citadel graduates who fought and died while in service. It was raised in 1961, 100 years after Citadel cadets fired on the federal supply ship the Star of the West from the northern point of Morris Island. The monument bears the names of the best-drilled cadet at The Citadel for each year since 1886. The winner of the annual competition wears the Star of the West Medal.

Stevens Barracks

Also known as Fifth Battalion, Stevens Barracks is named for 1849 graduate Maj. P.F. Stevens, who was superintendent of the college from 1859 to 1861.

Stoney House

Houses the Career Center. Thomas P. Stoney served as Charleston's solicitor and as mayor. After he was killed in an accident in 1973, his wife's heirs transferred the property to The Citadel.

Summerall Chapel

Named for Gen. Charles P. Summerall, the non-denominational chapel was built in 1936. The inscription across the front of the building, "Remember Now Thy Creator in the Days of Thy Youth," comes from Ecclesiastes 12:1.

The "chapel" is acceptable on second reference.

Summerall Field

Named for The Citadel's 10th president, an illustrious general whose legendary military service included the Spanish American War, Philippine Insurrection, Boxer Rebellion and several

victorious battles of World War I. The first Southerner to become a four-star general in the U.S. Army, Charles Pelot Summerall capped a colorful military career as chief of staff of the Army before becoming president of The Citadel in 1931. His medals and dress sword are on display in Summerall Chapel. Summerall Field is the site of the dress parades that attract visitors on most Friday afternoons during the academic year.

Also known as the “parade field,” “parade deck” or “parade ground.”

Summerall Gate

Fashioned from sword gate panels, the gate was originally made for Whitehall, Gen. Summerall’s plantation in Aiken, S.C. The gold shields on the gates comprise four bronze stars and the general’s initials, CPS. The gate is on the northeast side of campus adjacent to Hampton Park.

Thompson Hall

Home of the nationally recognized Academic Support Center as well as the Department of Mathematics and Computer Science. The building is named for Hugh S. Thompson, an 1856 graduate who was the first commissioner of the U.S. Civil Service, assistant secretary to the U.S. Treasury and twice governor of South Carolina.

Vandiver Hall

Pronounced *van-da-ver*.

Vandiver Hall was named in honor of Col. Thomas C. (Nap) Vandiver, Class of 1929, a prominent South Carolina banker and long-time member of the Board of Visitors. Vandiver Hall contains facilities and practice areas for the soccer, wrestling, track and cross country, golf and baseball teams.

Washington Light Infantry Field

Recognizes one of the nation’s oldest militia units—the Washington Light Infantry—which guarded the original campus at Marion Square until 1843 when it turned over the facilities to the first Corps of Cadets on March 20 of that year. The unit was also instrumental in the reopening of the college after the Civil War.

Watts Barracks

Also known as Fourth Battalion. Erected in 1996 and named for Lt. Gen. Claudius E. Watts III, a 1958 graduate and the 17th president of the college.

CHARLESTON TERMS

Huger Street

Pronounced *hue-jee*.

Lowcountry

The Lowcountry is a region and is one word.

Ravenel Bridge

The formal name is the Arthur Ravenel Jr. Bridge. Ravenel Bridge may be used on the second reference. Do not use “Cooper River Bridge.” Constructed in 2005, this bridge crosses the Cooper River and connects Charleston and Mt. Pleasant. Ravenel, a Charleston native, is a businessman and a former Congressman.

CITADEL OR MILITARY TERMS

battalion

One of five organizational units that comprise the regiment, or the entire Corps of Cadets. Often used interchangeably to refer to the unit of cadets and the barracks in which they are housed. See also company.

Big Red

The college flag.

cadre

Upper-class cadets of high academic and military standing selected to train freshman cadet recruits. Collective noun, singular in usage but plural in function.

- The cadre is responsible for training and motivating the incoming class.

Challenge Week

Period of training and indoctrination that introduces cadet recruits to the Fourth-Class System. Formerly referred to as “Hell Week.”

college

The Citadel is a college, not a university or school. When referring to the institution as a college, the word should be lowercased. Even when referring specifically to The Citadel, do not capitalize. Treat the word “college” like any other noun that is not a proper name.

There are five schools in the college—the School of Business, the Zucker Family School of Education, the School of Engineering, the School of Humanities and Social Sciences, and the School of Science and Mathematics.

company

Unit of affiliation; cadets are assigned to one of 20 companies housed in five battalions (or barracks).

- First Battalion (Murray Barracks)
 - Alpha, Bravo, Charlie, and Delta Companies
- Second Battalion (Padgett-Thomas Barracks)
 - Echo, F-Troop, Golf, Hotel, and Band Companies
- Third Battalion (Law Barracks)
 - India, Kilo, Lima, and Mike Companies
- Fourth Battalion (Watts Barracks)
 - November, Oscar, Romeo, and Tango Companies
- Fifth Battalion (Stevens Barracks)
 - Palmetto Battery; Papa, Sierra, and Victor Companies

Capitalize only when referring to specific cadet companies:

Each cadet company is assigned a TAC officer.

- The commander of Charlie Company is from Sumter, S.C.

core values, Honor, Duty, Respect

Corps, Corps of Cadets, cadets

Capitalize both “C’s” (and remember the “s” in “Corps”!). Capitalize “Corps” when used alone to refer to the entire unit of cadets. Only capitalize “cadets” when used as a title (Cadets Sanderson and Salazar) or as part of the phrase “Corps of Cadets,” not as a common noun (The cadets leave for winter furlough after their last exam.).

Corps Day

Corps Day is a weekend in March celebrating the college’s founding. While the college was founded in December 1842, it wasn’t until March 20, 1843, that the first cadets reported. The anniversary is therefore calculated using 1843. In 2018, the college will be 175 years old.

cover

Hat worn as part of the cadet uniform. Covers should be removed when indoors. No need to capitalize.

evening study period, ESP

For formal publications to external audiences, excluding alumni, use “evening study period” on first reference.

first class, second class, third class, fourth class

The first class [noun] is the senior class; second, the junior class; and so on. As a noun, it is two separate words. As an adjective, it is hyphenated.

The fourth-class [adjective] cadet was early to class.

Do not use numerals when referencing.

Four Pillars

The Citadel education begins with Four Pillars—character, academics, military, fitness—to develop leaders who are prepared to serve in all walks of life.

Fourth-Class System

Refers to the military training and structure of cadet life through which freshmen, or fourth-class cadets, are molded into whole men and women.

The period of indoctrination and training known as Challenge Week begins with the regimental commander announcing, “The Fourth-Class System is now in effect.” Cadets are also referred to by class year according to academic standing

- fourth-class cadets - freshmen
- third-class cadets - sophomores

- second-class cadets - juniors
- first-class cadets - seniors

Hell Week

See *Challenge Week*.

Honor Code

The Honor Code—a cadet does not lie, cheat, or steal, nor tolerate those who do—is the code by which all cadets live.

knob

A freshman cadet.

Knob Knowledge

Knob Knowledge, also known as Fourth-Class Knowledge, is a collection of Citadel lore and trivia gathered by college librarians over the years. It grew out of the tradition of upper-class cadets asking knobs (freshmen) questions to enhance their knowledge of The Citadel and its history, and to build esprit de corps. Today, freshmen are only required to know what is specifically stated under Fourth-Class Knowledge in The Fourth-Class System Manual, also known as the Red Book.

Long Gray Line

Note that the American English spelling of gray is used as opposed to the traditional English spelling, grey.

The Long Gray Line is the last parade of the academic year. It's held on the Friday before graduation and it signifies the changing of the guard from the current senior class to the upcoming senior class. As the parade concludes, the outgoing senior class forms the long gray line of alumni. The term is also used to refer to Citadel alumni.

military titles

For non-military titles, see *titles*.

Although military rank is abbreviated differently among the service branches, AP Style standardizes all military titles. The standardization provides consistency and helps avoid confusion.

Rank is only capitalized and abbreviated when it precedes a person's name and becomes part of that person's title.

- Gen. Hartzog gave a Greater Issues address.
- The general walked up to the podium.

RANK	TITLE ABBREVIATION
Army	
General	Gen.
lieutenant general	Lt. Gen.
major general	Maj. Gen.
brigadier general	Brig. Gen.
Colonel	Col.
lieutenant colonel	Lt. Col.
Major	Maj.
Captain	Capt.
first lieutenant	1st Lt.
second lieutenant	2nd Lt.
chief warrant officer five (CW5)	Chief Warrant Officer 5
chief warrant officer four (CW4)	Chief Warrant Officer 4
chief warrant officer three (CW3)	Chief Warrant Officer 3
chief warrant officer two (CW2)	Chief Warrant Officer 2
warrant officer (W01)	Warrant Officer
sergeant major of the Army	Sgt. Maj. of the Army
command sergeant major Command	Sgt. Maj.
sergeant major	Sgt. Maj.
first sergeant	1st Sgt.
master sergeant	Master Sgt.
sergeant first class	Sgt. 1st Class
staff sergeant	Staff Sgt.
Sergeant	Sgt.
Corporal	Cpl.
Specialist	Spc.
private first class	Pfc.
Private	Pvt.
Navy/Coast Guard	
Admiral	Adm.
vice admiral	Vice Adm.
rear admiral upper half	Rear Adm.
rear admiral lower half	Rear Adm.
Captain	Capt.
commander	Cmdr.
lieutenant commander	Lt. Cmdr.
lieutenant	Lt.

RANK	TITLE ABBREVIATION
Navy/Coast Guard (continued)	
lieutenant junior grade	Lt. j.g.
Ensign	Ensign
chief warrant officer	Chief Warrant Officer
master chief petty officer of the Navy	Master Chief Petty Officer of the Navy
master chief petty officer	Master Chief Petty Officer
senior chief petty officer	Senior Chief Petty Officer
chief petty officer	Chief Petty Officer
petty officer first class	Petty Officer 1st Class
petty officer second class	Petty Officer 2nd Class
petty officer third class	Petty Officer 3rd Class
Seaman	Seaman
seaman apprentice	Seaman Apprentice
seaman recruit	Seaman Recruit

Marine Corps

Ranks and abbreviations for commissioned officers are the same as those in the Army. Warrant officer ratings follow the same system used in the Navy. There are no specialist ratings.

Air Force

Ranks and abbreviations for commissioned officers are the same as those in the Army.

Old Corps

A term often used tongue-in-cheek by older alumni to refer to their time in the Corps when standards were different.

pass in review

Pass in review is a type of dress parade in which the general, the commandant, the provost or a special guest inspects the cadets. Another type of parade is an awards parade.

Quarters One

The campus home of the president of the college. The house was built by Gen. Mark W. Clark.

regiment

Entire Corps of Cadets, currently numbering approximately 2,350. Consists of five battalions, each of which is subdivided into companies. The regimental commander, a senior, is the top-ranking cadet in the Corps.

Saturday morning inspection, SMI

For formal publications to external audiences, excluding alumni, use “Saturday morning inspection” on first reference.

second-class cadets

See *Fourth-Class System*.

TAC Officer

Former active-duty military officers assigned as adult supervision to monitor the barracks. Abbreviation of “tactical officer.”

The Citadel

In 1910, the South Carolina General Assembly accepted the Board of Visitors’ recommendation to change the name of the college from the Citadel Academy to The Citadel, The Military College of South Carolina. The article “the” became a formal part of the college name and should always be capitalized, even when the college name is used as an adjective.

- Established in 1842, The Citadel is one of six senior military colleges in the United States.
- The parents learned that The Citadel’s faculty boasts professors of distinction who have published articles in academic journals worldwide.

The Citadel experience**the Honors Program**

A specially designed educational experience for cadets with a superior record of academic achievement and a sense of intellectual adventure.

the Sphinx

The college yearbook. Some editions of the yearbook were spelled “Sphynx.”

third-class cadets

See *Fourth-Class System*.

titles

Only capitalized when it precedes a person’s name and becomes part of that person’s title.

- Governor Nikki Haley thanked The Citadel for its support.
- Joseph P. Riley, Jr., the former mayor of Charleston, accepted the newly-created chair in his name.

COMMON COLLEGIATE TERMS

Academic Support Center

alma mater

Do not italicize in regular usage. Capitalize only when referring to a proper name.

- Thank you for supporting your alma mater.
- The Citadel Alma Mater (name of song).

alumni

Use the word “alum” to denote a single graduate, male or female. “Alumnus” refers to a single male graduate, “alumna,” to a single female graduate. The word “alumni” is plural and should only be used to refer to a group of male graduates or mixed group of graduates. The plural for female graduates is “alumnae.”

Alumni Association

Upon second reference, can be referred to as just the “association.”

Board of Directors

Capitalize when referring to a specific board (e.g., The Citadel Foundation’s Board of Directors). Do not capitalize “board” or “director(s)” when used separately.

- Several new members were appointed to the Board of Directors.
- The board also approved two new directors to fill vacant spots.

Board of Visitors, BOV, the board

Same rule as *Board of Directors*, above.

Career Center

Chair

Capitalize only when citing the full name of an endowed professorship.

- Col. Ron Welch holds the Louis LeTellier Chair in Civil and Environmental Engineering.
- The Campaign for The Citadel seeks to increase the number of endowed chairs at The Citadel.

class

Generally lower-cased, but capitalize specific Citadel classes in correspondence, recognition pieces, and other references.

- The Citadel Class of 1973 presented a significant gift at Homecoming.
- Each graduating Citadel class believes itself to be the last of the Old Corps.

Note: “Class” is a collective noun. Though it consists of many people, a class is singular in grammatical usage.

- Despite a late start to its fundraising campaign, the Class of 1986 reached its goal.

committee

Capitalize only when specifying a specific committee by name. Do not capitalize when referring to a specific body with only the word “committee.”

- The Investment Committee meets two weeks prior to the full board.
- The committee needs this time to prepare its investment results for presentation to the board.

course titles

Formal course titles are capitalized.

- Introduction to Computer Science, Biology 201.

Informal course titles should be lowercased.

- The cadet enjoyed his 0800 computer science class.

Homecoming

Homecoming is held annually in November.

Parents’ Weekend

Parents’ Weekend is held in October and is notable for senior cadets who receive their rings in a Friday afternoon ceremony.

GENERAL GRAMMAR, PUNCTUATION, AND VOCABULARY

ampersands

The Citadel does not use ampersands unless it is part of a formal name.

- AT&T

apostrophes and class years

When using an apostrophe before a class year, make sure that it's an apostrophe (the tail points left: '), not a beginning single quote (').

- Sam Evans, '73

When talking about a specific class, always capitalize "class."

- Class of 1918

Apostrophes also indicate possession. They are not to be used for plural nouns except in the case of grades.

- A's and B's

collective nouns

Nouns that denote a unit take singular verbs and pronouns: class, committee, crowd, family, group, herd, jury, orchestra, team.

- The committee is meeting to set its agenda.
- The committee reached its decision.
- The football team was seen celebrating its win.

Team names and musical group names that are plural take plural verbs.

- The Atlanta Braves are in first place.
- The Avett Brothers are popular amongst cadets.

Team or group names with no plural forms also take plural verbs.

- The Miami Heat are battling for third place.

Many singular names take singular verbs.

- Coldplay is on tour.
- Charlotte is favored in the playoffs.
- The Citadel is in the Medal of Honor Bowl.

But some proper names that are plural in form take a singular verb.

- Brooks Brothers is holding a sale.

Plural in form: some words that are plural in form become collective nouns and take singular verbs when the group or quantity is regarded as a unit.

- A thousand bushels is a good yield. (A unit.)
- A thousand bushels were created. (Individual items.)
- The data is sound. (A unit.)
- The data have been carefully collected. (Individual items.)

dashes

The em dash (—) is used for abrupt changes of thought or to set off a phrase at the end of a sentence. There should not be any spaces on either side of the em dash. An em dash is automatically created in Microsoft Word when two hyphens are typed directly after a word and followed directly by a word and a space. They can also be inserted by using the keyboard command Ctrl + Alt + -. The hyphen on the number pad must be used in this command—it will not work with the hyphen key at the top of the keyboard.

- The core values—Honor, Duty, Respect—support The Citadel’s vision to achieve excellence in the education and development of principled leaders.
- Charleston was named the No. 1 city in the U.S. again—a fact that helps recruiting for The Citadel.

The en dash (–) is used to show the passage of time or continuation of numbers. They can be inserted on a PC by using the keyboard command Ctrl + -. (The hyphen on the number pad must be used in this command—it will not work with the hyphen key at the top of the keyboard.)

- January 12–16
- Monday–Friday
- Pages 234–450

Do not use an en dash when the word “from” is actually used.

- “1945–52” or “from 1945 to 1952,” never “from 1945–52”

fall

Do not capitalize the season when writing about semesters.

- He is taking a lighter load for the spring semester than he had during the fall.
- The cadet plans to take 12 hours of classes during fall 2014.

freshman

Do not capitalize terms pertaining to class years unless part of a formal name.

- Freshman Convocation
- Sophomore Leadership Seminar

Plural: freshmen.

Note that “freshman” is singular when used as an adjective.

- The freshman orientation was well attended.

[Tip: if unsure, replace with another class as a test. You would not write “the seniors class trip” so do not write “the freshmen class trip.”]

junior

Do not capitalize terms pertaining to class years unless part of a formal name.

- Junior Year Abroad Program
- Sophomore Spring Social **numbers**

In general, write out numbers one through nine. Use figures for 10 or above and whenever preceding a unit of measure or referring to dates, military units, ages of people, animals, events or things. Also in all tabular matter, and in statistical and sequential forms.

- He is 5 feet 6 inches tall.
- The cadet gave his little brother the top three reasons to attend The Citadel.
- She has a 6-year-old.
- Her daughter is 4 years old.
- Yesterday 1st Lt. Smith gave the command.

quotation marks

Quotation marks should not be used for emphasis. Instead use italics.

rankings

When indicating position or rank, use the abbreviation for number (No.) rather than the full word or symbol (#).

- The Citadel was named No. 1 public school in the South for the fourth consecutive year by U.S. News and World Report.

regions

Capitalize these words when they designate regions. Lowercase north, south, northeast, northern, etc., when they indicate compass direction.

- The South is known for its barbecue.
- The hurricane is moving north.

senior

Do not capitalize terms pertaining to class years unless part of a formal name.

- Senior Class Carnival

sophomore

Do not capitalize terms pertaining to class years unless part of a formal name.

- Sophomore Year Abroad Program
- Sophomore Spring Social

spring

Do not capitalize the season when writing about semesters.

- He is taking a lighter load for the spring semester than he had during the fall.
- She will graduate in spring 2015.



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