

PHI DELTA THETA FRATERNITY

IDENTITY STANDARDS MANUAL AND STYLE GUIDE

REVISED FOR 2020



PHI DELTA THETA

Become the greatest version of yourself

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OUR BRAND

Founded in 1848 on the values of Friendship, Sound Learning, and Rectitude, Phi Delta Theta seeks men of outstanding character who wish to exceed their personal expectations. Helping every individual to meet the true potential inside them is the bedrock of Phi Delta Theta Fraternity.

Phi Delta Theta logos and trademarks symbolize more than just the heritage and values of our Fraternity. They are the visible sign of what is inside—the most central beliefs—of the thousands of men who are proud to call themselves “Phi Delts.”

Our visual identity is the most important external sign of how our brand is communicated graphically—from logos and trademarks to color and typeface. It reinforces all the thoughts and feelings people associate with Phi Delta Theta and our members and Phikeias.

It is important that all the elements of our visual identity reflect the consistent strength of character of Phi Delta Theta and its members in every internal and external communication. To hold ourselves true to the power of Phi Delta Theta’s brand, it is important that everyone who is given the right to use these important graphic elements does so correctly.

The guidelines that follow set the graphic standards that we adhere to as Phi Delts, as much as we adhere to the values of the organization. By following these graphic standards, you uphold the legacy and the promise of the Phi Delta Theta brand. By our consistent graphic external presence, we build upon the understanding of the Phi Delta Theta brand inside each of us.

PHI DELTA THETA BRAND GUIDELINES



The logo of Phi Delta Theta is a simple graphic representation of the heart of the Coat of Arms: The Shield, The Sword, and the Six Stars. It is the mark that we use on business cards, letterhead, advertising and promotion and all official brand communications. This is the only officially approved logo of Phi Delta Theta. On the pages that follow, you will see how to properly use the Phi Delta Theta brand identity.

- The Phi Delta Theta logo is the primary logo of the Phi Delta Theta Fraternity.
- It is the contemporary graphic expression of our Coat of Arms and is meant for all graphic communications.
- The diagonal sword on the shield represents honor and bravery. The six stars represent the Immortal Six.
- The dark blue tone represents our time-honored values and the white represents our sincerity in our actions of service. Azure and argent (heraldic terms for blue and white) were chosen in 1871.
- The Phi Delta Theta logo can be on its own in Phi Delta Theta communication or in conjunction with any other element of the overall Phi Delta Theta brand identity.
- The Phi Delta Theta Fraternity logo is always the primary logo, with other chapter, organizational and alumni organizational logos being secondary.

tone and manner of phi delta theta

The tone and manner of the Phi Delta Theta communications should assert our dedication to Friendship, Sound Learning, and Rectitude. It should also feel approachable, social and fun. Every Phi Delta Theta communication should capture the driving spirit of Phi Delta Theta, that achieving and exceeding your potential through Friendship, Sound Learning, and Rectitude can be a path to greatness your whole life long. And that becoming the greatest version of yourself is the ultimate goal of all great men.

phi delta theta brand position

Phi Delta Theta is the pinnacle fraternal and professional society, centered around the potential of each brother, the unquenchable thirst for personal development and the lifelong values of Friendship, Sound Learning, and Rectitude.

phi delta theta brand attitude

Trustworthy. Brave. Independent. Successful. Approachable. Social. Loyal.

phi delta theta primary color palette



PMS 3005C

CMYK: 100, 34, 0, 2

RGB: 0, 129, 198

Hex: #0081C6



PMS 539C

CMYK: 100, 49, 0, 70

RGB: 0, 43, 84

Hex: #002B54



PMS 428C

CMYK: 0, 0, 0, 40

RGB: 165, 172, 176

Hex: #A5ACB0

phi delta theta color design ratios



PHI DELTA THETA BRAND TYPOGRAPHY

HEADLINES

Fedra Sans Bold

All advertising or promotional mailer headlines appear in all caps.

BODY COPY

Fedra Sans-Book

Upper and lower case, used exclusively as body copy in ads, catalogs, and promotional items. This typeface has multiple fonts that can be applied depending on the situation and the artist's discretion.

ALT HEADLINE AND BODY COPY

Arial Regular and Arial Bold

If access to Fedra is not available, the regular and bold versions of Arial may be used.

LOGO USAGE

TWO-COLOR

The logos of Phi Delta Theta in the identity system are first broken into two segments: positive and reversed. The positive logos are to be used on white or light-colored backgrounds or substrates (white, light gray, etc.). The reversed logos are to be used on dark-colored backgrounds or substrates (black, navy, dark green, etc.). The reversed logos can be identified with the designation REV in the file name. They also can be identified by the thin white outline around the shield. In addition, it is recommended to use the reversed logos on patterns, stripes, and over four-color photography—but can be left up to the user's best judgment.

There are two architectural forms of the Phi Delta Theta logo. Vertical and horizontal. When deciding which logo form will work best, look at the space it is being used in. Horizontal spaces require the horizontal logo. Vertical or square (or squarish) spaces require the vertical logo.

POSITIVE VARIATIONS



REVERSED VARIATIONS



ONE-COLOR (DARK BLUE)

POSITIVE VARIATIONS



PHI DELTA THETA

ΦΔΘ



REVERSED VARIATIONS



TAGLINE USAGE

The logos for Phi Delta Theta can be used with and without the tagline, “Become the greatest version of yourself.” If the tagline is used, it should be used exactly as it appears in the vertical and horizontal logo formations (shown below). Do not type the tagline in a different font, change the size of the tagline, or change the color.



THE COAT OF ARMS

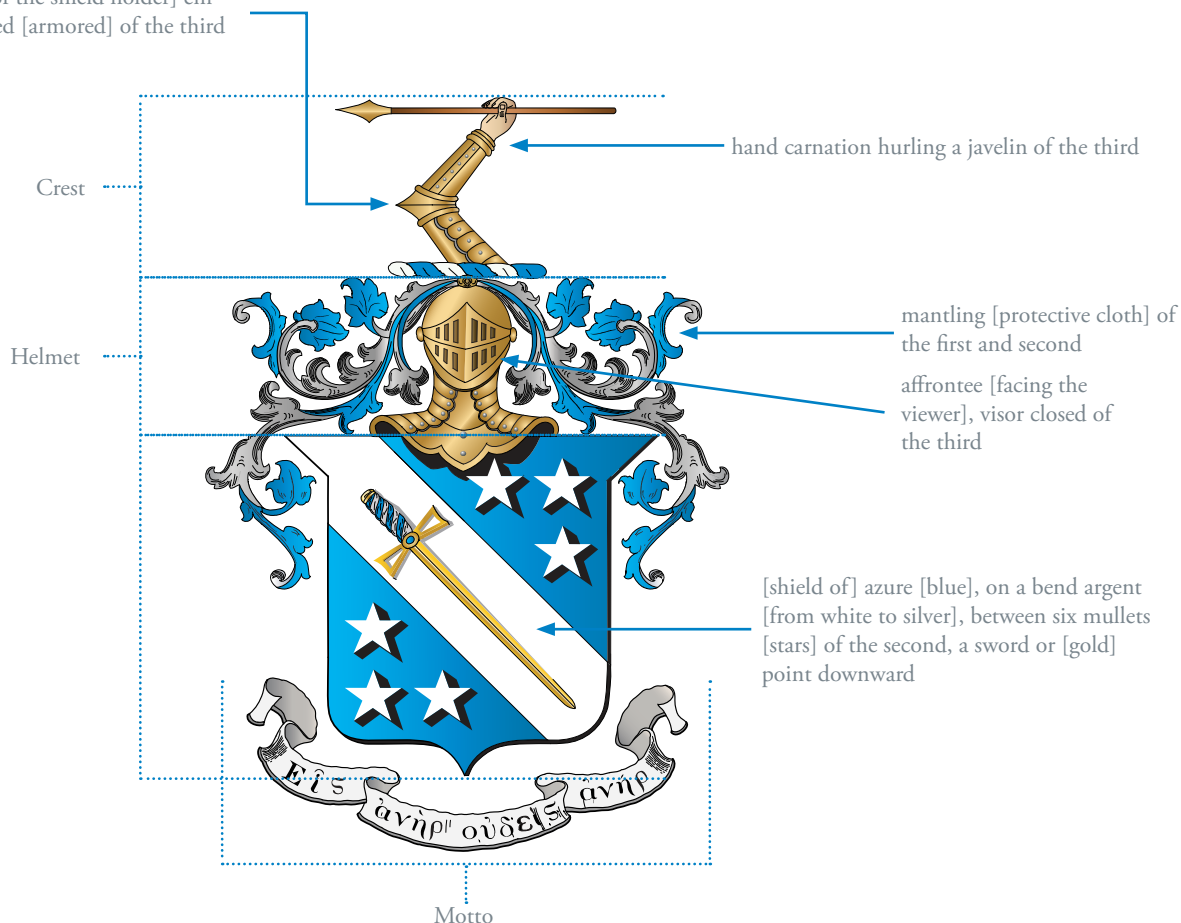
The Phi Delta Theta Coat of Arms was adopted in the Constitution of 1898 and is our most time-honored symbol. The Coat of Arms may be used as the primary logo for the purposes of internal, member-to-member communication, member apparel, or specific chapter/individual recognition awards.

The coat-of-arms of the Fraternity is emblazoned as follows: the shield is blue with a diagonal silver bar bearing a gold sword and three silver stars above and below the bar; a gold helmet with closed visor; mantling of blue and silver; the crest; a right arm, armored, hurling a javelin; the open motto on a ribbon below the shield.

The open motto, Εἰς ἀνὴρ οὐδεὶς ἀνὴρ (Eis aner oudeis aner), was adopted in 1880 and means literally, "One man is no man," or more freely interpreted, "We enjoy life by the help and society of others."

The Fraternity colors, azure and argent (heraldic terms for blue and white), were chosen in 1871.

dexter arm [right side of the shield holder] embowed [bent] vambraced [armored] of the third



PMS 3005C

CMYK: 100, 34, 0, 2

RGB: 0, 129, 198

Hex: #0081C6



PMS 539C

CMYK: 100, 49, 0, 70

RGB: 0, 43, 84

Hex: #002B54



PMS 430C

CMYK: 52, 40, 37, 3

RGB: 131, 136, 142

Hex: #83888E



PMS 7540C

CMYK: 64, 54, 47, 21

RGB: 96, 97, 103

Hex: #606167



PMS 4705C

CMYK: 38, 69, 74, 33

RGB: 122, 74, 57

Hex: #7A4A39



PMS 466C

CMYK: 22, 26, 56, 0

RGB: 201, 178, 128

Hex: #C9B280

ABOUT THIS STYLE GUIDE

INTRODUCTION

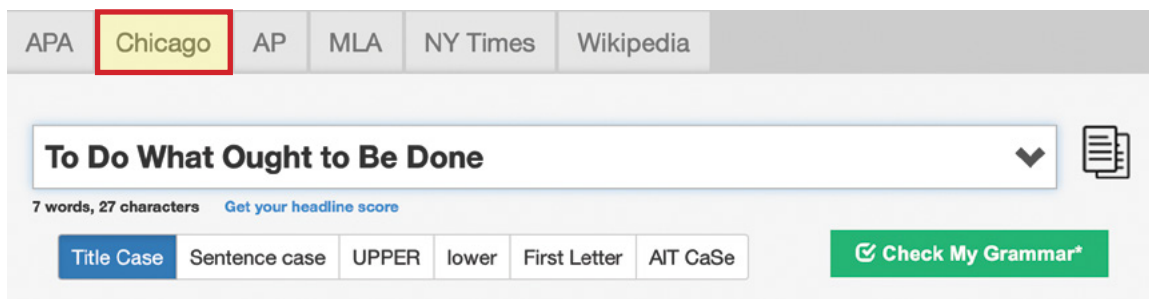
This publication guide addresses common issues of grammar and style that are likely to occur while producing Phi Delta Theta publications. The guide is organized in an alphabetical listing of words and phrases with guidelines for usage, including Phi Delta Theta-specific terms. Examples are provided for clarity and to further maintain proper branding standards.

Also provided are common grammatical usages that are misused or misunderstood.

This guide was compiled to encourage consistency and correct usage across the many platforms utilized by Phi Delta Theta staff. The rules presented here are based in part on the widely accepted *17th Edition of The Chicago Manual of Style* (CMOS) and *Merriam-Webster's Collegiate Dictionary* (Webster's) reference works in addition to the additional recommendations we've developed.

Grammarly.com is a free online grammar checker that enhances your writing, emails, press releases and blog submissions (it's like spell check, but better!). You can add an extension through your web browser to check as your grammar while typing or download a desktop version to your computer.

Capitalizemytitle.com is a free online tool that provides correct title capitalization for your headlines. Make sure to use the Chicago tab to be compliant with our established style usage.



The screenshot shows the Capitalizemytitle.com interface. At the top, there are tabs for different style guides: APA, Chicago (highlighted with a red border), AP, MLA, NY Times, and Wikipedia. Below the tabs is a text input field containing the headline "To Do What Ought to Be Done". To the right of the input field is a dropdown arrow and a document icon. Below the input field, it says "7 words, 27 characters" and "Get your headline score". At the bottom, there are buttons for "Title Case" (selected), "Sentence case", "UPPER", "lower", "First Letter", and "AIT CaSe". To the right of these buttons is a green button that says "Check My Grammar*".

PHI DELTA THETA, GREEK SOCIETY, AND UNIVERSITY TERMINOLOGY

A

academic courses and majors

Lowercase except for when it is a language, such as English, French, etc.

academic degrees

Academic degrees should be lowercase in formal writing and spelled out. Do not follow the name of the degree with the word *degree*. Use an apostrophe in bachelor's degree and master's degree.

Kwesi Essilfe earned his bachelor of science in health administration at California State University, Northridge.

When abbreviated, omit periods. These are set off with a comma when following a name.

Robert Morrison, DD, is one of the Immortal Six.

academic titles

Lowercase titles unless they precede a person's name. See *titles*.

Dr. E. D. MacMaster was then president of Miami University, and on the night of January 12, 1848, the students staged the Great Snowball Rebellion.

President MacMaster took quick action against the culprits.

academic years

Lowercase the following terms: freshman, sophomore, junior, and senior.

active

No longer used in reference to initiated members. Use brother, member, undergraduate, or alumni.

adviser

When referring to a chapter adviser, never use *advisor*. Capitalize only when it is being used as a formal title.

Jacob Clark, the chapter adviser, will address the class this evening.

Chapter Adviser Clark will address the class this evening.

advisor

Use for Greek advisor, fraternity/sorority advisor. Capitalize only when used as a formal title. See *Titles (people)*.

Tara Burke, the Greek advisor, will officiate tonight's meeting.

Greek Advisor Burke will officiate tonight's meeting.

Association of Fraternity/Sorority Advisors (AFA)

A cooperative association for the benefit and development of persons engaged in the advisement of fraternities and sororities. The initialism version is an acceptable use on the second reference.

The Association of Fraternity/Sorority Advisors sponsored our lunch today. We are very grateful to the AFA for this generous contribution.

all men's average (AMA)

Lowercase. Acceptable to use abbreviation in internal documents for the second reference. See *abbreviations*.

This year's all men's average breaks a five-year record: the AMA is 3.75.

all campus average

Lowercase.

Amyotrophic Lateral Sclerosis (ALS)

Also known as Lou Gehrig's disease. Lou Gehrig, *Columbia* '25, was diagnosed in 1939 and because Gehrig became a brother at Columbia, Phi Delta Theta has championed ALS as it's philanthropic cause. ALS is a progressively degenerative neuromuscular disease that often begins with muscle twitching, wasting, or weakness in the limbs or as slowed speaking

or swallowing. In 2018, Phi Delta Theta partnered with LiveLikeLou and joined forces to create the LiveLikeLou Foundation to raise awareness of ALS, raise funds to support ALS patients and their families, and to raise funds for a treatment or a cure.

alcohol-free housing

Used in the lowercase with hyphen between first two words. Do not use the term *dry*.

Some critics thought it was going to be a long and arduous task for Phi Delta Theta to implement alcohol-free housing.

alcohol-free policy

Lowercase with hyphen between first two words. Never referred to as *dry policy*.

alma mater

Lowercase and no hyphen.

alumnus, alumni, alumna, alumnae

Alumnus refers to a man; plural is *alumni*. *Alumna* refers to a woman; plural is *alumnae*. Use *alumni* when referring to a group of men and women.

Alumni Club

Capitalize only when in a proper title, otherwise lowercase.

The Tucson Alumni Club is meeting this Tuesday night. The alumni club hopes you can attend.

award

Lowercase unless it is part of the official name of the award, then capitalize.

PhoenixAward

The Ohio Theta Chapter won the award for most philanthropy dollars raised in a semester.

B–C

badge

Refers to the Fraternity membership pin. Every member shall wear the badge at all times appropriate. The proper place for it is over the heart rather than on the coat lapel.

badge, button, pin

Always lowercase.

Phikeia button
badge of mourning
Silver Legion pin

The Bond

Capitalize in italic when referring to *The Bond of Phi Delta Theta*.

You may find our principles in *The Bond*.

But: Yours in the Bond; brothers in the bond.

Bond Number

Uppercase. Hash (#) symbol okay in reference to Bond Numbers only.

Joe is Bond #1.

brother

Capitalize only when used as a formal title. Use brothers as the plural, never brethren.

Brother Smith joined us for dinner. The brothers of Ohio Alpha were happy he could attend.

bylaws

One word. Not bi-laws or by-laws. Capitalize when referring to a specific set of rules by which to govern.

Canadian Provinces

Canadian Provinces and Territories are spelled out in normal prose, but can be abbreviated using the two-letter postal code in lists.

Alberta (AB)
British Columbia (BC)
Manitoba (MB)
New Brunswick (NB)
Newfoundland and Labrador (NL)
Nova Scotia (NS)
Northwest Territories (NT)
Nunavut (NU)
Ontario (ON)
Prince Edward Island (PE)
Quebec or Québec (QC)
Saskatchewan (SK)
Yukon (YT)

Canadian Scholarship Foundation

Always capitalize.

Cardinal Principles

Always capitalize. When listing, use initial cap, i.e. Friendship, Sound Learning, and Rectitude.

ceremony

Lowercase when generic, capitalize when attached to a specific ceremony.

Phi Delta Theta has many ceremonies. The Founders Ceremony and the Memorial Ceremony are in the online officer resources tab of the website.

chairman

Capitalize when used as part of a formal Fraternity or occupational title.

Recruitment Chairman Rob Pasquinnucci.

Lowercase when used to refer to a position.

I'd like to run for recruitment chairman.

Avoid the politically correct chairperson. If the gender of the office holder is unknown, use "chair."

Chapter advisory board

A group of advisers, typically alumni, that assist the chapter advisory board chairman in educating and supporting undergraduate chapter members. CAB is suitable on the second reference. Generally lowercase.

Chapter advisory board chairman

Chairman of the chapter advisory board, formerly known as the chapter adviser. CAB is acceptable on second reference in internal documents. Lowercase unless used as a title in front of a chairman's name. See *Titles (people)*.

Chapter Advisory Board Summit

Phi Delta Theta training in conjunction with the five Regional Recruitment Workshops that provide valuable information and training for CAB members, and provide a number of opportunities for volunteers to network, share best practices, and to interact with undergraduates from the region. Volunteers who attend the CAB Summit programming receive credit

for their online certification. Abbreviating as CAB Summit is acceptable on second reference.

chapter

Capitalize when in a title.

Ohio Alpha Chapter

Not The Chapter

Refer to the chapter as an institution, not a structure, nor a group of people.

The chapter has *its* Founders Day celebration tomorrow.

Not The chapter has *their* Founders Day...

chapter house

By itself, lowercase. Never use "house" unless referring to the physical chapter building.

The Ohio Alpha Chapter house

Not the Chapter house or Chapter House

chapter and class year

Always use italics and set off with commas. See *apostrophe* or *grad years*.

Bob Biggs, *Georgia Southern '76*, is executive vice president.

When the school name/chapter is known, use commas to set off grad year.

Bob Biggs, '76, is executive vice president.

When listing members and their chapter and class year, set off with a comma and semicolon.

John Smith, *Franklin '55*; Frank Jones, *Georgia '87*; and Bill Lawson, *Tennessee '77*.

Use a comma or an en dash to separate an institutional name with place name included (use official school designation).

California State University, Northridge
University of Wisconsin–Madison

Use parentheses to specify a school that may have a duplicated name. Omit “university” or “college” from school designation. May also use approved shortened version. See page 22.

Greg Hall, *Miami (Ohio)* '90, Jefferson,
California (Berkeley) '89; Hans Bjorn,
Washington (Chestertown) '94.

coat of arms

Lowercase and without hyphens.

The Code (of Phi Delta Theta)

Capitalize and italicize.

A complete copy of *The Code* is provided at the back of *The Phikeia Manual* and should be read by all members of the Fraternity.

committee

Capitalize when referring to a specific committee.

The Resolutions Committee.

Use lowercase otherwise.

Are you going to the committee meeting?

colonize/recolonize

No longer in use. See *induction* or *reestablish*.

colony

No longer in use. See *emerging chapter*.

colors (Phi Delta Theta)

Lowercase in all instances.

The Fraternity colors azure and argent were chosen in 1871.

consultant

See *leadership consultant/expansion consultant*.

convention

See *General Convention*.

D–E

dean's list

Always lowercase with dean's (*not* deans or deans).

dollars

Isolated references to amounts of money are spelled out for whole numbers of one hundred or less. Whole amounts expressed numerically should include zeros and a decimal point only when they appear in the same context with fractional amounts. See also *numbers*.

Children can ride for seventy-five cents.

Prices ranged from \$0.95 up to \$10.00.

Sums of money of more than one hundred dollars are normally expressed by numerals.

There is over \$220,000 available in scholarships and fellowships from the Phi Delta Theta Foundation.

emerging chapter

Always lowercase unless it follows the specific name.

The Ohio Alpha Emerging Chapter

The expansion team is traveling this week to establish a new emerging chapter in Texas.

Emerging Chapter Ceremony

Capitalized.

emeritus/emeriti

Capitalize when used after a title, otherwise lowercase.

Executive Vice President Emeritus
Joseph S. March.

Several emeriti will be speaking at the alumni club luncheon today.

Emeriti is the plural form.

Foundation Trustees Emeriti.

executive board

Lowercase unless used as part of a formal name.

F–G

former

Always lowercase.

Tonight's speaker is the former University of Cincinnati President Santa Ono.

Fraternity Executives Association (FEA)

Provides for the professional development of its members while promoting the values and success of the fraternal movement. Acceptable on second reference to use abbreviated form.

Foundation

Always capitalize when referring to the Phi Delta Theta Foundation. Capitalize Foundation Trustee or Trustees.

Founders Day

Always capitalize. Do not use an apostrophe, neither Founder's Day nor Founders' Day.

Founders Ceremony

Always capitalize.

Founding Father

Always capitalized. Founding or Refounding members.

South Carolina Beta's Founding Fathers gathered last weekend.

fraternal

Used as an adjective and is therefore lowercase.

Being a chapter officer provides a beneficial fraternal experience.

Fraternity

When referring to Phi Delta Theta or another specific fraternity, capitalize. *Never* use the abbreviation, frat.

Phi Delta Theta Fraternity, Lambda Chi Alpha Fraternity

Lowercase, "a fraternity, the fraternity," (unless referring to Phi Delta Theta, then use uppercase, "the Fraternity.")

fundraising

Noun: The organized activity of raising funds (as for an institution or political cause)—often used before another noun.

Maryland Gamma recently raised \$10,000 for ALS research during its annual crab feast fundraising event.

fundraiser

Noun: A person employed to raise funds. Or a social event held to collect money for a political party, charity, school, etc.

Maryland Gamma hosts its annual crab feast fundraiser in September.

General Headquarters

Always capitalize. Abbreviated as GHQ.

General Officers Conference (GOC)

Biennial conference for volunteer alumni leaders within Phi Delta Theta during non-convention years. The abbreviated form is acceptable in second reference.

General Council

Always capitalize. GC is acceptable on second reference in internal documents. General Council office titles are capitalized before a proper name only.

Member-at-Large Jesse Moyer

Jesse Moyer, General Council member-at-large

General Convention

Capitalize always. Avoid the non-specific "the Convention."

General Fraternity

Always capitalize. Refers to the Fraternity at large. See *Headquarters*.

grade point average (GPA)

The abbreviation is acceptable on first reference, and should always be uppercase without periods. GPA refers to numbers, not grades.

This policy change will be effective January 1, 2018, meaning that chapter GPAs for

the completed spring 2018 term will be measured using the 2.75 or all men's average.

grad years

When shortening graduation years, the first two digits of a particular year are replaced by an apostrophe (not an opening single quotation mark). The apostrophe is the same character as the right single quotation mark (for Windows, use alt + 0146 or for Mac, opt + shift + ').

Tio Kleberg, '69 (*not* '69), and Fred Bryant, '70, were honored for their individual accomplishments and their work together at the Caesar Kleberg Wildlife Research Institute.

Greek

Noun: A member of a Greek-letter fraternity or sorority. Capitalize always.

Adjective: Of or relating to fraternities and sororities.

Phi Delta Theta is part of the Greek system.

Greek community

A community of Greek-letter organizations.

Phi Delta Theta is an active member of the Greek community.

H-I

headquarters

Capitalize when referring to General Headquarters. Because Phi Delta Theta is an international fraternity, it is never referred to as "National" or "Nationals."

homecoming

Always lowercase unless preceded by the name of a university/college or is used with the year as part of the name of a specific homecoming, or is part of the formal name of the event.

homecoming parade

Homecoming 2017

Miami University Homecoming

house corporation

Capitalize when used after name, otherwise lowercase.

Ohio Alpha House Corporation

We will discuss chapter house improvements at the house corporation meeting tonight.

housing commission

Responsible for coordinating programs through the local housing corporations that promote safe, affordable housing for the chapters. Fire safety, insurance, property care, and risk management are a few of the areas with which the commission deals. Lowercase unless used in front of a person's name as a title. See *Titles (people)*.

induction

The act of forming a new chapter through recruitment of Founding Fathers on a new campus or reforming on an established campus.

Initiation

Capitalize as a noun, lowercase when used as a verb.

Noun: December's Initiation.

Verb: The initiation of four Phikeias.

installation

Always lowercase including in reference to installation banquet or installation ceremony.

intramural

Always lowercase, *not* intermural.

Interfraternity Council (IFC)

Always capitalize. The abbreviation is acceptable on first reference, unless the reader is assumed to have little or no knowledge of the Greek system.

Iron Phi

A designation for a member that has pursued an athletic endeavor and raised \$1,000+ to help fund the research to find a cure for Lou Gehrig's disease.

J–L

Kleberg Emerging Leaders Institute

Always capitalize. Abbreviated Kleberg but *never* KELI.

Leadership and Ethics Academy

Encompasses Phi Delta Theta's two flagship leadership conferences, the Presidents Leadership Conference and the Kleberg Emerging Leaders Institute. Also included is the biennial General Convention and numerous other conferences and programs that constitute the Fraternity's comprehensive efforts to provide the best possible education and leadership training for undergraduates and alumni volunteers as set forth in the Phi Delt 2020 strategic plan. Chapter Advisory Board Summits, the House Corporation Summit, PDT U online education, and the staff positions that direct these programs, are all components of the Leadership and Ethics Academy. Abbreviated *The Academy*.

leadership consultant, expansion consultant

Lowercase unless preceding a proper name. Never use "consultant" by itself. In internal documents, the abbreviation LC may be used. See *Titles (people)*.

Senior Leadership Consultant Nash Cantrell

Justin Holmes and other expansion consultants attended the re-installation of South Carolina Beta last weekend.

legacy

Always lowercase.

Legion

Capitalized when referring to the Silver, Gold, and Diamond levels of recognition. For a ceremony, ceremony is lowercase.

Kent Pelt, *UC Irvine '82*, led the Golden Legion ceremony. Ten other Phis received their Silver Legion pins.

LiveLikeLou

The LiveLikeLou Foundation was launched in 2017 as a nonprofit entity to raise money and awareness of ALS. The three words are always written as one, with initial capitalized letters for each word.

M–O

manual

Capitalize when preceding the name of the manual; otherwise lowercase.

Phikeia Manual, Retreat Manual

member/members

An initiated member of Phi Delta Theta. When plural do not make possessive. See *plurals/possessives*.

Jack is a member of Phi Delta Theta

Four Phi Delt's, *not* Phi Delt's

Mitchell Fund

Always capitalize. Full name is Frank J.R. Mitchell Scroll Endowment Fund.

Capitalize Mitchell Fund Trustee or Trustees.

myPhiDeltaTheta.org/myPDT.org

Phi Delta Theta's members-only portal. myPhiDeltaTheta gives member instant access to chapter brother contact information, PDT resources, ability to register for events, receive notifications, or update a profile.

National Pan-Hellenic Council

Always capitalized and abbreviated as NPHC.

new member

The preferred usage when referring to other fraternities' non-initiated members. For Phi Delta Theta non-initiated member usage, see *Phikeia/Phikeias*.

office titles

Use lowercase unless the title precedes the proper name. Otherwise use treasurer, secretary, president. See *Titles (people)*.

US President Benjamin Harrison

The president, treasurer, and secretary are here.

Tyrone Speller, past president of the Oklahoma Alpha Chapter.

P–R

Palmer Foundation

Always capitalize. Full name is Walter B. Palmer Foundation. Palmer Fund is acceptable in internal communications. Capitalize Palmer Foundation Trustee or Trustees.

Panhellenic

Always capitalized.

Past President General Council

Always capitalize. PPGC is acceptable on second reference in internal documents.

PDTU

Phi Delta Theta University (abbreviated as PDTU) is found on the Phi Delta Theta website and offers on-demand Phi Delt training presentations, previously recorded webinars, and real life “how-to” presentations called Real Life 101. PDTU allows the Fraternity to effectively spread its educational message exponentially.

Phi Delta Theta

Always capitalize. Members are either Phi Deltas or Phis. *Never Phi’s* unless you are referring to an item belonging to a Phi.

Phi Delt 2020

The Fraternity’s ten-year strategic plan, created to establish Phi Delta Theta as the premier leadership organization through six strategic initiatives: Growth, Education, Support, Communication, Capacity, and Funding.

Phi Delt 2030

The Fraternity’s second iteration of a ten-year strategic plan. *Phi Delt 2030* is the continuation of initiatives and goals from the original *Phi Delt 2020*. Always italicized.

Phikeia/Phikeias

Non-initiated members of Phi Delta Theta. Always capitalize. In most cases should be plural.

pledge

No longer used in reference to non-initiated members. See *New Member*.

Phikeia educator

Phikeia is always capitalized. Educator is always lowercase unless the full title precedes a proper name.

The Phikeia educator will be here soon.

policy

Lowercase unless in the name of a specific policy.

See our Risk Management Policy.

premier

Is defined as: first in position, rank, or importance. There is no “e” on the end of the word.

The vision of *Phi Delt 2030* is to be recognized as the premier fraternal leadership development society in North America.

premiere

Refers to the first performance or exhibition, such as a play or movie.

programs

Fraternity education programs are always lowercase.

Presidents Leadership Conference (PLC)

Always capitalize. Do not use apostrophe.

Province

Capitalize when specifying a province, i.e. Pi North Province; use lowercase in all other references.

When referring to Canadian provinces, always set cities apart from provinces with a comma, i.e. Halifax, Nova Scotia. Not to be confused with Providence, which is a city in Rhode Island.

province president

Capitalize when used as a formal title preceding a name. See *Titles (people)*.

Province President Rob Turning

Use lowercase even when specifying the province.

Pi North province president.

The province president.

Province Retreat

Replaces regional recruitment workshops. An all-encompassing event in twenty province regions to bring together undergraduates, CABs, PPs, and area alumni to build support for chapters in the region, provide education for both students and volunteers, educating health and safety initiatives, and on developing best practices for recruitment efforts.

reestablish/reinstallation

Reforming on an established campus. No hyphen.

recruitment

Usually lowercase.

Refounding Father

Always capitalized and no hyphen.

region

In general, when referencing directions (e.g. north, south), lowercase. When referencing a region a leadership consultant or province president visits/maintains, it is capitalized.

John Lidstrom is the Pi South province president in the Pacific Northwest region.

reinstallation

Always lowercase including in reference to reinstallation banquet or reinstallation ceremony.

Ritual

Capitalize when referring to a specific fraternity's ritual; otherwise, lowercase.

S-T

The Scroll

Use italics, capitalize both words and include both words in all references.

The Fraternity's magazine is *The Scroll*.

seasons

Lowercase references to seasons and academic terms.

summer, summer term, fall, spring, etc.

semester

Always lowercase.

staff

Always lowercase.

The General Headquarters staff worked with our volunteers as a team to provide a successful conference.

strategic plan

Always lowercase unless using it as a formal title.

We will formally present the *Phi Delt 2030 Strategic Plan* at the 2020 General Convention in Pittsburgh.

We worked with the president to put together our strategic plan for the chapter.

state names

Spell out in running text. In lists, the abbreviated form may be used. We follow the CMOS guideline of using the two-letter postal abbreviation (i.e. AL for Alabama). Use a comma between city and state, either spelled out or abbreviated version.

Alaska (AK)	North Carolina (NC)
Alabama (AL)	North Dakota (ND)
Arkansas (AR)	Nebraska (NE)
Arizona (AZ)	New Hampshire (NH)
California (CA)	New Jersey (NJ)
Colorado (CO)	New Mexico (NM)
Connecticut (CT)	Nevada (NV)
Washington, DC (DC)	New York (NY)
Delaware (DE)	Ohio (OH)
Florida (FL)	Oklahoma (OK)
Georgia (GA)	Oregon (OR)
Hawaii (HI)	Pennsylvania (PA)
Iowa (IA)	Puerto Rico (PR)
Idaho (ID)	Rhode Island (RI)
Illinois (IL)	South Carolina (SC)
Indiana (IN)	South Dakota (SD)
Kansas (KS)	Tennessee (TN)
Kentucky (KY)	Texas (TX)
Louisiana (LA)	Utah (UT)
Massachusetts (MA)	Virginia (VA)
Maryland (MD)	Vermont (VT)
Maine (ME)	Washington (WA)
Michigan (MI)	Wisconsin (WI)
Minnesota (MN)	West Virginia (WV)
Missouri (MO)	Wyoming (WY)
Mississippi (MS)	
Montana (MT)	

survey commission

The survey commission is composed of alumni volunteers and is appointed by the General Council to two-year terms. In conjunction with the Headquarters staff, the commission establishes interest groups and recommends the establishment of emerging chapters and chapters to the General Council. Lowercase unless used as a title with a commissioner's name. See *Titles (people)*.

True Blue Society

Never abbreviate. Introduced in 2008, the True Blue Society is an alumni loyalty association similar to college booster programs, created to honor and recognize dedicated Phi Delt who have lived our ideals and who want better communication efforts and services for alumni members.

U

university

Lowercase unless using with the actual school name. School name can be abbreviated after first spelled out instance. Do not use periods and follow each university's naming standard. See next page for proper usage.

CHAPTER AND INSTITUTION DESIGNATION

Chapter	Full Name	Short Name
Alabama Alpha	University of Alabama	Alabama
Alabama Beta	Auburn University	Auburn
Alberta Alpha	University of Alberta	Alberta
Alberta Beta	University of Calgary	UCalgary
Arizona Alpha	University of Arizona	Arizona
Arizona Beta	Arizona State University	ASU
Arizona Gamma	Northern Arizona University	Northern Arizona
Arkansas Alpha	University of Arkansas	Arkansas
British Columbia Alpha	University of British Columbia	British Columbia
British Columbia Beta	University of Victoria	UVic
British Columbia Gamma	University of British Columbia Okanagan	UBC Okanagan
California Alpha	University of California, Berkeley	Berkeley
California Beta	Stanford University	Stanford
California Gamma	University of California, Los Angeles	UCLA
California Delta	University of Southern California	USC
California Epsilon	University of California, Davis	UC Davis
California Zeta	California State University, Northridge	CSUN
California Eta	University of California, Santa Barbara	UC Santa Barbara
California Theta	University of California, Irvine	UCI
California Iota	San Jose State University	San Jose State or SJSU
California Kappa	University of California, San Diego	UC San Diego
California Lambda	University of the Pacific	Pacific
California Mu	University of California, Riverside	UCR
California Nu	California Polytechnic State University, San Luis Obispo	Cal Poly
California Xi	California State University, Chico	Chico State
California Omicron	California State University, Sacramento	Sacramento State
California Pi	San Diego State University	San Diego State
California Rho	University of La Verne	La Verne
California Sigma	Sonoma State University	Sonoma State
California Tau	California State University Stanislaus	Stanislaus State
California Upsilon	California State University, Fresno	Fresno State
California Phi	Chapman University	Chapman
California Chi	University of San Francisco	San Francisco
California Psi	Loyola Marymount University	LMU
California Omega	Santa Clara University	Santa Clara/SCU
Colorado Alpha	University of Colorado Boulder	CU Boulder
Colorado Beta	Colorado College	CC
Colorado Gamma	Colorado State University	Colorado State
Connecticut Alpha	Central Connecticut State University	Central Connecticut
Connecticut Beta	University of Hartford	Hartford
Connecticut Gamma	University of Connecticut	UConn
District of Columbia Alpha	The George Washington University	GW
Florida Alpha	University of Florida	Florida
Florida Beta	Rollins College	Rollins
Florida Gamma	Florida State University	Florida State
Florida Delta	University of Miami	UM

Chapter	Full Name	Short Name
Florida Epsilon	University of South Florida	South Florida
Florida Zeta	Jacksonville University	Jacksonville
Florida Eta	University of West Florida	West Florida
Florida Theta	University of Tampa	UT
Florida Iota	University of Central Florida	UCF
Florida Kappa	Florida International University	Florida International
Florida Lambda	Ringling School of Art and Design	Ringling
Florida Mu	Embry-Riddle Aeronautical University	Embry-Riddle
Florida Nu	Florida Atlantic University	Florida Atlantic
Florida Xi	Florida Gulf Coast University	Florida Gulf Coast
Florida Omicron	Nova Southeastern University	Nova Southeastern
Georgia Alpha	University of Georgia	Georgia
Georgia Beta	Emory University	Emory
Georgia Gamma	Mercer University	Mercer
Georgia Delta	Georgia Institute of Technology	Georgia Tech
Georgia Epsilon	Georgia Southern University	Georgia Southern
Georgia Zeta	Georgia College and State University	Georgia College
Georgia Eta	University of West Georgia	West Georgia
Georgia Theta	Augusta University	Augusta
Georgia Iota	University of North Georgia	North Georgia
Idaho Alpha	University of Idaho	Idaho
Illinois Alpha	Northwestern University	Northwestern
Illinois Beta	University of Chicago	Chicago
Illinois Gamma	Monmouth College	Monmouth
Illinois Delta-Zeta	Knox College	Knox
Illinois Epsilon	Illinois Wesleyan University	Illinois Wesleyan
Illinois Eta	University of Illinois Urbana-Champaign	Illinois
Illinois Theta	Lake Forest College	Lake Forest
Illinois Iota	Eastern Illinois University	EIU
Indiana Alpha	Indiana University	Indiana
Indiana Beta	Wabash College	Wabash
Indiana Gamma	Butler University	Butler
Indiana Delta	Franklin College	Franklin
Indiana Epsilon	Hanover College	Hanover
Indiana Zeta	DePauw University	DePauw
Indiana Eta	Indiana State University	Indiana State
Indiana Theta	Purdue University	Purdue
Indiana Iota	Valparaiso University	Valparaiso
Indiana Kappa	Ball State University	Ball State
Indiana Lambda	University of Southern Indiana	Southern Indiana
Indiana Mu	Indiana University-Purdue University, Indianapolis	IUPUI
Iowa Alpha	Iowa Wesleyan College	Iowa Wesleyan
Iowa Beta	University of Iowa	Iowa
Iowa Gamma	Iowa State University	Iowa State
Iowa Delta	Drake University	Drake
Kansas Alpha	University of Kansas	Kansas
Kansas Beta	Washburn University	Washburn
Kansas Gamma	Kansas State University	Kansas State

Chapter	Full Name	Short Name
Kansas Delta	Wichita State University	Wichita State
Kansas Epsilon	Emporia State University	Emporia
Kansas Zeta	Southwestern College	SC
Kansas Eta	Kansas State Polytechnic	K-State or KSU
Kansas Theta	University of Ottawa	Ottawa
Kansas Iota	Fort Hays State University	Fort Hays State/FHSU
Kentucky Alpha-Delta	Centre College	Centre
Kentucky Epsilon	University of Kentucky	Kentucky
Kentucky Zeta	Kentucky Wesleyan College	Kentucky Wesleyan
Kentucky Eta	Western Kentucky University	WKU
Kentucky Theta	Eastern Kentucky University	EKU
Kentucky Iota	University of Louisville	Louisville
Kentucky Kappa	Northern Kentucky University	NKU
Louisiana Alpha	Tulane University	Tulane
Louisiana Beta	Louisiana State University	LSU
Louisiana Gamma	University of Louisiana at Lafayette	UL Lafayette
Louisiana Delta	Louisiana State University in Shreveport	LSU Shreveport
Maine Alpha	Colby College	Colby
Manitoba Alpha	University of Manitoba	Manitoba
Maryland Alpha	University of Maryland	Maryland
Maryland Beta	McDaniel College	McDaniel
Maryland Gamma	Washington College	Washington College
Maryland Delta	Johns Hopkins University	Johns Hopkins
Massachusetts Alpha	Williams College	Williams
Massachusetts Beta	Amherst College	Amherst
Massachusetts Gamma	Massachusetts Institute of Technology	MIT
Massachusetts Delta	Bentley University	Bentley
Massachusetts Epsilon	Northeastern University	Northeastern
Michigan Alpha	University of Michigan	Michigan
Michigan Beta	Michigan State University	Michigan State
Michigan Gamma	Hillsdale College	Hillsdale
Michigan Delta	Kettering University	Kettering
Michigan Epsilon	Northwood University	Northwood
Michigan Zeta	Central Michigan University	Central Michigan
Minnesota Alpha	University of Minnesota	Minnesota
Minnesota Beta	Minnesota State University, Mankato	Minnesota State Mankato
Mississippi Alpha	University of Mississippi	Mississippi
Mississippi Beta	Mississippi State University	Mississippi State
Missouri Alpha	University of Missouri	Missouri
Missouri Beta	Westminster College	Westminster
Missouri Beta Prime	Central Methodist University	Central Methodist
Missouri Gamma	Washington University in St. Louis	Washington University
Missouri Delta	Saint Louis University	Saint Louis
Missouri Epsilon	Missouri State University	Missouri State
Missouri Zeta	Southeast Missouri State University	Southeast Missouri
Missouri Eta	Missouri Western State University	Missouri Western
Missouri Theta	Northwest Missouri State University	Northwest Missouri
Missouri Iota	Lindenwood University	Lindenwood
Missouri Kappa	Missouri Southern State University	MOSO

Chapter	Full Name	Short Name
Montana Alpha	University of Montana	Montana
Montana Beta	Montana State University	Montana State (or MSU)
Nebraska Alpha	University of Nebraska–Lincoln	Nebraska
Nebraska Beta	University of Nebraska at Kearney	UNK
Nebraska Gamma	Creighton University	Creighton
Nevada Alpha	University of Nevada, Reno	Nevada
Nevada Beta	University of Nevada, Las Vegas	UNLV
New Hampshire Alpha	Dartmouth College	Dartmouth
New Hampshire Beta	Southern New Hampshire University	Southern New Hampshire
New Jersey Alpha	Rutgers State University of New Jersey	Rutgers
New Jersey Beta	Princeton University	Princeton
New Jersey Gamma	Seton Hall University	Seton Hall
New Jersey Delta	Stockton University	Stockton
New Jersey Epsilon	Montclair State University	Montclair State
New Mexico Alpha	University of New Mexico	New Mexico
New Mexico Beta	New Mexico State University	New Mexico State
New York Alpha	Cornell University	Cornell
New York Beta	Union College	Union College
New York Delta	Columbia University	Columbia
New York Epsilon	Syracuse University	Syracuse
New York Zeta	Colgate University	Colgate
New York Eta	Rochester Institute of Technology	RIT
New York Theta	State University of New York at Oneonta	SUNY Oneonta
New York Iota	State University of New York at Buffalo	SUNY Buffalo
New York Kappa	Hofstra University	Hofstra
New York Lambda	St. John's University	St. John's
North Carolina Alpha	Duke University	Duke
North Carolina Beta	University of North Carolina at Chapel Hill	UNC-Chapel Hill
North Carolina Gamma	Davidson College	Davidson
North Carolina Delta	North Carolina State University	NC State
North Carolina Epsilon	University of North Carolina at Charlotte	UNC Charlotte
North Carolina Zeta	Campbell University	Campbell
North Dakota Alpha	University of North Dakota	North Dakota (or UND)
Nova Scotia Alpha	Dalhousie University	Dalhousie
Ohio Alpha	Miami University	Miami
Ohio Beta	Ohio Wesleyan University	Ohio Wesleyan
Ohio Gamma	Ohio University	Ohio
Ohio Epsilon	University of Akron	Akron
Ohio Zeta	Ohio State University	Ohio State
Ohio Eta	Case Western Reserve University	Case Western Reserve (or CWRU)
Ohio Theta	University of Cincinnati	Cincinnati
Ohio Iota	Denison University	Denison
Ohio Kappa	Bowling Green State University	Bowling Green (or BGSU)
Ohio Lambda	Kent State University	Kent State
Ohio Mu	Ashland University	Ashland
Ohio Nu	Youngstown State University	Youngstown State (or YSU)
Ohio Xi	Otterbein University	Otterbein
Oklahoma Alpha	University of Oklahoma	Oklahoma
Oklahoma Beta	Oklahoma State University	Oklahoma State

Chapter	Full Name	Short Name
Oklahoma Gamma	Southwestern Oklahoma State University	SWOSU
Oklahoma Delta	Cameron University	Cameron
Oklahoma Epsilon	University of Central Oklahoma	UCO
Ontario Alpha	University of Toronto	Toronto
Ontario Beta	Western University	Western
Ontario Gamma	McMaster University	McMaster
Ontario Delta	York University	York
Ontario Epsilon	Carleton University	Carleton
Oregon Alpha	University of Oregon	Oregon
Oregon Beta	Oregon State University	Oregon State
Oregon Gamma	Willamette University	Willamette
Oregon Delta	Oregon Institute of Technology	Oregon Tech
Oregon Epsilon	Portland State University	Portland State
Pennsylvania Alpha	Lafayette College	Lafayette
Pennsylvania Beta	Gettysburg College	Gettysburg
Pennsylvania Gamma	Washington & Jefferson College	W&J
Pennsylvania Delta	Allegheny College	Allegheny
Pennsylvania Epsilon	Dickinson College	Dickinson
Pennsylvania Zeta	University of Pennsylvania	Penn
Pennsylvania Eta	Lehigh University	Lehigh
Pennsylvania Theta	Pennsylvania State University	Penn State
Pennsylvania Iota	University of Pittsburgh	Pitt
Pennsylvania Kappa	Swarthmore College	Swarthmore
Pennsylvania Lambda	Indiana University of Pennsylvania	IUP
Pennsylvania Mu	Widener University	Widener
Pennsylvania Nu	West Chester University	West Chester
Pennsylvania Xi	Clarion University	Clarion
Pennsylvania Omicron	Shippensburg University	Shippensburg
Pennsylvania Pi	Robert Morris University	Robert Morris
Pennsylvania Rho	Carnegie Mellon University	Carnegie Mellon
Pennsylvania Sigma	Millersville University	Millersville
Pennsylvania Tau	Villanova University	Villanova
Quebec Alpha	McGill University	McGill
Rhode Island Alpha	Brown University	Brown
South Carolina Beta	University of South Carolina	South Carolina
South Carolina Gamma	Clemson University	Clemson
South Dakota Alpha	University of South Dakota	South Dakota
Tennessee Alpha	Vanderbilt University	Vanderbilt
Tennessee Beta	Sewanee: The University of the South	Sewanee
Tennessee Gamma	University of Tennessee, Knoxville	UT Knoxville
Tennessee Delta	Tennessee Technological University	Tennessee Tech
Tennessee Epsilon	University of Tennessee at Chattanooga	UT-Chattanooga
Tennessee Zeta	Belmont University	Belmont
Tennessee Eta	Middle Tennessee State University	MTSU
Tennessee Theta	East Tennessee State University	ETSU
Texas Beta	University of Texas at Austin	UT Austin
Texas Gamma	Southwestern University	Southwestern
Texas Delta	Southern Methodist University	SMU

Chapter	Full Name	Short Name
Texas Epsilon	Texas Tech University	Texas Tech
Texas Zeta	Texas Christian University	TCU
Texas Eta	Stephen F. Austin State University	Stephen F. Austin (or SFA)
Texas Theta	West Texas A&M University	West Texas A&M (or WTAMU)
Texas Iota	Lamar University	Lamar
Texas Kappa	University of Texas at Arlington	Texas at Arlington (or UTA)
Texas Lambda	Baylor University	Baylor
Texas Mu	Texas State University	Texas State
Texas Nu	Texas A & M University	Texas A&M
Texas Xi	University of Texas at San Antonio	UTSA
Texas Omicron	University of North Texas	UNT
Texas Pi	Sam Houston State University	SHSU
Texas Rho	Texas A & M University–Corpus Christi	TAMU-CC
Texas Sigma	Schreiner University	Schreiner
Texas Tau	University of Texas at El Paso	UTEP
Texas Upsilon	University of Texas at Dallas	UT Dallas
Utah Alpha	University of Utah	Utah
Vermont Alpha	University of Vermont	Vermont
Virginia Beta	University of Virginia	Virginia (or UVA)
Virginia Gamma	Randolph-Macon College	Randolph-Macon
Virginia Delta	University of Richmond	Richmond
Virginia Zeta	Washington and Lee University	W&L
Virginia Eta	Virginia Polytechnic Institute and State University	Virginia Tech
Virginia Theta	Lynchburg College	Lynchburg
Virginia Iota	Old Dominion University	Old Dominion (or ODU)
Virginia Kappa	Radford University	Radford
Washington Alpha	University of Washington	Washington
Washington Beta	Whitman College	Whitman
Washington Gamma	Washington State University	Washington State
Washington Delta	University of Puget Sound	Puget Sound
Washington Epsilon	Eastern Washington University	Eastern Washington (or EWU)
West Virginia Alpha	West Virginia University	West Virginia (or WVU)
West Virginia Beta	Marshall University	Marshall
West Virginia Gamma	West Liberty University	West Liberty
Wisconsin Alpha	University of Wisconsin–Madison	UW-Madison
Wisconsin Beta	Lawrence University	Lawrence
Wisconsin Gamma	Ripon College	Ripon
Wisconsin Delta	Marquette University	Marquette
Wisconsin Epsilon	St. Norbert College	St. Norbert
Wisconsin Zeta	University of Wisconsin–Whitewater	UW-Whitewater
Wyoming Alpha	University of Wyoming	Wyoming

GREEK ORGANIZATIONS

AFA

Acceptable on the second reference for the Association of Fraternity/Sorority Advisors.

MGLO

Multicultural Greek-letter organizations.

NALFO

Acceptable on second reference for the National Association of Latino Fraternal Organizations, an umbrella council for 20 Latino Greek Letter Organizations established in 1998.

NMGC

Acceptable on second reference for the National Multicultural Greek Council, an umbrella council for a coalition of Multicultural Greek-letter organizations (MGLOs) established in 1998.

NAPA

Acceptable on second reference for the National APIA Panhellenic Association (formerly known as the National Asian Greek Council). NAPA is an association of collegiate fraternities and sororities that was formally organized in 2006, although it began in 2005. This association is creates an umbrella organization that unites Asian Fraternities and Sororities onto common causes and facilitates communication between the various organizations.

NIC

Acceptable on second reference for the North-American Interfraternity Conference. The North-American Interfraternity Conference (or NIC), (formerly known as the National Interfraternity Conference) is an association of collegiate men's fraternities that was formally organized in 1910.

NICF

Acceptable on second reference for the North-American Interfraternity Conference Foundation

NPC

Acceptable on second reference for the National Panhellenic Conference, an umbrella organization for 26 (inter)national women's sororities. Each member group is autonomous as a social, Greek-letter society of college women and alumnae

NPHC

Acceptable on second reference for National Pan-Hellenic Council, a collaborative organization of nine historically African American, international Greek lettered fraternities and sororities. The nine NPHC organizations are sometimes collectively referred to as the "Divine Nine."

AWARDS

OUTSTANDING PHI DELTA THETA CHAPTER AWARDS

- **Oxford Trophy:** most outstanding chapter on a large campus.
- **Founders Trophy:** most outstanding chapter on a medium campus.
- **Kansas City Trophy:** most outstanding chapter on a small campus.
- **Housser Trophy:** most outstanding Canadian chapter.
- **T. Glen Cary Award:** most outstanding installed colony.
- **Phoenix Award:** most improved chapter.
- **Chapter Excellence Awards (Gold, Silver, and Bronze Stars):** recognizes top performing chapters based on a list of operational factors during the academic year.

SERVICE AND PHILANTHROPY AWARDS

- **Lubbock Trophy:** most outstanding service and philanthropy programming.
- **Stan Brown Award:** most outstanding community service programming.
- **Excellence in Community Service:** awarded to any chapter that has successfully planned and completed community services events that have impacted the surrounding community of their university.
- **Paul C. Beam Trophy:** most outstanding philanthropic programming.
- **Excellence in Philanthropy:** is awarded to any chapter that has raised at least \$100 per member in the chapter for a cause or organization that has meaning to the chapter.

- **Iron Phi and Iron Phi Chapter:** given through an individual's and chapter's participation in the Iron Phi program.
- **Iron Horse Award:** given to the top individual fundraiser within the Iron Phi program during the Iron Phi year.
- **Clark Jackson Award:** is given to the top fundraising chapter within the Iron Phi program during the Iron Phi year.

EDUCATION AWARDS

- **St. Louis Fraternity Education Trophy:** most outstanding educational programming
- **Phikeia Education Award:** most outstanding new member education programming
- **Member Education Award:** most outstanding member education programming
- **Community Relations and Education Award:** most outstanding community outreach programming
- **Excellence in Risk Prevention:** recognizes the undergraduate chapter whose risk management program best reflects the policies, goals, and ideals of Phi Delta Theta.

COMMUNICATION AWARDS

- **William Allen White Excellence in Communications Trophy:** most outstanding communication platforms
- **Dallas Alumni Relations Award:** most outstanding alumni relations and communications
- **Social Media Award:** most outstanding social media usage
- **Parent Communications Award:** most outstanding parent communications and involvement
- **Recruitment Campaign Award:** most outstanding recruitment material and programming

- **Excellence in GHQ Reporting:** awarded to all chapters that participate and earn at least ninety-nine out of the 100 points available through the Chapter Greatness Checklist with General Headquarters.

RITUAL AWARDS

- **Bininger-Stitt Cultivation of Ritual Award:** most outstanding ritual and dedication to the values of *The Bond*
- **Hayward S. Biggers Excellence in Ritual:** is awarded to the chapters that demonstrate quality ritual performance in accordance with the laws of the Fraternity.

GROWTH AWARDS

- **#1 Chapter Size:** recognizes all chapters that outperform their campus peers by maintaining the largest chapter within the university's recognized IFC fraternities. Excellence in Recruitment
- **Excellence in Recruitment:** acknowledges the chapters that exceeds the previous year's effort in recruitment. Chapters that earn this award promptly report their new members to GHQ, are at or above their campus average, and saw an increase in the number of members recruited.
- **Improvement in Recruitment:** Improvement in recruitment is given to the chapters that have seen at least a 20 percent increase in the number of Phikeias recruited from the previous year and report their new member classes in a timely manner to GHQ.
- **Excellence in New Member Retention:** awards the chapters that have greater than a 90 percent retention rate in the number of Phikeias to the number of initiated new members.

ACADEMIC AWARDS

- **#1 GPA:** recognizes all chapters that outperform their campus peers by earning the highest semester or quarter GPA within the university's recognized IFC fraternities.
- **Excellence in Academics:** is awarded to all chapters that earn at least a 3.25 average GPA (on a 4.0 scale).

ATHLETIC AWARDS

- **George M. Trautman Award:** most outstanding varsity baseball player
- **Harmon-Rice-Davis Award:** most outstanding athlete, scholar, and Phi
- **Intramural Sports Chapter of the Year Award:** most outstanding brotherhood involvement and participation within intramural sports

FACILITY MANAGEMENT AWARDS

- **Roy L. Anderson Jr. Outstanding Chapter House Awards:** most outstanding large and small chapter facilities
- **Best House Improvement Award:** most outstanding house improvement or renovation
- **Live-In Adviser of the Year:** most outstanding live-in adviser at a chapter facility
- **Outstanding Chapter Room Award:** most outstanding room dedicated for the sole purpose of conducting chapter meetings

RECOGNITION AWARDS

- **Outstanding Undergraduate Member:** an active brother (Phikeia or initiated) who worked to become the greatest version of himself through leading, serving, and improving others over the past year.
- **Campus Professional of the Year:** most outstanding campus professional dedicated to the advancement of Fraternity and Sorority Life at a campus and national level.

ALUMNI AWARDS

- **Raymond L. Gardner Alumnus of the Year:** most outstanding alumnus who made a significant contribution in: Fraternity service, service to higher education, and community involvement.
- **Samuel V. Stone Outstanding Chapter Adviser of the Year:** most outstanding chapter adviser dedicated to the advancement, longevity, and growth of their chapter

- **Robert Hoysgaard Alumni Club Achievement Award:*** is presented annually by the Ft. Lauderdale, Florida Alumni Club to the alumni club that best advances the ideals of community service, educational contribution, leadership, and fraternity service.
- **Oliver J. Samuel Outstanding Province President Award:*** was established in recognition of the services rendered by the late Oliver J. Samuel, *Kansas '48*, longtime Mu West province president, during his lifetime. This award's purpose is to show appreciation for all province presidents and recognize, on a biennial basis, an outstanding province president within the Fraternity.
- **General J.K. Davis Award:** presented to a member of Phi Delta Theta for outstanding service in the defense of liberty as a member of the Armed Forces. Named for Brother Davis, *New Mexico '51*, who served as assistant commandant of the Marine Corps.
- **Raymond L. Gardner Award:** presented by the Seattle Alumni Club in memory of Brother Gardner, *Washington '18*, who served as a member of the General Council. Presented in recognition of the individual's participation in Fraternity affairs, activities in higher education and community service.
- **Distinguished Alumnus Award:** honors an alumnus for outstanding career achievement in his profession or in volunteer services.
- **Legion of Honor and Merit:*** the most prestigious awards an alumnus can receive. The Legion of Honor recognizes a member who: (1) has made a major contribution of his time, effort, and energy to serving the Fraternity and improving its stature; (2) has distinguished himself in representing the Fraternity's principles of friendship, sound learning and rectitude; (3) is widely recognized as a leader of fraternity men and identified with the promotion of fraternities, and (4) has widely advanced and enlarged the opportunities for growth and leadership among college men through fraternities. The Legion of Merit is much like the Legion of Honor except that it places more emphasis on service to Phi Delta Theta and

attaches less importance to interfraternity and community affairs. The individual who receives this recognition has rendered distinguished service to the Fraternity above and beyond the call of duty.

OTHER AWARDS

- **Nance–Millett Free Enterprise Award:*** presented to an individual who has made an outstanding contribution to the free enterprise system. Does not have to be a member of the Fraternity. Award given by James J. Nance, *Ohio Wesleyan '23*, and Past President of the General Council John D. Millett, *DePauw '33*, in 1980.
- **Lou Gehrig Memorial Award:** granted annually by Phi Delta Theta to the major league baseball player who is judged to have exemplified in playing ability and personal character the attributes of the Hall of Fame first baseman of the New York Yankees. Lou Gehrig, *Columbia '25*, was four times voted the most valuable player in the American League, and established himself as the "Iron Horse" of baseball by setting the all-time major league mark of playing in 2,130 consecutive games.

* Presented during General Convention years only

GRAMMAR

A

abbreviations

Unless writing about science and technology, it is best to avoid abbreviations in running text. However, if it eases reading and comprehension, it is acceptable to abbreviate if the word is used at least five times and is spelled out on first occurrence. Exceptions: words that are very commonly used and recognized as an abbreviation can be used after first spelled out occurrence (such as NASA, ALS, CAB).

The word acronym refers to terms based on the initial letters of their various elements and read as single words (*AIDS, laser, NASA, scuba*); initialism refers to terms read as a series of letters (*IRS, NBA, XML*); and contraction refers to abbreviations that include the first and last letters of the full word (*Mr., amt.*).

Use periods with abbreviations that end in a lowercase letter: p. (page), vol., e.g., i.e., etc., a.k.a., a.m., p.m., Ms., Dr., et al.

Use periods for initials standing for given names.

Steven J. Good

Initials standing for given names are followed by a period and a space.

S. J. Good

Do not use periods or spaces for an entire name replaced by initials.

SJG

Use no periods with abbreviations that include two or more capital letters, even if the abbreviation also includes lowercase letters: VP, CEO, MA, MD, PhD, UK, US, NY, IL. Use the two-letter postal codes (and therefore US) wherever abbreviations are used. See *addresses* and *titles*.

academic

Of, relating to, or associated with a school of higher learning. Do not confuse with scholarship, which is the work methods and achievements of a scholar.

academic degrees

See *degrees*.

addresses

In running text, commas should be used sparingly, mainly to set off the separate lines of the address, but also to separate city and state or province (but not the postal code), apartment numbers, and the like. Spell out rather than abbreviate words otherwise abbreviated (e.g. Ave., St., Ln). Note that when used in an address, the abbreviations NE, NW, SE, and SW remain abbreviated even in running text (there is no comma before them when they follow a street name).

Please send your scholarship application to
Olivia Chewning, Phi Delta Theta Fraternity
Headquarters, 2 South Campus Avenue,
Oxford, Ohio 45056-1801.

When mailing a letter or parcel, please use the following format (zip codes should use the nine-digit whenever possible; you can find the +4 on the USPS website under Mail & Ship, Look Up a ZIP Code). USPS prefers addresses in all caps and no punctuation.

Person
Company
Street Address
City, State zip code

KELLY DERICKSON
PHI DELTA THETA FRA HQ
2 S CAMPUS AVE
OXFORD OH 45056-1872

Association of Fraternity/Sorority Advisors (AFA)

A cooperative association for the benefit and development of persons engaged in the advisement of fraternities and sororities. The initialism version is an acceptable use on the second reference.

The Association of Fraternity/Sorority
Advisors sponsored our lunch today.
We are very grateful to the AFA for this
generous contribution.

affect/effect

Affect, as a verb, means to influence.

The error will *affect* your GHQ points.

Effect, as a verb, means to cause to come into being.

As chapter president, George will *effect* many positive changes.

Effect, as a noun, means a change that results when something is done or happens.

Learning the results of his grades has an overwhelming *effect* on John.

ages

Hyphenated in both noun and adjective forms (except as in the last two examples); note the space after the first hyphen in the fifth but not the fourth example. The examples apply equally to ages expressed as numerals. See *numbers*.

a three-year-old; a five-year-old child
a fifty-five-year-old woman
a test for nine-to-ten-year-olds
a group of ten- and eleven-year-olds

but

seven years old
eighteen years of age

ampersand (&)

In running text, spell out the word *and* instead of using the ampersand symbol. Exceptions include corporate or institutional names that are often abbreviated or some phrases. No space is left on either side of an ampersand used within an initialism.

R&D, Texas A&M

annual

An event that is held each year. The first event should not be referred to as annual; first or inaugural are appropriate. The designation of an event's year in a title is not capitalized.

The Wisconsin Gamma Chapter had a busy spring semester organizing its annual Firefighter Charity Run.

apostrophe

The apostrophe has three main uses: to indicate the possessive case, to stand in for missing letters or numerals, and—in rare instances—to form the plural of certain expressions. Be sure to use the apostrophe (') and not the single open quote (') or the prime mark ('), which stands for the unit of measurement of foot. To create an apostrophe, in Windows use alt + 0146; on Mac, use shift + opt +]. See *dates*, *grad years*, *plurals*, and *possessives*.

B–C

biannual; semiannual

Lowercase and both mean “twice a year.”

The Tucson Alumni Club meets biannually.

biennial

Lowercase and means “once every two years” or “every other year.”

The next biennial General Convention will take place in Pittsburgh, June 2020.

capital

A capital is a seat of government (usually a city).

Columbus is the capital of Ohio.

capitol

A capitol is a building in which a legislature meets.

Congress is in session at the capitol today.

capitalization

Proper nouns are usually capitalized, as are some of the terms derived from or associated with proper nouns. For the latter, the *Chicago Manual of Style's* preference is for sparing use of capitals—what is sometimes referred to as a “down style.” See *Titles (people)*.

Chris W. Brussalis

Dr. Chris W. Brussalis is the General Council president, 2018–2020

caption

A caption is the explanatory material that appears below a photo. It may consist of a word or two, an incomplete or a complete sentence, several sentences, or a combination. No punctuation is needed after a caption consisting solely of an incomplete sentence.

Michael Ryan, Idaho

If there is one or more full sentences, each sentence requires closing punctuation.

In October, Nebraska Alpha's 1956 pledge class celebrated its 60th Anniversary and returned to the University of Nebraska for the homecoming game.

Captions should be capitalized in sentence style, but formal titles of works included in captions should be capitalized in headline style. See *Titles (works)*.

colons and semicolons

A colon introduces an element or a series of elements illustrating or amplifying what has preceded the colon. Use a colon sparingly, however, and only to emphasize that the second clause illustrates or amplifies the first.

Phi Delta Theta was founded in Oxford, Ohio in 1848 by six undergraduates: Robert Morrison, John McMillan Wilson, Robert Thompson Drake, John Wolfe Lindley, Ardivan Walker Rodgers, and Andrew Watts Rogers.

When a colon is used within a sentence, the first word following the colon is lowercased unless it is a proper noun. When a colon introduces two or more sentences or when it introduces speech in dialogue or a quotation or question, the first word following it is capitalized.

In regular prose, a semicolon is most commonly used between two independent clauses not joined by a conjunction to signal a closer connection between them than a period would.

She spent much of her free time immersed in the ocean; no mere water-resistant watch would do.

Certain adverbs, when they are used to join two independent clauses, should be preceded by a semicolon rather than a comma. These conjunctive adverbs include *however*, *thus*, *hence*, *indeed*, *accordingly*, *besides*, and *therefore*.

The accuracy of Jesse's watch was never in question; besides, he was an expert at intuiting the time of day from the position of the sun and stars.

comma

Always use the serial comma: Items in a series are normally separated by commas. When a conjunction joins the last two elements in a series of three or more, a comma—known as the serial or series comma or the Oxford comma—should appear before the conjunction. CMOS strongly recommends this widely practiced usage, since it prevents ambiguity.

Always place commas inside quotation marks (see *quotation marks*). Use in numbers higher than 999, i.e. 1,234. Always use a comma after, or around, the word "however."

Brothers John, George, and Mark have been going to homecoming since 1969. Their pledge brother Jerry, however, has only been joining them more recently. Jerry said, "He is sorry he missed so much fun," but stated that he "will definitely be making the annual trek back to campus in the future."

D–E

dashes

Hyphens and the various dashes all have their specific appearance and uses. The hyphen, the en dash, and the em dash are the most commonly used. Though the differences can sometimes be subtle—especially in the case of an en dash versus a hyphen—correct use of the different types is a sign of editorial precision and care. Dashes separate; hyphens join.

hyphen -
en dash –
em dash —

For an *em dash*—one that indicates a break in a sentence like this—either use the em dash character on your word processor or type two hyphens (leave no space on either side). See *em dash*.

The *en dash* is sometimes used as a minus sign, but minus signs and en dashes are distinct characters (defined by the Unicode standard as U+2212 and U+2013, respectively). Leave no space on either side. See *en dash*.

dates

When specific dates are expressed, cardinal numbers are used, although these may be pronounced as ordinals.

Please join us on April 7, 2018 for our Founders Day celebrations.

When a day is mentioned without the month or year, the number is usually spelled out in ordinal form. Also, do not use *st*, *nd*, *rd*, or *th* after the numeral (i.e. November 5th).

Formal celebrations will be held on April 7 but if you can join us early on the sixth, we will be hosting an alcohol-free barbecue at the local park.

days

Spell out days of the week in running text.

decades

Decades are either expressed in numerals or spelled out (as long as the century is clear) and lowercased. CMOS calls for no apostrophe to appear between the year and the *s*. See *grad years*.

the 1940s and 1950s (or, less formally, the 1940s and '50s)

or

the forties and fifties

dollars

Lowercase and use numerals with dollar sign (\$).

The chapter owes GHQ \$100.

Not The chapter owes GHQ 100 dollars or one-hundred dollars.

ellipsis

An ellipsis is a series of three dots (...) used to signal the omission of a word, phrase, line, paragraph, or more from a quoted passage as well as to indicate faltering speech or incomplete thoughts.

When using an ellipsis in quoted material, care must be taken not to omit key parts which would skew the original meaning. Also, when quoting, do not start a quote with ellipsis, nor end a quote with an ellipsis unless the sentence is purposefully left incomplete.

Ellipsis should be preceded and followed by a space. If there is a grammatically complete sentence preceding an ellipsis, the period precedes the ellipsis.

The Kleberg Emerging Leaders Institute was such a success in 2017. ... Everyone is working as diligently to ensure that 2018 is even better.

em dash

The em dash, often simply called the dash, is the most commonly used and most versatile of the dashes. Em dashes are used to set off an amplifying or explanatory element and in that sense can function as an alternative to parentheses, commas, or a colon—especially when an abrupt break in thought is called for. To create an em dash, in Windows use alt + 0151; on Mac, use opt + shift + - (hyphen). See *dashes*.

email

Lowercase and no hyphen. Stands for electronic mail.

en dash

The principal use of the en dash is to connect numbers and, less often, words. With continuing numbers—such as dates, times, and page numbers—it stands for the word *to*. To create an en dash, in Windows use alt + 0150; on Mac, use opt + - (hyphen). See *dashes*.

Join us on Thursday, 11:30 a.m.–4:00 p.m., to celebrate Founders Day.

Brother John Taylor was in college from 2012 to 2016 (*not* from 2012–16).

He usually naps between 11:30 a.m. and 1:30 p.m. (*not* between 11:30 a.m.–1:30 p.m.)

Some universities that have more than one campus use an en dash to link the campus location to the name of the university. Usage varies widely; when in doubt, follow the stated preference of the institution.

the University of Wisconsin–Madison

the University of California, San Diego

exclamation point

Use sparingly in order to be effective.

H–I

hyphens

A hyphen is used to separate numbers that are not inclusive, such as telephone numbers.

A hyphen can make for easier reading by showing structure and, often, pronunciation. Words that might otherwise be misread, such as *re-creation* or *co-op*, should be hyphenated. Hyphens can also eliminate ambiguity. For example, the hyphen in *much-needed clothing* shows that the clothing is greatly needed rather than abundant and needed. Where no ambiguity could result, as in *public welfare administration* or *graduate student housing*, hyphenation is unnecessary. If unsure if a prefix or compound term needs a hyphen, *Webster's* dictionary should be consulted.

italics

Common Phi Delta Theta use for italics is the school and class year after a member's name or when mentioning the publication *The Scroll*.

Hank Bertsch, Akron '64

its/it's

Its is possessive.

The chapter held its annual dance

It's is the contraction of *it is*.

It's the first time we held the event.

J–L

Jr., Sr., II

No punctuation precedes these.

Thomas Harper III

Wales Madden Jr.

last/past

Last means final.

Ohio Alpha was the last chapter to receive the Kansas City Trophy.

Use *past* when referring to previous events.

Ohio Alpha received the Kansas City Trophy this past year.

lists

Items in a list should consist of parallel elements. Unless introductory numerals or letters serve a purpose—to indicate the order in which tasks should be done, to suggest chronology or relative importance among the items, to facilitate text references, or, in a run-in list, to clearly separate the items—they may be omitted. Where similar lists are fairly close together, consistent treatment is essential.

Lists may be either run in to the text or set vertically. Short, simple lists are usually better run in, especially if the introductory text and the items in the list together form a sentence. Lists that require typographic prominence, that are relatively long, or that contain multiple levels should be set vertically.

In running text, use numbers or italic letters in parentheses, but in general, a comma is sufficient to separate items listed. Use a semicolon if the items themselves contain a comma.

Whole Man Scholarship applicant requirements: must be an initiated member of the chapter with a suggested 3.0 GPA, be a rising junior or senior, and have previously attended the Kleberg Emerging Leaders Institute.

For a bulleted or numbered list, introduce the list with a grammatically complete sentence followed

by a colon. Use a bulleted list if the order is not important (an unordered list); a numbered list if the order matters. It is customary to capitalize items in a numbered list even if the items do not consist of complete sentences. If none of the items in a bulleted list consist of complete sentences, however, each item can usually begin lowercase (except for proper nouns). For bulleted lists whose items require more prominence, capitalization may instead be preferred; choose one approach and follow it consistently. Closing punctuation is used only if items consist of complete sentences. If a period is used on one sentence, one needs to be at the end of all sentences in the list.

All undergraduate members, in good standing and with at least one year left in school, are eligible to apply for the undergraduate scholarships. Other requirements to apply for an undergraduate scholarship include:

- a minimum 3.0 GPA on a 4.0 scale
- one recommendation from each of the following:
 - ▷ a Phi Delta Theta alumnus
 - ▷ a chapter officer
 - ▷ an academic person
 - ▷ a province president or chapter advisory board chairman
- verification of good standing
- job résumé
- school transcripts

Graduating seniors and alumni attending graduate school are eligible to apply for the graduate fellowships.

A vertical list may begin with lowercase letters if the list completes the sentence that introduces it. Commas, semicolons are used to separate each item and final bulleted item ends in a period. Each item begins with a lowercase letter, even if the list is a numbered list. A conjunction (*and* or *or*) before the final item is optional. Such lists, often better run in to the text, should be set vertically only if the context demands that they be highlighted.

Reporting for the Development Committee, Jobson reported that a fundraising campaign director was being sought:

1. the salary for this director, about \$175,000 a year, would be paid out of campaign funds; and
2. the fundraising campaign would be launched in the spring of 2017.

M–O

military titles

Just as with civil titles, military titles are only capitalized when preceding a proper name.

Admiral Wat Tyler Cluverius, *Tulane* 1895

the admiral

An abbreviated form of the title may be used before a full name; the title should be spelled out before a surname only.

Adm. Wat Tyler Cluverius

Admiral Cluverius

In general contexts, including military history, traditional abbreviations are preferred over military abbreviations. Can spell out retired, but the abbreviated form is preferred.

Brig. Gen. Donald F. Schenk, USA, Ret.,
McDaniel College '71

Col. Stephen Bloomer, USA, Retired,
Monmouth '83

numbers

Use numerals for 100 or more; spell out fractions and numbers that are less than 100. Whole numbers used in combination with hundred, thousand, or hundred thousand as well as million, billion, and so forth usually follow the rule of spelling out numerals under 100. The exception to this rule is for currency and preceded by a dollar sign, or a fractional number (e.g. 5.2 million). Use commas in 1,000 and above.

two; two-thirds; twenty; two hundred;
2,000; 23,456; 200,000; forty-two million;
\$2.8 billion; 234,500,000

Over one thousand Phi Delts attended the
Kleberg Emerging Leaders Institute last year.

When a number begins a sentence, it is always
spelled out. To avoid awkwardness, a sentence should
be rewritten.

One hundred ten members of the chapter
participated in a total of 402 hours of service
over a three-day period.

or rewrite as

In all, 110 members of the chapter
participated in a total of 402 hours of service
over a three-day period.

If a year must begin a sentence, spell it out; it is
usually preferable, however, to reword.

Twenty eight marks the 170th
anniversary of the founding of Phi
Delta Theta.

or rewrite as

Next year, 2018 marks the 170th anniversary
of the founding of Phi Delta Theta.

P–R

percentages

Except at the beginning of a sentence, percentages
are usually expressed in numerals. In running text,
spell out the word percent. The symbol (%) is only used
in scientific and statistical copy, or tables.

Fewer than 3 percent of the employees used
public transportation.

With 90–95 percent of the work complete,
we can relax.

postal code

Reference to Canada's version of the US zip
code. A space separates each third or fourth
letter combination.

Phi Delta Theta Fraternity
189 Winston Pl
Hamilton, ON **L8S 2S8**
CAN

plurals

Most nouns form their plural by adding *s* or *es*
including names of persons and capitalized nouns.

the Jones family, pl. the Joneses

Sunday, pl. Sundays

An apostrophe is never used to form the plural, only a
possessive noun form.

possessives

The possessive of most *singular* nouns is formed by
adding an apostrophe and an *s*. The possessive of
plural nouns is formed by adding an apostrophe only.

Ohio Eta's house

The students' workload

quotation marks

Periods and commas go inside a closing quotation
mark. Colons and semicolons—unlike periods and
commas—follow closing quotation marks; question
marks and exclamation points follow closing
quotation marks unless they belong within the
quoted matter.

Jim exclaimed, "Look out!"

How do you not know the "Social"?

S–T

superscripts

Do not use with numbers.

second place or 2nd place

Not 2nd place

telephone numbers

Use parentheses around the area codes or separate the area code by using a hyphen. See *hyphens*.

(513) 523-6345 or 513-523-6345

times

Times of day in even, half, and quarter hours are usually spelled out in text. With o'clock, the number is always spelled out.

Her day begins at five o'clock in the morning.

Numerals are used when exact times are emphasized. The abbreviations a.m. and p.m. should not be used with *morning*, *afternoon*, *evening*, *night*, or *o'clock*.

The Foundation Trustees meeting will begin at 6:00 p.m. on October 19, 2017.

Titles (people)

Civil, military, religious, and professional titles are capitalized when they immediately precede a personal name and are thus used as part of the name (traditionally replacing the title holder's first name). Otherwise, titles are normally lowercased when following a name or used in place of a name.

Executive Vice President Biggs

Robert Biggs, executive vice president

the executive vice president

Abbreviations, i.e. COO, DCS, may be used only in internal documents. Same rule for usage of leadership consultant.

Titles (works)

Title case (or headline style) is to be used on email subjects, essay, headline, and article titles. It is also used for the titles of works including those for paintings, drawings, photographs, statues, and books—and should be italicized.

Sam Hatcher's *Heisman's First Trophy, the Game That Launched Football in the South*

Capitalize the first and the last word as well as nouns, pronouns, adjectives, verbs, adverbs, and

subordinate conjunctions. Lowercase articles (a, an, the), coordinating conjunctions, and prepositions. Lowercase the 'to' in an infinitive (I want to play guitar).

The Search for Faith

For hyphenated words in a title:

1. Always capitalize the first element.
2. Capitalize any subsequent elements unless they are articles, prepositions, coordinating conjunctions (and, but, for, or, nor).
3. If the first element is merely a prefix or combining form that could not stand by itself as a word (anti, pre, etc.), do not capitalize the second element unless it is a proper noun or proper adjective.
4. Capitalize the second element in a hyphenated spelled-out number (twenty-one or twenty-first, etc.) or hyphenated simple fraction (two-thirds in two-thirds majority).

Bed-and-Breakfast Options in Upstate New York

Anti-intellectual Pursuits

Atari's Twenty-First-Century Adherents

In sentence case, used for captions and subtitles, only the first word in the sentence and any proper names are capitalized.

How "God's Breadcrumbs" have transformed the life and leadership of Google's Kirk Perry.

U-Z

university

Capitalize only when in a formal title (i.e. Southwestern University), otherwise use lowercase "the university." Same applies to "college."

website

Referring to web pages on the internet. Always lowercase and one word. Titles of websites are set in roman type (not italicized) and are capitalized in headline style. Titles or sections of pages are placed in quotation marks.

The website of Phi Delta Theta.

The website of Phi Delta Theta; the "Road to Greatness" page.

zip code

Although the word zip, in this case, is an acronym (standing for Zone Improvement Plan), we do not write it in all capital letters. Our preference is shared by many other style guides and extends to many other words that began as acronyms (e.g., scuba, radar).

Use the correct four-digit zip code extension whenever possible. The preferred address format in running text is city, two-letter state code, and zip code all on one line. Note that just one space separates the state from the zip code.

Oxford, OH 45056-1801

Recommendation: Your application's dictionary or mobile device's autocorrect function might try to change our established guideline. Most applications offer the option to update your dictionary so that you do not have to make the change each and every time.



PHI DELTA THETA
Become the greatest version of yourself