

NICHOLLS
STATE UNIVERSITY

Graphic Identity Standards
2006

If you have questions about this document , please contact

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Introduction

Letter from President Stephen T. Hulbert

At Nicholls State University, we recently created a task force to define the standards we will follow to strengthen our brand. The task force included representatives from many areas of the university community including the executive team, university relations, development, enrollment services, athletics, alumni, community members and several members of the faculty and student body. Their input led us to set certain priorities in establishing the graphic standards that we will use to convey our brand.

The standards are designed to achieve the following:

- Reflect our mission and values.*
- Reinforce key elements of our brand such as technology enriched learning, top quality education, and personalized service.*
- Be compatible with modern media, particularly Internet-based communications.*
- Improve upon the flexibility and ease of use of previous graphic standards.*
- Be recognizable as being based on previous graphic standards in order to preserve and leverage the brand equity we already have.*

This manual defines the graphic standards we are adopting to meet these priorities and strengthen our brand. Although observing these standards may at times involve additional cost or effort, failure to observe them will in the long run impose an even greater cost—a weakening of our brand. This can affect us in many important ways including our ability to attract students, our relationships with alumni and our reputation with the community. We compete in a market with much larger organizations that have very strong brands; we simply cannot afford to weaken our own.

This is the reason that adhering to these graphic standards is so important. We should all follow them closely, and discuss any situation not covered in the manual with the director of Printing and Design Services or the director of University Relations. With your support, I am confident that these standards will provide a solid foundation on which to build a stronger brand for Nicholls.



Stephen T. Hulbert
President

Why an Identity?

The new identity system for Nicholls State University presents a unified image of Nicholls' diversity and vitality to its many constituents. The goal in developing these guidelines has been to introduce an identity system that truly reflects Nicholls, is attractive, easy, and economical to implement, is useful for a variety of formats and applications, and is flexible so campus units can retain their individuality within the Nicholls framework.

A Single Reference

The Nicholls State University Graphics Identity Guidelines and Policies manual provides a single reference for all aspects of Nicholls' graphic look, policies regarding the use of the logo, recommendations for publication design and the application of the graphic look to collateral print materials as well as the website.

University Publications and Advertisement Policy

In collaboration with the Office of University Relations, University Printing and Design Services is charged by the university with the responsibility of ensuring that all official Nicholls State University publications and advertisements project a consistent editorial and graphics identity that upholds the image of the university as expressed in the mission, education purpose and goals.

Publications and advertising required by all divisions and departments of the university will be produced or approved by University Printing and Design Services. The Director for University Printing and Design Services will work with deans and department heads to determine design, facilitate content approval and advise on distribution for all recruitment, development, and official university publications and advertisements.

Admissions and development publications have scheduling priority. Advertising space reservations are handled by the Director of University Relations. The Office of University Relations also offers writing, editing and photography services. University Printing and Design Services offers design and print production management at a nominal fee to departments to ensure creating the best publications possible to meet specific needs. Advanced planning will result in timely production.

The following graphic standards provide guidance on the use of the Nicholls State University's marks, typography and color.

Nicholls State University Logotype

NICHOLLS STATE UNIVERSITY

Overview

The logotype is the most identifiable image that the university uses. It was developed to represent the university consistently in all its communications. Uniform use of the Nicholls logotype builds awareness of the university in the academic community and beyond. It is crucial for everyone to use the Nicholls logotype in accordance with the guidelines that follow.

Logo Standards

Nicholls State University's new logo provides a clear, distilled and highly visible expression of the brand. Consistent with the University's naming strategy, the logotype is designed to build brand awareness of, and equity in, the name "Nicholls," while also conveying the category of "State University."

The logo should be shown in its entirety; no individual elements should be omitted. Artwork for the logo exists in a collection of locked electronic files; it should not be re-created for any reason.

The term "signature" refers to the joining of two primary elements in the graphic identity system - the logotype and the name of the department. The logotype consists of the words Nicholls State University set in the official style, color and typeface. With the exception of the official university stationery, all signatures should reflect the following styles.

THE UNIVERSITY LOGOTYPE WITH SUBORDINATE NAME

Primary and Subordinate Areas - Horizontal Configuration

The Nicholls logotype may include a subordinate area. This demonstrates a clear and direct association between a Nicholls unit and the university.

Examples of Units in a Horizontal Signature

14 point — — — Office of Admissions

ONE LINE

- Text size is same as the two-line text height.
- Top is aligned with Nicholls logotype.
- .125 distance between text on either side of the signature rule.
- Department or Office name may be printed in:
 - PMS 187 Red
 - PMS 7477 Teal
 - PMS 430 Gray
 - Black
- Department or Office name may use the following fonts if **Interstate** is not available:
 - Garamond
 - Palatino
 - Gill Sans



Department of Family
& Consumer Sciences

TWO LINES

- Both lines are the same text height.
- Top is aligned with Nicholls logotype.
- .125 distance between text on either side of the signature rule.
- In most cases, the ampersand is at the beginning of the second line.
- Department or Office name may be printed in:
 - PMS 187 Red
 - PMS 7477 Teal
 - PMS 430 Gray
 - Black
- Department or Office name may use the following fonts if **Interstate** is not available:
 - Garamond
 - Palatino
 - Gill Sans



NOTE: To maintain a consistent appearance among the individual university units, use an ampersand (&) rather than "and." For example, "College of Arts & Sciences" NOT "College of Arts and Sciences."

For more information on usage or to request a signature, please contact the Director of University Printing & Design Services.

THE UNIVERSITY LOGOTYPE WITH SUBORDINATE NAME

Primary and Subordinate Areas - Vertical Configuration

The vertical signature should be used only when space is limited or when the printed piece has a vertical orientation.

In the vertical configuration, the subordinate area must be centered under the logo type. Color, size and clear zone requirements are the same as for the horizontal configuration.

Examples of Units in a Vertical Signature

NICHOLLS
STATE UNIVERSITY

Office of Admissions

NICHOLLS
STATE UNIVERSITY

**Department of Family
& Consumer Sciences**

**For more information on usage or to request a signature,
please contact the Director of University Printing & Design Services.**

University Stationery

Stationery Overview

Business stationery, whether used by the president's office or by individual departments, is the largest, most frequent use of the Nicholls identity. Each piece of business stationery – letterhead, envelopes and business cards – provides the visible opportunity to solidify the university brand.

The university has a number of offices and departments; therefore it is vital to maintain consistency in business stationery. The use of business stationery by each of the university units, as laid out in this section, shows that each college, department, office or organization respects its role within the university.

The only authorized procedure for acquiring Nicholls State University stationery is to submit a printing request to University Printing & Design Services on the Nicholls campus. Outside sources are NOT to be used for obtaining these items.

UNIVERSITY STATIONERY – NICHOLLS STANDARDS

Nicholls State University Standard Stationery

All colleges, departments and office units will use Nicholls standard stationery.

Letterhead: 8.5 x 11

University Printing & Design Services

P.O. Box 2010
Thibodaux, LA 70310
985.448.4262
Fax: 448.4267

NICHOLLS
STATE UNIVERSITY
A MEMBER OF THE UNIVERSITY OF LOUISIANA SYSTEM

Business Card 3.5 x 2

University Printing & Design Services

Bruno J. Ruggiero, B.A.
Director

NICHOLLS
STATE UNIVERSITY
A MEMBER OF THE UNIVERSITY OF LOUISIANA SYSTEM

P.O. Box 2010
Thibodaux, LA 70310

985.448.4262

Fax: 448.4267

E-mail: bruno.ruggiero@nicholls.edu

#10 Commercial Envelope 9.5 x 4.125

NICHOLLS
STATE UNIVERSITY

University Printing & Design Services

P.O. Box 2010
Thibodaux, LA 70310

217610

Stationery items are not shown actual size.



PMS 187



PMS 430




PMS 7477

The three-color
signature is preferred

UNIVERSITY STATIONERY – BUSINESS CARD STANDARDS

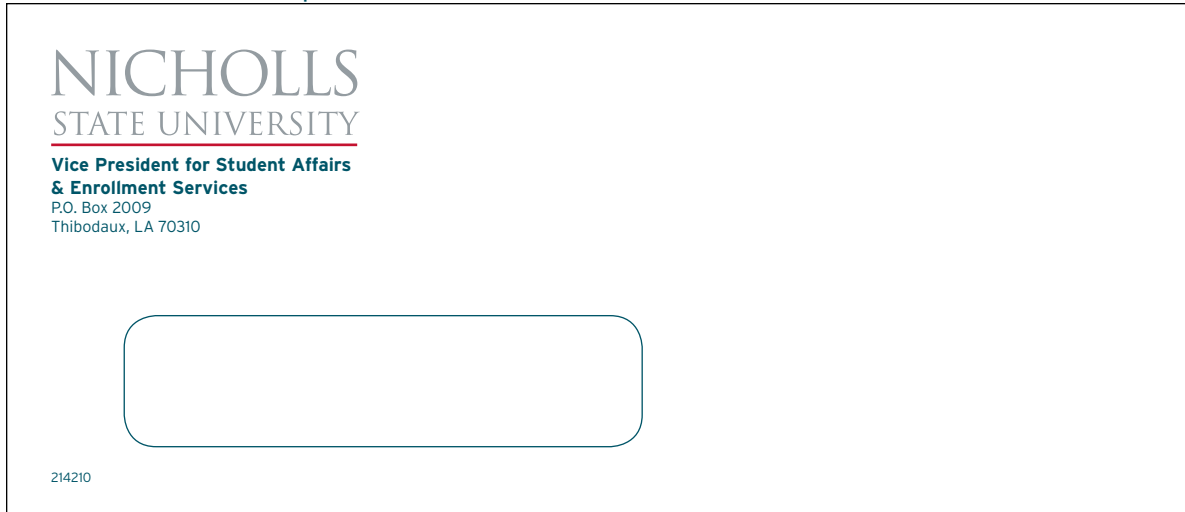
The following information should be submitted when requesting business cards from University Printing & Design Services. If the card is a reprint, with no changes, then simply attach a current business card to the printing request form. If changes or corrections are needed then fill out the information on the form accordingly.

Unit Name	
Name, Degree Initials	P.O. Box 0000
Title	Thibodaux, LA 70310
Additional Title-Optional	985.448.0000
	Fax: 448.0000
	Optional number: 448.0000
	E-mail: first.lastname@nicholls.edu

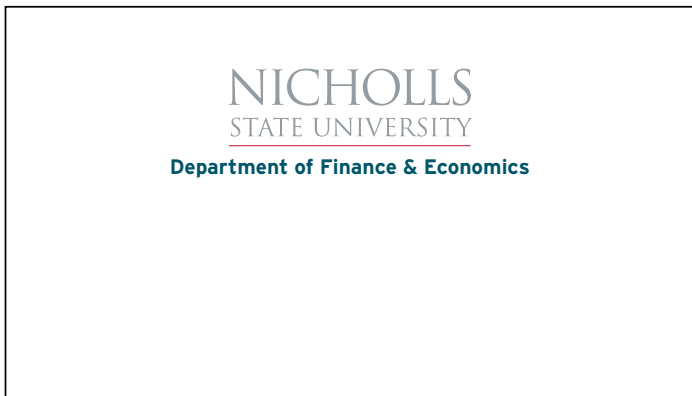
- *Name*
- *Certification and/or Degree initials - No more than three degrees and/or certification initials permitted.*
- *Title or Position - No more than two titles permitted on an individual card.*
- *Department or Office*
- *P.O. Box - Unless an employee is working at an off-campus sanction site, Nicholls post office box numbers should be used.*
- *Office phone number*
- *Office fax number or optional office number*
- *Additional number (optional)*
- *E-mail Address - Unless given approval, only e-mail addresses ending in @nicholls.edu are permitted.*

UNIVERSITY STATIONERY – ADDITIONAL ITEMS

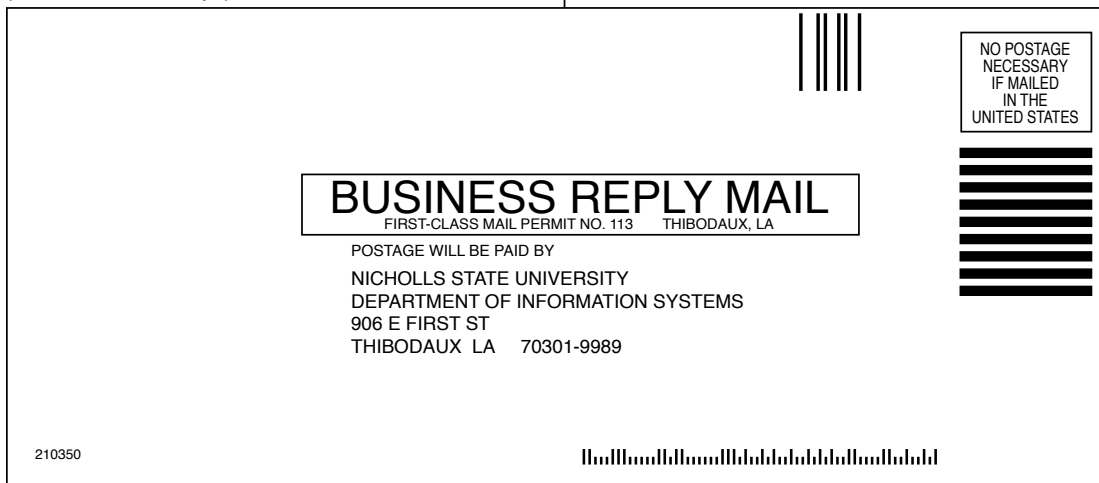
#10 Commercial Window Envelope 9.5 x 4.125



Notesheet 5.5 x 8.5
Unit name optional



#9 Business Reply Envelope 3.875 x 8.875
(fits into a #10 envelope)

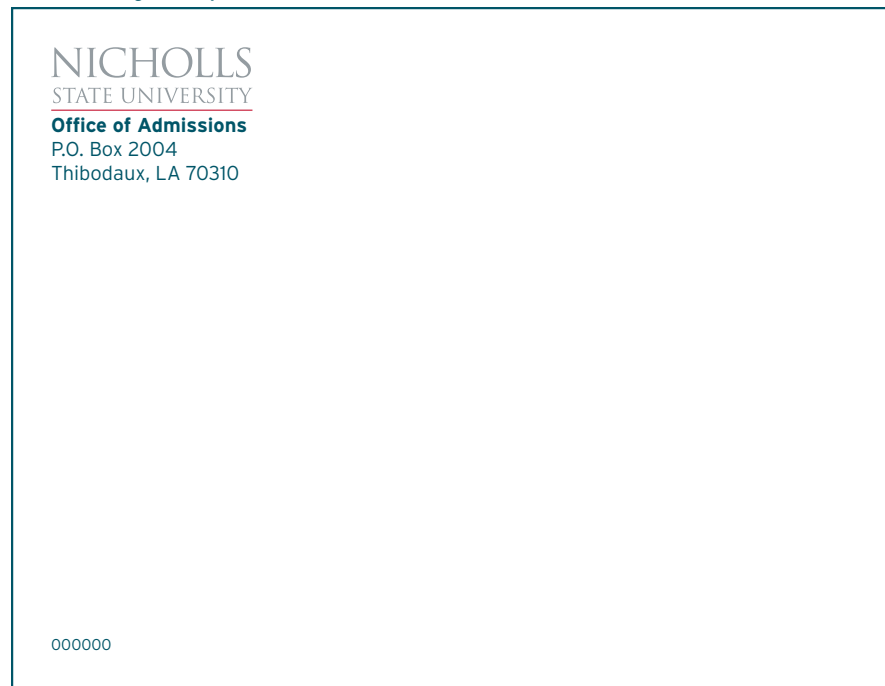


Stationery items are not shown actual size.

A MEMBER OF THE UNIVERSITY OF LOUISIANA SYSTEM

UNIVERSITY STATIONERY – ADDITIONAL ITEMS

White Catalog Envelopes



Available in:
6 x 9
9 x 12
10 x 13
12 x 15.5

Mailing Label 4.25 x 5.5



Notecard & Envelope

Sizes Available:
A2 (4.375 x 5.75)
A6 (4.75 x 6.5)



Available in white or creme

Identity System

IDENTITY SYSTEM - COLOR & BACKGROUND

Color Standards

The university signature and its accompanying colors are the most distinguishable elements of the university's identity. It is important to be consistent when using them. The official signature in its original form reinforces the university's identity. The two-color signature is always preferred on white or light backgrounds.

The logo should always be in PMS 430 or white reversed out of a dark color. Variations of the Nicholls logo may be used in cases where the standard positive-type gray (PMS 430) logo cannot be used – for example, when the method of reproduction is restricted to black and white or when the logo needs to stand out against a bleed of color.



One Color Reverse



IDENTITY SYSTEM - INCORRECT SIGNATURE USE



Never use the retired logo, Colonel caricature or University Seal in any university publication.

Do not use the Nicholls logotype with any of the current logos used by the University. ie. The athletic logo, mascot or the "N logotype.



Never change the proportions of the logo or otherwise distort the logo.

Do not place the logo where a hole punch or binding may interfere with it.

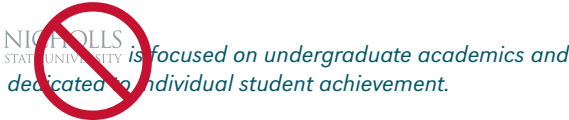


Do not place the logo on its side or at a angle.



example of pink paper

Never reverse the logo out to a color other than white. When using colored paper, be sure to use the black version of the logotype.



Never use the logotype in a line of text.

IDENTITY SYSTEM - INCORRECT SIGNATURE USE



Do not recolor the logo.



Do not set in another typeface.



Do not overlap with other logos or marks.



Do not fill or apply a mask.



Do not place on a background that does not provide adequate contrast.



Do not bevel or add drop shadows.

Athletics Logo

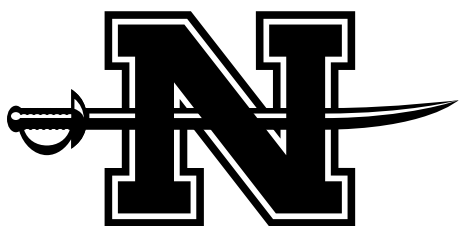
The letter “N” does more than stand for “Nicholls.” It is a visual element that builds equity in the Nicholls State University brand. It is particularly appropriate in the context of athletics because it is highly visible and promotes instant recognition and recall among all who see it, whether they are watching an athletic event in person or via television. The athletics mark is provided in three variations (without the sword, with the sword and with the word “Colonels”). Also provided are three technical variations of the logo, for use in different printing contexts.

The Nicholls State University athletics logo must be used on all athletics publications. The preferred usage is on the cover of those publications. If athletics makes the decision to use the mascot graphic on the cover, then Nicholls State University must be placed across the bottom of the publication in the appropriate font used for the logotype.

The Nicholls athletics logo must then appear on the back of the publication, centered at the bottom of the page.

The Nicholls athletics logo may be reproduced in one color, two colors or four colors. If using the one color version, it should be reproduced either in black or PMS 187. If the two color version is being used, it should be reproduced in PMS 187 and PMS 424.

“N” with Sword Variation



one color flat - black



one color flat - PMS 187 Red



one color bevel - Black



two color flat



four color bevel

IDENTITY SYSTEM - ATHLETICS LOGO

“N” with Colonels Bar Variation



one color flat - black



one color flat - PMS 187 Red



two color flat



one color bevel - black



four color bevel

“N” Variation



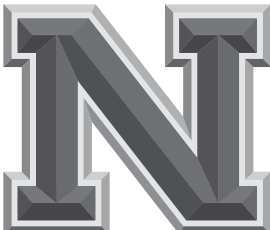
one color flat - black



one color flat - PMS 187 Red



two color flat



one color bevel - black



four color bevel

Other Logos and Identity Marks

Nicholls State University's administration is committed to having only two logos used as primary university identifiers: the main university logo and the athletics logo. The main university logo must appear on all non-athletics publications.

In certain instances, an alternative "N" logo has been designed to meet the needs of individual departments or offices wishing to produce promotional items such as t-shirts, polo shirts and other like items. This graphic is to be used only in compliance with the standards for usage of the university logo.

In accordance with the request for a graphic to help identify certain colleges, departments, offices, etc., the following is a set of guidelines for usage:

- *The logo should be placed above or to the left of the office name.*
- *The graphic should be produced using Pantone 187 (red) and Pantone 430 (gray).*
- *The office name should also be accompanied by a grey rule (line) above and below.*
- *The office name should be typeset in a university-approved font, preferably Interstate.*
- *The office name should be on two lines, with the bottom portion of the name carrying more emphasis in red.*

Due to the lack of availability across campus of the font Interstate, it is recommended that the design of promotional items be directed to University Printing & Design Services.

In special circumstances, exceptions to the above mentioned rules can be made by University Printing and Design Services.

Vertical Logo with Name



IDENTITY SYSTEM - MISCELLANEOUS UNIVERSITY LOGOS

Horizontal Logo with Name



Chef John Folsie Culinary Institute Logo

The culinary logo is designed strictly to be used by the Chef John Folsie Culinary Institute. This logo is used for promotional merchandise as well as recruitment materials.



Louisiana Center for Women and Government Logo

This logo is designed strictly to be used by the Louisiana Center for Women and Government. This logo is used for promotional merchandise as well as any publications the office may produce.



LOUISIANA
CENTER FOR
WOMEN &
GOVERNMENT
AT NICHOLLS STATE UNIVERSITY

LOUISIANA
CENTER FOR
WOMEN &
GOVERNMENT
AT NICHOLLS STATE UNIVERSITY

two color - PMS 187 red and PMS 2757 blue

black and white

Use of the Seal

The university seal is reserved for official use only, as determined by the Office of the President. The seal may be placed only on documents that describe a student's academic relationship to the university, on official personnel-related documents and official research-related documents by units officially affiliated with the university.

Printing the seal in black or spot blue ink (Pantone 2757) is acceptable. Reversing the seal out a color is acceptable if done judiciously. Do not print the seal in solid red or colors other than black or blue. Do not print using a four-color process blue or color build because of difficulties reproducing the fine lines of the seal.

Do not print the seal smaller than one inch. The seal should not be used as a background or design element.



IDENTITY SYSTEM - TYPOGRAPHY

The Nicholls State University logotype uses Trajan Bold, an all uppercase font.

Garamond, a serif font, and Interstate, a sans serif font, are recommended as complementary fonts. If neither of these is available, then Palatino and Gills Sans are acceptable substitutions.

Trajan

The Nicholls logotype uses Trajan. Because it is enhanced, it should never be reset. The Trajan family consists of two weights, Trajan Regular and Trajan Bold.

Trajan Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890!@#\$%^&*()

Trajan Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890!@#\$%^&*()

Garamond - Recommended Serif Font

Garamond complements the Trajan in the Nicholls signature. Use Garamond as body text in business letters. It is also suggested for body text in publications such as brochures, catalogs and newsletters. Garamond Italic is suggested for use in body text captions.

The recommended weights are Garamond Regular, Garamond Bold and Garamond Italic.

Garamond Regular

abcdefghijklmnopqrstvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890!@#\$%^&*()

Garamond Bold

abcdefghijklmnopqrstvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890!@#\$%^&*()

Garamond Italic

abcdefghijklmnopqrstuvwxy^z
ABCDEFGHIJKLMN^{OP}QRSTU^VWXYZ
1234567890!@#\$%^&()*

Palatino - Recommended Substitute Serif Font

Palatino also complements the Trajan in the Nicholls signature. Use Palatino as body text in business letters. It is also suggested for body text in publications such as brochures, catalogs and newsletters. Palatino Italic is suggested for use in body text captions.

The recommended weights are Palatino Regular, Palatino Bold , Palatino Bold Italic and Palatino Italic.

Palatino Regular

abcdefghijklmnopqrstuvwxy^z
 ABCDEFGHIJKLMN^{OP}QRSTU^VWXYZ
 1234567890!@#\$%^&*()

Palatino Bold

abcdefghijklmnopqrstuvwxy^z
ABCDEFGHIJKLMN^{OP}QRSTU^VWXYZ
1234567890!@#\$%^&*()

Palatino Italic

abcdefghijklmnopqrstuvwxy^z
ABCDEFGHIJKLMN^{OP}QRSTU^VWXYZ
1234567890!@#\$%^&()*

Palatino Bold Italic

abcdefghijklmnopqrstuvqxy^z
ABCDEFGHIJKLMN^{OP}QRSTU^VQXYZ
1234567890!@#\$%^&*()

IDENTITY SYSTEM - TYPOGRAPHY

Interstate - Recommended Sans Serif Font

Interstate is the sans serif font used for text in the subordinate area of the Nicholls Signature. Interstate may be appropriate for headlines, subheads, bylines, captions, sidebars and dates.

The recommended weights are Interstate Lite, Interstate Bold and Interstate Black.

Interstate Lite

abcdefghijklmnopqrstvwxyz
ABCDEFGHIJKLMNopQRSTUVWXYZ
1234567890!@#\$%^&*()

Interstate Bold

**abcdefghijklmnopqrstvwxyz
ABCDEFGHIJKLMNopQRSTUVWXYZ
1234567890!@#\$%^&*()**

Interstate Black

**abcdefghijklmnopqrstvwxyz
ABCDEFGHIJKLMNopQRSTUVWXYZ
1234567890!@#\$%^&*()**

Gill Sans - Recommended Substitute Sans Serif Font

Gill Sans is an appropriate substitution for Interstate. It may be used for headlines, subheads, bylines, captions, sidebars and dates.

The recommended weights are Gill Sans Lite, Gill Sans Lite Italics, Gill Sans Regular, Gill Sans Italics, Gill Sans Bold and Gill Sans Bold Italics.

Gill Sans Lite

abcdefghijklmnopqrstvwxyz
ABCDEFGHIJKLMNopQRSTUVWXYZ
1234567890!@#\$%^&*()

Gill Sans Lite Italics

abcdefghijklmnopqrstuvwxy
ABCDEFGHIJKLMN
OPQRSTUVWXYZ
1234567890!@#\$%^&()*

Gill Sans Regular

abcdefghijklmnopqrstuvwxy
ABCDEFGHIJKLMN
OPQRSTUVWXYZ
1234567890!@#\$%^&*()

Gill Sans Italics

abcdefghijklmnopqrstuvwxy
ABCDEFGHIJKLMN
OPQRSTUVWXYZ
1234567890!@#\$%^&()*

Gill Sans Bold

abcdefghijklmnopqrstuvwxy
ABCDEFGHIJKLMN
OPQRSTUVWXYZ
1234567890!@#\$%^&*()

Gill Sans Bold Italics

abcdefghijklmnopqrstuvwxy
ABCDEFGHIJKLMN
OPQRSTUVWXYZ
1234567890!@#\$%^&*()

Trebuchet - Recommended Substitute Sans Serif Font

Trebuchet is an appropriate substitution for Interstate. It may be used for headlines, subheads, bylines, captions, sidebars and dates.

The recommended weights are Trebuchet Regular, Trebuchet Italics, Trebuchet Bold and Trebuchet Bold Italics.

Trebuchet Regular

abcdefghijklmnopqrstvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890!@#\$%^&*()

Trebuchet Italics

*abcdefghijklmnopqrstvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890!@#\$%^&*()*

Trebuchet Bold

**abcdefghijklmnopqrstvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890!@#\$%^&*()**

Trebuchet Bold Italics

***abcdefghijklmnopqrstvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890!@#\$%^&*()***

IDENTITY SYSTEM - COLOR PALETTE

Color Palette

Color is the most significant identifier that the university uses. Red and gray have long been the identifying colors for Nicholls State University. With the new Nicholls signature, colors have been updated to provide a fresh, modern feel while the design retains the history and prestige of the university. An element of teal was introduced to enhance the classic design.

Primary Palette

The official Nicholls State University red is referred to as Nicholls Red PANTONE 187. The gray used in the logotype is Pantone 430. You may substitute a 45% black screen for PMS 430 Signature Gray. Whenever applicable, print PMS 7477 as a spot color.



Nicholls Gray
Spot color: Pantone 430
Process: C33 M18 Y13 K37



Nicholls Red
Spot color: Pantone 187
Process: C5 M100 Y71 K22



Accent Color
Spot color: Pantone 7477
Process: C85 M29 Y21 K63

Secondary Palette

To assist designers with color decisions, the university encourages use of the following secondary color palette. This palette is meant to guide the design of publications and products and to complement the primary palette.



Spot color:
Pantone 2757
Process:
C100 M82 Y8 K32



Spot color:
Pantone 432
Process:
C67 M45 Y27 K70



Spot color:
Pantone 469
Process:
C21 M70 Y92 K70



Spot color:
Pantone 139
Process:
C5 M46 Y100 K21



Spot color:
Pantone 424
Process:
C30 M22 Y19 K53

UNIVERSITY STYLE GUIDE

For issues not listed in this guide, refer first to the AP Stylebook and then to Webster's Dictionary.

a, an - Use the article "a" before consonant sounds. Ex. a historic event, a one-year term, a united front. Use the article "an" before vowel sounds. Ex. an energy crisis, an honorable man, an NBA record, an 1880s celebration.

abbreviations and acronyms Never abbreviate or use an acronym on first reference. An exception is in headlines, but only if the abbreviation or acronym is easily understandable. On second reference, abbreviations are acceptable if clear and not confusing. Use all caps and omit periods unless the result would spell an unrelated word. Avoid overuse of abbreviations unfamiliar to readers; instead paraphrase. Do not place an abbreviation in parentheses next to the full name.

When using in body copy, use the appropriate article that would be used if not abbreviated. Ex. The SGA held elections.

BEFORE A NAME: Abbreviate the following titles when used before a full name outside direct quotations: Dr., Gov., Lt. Gov., Rep., Sen., and the Rev. Spell out all except Dr. when used before a name in direct quotations. Use state or U.S. before a legislative title only when needed to clarify. Ex. U.S. Sen. Mary Landrieu met with state Sen. Joel Chiasson.

AFTER A NAME: Abbreviate Junior and Senior after an individual's name. Do not use a comma to separate the abbreviation from the name. Abbreviate Company (Co.), Corporation (Corp.), Incorporated (Inc.) and Limited (Ltd.) when used as part of the formal name of a corporate entity. Don't use a comma to separate the abbreviation from the name. Do not abbreviate Association. If company or companies appears alone in second reference, spell the words out and don't capitalize. Ex. John Smith Jr. works for Ford Motor Co.

WITH DATES OR NUMERALS: Use the abbreviations a.m., p.m. and No. with specific times and numbers. Abbreviate all months except March, April, May, June and July when used with the day of the month. When the month appears with the year but no specific day of the month then always spell out the month. Ex. I will leave at 7:45 a.m. She is ranked No. 1. My birthday is Dec. 18. Her birthday is May 2. See *months*.

IN NUMBERED ADDRESSES: Abbreviate avenue (Ave.), boulevard (Blvd.) and street (St.) in numbered addresses. Ex. He lives on Pennsylvania Avenue. He lives at 1600 Pennsylvania Ave. See *addresses*.

ABCs

academic degrees - Use associate degree, bachelor's degree, master's degree, specialist degree, doctorate (noun) or doctoral (adjective) degree, Bachelor of Arts, Master of Science, Doctor of Philosophy. Do not use the

abbreviations A.S., B.A., M.S. or Ph.D. Lowercase the discipline in which the degree was earned. Preferred form is: bachelor's degree in <discipline>.

academic term - See *semester*.

academic titles - See *titles*.

academic year - When referring to the academic year, use the format 2004-05.

according to Use only when attributing information or quoted material to an object, such as a report, rather than a person.

accreditation - Use the following statement in publications to refer to the accreditation status of the university: **Nicholls State University** is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award degrees at the associate, baccalaureate, master and specialist levels. Inquiries relating to the accreditation status of Nicholls State University can be mailed to Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097, or may be directed to (404) 697-4501 via telephone.

ACT - Acceptable on first reference in all caps with no periods. It is no longer an abbreviation for American Collegiate Testing.

act numbers in a play - Use Arabic figures and capitalize act or scene when accompanied by a number. Ex. I came in during Act 1. She enters the stage in Scene 2. This is the first act.

addresses - Use the abbreviations Ave., Blvd. and St. only with a numbered address. Spell out all other types of roadways. Lowercase and spell out when used alone or with more than one street name. Always use figures for address numbers. Ex. It is located at 123 Acadia St. Jane lives at 2 Acadia Drive. The festival begins at the corner of Acadia and Ellendale drives. John works on Acadia Street.

Spell out and capitalize first through ninth when used as street names; use figures with two letters for 10th and above. Ex. The museum is located at 123 Eighth St. I went to the gas station at 123 13th St.

Abbreviate and capitalize compass points used to indicate directional ends of a street or quadrants of a city in numbered addresses. Do not abbreviate if the number is omitted. Ex. My cousin lives at 123 N. Circuit Drive. Her aunt works on South 23rd Street.

WITH MAIL: When including a complete mailing address in a sentence, use commas to separate the lines. Use periods and no spaces in the abbreviation

P.O. for P.O. Box numbers. Ex. Send requests to Jane Smith, Office of University Relations, Nicholls State University, P.O. Box 1234, Thibodaux, LA 70310.

University mail for campus offices uses the campus post office and the ZIP code 70310. Mail to La Maison du Bayou uses the Thibodaux post office with the ZIP code 70301. The following is the correct format for using university addresses on envelopes:

Name of individual, program or department
 Name of school, college, department or office
 Nicholls State University
 P.O. Box 1234
 Thibodaux, LA 70310

adviser - Use the -er ending rather than -or, but advisory is accurate.

affect, effect - Affect, as a verb, means to influence. Ex. The game will affect the standings. Affect, as a noun, should not be used. It is occasionally used in psychology to describe an emotion, but there is no need for it in everyday language.

Effect, as a verb, means to cause. Ex. He will effect many changes in the company. Effect, as a noun, means result. Ex. The effect was overwhelming. He miscalculated the effect of his actions. It was a law of little effect.

affirmative action statement - See *equal opportunity statement*.

African-American - The preferred term is black. Use African-American only in quotations or the names of organizations or if individuals describe themselves so. Always capitalize and use a hyphen to designate dual heritage. Ex. Jane is Italian-American. My aunt is Mexican-American.

afterward - Not afterwards.

ages - Always use figures. When the context does not require “years” or “years old,” the figure is presumed to be years.

Ages expressed as adjectives before a noun or as substitutes for a noun use hyphens. Ex. John is a 5-year-old boy. The boy is 5 years old. The boy, 7, has a sister, 10. The woman, 26, has a daughter 2 months old. The law is 8 years old. The race is for 3-year-olds. The woman is in her 30s (no apostrophe).

See *boy, girl, infant* and *youth*.

Alcee Fortier professor - Refers to the highest faculty honor, bestowed in recognition of excellence in teaching, research and professional activities. Capitalize and spell out all three words when the title directly precedes one or more names. Lowercase professor for

general use of the title or when the name is set off by commas. Do not lowercase Alcee Fortier since it is a person’s name. Do not capitalize the program of study. Ex. The book was written by biology Alcee Fortier Professor Jane Smith. The meeting was attended by Alcee Fortier Professors John Smith and John Doe. Eight faculty members have been awarded the title of Alcee Fortier professor. See *doctor*.

all right (adv.) - Never alright or allright. Hyphenate only if used colloquially as a compound modifier. Ex. He is an all-right guy. It’s all right.

a lot - Never use. Find a more specific word.

Allons - The newsletter of the Nicholls State University Foundation is treated like a newspaper, which means the name is not italicized or placed within quotation marks. The name can also be written Allons foundation newsletter for clarity. The title does not begin with the word “the.”

alma mater

almost never - Do not use the phrase. Instead use seldom, hardly ever or rarely.

alumna, alumnae, alumni, alumnus - Use alumna to indicate a female graduate, alumnae to indicate more than one female graduate, alumni to indicate multiple graduates of both genders and alumnus to indicate a male graduate or one graduate of unknown gender. At Nicholls, students who earn at least 12 credit hours at the university are considered alumni, whether or not they earn a degree.

alumni affairs - Capitalize when referring to the Office of Alumni Affairs; lowercase when referring to the term generally or in job titles.

alumni federation/association - Use Nicholls State University Alumni Federation on first reference and the federation or the alumni federation for subsequent references.

Alumni House - Acceptable on first reference for Clarence James Jr. Alumni House.

a.m., p.m. - Lowercase with periods. Avoid the redundant 9 p.m. tonight. Do no use with 12; instead use noon and midnight.

Ameen Gallery - Acceptable on first reference for Lula Ameen Art Gallery.

ampersand (&) - Do not use an ampersand in place of the word *and*. It is only used as part of the proper name of a non-university entity. Ex. Merck & Co. Inc.

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annual - Do not use first annual. An event cannot be described as annual until it has been held in at least two successive years. It is acceptable to note that sponsors plan to hold the event annually.

Aquinas Center - Acceptable on first reference for St. Thomas Aquinas Center.

Artists and Lectures Series

assistant - Do not abbreviate.

association - Do not abbreviate.

athletics - Use the plural form in the formal Department of Athletics or for athletics director. Elsewhere use the singular. The less formal term “sports” is acceptable when not referring to the department. See *intercollegiate athletics* for more details on the university’s athletic teams.

at large - Usually two words without hyphens for an individual representing more than a single district, such as a senator at large or a councilman at large.

Ayo Hall - Acceptable on first reference for Betsy Cheramie Ayo Hall.

Ayo Pool - Acceptable on first reference for Dr. J.J. Ayo Pool.

backward - Not backwards.

barbecue - Not barbeque or Bar-B-Q.

Barker Hall - Acceptable on first reference for Frank L. Barker Hall.

Bayou Region - Capitalize when referring to Lafourche and the surrounding parishes. Lowercase in general references. Ex. Members of the Bayou Region community.

Beauregard Hall - Acceptable on first reference for P.G.T. Beauregard Hall.

Black History Month - celebrated in February. Generally use Black History Month unless event planners refer to it as African-American History Month.

Board of Regents - Refers to the Louisiana Board of Regents. Use Board of Regents on first reference. In subsequent references, the regents is acceptable.

boards - See *institutions and organizations* for rules regarding use of board of directors, board of supervisors, etc.

Bollinger Memorial Student Union - Acceptable on first reference for Donald G. Bollinger Memorial Student Union.

boy - Acceptable when referring to a male before his 18th birthday. Do not use when referring to Nicholls students. They are men.

cabinet - Capitalize on first reference when used as part of an official name. In subsequent references, the cabinet is acceptable.

Cajun - Always capitalize.

Calecas Hall - Acceptable on first reference for Raymond J. Calecas Hall, a men’s residence hall. Calecas residence hall is also acceptable on first reference.

cancel, canceled, canceling, cancellation

Candies Hall - Acceptable on first reference for Otto B. Candies Hall, formerly known as East Elkins Hall until an expansion and dedication in 2003. Candies Hall is home to the Offices of Financial Aid, Admissions, and Records and Registration.

cannot

capital - The city where a seat of government is located. Do not capitalize. When used in a financial sense, capital describes money, equipment or property used in a business by a person or corporation.

capitol - Capitalize U.S. Capitol and the Capitol when referring to the building in Washington. Ex. The meeting was held on Capitol Hill in the west wing of the Capitol.

Follow the same practice when referring to state capitols. Ex. The Virginia Capitol is in Richmond. Thomas Jefferson designed the Capitol of Virginia.

catalog - Use the *-log* ending rather than *-logue*.

CD - Always use all caps and no periods to indicate a compact disc, such as those released by musicians. For computer discs, see **CD-ROM**.

CD-ROM - Use all caps, no periods and hyphenate to indicate a compact disc acting as a read-only memory device. CD-ROM disc is redundant.

Center for Traditional Louisiana Boat Building - Write out the full name on first reference. On second reference, the center or the boat building center, lowercased, is acceptable. Boat building is always two words when referring to the center.

CEO - Acceptable on second reference for chief executive officer. Use with all caps and no periods.

Chabert Hall - Acceptable on first reference for Leonard J. Chabert Hall, the building housing weight training facilities that was known as the annex to Frank L. Barker Hall until 2004.

chair - Capitalize as a formal title immediately before a name. Do not capitalize as a casual, temporary position. Avoid use of chairperson, chairman and chairwoman. Ex. The company Chair Henry Ford attended. The motion was proposed by meeting chair Robert Jones.

Chair is also used to refer to the holder of an endowed chair, with the endowment name. Ex. John Smith is the Bollinger Family Endowed Chair in Entrepreneurship. See also *doctor*.

child care - One word used as a noun; hyphenate as an adjective, child-care.

cities - When writing about a city within Louisiana, it isn't necessary to include the state. Include states for all other cities except Atlanta, Baltimore, Boston, Chicago, Cincinnati, Cleveland, Dallas, Denver, Detroit, Honolulu, Houston, Indianapolis, Las Vegas, Los Angeles, Miami, Milwaukee, Minneapolis, New York, Oklahoma City, Philadelphia, Phoenix, Pittsburgh, St. Louis, Salt Lake City, San Antonio, San Diego, San Francisco, Seattle and Washington.

When using with a city, abbreviate states using AP Style and place a comma after the state except at the end of a sentence. Ex. Jane, a nursing senior from Plaquemine. Galveston, Texas, is my hometown.

Abbreviate states as follows:

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

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

Use the two-letter Postal Service abbreviations only with full addresses that include ZIP codes.

city - Capitalize when part of a proper name such as Kansas City or New York City. Lowercase elsewhere. Ex. Houston is a Texas city. Members of the city government met. Jane is a member of the city Board of Education. Lowercase city in all "city of" phrases like the city of Boston.

Capitalize when part of a formal title before a name and lowercase when not part of the formal title. Ex. I spoke with City Manager Frank Smith. She met with city Health Commissioner Frank Smith.

class - Capitalize on first reference when referring to a specific year of graduates using the "Class of xxx" construction; lowercase in subsequent or general references. Ex. Jane is a member of the Class of 2006. The 2006 class was comprised of 553 graduates.

co- - Retain the hyphen only when forming nouns, adjectives and verbs that indicate occupations or status. Ex. co-author, co-chair, co-defendant, c-host, co-owner, co-partner, co-pilot, co-respondent, co-signer, co-star, co-worker, cocurricular, coed, coeducation, co-equal, coexist, coexistence, cooperate, cooperative, coordinate, coordination. Cooperate and coordinate are exceptions to the rule that a hyphen is used if a prefix ends in a vowel and the word that follows begins with the same vowel.

Coach - Capitalize when used directly before a name as a title; lowercase for general reference. Ex. The football team is led by head Coach Jay Thomas. The coach asked him to call.

cocurricular - See *co-*.

college - Use only in reference to academic colleges. Do not use in reference to Nicholls State University.

colleges - Write out in full and capitalize on first reference. On second reference or in general reference, lowercase and shorten. Ex. The college, business students, students in arts and sciences. When listing all colleges, use the following order.

College of Arts and Sciences
 College of Business Administration
 (the word Administration is required in the formal name)
 College of Education
 College of Nursing and Allied Health
 (name does not include the word Sciences)
 Chef John Folse Culinary Institute
 University College

The Colonel - The newsletter of the Nicholls State University Alumni Federation is treated like a newspaper, which means the name is not italicized or placed within quotation marks. The name can also be written The Colonel alumni newsletter for clarity.

Colonel Card - Refers to the university-issued identification card.

Colonel Club

Colonels - The official name of the Nicholls State University athletic teams, both men's and women's. Ex. Colonels baseball, the Colonels. Lady Colonels is no longer used.

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Colonels' Brigade - The athletic boosters organization.

commencement - Use when referring to the university's graduation exercises each fall and spring. The fall semester also includes students who completed degree requirements in the summer session. Do not capitalize unless referring to a specific, numbered commencement. Ex. In April 2005 Nicholls State University observed its 74th Commencement. Students must wear academic regalia to commencement.

committees - Capitalize and spell out the formal names of committees on first reference. On second reference, the committee or a shortened form such as the budget committee is acceptable. Do not capitalize in the shortened version.

common nouns - Capitalize common nouns such as party, river, street and west when they are an integral part of the proper name for a person, place or thing. Lowercase these common nouns when they stand alone in subsequent references. Ex. Democratic Party, Mississippi River, Fleet Street, West Virginia, the party, the river, the street, to the west.

company names - Abbreviate Company (Co. or Cos.), Corporation (Corp.), Incorporated (Inc.) and Limited (Ltd.) when used as part of the formal name of a corporate entity. Don't use a comma to separate the abbreviation from the name. Spell out the word company in names of theatrical organizations. Ex. Ford Motor Co. The Martha Graham Dance Company.

Generally, follow the spelling and capitalization preferred by the company. But capitalize the first letter if it begins a sentence. Ex. eBay. But: EBay stock rose today.

Do not use all capital letter names unless the letters are individually pronounced. Others should be uppercase and lowercase. Ex. CRX, USX.

compass directions, regions - In general, lowercase north, south, northeast, northern,, etc., when they indicate compass directions. Capitalize when they designate regions. Ex. He drove west. The cold front is moving east. The North was victorious. The South will rise again. The front will bring showers to the East Coast. The Northeast depends on the Midwest for its food supply. Settlers from the East when West. She has a Southern accent.

WITH NAMES OF NATIONS: Lowercase unless they are part of a proper name or are used to designate a politically divided nation. Ex. northern France, western United States, Northern Ireland, South Korea.

WITH STATES AND CITIES: Lowercase compass points when they describe a section of a state or city: south Louisiana, west Texas.

composition titles - See *titles*.

constitution - Capitalize references to the U.S. Constitution with or without the U.S. modifier. Ex. The president said he supports the Constitution.

When referring to state and organizational constitutions, capitalize when referring to the formal name on first reference; lowercase in subsequent references or for general use. Ex. We reviewed the Student Government Association Constitution. The group needs a constitution.

Always lowercase constitutional.

courses - Capitalize when writing out the formal name of the course or when using the course name with a course number. Lowercase when referring to the courses generally. The general reference is preferred. Ex. John enrolled in History of Western Civilization. Public Speaking 101 is required for all students. Mary Smith teaches the world history and American history courses.

coursework

CPA - Acceptable on second reference for certified public accountant. Use all caps and no periods.

credit hours - Follow the rules under *numbers*.

Creole

dates - Don't abbreviate the days of the week. Abbreviate the month when it's used with a specific date but spell it out when used with the year only. Don't use the year unless it's absolutely necessary to clarify the meaning of a thought. When using the year with a specific date, put a comma after the year unless at the end of a sentence. Never use ordinals for specific dates, only general date descriptions such as the first Tuesday of each month. Ex. Abraham Lincoln was killed April 14, 1865, by John Wilkes Booth. Lincoln was born Feb. 12, 1809. The event will be held March 30. Jane died December 1989.

dean - Capitalize when used as a formal title directly preceding one or more names. Lowercase elsewhere or when the name is set off by commas. Also lowercase modifiers when the title precedes a name. Ex. Dean of Education John Smith is nearing retirement. I brought it to the dean. Jane Smith, dean of the College of Education, supervised. See *doctor*.

Dean's List - Always capitalize and use the apostrophe. Refers specifically to the list of full-time undergraduate students who earn grade point averages of between 3.2 and 3.499 during the fall and spring semesters only.

- decades** - Use numerals to indicate decades of history. Use on apostrophe to indicate numerals that are omitted. Form plurals by adding the letter “s” without an apostrophe. Ex. Speakeasies were popular in the ’20s. The Great Depression occurred in the 1930s.
- degree programs** - Lowercase in most references, unless within the official name of a department. Ex. Jane Smith is a nursing major. The nursing program earned national accreditation. The Department of Nursing held a workshop.
- degree-seeking student**
- degrees** - See *academic degrees*.
- departments** - Capitalize and use the full official name on first reference. Lowercased and shortened is acceptable for second reference. Capitalize proper nouns such as English or French. Ex. The Department of Biological Sciences, the biology department, biology faculty, the department, the English department. See the appendix for a list of the proper names of university departments.
- Didier Field** - Acceptable on first reference for Raymond E. Didier Field, the baseball field.
- dimensions** - Use figures and spell out inches, feet, yards and other measurements to indicate depth, height, length and width. Hyphenate adjectival forms before nouns. Ex. He is 5 feet 6 inches tall. The 5-foot-6-inch man walked in the park. The car is 17 feet long, 6 feet wide and 5 feet high. The storm left 5 inches of snow.
- divisions** - Capitalize and use the full official name on first reference. Lowercased and shortened is acceptable for second reference. Lowercase in titles. Ex. The Division of Student Affairs, the student affairs division, student affairs staff, the division, vice president for student affairs. See the appendix for a list of the proper names of university divisions.
- doctor** - Can be used before names on first reference to indicate a Ph.D. Do not use on subsequent reference. Specify when a person is a medical doctor rather than a Ph.D. Do not use doctor before a name if a formal title also directly precedes the name; instead remove Dr. or set the title off from the name. Ex. Dr. John Smith, a Thibodaux physician. Dr. Mary Doe, university president, made the announcement.
- dormitory** - Instead use residence hall.
- Duhé Building** - Acceptable on first reference for Theodore Louis Duhé Building in Houma, formerly known as the Allied Health and Continuing Education Building until a 2003 dedication. Do not use Duhé Hall.
- DVD** - Acronym for digital video disk acceptable on first reference. Use all caps and no periods.
- dyslexia center** - Louisiana Center for Dyslexia and Related Learning Disorders on first reference. On second reference, the center or the dyslexia center, lowercased, is acceptable.
- e-business** - Use with a hyphen, no capitalization unless at the beginning of a sentence.
- e-commerce** - Use with a hyphen, no capitalization unless at the beginning of a sentence.
- e-mail** - Use with a hyphen, no capitalization unless at the beginning of a sentence.
- Elkins Hall** - Acceptable on first reference for Charles C. Elkins Hall, the original building of the Nicholls State University campus. Elkins Hall is listed on the National Register of Historic Places by the U.S. Department of the Interior.
- Ellender Hall** - Acceptable on first reference for H.D. Ellender Hall, a coed residence hall. The hall was for women only until 2006.
- Ellender Memorial Library** - Acceptable on first reference for Allen J. Ellender Memorial Library.
- emeriti** - Use when referring to retired faculty or staff or who have been awarded the special status by the university and retain their rank after retirement. Use *emerita* for women, *emeritus* for men or *emeriti* for both men and women. When used, place it after the formal title. Apply the rules for capitalization found in **titles**. Ex. Professor Emeritus Samuel Eliot. Dean Emeritus Courtney C. Brown. Samuel Eliot, professor emeritus of history.
- entitle** - Use it to mean a right to do or have something. Do not use it to mean titled.
- etc.** - Avoid using the term.
- faculty, staff** - Lowercase unless used as part of an organization name.
- Family and Consumer Sciences Building**
- FAQ** - Spell out in body copy to indicate frequently asked questions.
- Farm** or **University Farm** - Located on Thoroughbred Park Drive in Thibodaux.
- farther, further** - Farther refers to physical distance. Further refers to an extension of time or degree. Ex. He walked farther into the woods. She will look further into the mystery.

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fewer, less - Use fewer for individual items that can be counted. Use less for bulk or quantity, a volume measurement for things you can't really count. Ex. Fewer than 10 applicants called. I had less than \$50 in my pocket. I had fewer than 50 \$1 bills in my pocket.

field house

foreign words and phrases - Avoid using foreign words whenever possible. Italicize when used. Expressions such as "bon voyage" have been absorbed into the English language and do not need to be italicized. Check the dictionary for guidance. A foreign title should be translated into English unless it is known to the American public by its foreign name.

foundation - Use Nicholls State University Foundation on first reference and the foundation for subsequent references.

fractions - Spell out amounts less than one in stories, using hyphens between the words. Use figures for precise amounts larger than one, converting to decimals whenever practical.

fraternity - Capitalize when used as part of the formal name of an organization on first reference; lowercase for subsequent or general use. John pledged Phi Kappa Theta Fraternity. The fraternity met Tuesday. Frat is never accepted.

full time, full-time - Hyphenate only as a compound modifier. Ex. She is a full-time student. She is enrolled full time.

fund raising, fund-raising, fund-raiser - Ex. Fund raising is difficult. They planned a fund-raising campaign. A fund-raiser was hired. The organization is planning a fund-raiser.

Galliano Hall or **Galliano Hall Cafeteria** - Acceptable on first reference for Vernon F. Galliano Hall.

girl - Acceptable when referring to a female before her 18th birthday. Do not use when referring to Nicholls students. They are women.

Gouaux Hall - Acceptable on first reference for Francois T. Gouaux Hall.

grade point average - Three separate word with no hyphens when used as a noun. Can be abbreviated on second reference as GPA, all caps with no periods.

Greenhouse - Acceptable on first reference for Greenhouse 1.

Guidry Stadium - Acceptable on first reference for John L. Guidry Stadium, the site of home football games.

Gulf Coast - Capitalize when referring to the region of the United State lying along the Gulf of Mexico.

half-mast, half-staff - On ships and at naval stations ashore, flags are flown at half-mast. Elsewhere ashore, flags are flown at half-staff.

halftime

height - See *dimensions*.

Homecoming - Always capitalize when referring to specific titles and event occurring during the annual festivities. Lowercase queen, king and court when standing alone. Ex. Jane was named Homecoming Queen. John is a member of the Homecoming Court. The university announced its Homecoming festivities.

home page - Use when referring to the front page of a particular Web site.

Honor Roll List - Always capitalize. Refers specifically to the list of full-time undergraduate students who earn grade point averages of between 3.0 and 3.199 during the fall and spring semesters only.

ID - When referring to the university identification card, use Colonel Card. When referring to the term generally, ID is capitalized with no periods.

initials - Use periods and no space when an individual uses initials instead of a first name. The same spacing rule applies to state and other abbreviations. Do not use a name with a single initial, such as J. Jones, unless it is the individual's preference or a first name cannot be learned. Ex. J.L. Smith is from Raleigh, N.C.

in order to - Never use this unnecessarily wordy phrase. Just use "to."

Inside Nicholls State University - Write it out and capitalize when referring to the bi-weekly campus newsletter for faculty and staff. On second reference, the newsletter or the faculty/staff newsletter is acceptable.

intercollegiate athletics - The university competes in the Southland Conference and as a Division I member of the National Collegiate Athletic Association. Men's sports include football (Division I-AA), baseball, basketball, cross country, golf and tennis. Women's sports are basketball, softball, soccer, volleyball, tennis, outdoor and indoor track and field, cross country and golf. All athletes and teams are Colonels. Lady Colonels is not acceptable.

Interfraternity Council - Refers to the board that governs fraternities on the Nicholls campus. Lowercase council on second reference.

Internet

it's, its - "It's" is a contraction for it is or it has. "Its" is the possessive form of the third-person pronoun. "Its" is used with collective nouns and anything non-human. Use "their" with people and plurals. The following campus entities use "its": athletic teams, the university, colleges, departments, clubs, the band and the police. Ex. It's up to you. It's been a long time. The basketball team won its first game.

kids - Use children in reference to people. Use kids only when referring to goats or in quoted material.

KNSU - The student radio station, known as The Edge, can be found at 91.5 FM.

lady - Do not use as a synonym for woman.

La Maison du Bayou - Privatized housing for non-traditional students or those with more than 30 credit hours is available adjacent to the campus at La Maison du Bayou apartments. Use La Maison du Bayou on first reference. For subsequent references, La Maison is acceptable.

La Pirogue - The annual student yearbook is categorized as a reference work, which means it is not italicized or placed within quotation marks. Always use two words with a space between the words. The name can also be written as La Pirogue yearbook for clarity.

LCWG - Not acceptable for the Louisiana Center for Women and Government. Write out the full name on first reference. On second reference, the center, lowercased, is acceptable.

Le Bijou Theater

legislature - Capitalize when preceded by the name of a state. Retain capitalization when the state name is omitted but the reference is specifically to that state's legislature. Lowercase when used generically or in plural references. Ex. The measure was adopted by the Louisiana Legislature. Both houses of the Legislature adjourned today. No legislature has approved the amendment. The Arkansas and Colorado legislatures are considering the amendment.

licensure and exams - Capitalize the names of state and national licenses and the exams required to take them when using the full, formal name. Lowercase and shortened is accepted on second reference or for general reference. Ex. National Registry Examination for Cytotechnologists, PRAXIS I, teacher certification exam, the National Council Licensure Examination for Registered Nurses, licensure exam for registered nurses.

Lindsley Hall - Acceptable on first reference for T.R. Lindsley Jr. Hall, the music annex.

Long Hall - Acceptable on first reference for Huey P. Long Hall, a men's residence hall closed to students in 2006. Long residence hall is also acceptable on first reference.

Louisiana Center for Dyslexia and Related Learning Disorders - Formerly known as the Louisiana Center for the Study of Dyslexia. The name was changed in 2003. Write out the full name on first reference. On second reference, the center or the dyslexia center, lowercased, is acceptable.

Louisiana Center for Women and Government - Write out the full name on first reference. On second reference, the center, lowercased, is acceptable.

LUMCON - Acceptable on second reference for the Louisiana Universities Marine Consortium in Cocodrie.

-ly - Do not use a hyphen between adverbs ending in -ly and adjectives they modify. Ex. She is a closely monitored patient.

major, minor - See degree programs.

Married Student Apartments

Meade Hall - Acceptable on first reference for Eleanor H. Meade Hall.

midterm - Lowercase for general use. Capitalize when referring to the Midterm Breakfast.

miles per hour - The abbreviation mph is acceptable without periods in all reference.

Millet Hall - Acceptable on first reference for R.J. Millet Hall, a men's residence hall. Millet residence hall is also acceptable on first reference.

mission statement - The revised mission statement is: Nicholls State University provides a unique blend of excellent academic programs to meet the needs of Louisiana and beyond. The University cultivates productive, responsible, engaged citizens in a personalized, culturally rich and dynamic learning environment through quality teaching, research and service.

names - Refer to people with first and last name on first reference, then by last name thereafter. Do not use titles such as Dr. on second reference. If multiple people in the story have the same last name, use first and last names on second reference. For children 15 or younger, use first name on second reference. Use

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middle initials or middle names whenever practical to identify people.

money - Always lowercase the words “dollars” and “cents.” Use the \$ symbol and figures except in casual references for dollars. Never use the cents symbol for dollar amounts less than \$1. Don’t use zeros and decimals with dollar amounts that have no cents. For amounts of more than \$1 million, use the \$ and numerals up to two decimals and replace the zeros with the word “million.” Ex. Admission is \$25. Economists report dollars are flowing overseas. I had 4 cents in change. It is valued at \$4.35 million.

monthlong

months - Capitalize the names of months in all uses. When a month is used with a specific date, abbreviate only Jan., Feb. Aug., Sept., Oct., Nov and Dec. Spell out all months when used alone or with a year alone. When a phrase lists only a month and a year, do not separate the year with commas. When the phrase mentions a month, day and year, put a comma after the year. Ex. The committee met Feb. 3. February 1989 was the coldest month of the year. Her daughter was born March 14, 1974, in Thibodaux.

more than, over - Use “more than” with figures and “over” usually to refer to spatial relationships. “Over” can, at times be used with numerals. Ex. More than 250 people attended. The plan flew over the city. She is over 30.

Mosaic - The official literary magazine of Nicholls State University was previously known as *Pencil Tracks*. As a magazine title, the name is not italicized or placed within quotes. For additional clarity, it can be written as Mosaic literary magazine.

Nicholls - Acceptable when referring to the university on second reference or in a headline. On first reference, always Nicholls State University. Also acceptable on second reference is university, not capitalized.

Nicholls State - Never acceptable. Always use Nicholls State University on first reference. On second reference, Nicholls and the university are acceptable. Nicholls is acceptable in a headline.

Nicholls State University - Required for first reference. On second reference, Nicholls and the university are acceptable. Nicholls is acceptable in a headline. Do not use college or school to refer to Nicholls.

Nicholls Television Workshop - Use on first reference to the campus television station. Use NTW, the television station or the station on subsequent references.

Nicholls Worth - The official name of the student newspaper is The Nicholls Worth. Since it’s a newspaper the name is not italicized or placed within quotation marks.

No. - Use the abbreviation for number with a figure to indicate rank or position.

non- Do not use a hyphen when forming a compound that does not have special meaning and can be understood if the word “not” is used before the base word. Use a hyphen, however, before proper nouns or in awkward combinations, such as non-nuclear.

nondegree-seeking student

nonprofit

nonresident

nontraditional students - The term applies to anyone 25 years or older who has not been a student for at least one year. Avoid use of this label unless it is essential to the clarity of the story.

North Babington Hall - Acceptable on first reference for North M. Babington Hall, a women’s residence hall. North Babington residence hall is also acceptable on first reference.

NSU - Never acceptable. Always use Nicholls State University on first reference. On second reference, Nicholls and the university are acceptable. Nicholls is acceptable in a headline.

numbers - Spell out numbers nine and under. Use Arabic numerals for 10 and above. But spell out at the beginning of a sentence. Use numerals for all ages, even those under 10. Roman numerals are used for wars and to show personal sequence for people, such as World War II, King George VI. All numbers at the beginning of a sentence must be spelled out except for a calendar year. For ordinals, spell out first through ninth when they indicate sequence in time or location, never for dates. Use figures in ordinals only when the sequence has been assigned in forming names, principally geographic, military and political designations such as 1st Ward, 7th Fleet and 1st Sgt. Ex. There are seven art courses. I have 12 credit hours. Twenty students traveled to Europe. 1975 was a good year.

offices - Capitalize and use the full official name on first reference. Lowercased and shortened is acceptable for second reference. Ex. The Office of Admissions, the admissions office, admissions staff, the office, director of admissions. See the appendix for a list of the proper names of university offices.

on-campus, off-campus

online - One word in all cases for the computer connection term.

organizations and institutions - Capitalize the full names of organizations and institutions such as the Nicholls State University Alumni Federation, the Nicholls State University Foundation, the University of Louisiana System and the Nicholls State University Student Government Association.

Capitalize internal elements of an organization on first reference when used as part of an official name. In subsequent references or for general usage, use the lowercased shortened versions. Ex. The University of Louisiana System Board of Supervisors met today. She is a member of the Nicholls State University Faculty Senate. The board of directors will vote on the motion today.

over - See *more than, over*.

Pan-Hellenic Council Inc. - The governing body for the nine historically black Greek-letter fraternities and sororities. The Nicholls members are Alpha Phi Alpha Fraternity Inc., Delta Sigma Theta Sorority Inc., Kappa Alpha Psi Fraternity Inc., Omega Psi Phi Fraternity Inc. and Zeta Phi Beta Sorority Inc. In all references, it is acceptable to drop "Inc." from the name. On second reference the council, the fraternity and the sorority are acceptable.

Panhellenic Council - Capitalize the governing body for the three National Panhellenic Sororities on campus: Delta Zeta Sorority, Phi Mu Fraternity and Sigma Sigma Sigma Sorority. Do not use Panhellenic in all caps. On second reference the council is acceptable.

part time, part-time - Hyphenate only as a compound modifier. Ex. She is a part-time student. She is enrolled part time.

Peltier Hall - Acceptable on first reference for O.E. Peltier Hall, home to the College of Arts and Sciences.

percentages - Always use an Arabic numeral and spell out the word percentage in sentences. Use Arabic numerals and the percent symbol in charts or tables. Percent is one word. Ex. Enrollment increased 5 percent.

photo credits - Only photographers get a photo credit. All others, including people who provided photos they didn't take, get a letter of thanks.

Picciola Hall - Acceptable on first reference for Marco J. Picciola Hall, home to administrative offices including the Office of the President.

Polk Hall - Acceptable on first reference for Leonidas Polk Hall, home to the College of Education.

postsecondary

Powell Hall - Acceptable on first reference for James Lynn Powell Hall.

pound - Spell out and use with figures. Do not use the abbreviation lb.

presidents - Nicholls State University has had four presidents in its history: Dr. Charles C. Elkins, 1956 to 1963; Dr. Vernon F. Galliano, 1963 to 1983; Dr. Donald J. Ayo, 1983 to 2003; Dr. Stephen T. Hulbert, 2003 to present.

President's List - Always capitalize. Refers specifically to the list of full-time undergraduate students who earn grade point averages of 3.5 and higher during the fall and spring semesters only.

professor, associate professor, assistant professor, instructor, lecturer, distinguished service professor - Do not abbreviate. Capitalize and spell out when the title directly precedes one or more names without the use of Dr. Lowercase elsewhere or when the name is set off by commas. Do not capitalize when used as a general reference. Do not capitalize the program of study. Ex. The book was written by history Assistant Professor Jane Smith. The meeting was attended by Professors John Smith and John Doe. See *doctor*.

programs of study - Lowercase references to majors, minors, concentrations, emphases and programs of study. Capitalize only proper nouns like English. Ex. History major, minor in French education; concentration in human resources management.

programs - Write out in full and capitalize for first reference. Lowercase for shortened, subsequent reference. Capitalize the word program only when part of the official name. When in doubt, check with the appropriate office or department. Ex. University Honors Program, honors program, Nicholls Europe program. See the appendix for a list of the proper names of university programs.

Quadrangle - Capitalize when referring to the area at Nicholls surrounded by Polk, Peltier, Elkins and White halls and Shaver Gymnasium. Lowercase in other instances.

ratios - Use figures and a hyphen. The word "to" should be omitted when the numbers precede the ratio. Ex. The ratio was 2-to-1. She won by a 2-1 majority.

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residence halls - Not dormitories. Men are housed in Calecas and Millet halls, while women are housed in Ellen-der, North Babington, South Babington and Zeringue halls. Housing for non-traditional students is available in the Married Student Apartments.

resume or résumé

Rienzi-Levert Plantation Home

room and board - Hyphenate when used as an adjective. Use without hyphens when a noun.

room numbers - Use the room number first and the name of the building second. Ex. The club members will meet in 234 Peltier Hall.

R.S.V.P. - Use the abbreviation for the French *respondes s'il vous plait*, meaning please reply, sparingly. The preferred form if reservations required.

schools - Capitalize and use the full official name on first reference. Lowercased and shortened is acceptable for second reference. Ex. School of Fine Arts, the fine arts faculty, the school.

Sculpture Garden and Folk Art Studio in Chauvin - On first reference, always write the proper name out in full with Nicholls State University preceding it for off-campus publications. On subsequent reference, the sculpture garden or the art studio is acceptable.

semester - Uppercase when referring to a specific spring or fall semester with a year, no comma. Lowercase for all other uses. The summer term is a session. The same capitalization rule applies. Ex. Enrollment for Fall 2000 rose. The spring semester begins Jan. 16.

seven-on/seven-off - Use to refer to the petroleum services program for students who attend classes during their seven days on shore. Don't capitalize.

Shaver Gym - Acceptable on first reference for Richard C. Shaver Gymnasium.

SLEC - See *South Louisiana Economic Council*.

Small Business Development Center - Part of the nationwide network and the Louisiana Small Business Development Center consortium, the Nicholls center serves Assumption, Lafourche, St. Mary and Terrebonne parishes. Always capitalize and write out the full name on first reference and include the phrase "at Nicholls State University." SBDC or the center is acceptable in subsequent references.

Softball Field - Nicholls State University Softball Field or Nicholls Softball Field is preferred for first reference.

South Babington Hall - Acceptable on first reference for South M. Babington Hall, a women's residence hall. South Babington residence hall is also acceptable on first reference.

south central Louisiana - Capitalize only the name of the state. See *compass points, regions*.

south Louisiana - Capitalize only the name of the state. See *compass points, regions*.

South Louisiana Economic Council - Housed on the Nicholls State University campus, the council has served the parishes of Assumption, Lafourche, St. Mary and Terrebonne since 1984. SLEC or the council is acceptable on second reference.

Southern Association of Colleges and Schools - Nicholls State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (commonly known as SACS) to award degrees at the associate, baccalaureate, master's and specialist degree levels. University accreditation by SACS is not the same as national accreditation for programs, which addresses the academic rigors and quality of an individual degree program or a department's course offerings.

speeds - Use figures and the mph abbreviation. Ex. The winds exceeded 10 mph.

Spring Break - Always capitalize.

staff - See *faculty, staff*.

Stopher Gym - Acceptable on first reference for D.R. Stopher Gymnasium, home to men's and women's home basketball games.

Student Publications and Printing Building

student athlete

student teacher

sugar cane

T-shirt - Not t-shirt or tee-shirt.

Talbot Hall - Acceptable on first reference for Richard E. Talbot Hall, home to Talbot Theater.

Talbot Theater - Always use the -re spelling.

telephone numbers - Phone number should always include an area code in parentheses when used in off-campus publications. For on-campus use, list phone numbers only as an extension. Do not include a 1 before the

area code when writing telephone numbers. Ex. (985) 448-4111. Ext. 1234. (888) 642-4655.

theater - Not theatre.

times - Use figures except for noon and midnight. Use a colon to separate hours from minutes. Do not use zeroes for times exactly on the hour. Do not use redundancies such as 10 p.m. tonight or 12 noon. Use the word “to” instead of a hyphen to indicate time ranges. Omit repetition of a.m. or p.m. if it appears twice in the same range. Ex. The play begins at 10:30 a.m. We met at noon. The class begins at 5 p.m. The dance will last from 9 to 11 p.m. The seminar will be held from 8 a.m. to 2 p.m.

time, day, date, place - The preferred order for describing an event is time, date, date and place. However, allow the context of a story to determine the order if one element is more newsworthy.

time zones - Capitalize the full name of the time in force within a particular zone when necessary for clarification. Lowercase all but the region in shortened forms. Abbreviations such as EST and CDT are acceptable on first reference for time zones within the United States, Canada and Mexico only when accompanied by a specific time. Ex. Eastern Standard Time, Central Daylight Time, Eastern time, the Central time zone, 9 a.m. PST.

titles - All individuals must be identified on first reference, preferably with hometown, classification, and major for students, job title for faculty and staff, and all others with an identifying title of some type. Ex. John Smith, a nursing senior from Houma. Jane Smith, assistant professor of art. Mary Smith, director of tourism for Lafourche Parish. William Smith, a novelist.

JOB TITLES: Capitalize and spell out formal titles such as university president or professor when they directly precede one or more names. Lowercase elsewhere or when the name is set off by commas. Also lowercase modifiers when the title precedes a name. Do not capitalize job descriptions even when they precede a name. Ex. Professors John Smith and Jane Doe. university President Jane Smith. Jane Smith, university president. The university president, Jane Smith. The speaker is astronaut John Smith. Jane is director of university relations. If in doubt whether a title is formal or descriptive, lowercase or set off with commas. See also *chair, coach, dean, doctor, professor* and *vice president*.

COURTESY TITLES: Never use courtesy titles like Mr., Mrs., Ms. and Miss.

COMPOSITION TITLES*: Capitalize the first word and other principal words, including prepositions

and conjunctions of four or more letters. Capitalize an article – the, a, an – or words of fewer than four letters if it is the first or last word in a title. Place titles of the following within quotation marks: songs, short poems, articles in periodicals and newspapers, short stories, essays, television and radio episodes and book chapters. Italicize all other titles, including books, plays, periodicals and newspapers, movies, television and radio programs, works of visual art, pamphlets, long musical works, long poems, published speeches, music albums and names of ships, aircraft, spacecraft and trains.

A foreign title should be translated into English unless it is known to the American public by its foreign name.

***EXCEPTION:** For press releases and select other publications produced by the Office of University Relations, use the following Associate Press Stylebook guidelines.

For composition titles, such as titles of books, movies, operas, plays, poems, songs, albums, computer games, presentations, lectures, speeches, works of art, research papers, television programs and television episodes, capitalize the first word and other principal words, including prepositions and conjunctions of four or more letters. Capitalize an article – the, a, an – or words of fewer than four letters if it is the first or last word in a title. Put quotation marks around the names of all such works except the Bible and books that are primarily catalogs of reference material, such as almanacs, directories, dictionaries, encyclopedias, handbooks and similar publications. Do not italicize or boldface them. Do not put in quotation marks the names of newspapers, journals or magazines. Ex. “The Catcher in the Rye,” *People* magazine, *The Advocate*, “Gone With the Wind,” “The Star-Spangled Banner,” “The Mona Lisa,” Webster’s Unabridged Dictionary, *The Journal of Pediatric Medicine*.

For magazine titles, capitalize the name but do not place in quotes or italicize. Lowercase the word magazine unless it is part of the publication’s formal title. Ex. Harper’s Magazine. *Time* magazine.

For newspaper titles, capitalize but do not put in quotation marks or italicize. Do not capitalize “the” preceding the name unless it is the beginning of the sentence or part of the newspaper’s formal name. Lowercase “the” before newspaper names if a story mentions several newspapers, some of which use “the” as part of the name and some of which do not. Where location is needed but is not part of the official name, use parentheses. Ex. I work at *The Courier*. She works at the *Daily Comet*. I read the *American Press* (Lake Charles).

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toll free

toward - Not towards.

TV - Acceptable as an adjective but not as a noun except in a direct quotation. In that case, use television. Ex. I watch television. I watched the TV program.

U.S. - Acceptable as an adjective, but spell out United States when using as a noun. Ex. He enlisted in the U.S. Army. We live in the United States.

Unique Areas of Excellence - Capitalize when using the full, formal name to refer to the seven areas of study at Nicholls State University identified by the University of Louisiana System as excellent for either their unique classes or their leadership in Louisiana education. Those programs are the Chef John Folse Institute, the biological sciences marine and environmental science emphasis, nursing, allied health sciences, teacher education, accounting and information systems and child, family and social services. Avoid general use of the phrase; instead rephrase to avoid confusion with this specific list.

university - When using as a second reference for Nicholls State University don't capitalize.

University Honors Program - Always capitalize when referring to the Nicholls State University program on first reference. On second reference or for general use, lowercase. Ex. The honors program or honors students.

University of Louisiana System - Always capitalize and spell out on first reference. On second reference, the UL System, or the system is acceptable. The UL System Board of Supervisors

University Police - The proper name is the Department of University Police. Craig Jaccuzzo is the director of university police, not the chief. The department is located in the University Police Building. Do not refer to the department as campus police. Never refer to the police officers as cops. Specific officers should be referred to using their rank.

upperclass, upperclassmen - Use upper-division instead in place of the adjective.

username

user ID

vice president - Capitalize when used as a formal title directly preceding one or more names. Lowercase elsewhere or when the name is set off by commas. Also lowercase modifiers when the title precedes a name. Ex.

Vice President for Institutional Advancement John Smith is nearing retirement. I brought it to the vice president. Jane Smith, vice president for institutional advancement, supervised. See *doctor*.

Voilà! - The annual university magazine was launched in 2004 by the Division of Institutional Advancement. Always use an exclamation point, include the accented *a* when possible and italicize.* If at the end of a sentence, the exclamation point replaces the period. Ex. Voilà! is the new university magazine. I hope you like Voilà!

*EXCEPTION: Do not place within quotation marks or italicize when preparing a press release or select other publications produced by the Office of University Relations.

Web

Web addresses - When including Internet addresses within a body of text, enclose within carets. Keep addresses as short as possible. It's often more effective to direct readers to your home page than to provide a lengthy address that may misdirect or discourage readers.

Web page

Web site

webmaster

weight - Also use figures and do not use the abbreviation lb.

White Hall - Acceptable on first reference for Edward Douglass White Hall, home to the College of Business Administration.

workday

work force

workplace

World Wide Web

y'all - Contraction for you all. Avoid using except in character quotes.

youth - Applicable to boys and girls ages 13 to 17. Use man or woman for an individual 18 or older.

Zeringue Hall - Acceptable on first reference to the women's residence hall. Zeringue residence hall is also acceptable on first reference.

Apostrophe (')

Follow these guidelines:

OMMITTED FIGURES: The class of '85. The Roaring '20s.

When showing possession of Nicholls, use the "of" or "for" rule generally. When in doubt, substitute another university name not ending in "s." Ex. Meet at the Nicholls tennis courts. Meet at Delgado's tennis courts.

DESCRIPTIVE PHRASES: An apostrophe is usually omitted on a plural word ending in *s*, when the word is part of a descriptive phrase and does not show possession. To determine if that is the case, if the word *for* or *by* could be appropriately inserted rather than *of*, do not use an apostrophe: citizens band radio (a radio band for citizens), writers guide (guide for writers), children's hospital (because children does not end in *s*) and the boy's dog (the dog belonging to the boy).

collective nouns - Some words can be singular or plural, depending upon their usage. Collective nouns can take a singular verb when they denote a single unit, but they can take a plural noun when they denote individual items.

Ex. The faculty is meeting today. (as a unit)

Many faculty are working on their projects this week-end. (individual members)

A million dollars is a large request. (a unit)

A million dollars were collected. (individual items)

When unsure, rephrase the sentence.

colon - Capitalize the first word following a colon if it begins a complete sentence or is a proper noun; lowercase otherwise. Ex. The goal was simple: Keep customers first. Three words best describe the day: wet, dreary, disappointing.

commas - Avoid terminal commas unless absolutely needed for clarity.

Compound modifiers - When a compound modifier - two or more words that express a single concept - precedes a noun, use hyphens to link all the words in the compound except the adverb *very* and all verbs that end in *-ly*: a first-quarter touchdown, a bluish-green dress, a full-time job, a well-known man, a better-qualified woman, a know-it-all attitude, a very good time, an easily remembered rule.

Many combinations that are hyphenated before a noun are not hyphenated when they occur after a noun: The team scored in the first quarter. The dress, a bluish green, was attractive on her. She works full time. His attitude suggested that he knew it all.

But when a modifier that would be hyphenated before a noun occurs instead after a form of the verb *to be*, the hyphen usually must be retained to avoid confusion: The man is well-know. The woman is quick-witted. The children are soft-spoken. The play is second-rate.

headlines - Don't use the word "and" in headlines; use a comma instead. Words in a headline are capitalized except articles (*the*, *a*, *an*). In subheads, capitalize only the first word. Use only single quotes in headlines.

quotation marks - Periods and commas always go within quotation marks. Dashes, semicolons, question marks and exclamation points go within quotation marks when they apply to the quoted matter only. They go outside when they apply to the whole sentence.

spacing - use one space between sentences.

APPENDIX

University Divisions, Departments and Offices

Division of Student Affairs and Enrollment Services

Office of Admissions
Office of Auxiliary Services
Office of Campus Recreation
Office of Career Services
Office of Continuing Education
Office of Disability Services
Office of Financial Aid
Office of Greek Affairs
Office of Housing Operations
Office of ID Card Operations
Office of Parking Services
Office of Residence Life
Office of Student Life
Office of Student Services
Office of University Health Services
Department of University Police
Office of Women's Resource and Services
Division of Academic Affairs
College of Arts and Sciences
Department of Applied Sciences
Department of Biological Sciences
Department of History and Social Sciences
Department of Languages and Literature
Department of Mass Communication
Office of Student Publications
Department of Mathematics and Computer Science
Department of Physical Sciences
School of Fine Arts
Division of Art
Division of Music
College of Business Administration
Department of Accounting and Business Law
Department of Finance and Economics
Department of Information Systems
Department of Management and Marketing
College of Education
Department of Teacher Education
Department of Family and Consumer Sciences
Department of Psychology and Counselor Education
Department of Student Teaching
College of Nursing and Allied Health
Department of Allied Health Sciences
Department of Nursing
University College
Department of General Studies
Department of University Studies
Office of International Programs and Services
Chef John Folse Culinary Institute
University Graduate Studies
Office of Academic Computer Services
Office of Assessment and Institutional Research
Office of Computer Services
Office of Records and Registration
Office of Research and Sponsored Programs

Ellender Memorial Library

Division of Finance and Administration

Office of Grounds
Office of Operations and Maintenance
Office of Purchase
Office of the Controller
Office of Human Resources
Office of Physical Plant Operations
Office of Student Employment
Division of Institutional Advancement
Office of Development
Office of Alumni Affairs
Office of University Relations
Office of Printing and Design Services
Office of Athletics
Office of the President

Misc. Programs/Centers

Academic Advising Center
Adult Health and Development program
Aquinas Center
Baptist Collegiate Ministry
Barataria-Terrebonne National Estuary Program
Cenac Computer Center
Center for Traditional Louisiana Boat Building
Diocesan Historical Research Center and Archives
Family Resource Center
Family Service Center
Fee Collection Center
Generations Teaching Generations
(used for both the adult and the preschool programs)
Jo Carol Nolen Speech, Languages and Hearing Center
Learning Resource Center
Louisiana Center for Dyslexia and Related Learning Disorders
Louisiana Department of Natural Resources
Louisiana Small Business Development Center
Nicholls Europe
Sculpture Garden and Folk Art Studio in Chauvin
(preface with Nicholls State University when used off campus)
Orientation
Peer Assistance
Region III Education Service Center
South Louisiana Economic Council
St. Thomas Aquinas Catholic Church
Student Educators and Leaders (SEALS on second reference)
Student Government Association
Testing Center
Tutorial and Academic Enhancement Center
University Bookstore
University Counseling Center
University Farm
University Honors Program
Upward Bound

Special University Councils and Groups

Academic Council
Planning Advisory Group
Unclassified Staff Advisory Council

University Assessment Committee

Administrative Standing Committees

Antidiscrimination Committee

Emergency Planning Committee

Facilities Planning Committee

Internet Usage Committee

Planning Advisory Group

Retention Team Committee

President's Cabinet Appeals Committee

Commencement Committee

Computer Planning Committee

Orientation – Advising Committee

Sexual Assault Task Force

Conference and Event Planning Committee

Enrollment Planning Committee

Family Day Committee

Homecoming Committee

Artists and Lecturers Committee

Communication Management Committee

 Web Advisory Group (subcommittee)

Finance and Administration Committee

Fringe Benefits Committee

