The ECU Student Media Style Guide is an outgrowth of The East Carolinian Style Manual written in 2013 by Editor-in-Chief Chase Kroll, Copy Chief Lauren Keranakis and Copy Editor Hollie Osborne. It was updated in 2015 by TEC Editor-in-Chief Ryan Clancy and is used by The East Carolinian student newspaper, The Hook student magazine, expressions magazine for minority voices, Rebel arts & literary digest and Buccaneer, college yearbook.

Generally, Student Media follows the Associated Press style — except where noted. To be safe, whenever you have a question, look it up in the AP Stylebook and this style guide. (All staff members should have access to an AP Stylebook. You should learn what it contains and how to use it.) When you check this style guide, read the entire entry. Many rules have exceptions that reporters and editors should know.

This style manual, like all style manuals, should be used only as a guide. There are always exceptions and other circumstances that cannot be anticipated. The judgment of reporters and editors is a part of the proper application of these guidelines.

A

abortion — It should be abortion-rights advocates for those who support abortion rights and anti-abortion advocates for those who oppose abortion rights. Pro-choice and pro-life are acceptable only in direct quotes or as part of a group’s official title.

about, approximately — Use about. It is shorter and means the same thing.

academic degrees — It is associate degree, bachelor’s degree, master’s degree and doctoral degree, or doctorate. It is bachelor of arts degree and bachelor of science degree. Avoid using letter abbreviations (Ph.D., etc.) unless using the words would be too cumbersome at a given point in the sentence. The AP Stylebook suggests using a phrase such as: John Jones, who has a degree in psychology. Letters such as BA or PH.D should only be used if there are multiple individuals who need to be identified by degree. If you must use letters, set them off with commas: John Jones, Ph.D., said Monday. Ideally the use of Ph.D. should be limited because many people at ECU (and other academic institutions) hold this degree. For more information, see the AP Stylebook’s academic degrees entry.

academic departments — Use lowercase except for words that are proper nouns or adjectives. Example: the department of chemistry, the chemistry department, the department of English, the English department. The exception is when it is used in an official sense. Example: The ECU Department of Chemistry

academic standing — Academic standing is listed with a comma or commas after a students’ name. Example: “Crime is bad for our community,” said Jeremy Cozart, junior criminal justice major OR Dennis Wilson, sophomore health fitness major, said he thinks crime is awesome.

Students from other universities, include year and major, but write out: Joan Jones, a freshman at Ohio State majoring in biology,...

All post-graduate students (for example earning master’s degrees) are referred to as a graduate student in a specific department. “Go ECU!” said Samuel Roebuck, graduate student in the department of business.

All fifth year (or beyond) seniors are just referred to as seniors.

academic titles — The hierarchy within the university ranges from teaching assistants to lecturers, instructors, assistant professors, associate professors and professors, in that order. Graduate assistants may be teaching assistants or research assistants. Do not list honorary titles or chair names. For example, it’s Brian Massey, journalism professor, not Brian Massey, professor of journalism. However if an article is about a chaired professorship, the full title should be used.

A professor emeritus should be identified as such.

Accelerated Rehabilitative Disposition program — It is the Accelerated Rehabilitative Disposition
(ARD) program on first reference and ARD thereafter. It is a program often offered to first-time offenders of driving under the influence (DUI) laws.

accept/except: Accept is a verb and means to receive. Sean accepted the award. Except is a preposition that means to exclude. Everyone got an award except Megan.

according to — Use this only when attributing to a written document. Exceptions made when referring to University police reports. Otherwise, use said. When using quotations from a press release say, “… John Pope said in a press release.” See attribution and said.

ACLU — American Civil Liberties Union (ACLU) on first reference.

accused — To avoid suggesting a person is being judged before trial, say Bob Drake, accused of murder, as opposed to accused murderer Bob Drake.

acronyms — Generally, do not use any acronyms that will not be immediately recognized by the reader. If the reader has to look back to check on what the acronym stands for, don’t use it.

Generally, do not use periods between letters of abbreviation, see the AP Stylebook for exceptions. If an acronym consists of more than two letters, do not use periods between the letters; however, if it has two letters, use periods.

If an acronym can be confused with that of another more famous group or thing, don’t use it.

Avoid using more than one acronym in a story; try not to use more than two. In a headline never use more than one.

Do not make up an acronym just because a group has a long title that could potentially be abbreviated. An example: The Centre County Drug Task Force is not abbreviated as CCDTF. Call it the task force on second reference.

addresses — Use full names when no street number is used: East 5th Street. Use abbreviations for directions and street types, with street number: 1014 E. 5th St., 210 Oak Ave.

The only street types that should ever be abbreviated are Street (St.), Avenue (Ave.) and Boulevard (Blvd.). Using the acronym STAB may help you remember. Do not abbreviate Road or Drive.

Use addresses for fraternities that have houses. Do not use addresses for sororities or fraternities with no houses.

In case of a police story or brief, identify the residents by the block and not the specific address. 12 CDs were stolen from a residence on the 400 block of Evan St. Wednesday night.

If a theft or an arrest occurs at an apartment complex where there are multiple apartments, identify the address but not the apartment number. Bob Jones, 2500 Charles Blvd., was arraigned Tuesday.

administration — Always lower case

admissions office — It’s the Office of Undergraduate Admissions on first reference, the admissions office thereafter.

adopt, approve, enact, pass — Amendments, ordinances, resolutions and rules are adopted or approved. Bills are passed. Laws are enacted.

adviser — Spell it with an “e.” Not advisor.

African-American — Black is the preferred term. Only use African American if a source asks to be referred as that or if it’s in the name of a group or the title of a person.

affect, effect — While there are exceptions affect is typically used as a verb and effect is typically used as a noun. His actions affected the company. He miscalculated the effect of the merger.

ages — Always use figures for ages, even when the person is younger than 10: 3-year-old boy; he was 7 years old. A person can be older than 21 or over 21, and younger than 21 or under 21. Ages expressed as adjectives before a noun or as substitutes for a noun use hyphens: a 5-year-old boy, a 12-year-old.

AIDS — Use AIDS on first reference. It actually stands for acquired immune deficiency syndrome, but AIDS is the name known to most people.

AIDS is an affliction in which a virus attacks the body’s immune system, leaving victims susceptible to a wide variety of infections and cancers. HIV is
the virus that causes AIDS. Only use the term AIDS if you are positive the person has the syndrome.

**All-America, All-American** — The Associated Press recognizes only one All-America football team. That team is Walter Camp’s selection through 1924 and AP selections after that time. Do not call anyone an All-America player unless they are listed on either Camp or AP roster.

Similarly, do not call anyone an All-America basketball player unless they have an AP selection. The first All-America basketball team was chosen in 1948.

An individual team member may be called an All-American, but use All-America in all other uses: *He is an All-American. He is an All-America player.*

**allege** — Use with care. Avoid any suggestion the writer is making an allegation. Specify the source of an allegation, such as an arrest record. Basically if *allege* needs to be used, it needs to be abundantly clear who or what is alleging that the action took place. Avoid redundant use of *alleged* in the same sentence. Other qualifiers to use: apparent or reputed.

Actions by people are alleged; police actions are not. *Police allege the editor stole $500.* But NOT *Police allegedly arrested the editor for theft.* See more detailed entry in the AP *Stylebook.*

**all right** — Never alright. “All right, all right, all right,” said Matthew McConaughey. If used to describe someone the two words have a hyphen between them. *He’s an all-right swimmer.*

**alumni** — Alumnus (male singular), alumna (female singular), alumni (male plural), alumnae (female plural). Use alumni to refer to a group that is made up of men and women. When sourcing a graduate, use his or her class. *Morgan Pullium, Class of 2009, said she loves East Carolina University.*

**a.m., p.m.** — Lowercase with periods. Never use 12 a.m. and 12 p.m. Use noon and midnight. Also, use days of the week except for “today,” not yesterday or tomorrow.

Do not use a.m. or p.m. if obvious. *The concert began at 7 Tuesday night, not at 7 p.m. Tuesday night.*

**American Red Cross** — It is the American Red Cross on first reference and the Red Cross thereafter.

In reference to the local chapter, it is the Pitt County Chapter of the American Red Cross. For blood purposes only, the local chapter is a participating member of the Eastern North Carolina Region of the American Red Cross Blood Services.

**ambulance** — EastCare is the ambulance provider for ECU. They are located at the Brody School of Medicine. Also referred to as ECU Emergency Medicine.

**approve** — See *adopt, approve, enact, pass* entry.

**approximately** — Use *about* because it is shorter and means the same thing.

**arrest** — Do not use “for” — *He was arrested for rape.* Instead, use *arrested in connection with charges of rape or charged with rape.*

**Asian, Oriental** — Use Asian on all mentions. Oriental is a Western term considered offensive by Asians.

**assault, battery** — *Assault in legal terms is to threaten with violence. Assault and battery* is the legal term when the victim is touched or hit by something from the assailter.

**AT&T** — Acceptable on all references.

**attribution** — Use said wherever possible, except occasionally in feature stories. Always, always attribute a quote. Do not quote a source without telling the reader who said it and use the word *said* to do so. “I went to the store,” said Joseph Paul. Avoid words like “claimed” and “admitted,” because these and other attribution words and phrases can put the story’s objectivity in question. If a person has a long title, attribution should go before the name: … said Dr. Ronald Mitchelson, Provost and Senior Vice Chancellor for Academic Affairs.

Or … *Michael Scott said. Scott, Interim Chief Research Officer and Association Vice Chancellor for Research and Graduate Studies.*

Leads often are bogged down by titles. They are more direct if the information goes first, then the said, then the name and title. If a title is long, you also may use an abbreviated title in the first
paragraph and the name and full title in the second paragraph.

B

Bachelor of Arts, Bachelor of Science — A bachelor’s degree or a bachelor’s is always acceptable. Also never assume that a certain degree is arts or science; always check. For example, at ECU you can receive a bachelor of arts in chemistry and a bachelor of science in communication.

ballpark, ballplayer, ballclub

bands — A band is always referred to as “it.” If “it” sounds awkward, as in The Badlees poses for a photo in its album, try to rephrase the sentence. For example: Members of the Badlees pose for a photo in their album. In this case, the noun is now “members” and verb agrees with the plural noun.

Barack Obama — President Barack Obama.

Barefoot on the Mall — Annual event on ECU’s mall during the spring that features food, music and of course a free T-shirt.

bartender

Biannual, biweekly, biennial — A biannual event occurs twice a year. A biweekly event occurs twice a week. A biennial event occurs every two years. Avoid in your writing if possible because it can be confusing to the reader. Simply say: twice a week or twice a year.

board of trustees — East Carolina University Board of Trustees on first mention, the board or the trustees thereafter. The head of the board is called the president, not the chair.

Board of Governors — See UNC Board of Governors entry

boy — Applicable until 18th birthday. Use “man” for those older than 18.

break in, break-in — Break in for when used as a verb. Break-in when used as a noun or adjective.

buildings — Use building or hall on first mention when the name stands alone, or with a room number: Belk Building, Rawl Building, or 2001 Bate Building.

See also individual entries for various buildings.

burglary, larceny, robbery and theft — Burglary is unlawfully entering a building with the intention of committing a crime. Larceny is wrongfully taking property. Robbery involves using violence to commit a larceny, but can also refer to rifling through someone’s belongs in the process of committing a larceny. Theft is a larceny in which violence or rifling is not involved.

bylines — Stories in The East Carolinian written by TEC staff members should have this byline underneath: TEC STAFF. Stories written in The East Carolinian by candidates should have this byline underneath: FOR THE EAST CAROLINIAN.

C

Campus Living — A university department that is capitalized, it encompasses Residence Life, Housing Operations, Dining Services and ECU Student Transit.

cents — Spell out the word for amounts less than a dollar: 45 cents, 2 cents. Use the $ sign and decimal system for amounts greater than a dollar: $1.03. Also see numbers entry.

century — Do not capitalize: the 21st century.

chancellor — Current ECU Chancellor is Steve Ballard. Must be introduced as Chancellor Steve Ballard on first reference, the chancellor thereafter. The office may be referred to as the Office of the Chancellor or the Chancellor’s Office.

cities, towns, states — See AP Stylebook’s datelines for cities that do not require state designations when they are used.

citizen, resident — A citizen is a person who has acquired the full civil rights of a nation by birth or naturalization. Cities and states do not confer citizenship. To avoid confusion, use resident in referring to inhabitants of states and cities, and use citizen in reference to a member of a country.
Class of … — Always capitalize. Sam Weber was a member of the Class of 1930. Jessica Richmond was the president of the Class of 1975 Gift Campaign.

clubs — If it is not part of the club’s proper name, drop East Carolina University from club names. Exceptions include organization whose location or affiliation may be clear. Note that “chapter” is lowercased.

coach — Uppercase when used as a title before a name. Lowercase when used alone or as a shortened, informal title. It is: Coach Ruffin McNeill or Assistant Softball Coach Courtney Oliver. But, the coach said we can go.

colleges — The university’s colleges are:

*Thomas Harriot College of Arts and Sciences
*College of Allied Health Sciences
*College of Business
*College of Education
*College of Fine Arts & Communication
*College of Health and Human Performance
*College of Human Ecology
*College of Nursing
*College of Technology and Computer Science
*Honors College
*School of Dental Medicine
*Brody School of Medicine
*Graduate School

For departments and offices, see the faculty/staff telephone directory.

colons — After a colon, the word is capitalized only if it is a complete sentence or thought. Do not capitalize the word after a colon if it is the start of a series: The flag has three colors: red, white and blue. A man overheard President Clinton say the following: “The media are to blame for this mess.”

This rule applies to stories and headlines. In headlines, the sentence is usually implied. The word after the colon is still capitalized. President Clinton: Media caused mess. And when not an implied sentence: Three colors in flag: red, white, blue.

columnist taglines — Columnist taglines should read: "For questions or comments, contact [section]@theeastcarolinian.com

The tagline should be properly formatted as per the East Carolinian Style Guide.

commas — Do not use a comma before or at the end of a series unless it’s needed for clarity: red, white and blue but science, arts and architecture, and human development. See the punctuation chapter of the AP Stylebook for more about commas.

commencement — Always lowercase: spring commencement, commencement exercises, etc.

commissions, committees — Lowercase, except when it is a formal title: Health and Welfare Committee, Centre Region Planning Commission, State College Planning Commission. Also, if the official title is not formal, lowercase: the finance committee, the planning commission.

communication — The major at ECU is communication, never communications. “He is majoring in communication.” Similarly it is the ECU School of Communication, not the ECU School of Communications.

compared to/with — Use compared to when the intent is to state that two items are similar: He compared his philosophy to Aristotle’s. Use compared with when trying to show similarities or differences: The winning team’s score was 72, compared with its opponent’s score of 14.

contributing tagline — Used to identify a columnist as well as a reporter who added information to a story, but did not contribute significantly to its writing to warrant a double byline. The managing editor will decide between bylines and contributing taglines.

Contributing taglines should be in this form: Associated Press Writer Ryan Clancy contributed to this report. TEC Staff Writer Kai Jones contributed to this report. Even if the contributor is an editor, use TEC Staff Writer.

The tagline should be properly formatted as per the TEC Design Guide.

corrections — Every correction that runs, in any department, must be approved by the editor-in-chief. Do not repeat the mistake in the correction. Wording should be: An article in The East Carolinian (date) (incorrectly/unclearly) (stated/identified/explained) (time/name/date/title). The correct (time/address) is …
Corrections should appear in the corrections box on Page 2, regardless of where the incorrect information appeared in the newspaper. Exceptions will be made in rare cases in which the editor-in-chief, with the managing editor’s advice, determines the mistake to be of such a magnitude that it must be corrected with either a brief explanation or full story on the front page of the section in which it ran. An online correction should run on the story’s page.

council — Always use council on second reference. First reference should be the specific name of the council.

course names — The official name of the course is acceptable on first reference. Jack Johnson enjoyed his Media Writing course.

course work — Two words.

cross country — Not hyphenated.

currently — The phrase “currently” is redundant. Just use “is.” If you want to show a difference between now and a different time, then it’s OK: The weather is currently hot, but last week it was cool. But even in the second case, now is better than currently.

cutline — Try to write cutlines in two sentences when possible. Describe the action in the photo in the first sentence using present tense. Put the time element in the second sentence using past tense. Be sure anyone visible in the photograph is identified: Chris Thaxton, left, and Mike Davis of Farmville watch as a tree is cut down on Elm St. The tree was cut down Tuesday after being damaged by lightning.

Always identify someone by position — from left, etc. — if it is not obvious. Photographers should give complete information with printed proofs of the photos, along with fact check sheets. Be sure every cutline has a credit.

data — Data is plural. Datum is singular. The data are ready for your analysis.

database — One word.

dates — When using a specific day, abbreviate all months except March, April, May, June and July. The event is scheduled for Jan. 22. The rally will be sometime in January. See events entry for more details.


decades — Use numerals to indicate decades of history. Use an apostrophe to indicate numerals that are left out; show plural by adding the letter ‘s’. The 1890s, the ‘80s, the Swinging ‘20s, the 1920s, the mid-1930s. Note: the apostrophe should face left, the direction of the deleted numbers. See the AP Stylebook’s decades entry.

decimals — See fractions and numbers entries.

departments — Government departments are capitalized, others are lowercase. ECU departments are lowercase: astronomy department, mathematics department. But it is English department and Spanish department because languages are proper nouns.

dimensions — See measurements entry.

district — Use figure and capitalize District when forming a proper name: the 171st District. Also see government entry.

district justice — Use district justice instead of district magistrate although they mean the same thing. A district justice presides over the beginning stages of criminal arrests: preliminary arraignments and preliminary hearings.

dive, dived, diving — Dove is not the past tense.

doctoral degree, doctorate — A doctoral candidate receives either a doctoral degree or a doctorate. Not a doctorate degree. Avoid using letter abbreviations (Ph.D., etc.) unless using the words would be too cumbersome at a given point in the sentence. If you must use letters, set them off with commas: John Jones, Ph.D., said yesterday.

TEC style is to call all post-undergraduate students, whether they are studying for their master’s degree or doctoral degree, graduate students. See the AP Stylebook’s academic degrees entry.

dormitory — Use dorm, or dormitory instead of residence hall. ECU dorms:
*College Hill: Jones Hall, Aycock Hall (name to be changed), College Hill Suites, Tyler Hall, Scott Hall, Belk Hall, Gateway East and West
*West Campus: Garrett Hall, Clement Hall, White Hall, Greene Hall, Fletcher Hall
*Central Campus: Umstead Hall, Cotton Hall, Fleming Hall, Jarvis Hall

download — One word.
drive — Never abbreviate as part of an address. See addresses entry.
drive through, drive-through — Drive through is a noun, drive-through is an adjective.
driving under the influence — Someone is charged with driving under the influence on first mention, and it’s a DUI charge thereafter.
drunken driving — It’s drunken driving, not drunk driving. But it’s drunk driver, and a person drives drunk.

e-mail — Can be used as a noun or a verb. Do not capitalize the “e” unless it begins a sentence. E-mail addresses should be formatted by the person who flows them onto the page following the Design Manual.

East Carolina University — Always use East Carolina University upon first reference. Then every reference after refer to ECU as campus, university, etc.
*Sports exception: Always refer as ECU after first East Carolina University reference.

East Carolina University Faculty Senate — Faculty Senate on first mention, and the senate thereafter. The senate acts as an advisory consultative body to the chancellor and serves as a forum for the exchange of ideas among the members of the university faculty.

ECU Ambassadors — The student corps of the Alumni Association.

editor-in-chief — The hyphens are an exception to Webster’s New World College Dictionary but are correct under AP Style.

Editor’s note — All editor’s notes must be approved by the editor-in-chief.

An editor’s note can be added to a story or other piece of copy (opinion column, letters to the editor, etc.) when necessary. Most commonly, editor’s notes are used to introduce stories that are part of a series.

elipsis — A space should go before the first period and after the last one … in an ellipsis. Avoid an ellipsis whenever possible. This is the proper way to make an ellipsis. This is the wrong way … to make an ellipsis.

enact — See adopt, approve, enact, pass entry.

end zone — Two words.

escort service — Safe Ride is the late-night transportation service for faculty, staff and students.

events — Describe an event by time, date and place, in that order: The State College Borough Council will meet at 7:30 p.m. Monday in the Municipal Building. If an event will occur or did occur within more than seven days, use only the date: Jan. 22. If the even occurred within the week refer to the weekday: last Friday, this Friday, tomorrow, last night, etc.

Use today when appropriate, and the days of the week for any other date. Do not use yesterday. The rally will be held today. The rally Tuesday night drew a crowd of thousands.

Dates should never be written as: Sept. 8th, March 21st, etc.

F

Facebook

face off, faceoff — Use face off as the verb, faceoff as the noun or adjective.

farther, further — Farther refers to physical distance: He walked farther into the woods. Further refers to an extension of time or degree: She will look further into the mystery.

feel, think, believe — Do not use feel to mean think or believe. Do not use this in general. Instead
of: Jessica Gribbon said she thinks the paper looked pretty. If they say it, then they think it.

feet — See measurements entry.

fellow — When not used as part of the name of a specific fellowship, do not capitalize the word fellowship.

fewer — See less, fewer entry.

fewer than — See more than, less than, fewer than entry.

fire department — Greenville Fire Co. on first mention, the fire company on second mention. It is a volunteer organization.

firefighters — People who fight fires are firefighters, not firemen or firewomen.

Food Services — It is East Carolina University Food Services. On second mention, it is food services or the office, if it’s clear what you mean.

4-H, 4-H’ers

fractions — Spell out amounts less than 1 in stories, using hyphens between words: two-thirds, seven-sixteenths, etc.

Use figures for precise amounts larger than 1, converting to decimals whenever practical: 3 1/7, 4 2/5, etc. The fractions 1/4, 1/2 and 3/4 can be formatted by pressing the F10 key, followed by the B key.

Also see the numbers entry.

fraternities and sororities — Identify fraternities and sororities on first mention as: Alpha Delta Pi sorority, Alpha Tau Omega fraternity. Don’t use the greek organizations’ nicknames or initials on first mention: ADPi, ATO, TriSig.

When referring to a fraternity that occupies a house, use its full address with the identification: Sigma Alpha Epsilon fraternity, 200 E. 5th Ave.

Do not refer to fraternities as “frats” unless in a direct quote. Instead, use fraternity member or students in a sorority.

Frisbee

from ... to — When using “from … to” designate range, don’t use a hyphen to replace “to.” He was president from 1987 to 1993, not He was president from 1987-1993.

full time, full-time, part time, part-time — He was working full time. She had a full-time position. She was working part time. He had a part-time position.

fundraising, fundraising, fundraiser — Fundraising is difficult. They planned a fundraising campaign. A fundraiser was hired. The fundraiser took place.

G

gay — Use gay to refer to homosexual men. Use lesbian to refer to homosexual women. Gay and lesbian may be used as nouns and adjectives. When referring to both gay men and lesbians, you may use the generic term gays if the context is clear, or if in a headline. Do not use homosexuals. Also, use the phrase sexual orientation instead of sexual preference. Also see homosexual, LGBTA and sexual orientation entries.

Get a Clue — Annual event held by ECU. Located on the Mall, filled with club and organization information for student involvement.

girl — Applicable until 18th birthday. Use woman for women 18 and older.

goal line, goal post — Use hyphen when it’s an adjective. Goal-line stand.

golf courses — ECU uses Ironwood Golf and Country Club as its practice course for its golf programs.

Government officials — * To specify government positions we list them as: Name, Party-State Abbreviation. Arlen Specter, D-Pa.

governor — It’s Gov. before a name and the governor when it stands alone. Gov. Pat McCrory will speak. The governor’s speech is at 7 p.m.
grade point average — GPA is acceptable on all references.

graduate — Always spelled out and not capitalized, even as a semester standing: Ted Rogers, a graduate student in the department of psychology. Graduate assistants are teaching assistants or research assistants.

Graduate School — Call it the Graduate School on first reference and the school on subsequent references.

Graduate Student Association — Graduate Student Association on first mention, GSA thereafter. It is the organization officially recognized by the university to represent graduate students.

gray — Not grey.

Greek — Always capitalize. For example: Greek life or Greek letter organization.

Greek letter organization — acceptable in all uses to describe fraternities or sororities.

H

halfback — Do not hyphenate.

halftime — Do not hyphenate.

Hanukkah — Preferred over Chanukkah. The Jewish Festival of Lights, an eight-day commemoration of the rededication of the Temple by the Macabees after their victory over the Syrians. Usually occurs in December but sometimes in late November.

headlines — When using a colon, capitalize the first word after it if part of a complete sentence or an implied sentence. Bush: No new taxes. But it’s Three colors in flag: red, white, blue.

You may abbreviate the noun United States as U.S. in a headline.

In headlines, it’s best to use numerals, even for nine and lower, and for number-words such as 4th and 1st, except when part of an expression, such as one of a kind.

Use only single quotations in headlines. President blames ‘liberal media.’ Use single quotations in place of italics. ‘Twister’ blows away box office competition.

Only standard abbreviations may be used in headlines. Avoid headlines with more than one abbreviation.

Use a comma in place of and in a headline or to separate sentences with the same subject. Use a semicolon to separate two sentences with different subjects. Highs, lows mark senator’s first term. Spanier addresses crowd, promises parking changes. Students protest parking rules; president promises changes.

health care — Always two words. I have no health care. The Senate passed a health care reform bill. This health care coverage is inadequate.

height — See measurements entry.

highways, township roads — When it’s a route number, capitalize and use the number but keep the direction lowercase: U.S. Route 264 west, state Route 32 north. For interstates, use the full name first, then abbreviate: Interstate 80 first mention, I-80 on subsequent mention.

It’s U.S. Route 64, U.S. Route 117, State Route 33, State Route 43 and State Route 48.

If reporting an accident and police give you the township route number for a road, ask if there is a more common name. If not, use the township route but only as a last resort.

homosexual — Do not use unless in a direct quote. See gay, LGBTA, same-sex marriage entries.

human development and family studies — On second reference, use HDFS.

I

identification — When in doubt about how to identify a source (i.e. by name and major, official title, address, etc.) ask the managing editor. In general, students are identified by year and major unless their official position is relevant to the story.

ID — Acceptable abbreviation for identification. For example: ID or ID card.
Interfraternity Council — Interfraternity Council on first mention, IFC thereafter. IFC, the governing body for ECU’s fraternity system, is made up of the presidents of each university fraternity in the council. It does not include the historically African-American fraternities or the multicultural fraternities. See National Pan-Hellenic Council or Multicultural Greek Council.

Inc. — No comma before Inc.

inches — See measurements entry.

indoor, indoors — Use indoor as an adjective, indoors as an adverb. He plays indoor tennis. He went indoors.

information sciences and technology — Note that this major has an “s” and no commas. IST is the second reference.

information technology fee — Information technology fee on first reference, IT fee thereafter. It is a fee charged to undergraduate and graduate students at all campus locations so they may have access to computing facilities.

iPod — Always with the “i” down even in the beginning of a sentence.

Internet — Always capitalize. Also, Web site.

its — It’s is singular while their is plural, so there must be subject-verb agreement. ECU is its the Pirates are their.

Jewish holy days — Hanukkah, Passover, Purim, Rosh Hashana, Shavuot, Sukkot and Yom Kippur. See the Hanukkah entry.

Jr. — Should not be separated from a name with a comma: Martin Luther King Jr.

judgment — Spelled with only one e.

knock out, knockout — Two words if a verb, one word if a noun or adjective. I will knock out the opponent. The fight ended with a knockout. Corey Keenan’s knockout looks were incredible.

Lady Pirates — Used for all female ECU sports teams. Should be used as second reference. ECU’s softball team has secured their place in the playoffs. The Lady Pirates will face UNC on Saturday.

lesbian — See gay, LGBT, and sexual orientation entries.

less, fewer — Use fewer for individual items, less for bulk or quantity. The bathtub has less water than the pool. The bathtub has fewer gallons than the pool.

less than — See more than, less than, fewer than entry.

LGBT — First reference is lesbian, gay, bisexual, transgender and ally. Use LGBT for subsequent reference. LGBT is acceptable as a first reference in a direct quote, but the abbreviation should be explained after the quote. LGBT should be used when referring to both the community and its allies.

LGBT — lesbian, gay, bisexual and transgender people. LGBT should be used instead of LGBT when referring to the specific community that does not necessarily include its supporters.

It may be acceptable to use LGBT on first reference, for example, in a lead. Check with managing editor.

LGBT Resource Office — Use this on all references, but make sure the acronym is spelled out somewhere in the story. Located in the Brewster Building.

listserv — Do not use this term to describe group lists used for sending e-mail because it is a registered trademark. Instead, use e-mail list.

loans — It’s the Federal Stafford Loan and the Federal Perkins Loan.

-ly words — 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 adverbs that end in ly. Example: a dim-witted editor, a quickly approved measure.

Not all words ending in ly are adverbs: family-centered planning.

media — Media is plural. Medium is singular. Artist Claudia McGill works in many media, including collage and clay. Artist Georgia O’Keeffe prefers to work in one medium — watercolors.

mental illness — Do not describe any individual as mentally ill unless it’s clearly pertinent to a story and the diagnosis is properly sourced. Avoid using mental health terms to describe non-health issues. Example: North Carolina weather is schizophrenic.

midnight — See noon, midnight.

Miss, Mr., Mrs., Ms. — The East Carolinian does not use courtesy titles such as Miss, Mrs., Mr. or Ms. unless in a direct quote. We’re not the New York Times. Use a person’s first and last names and identification on first mention. Thereafter refer to the person by his or her last name. There are rare exceptions, which may be made with permission of the managing editor.

If two sources in the same story have the same last name, use both first and last names for both people. In the case of a story in which a child and his or her parent are quoted, it may be acceptable to refer to the child by his or her first name only. Check with the managing editor. See names entry.

money — See numbers.

months, years — Abbreviate Jan., Feb., Aug., Sept., Oct., Nov. and Dec. only when coupled with dates: I was born Nov. 19. If the month stands alone, spell it out: I was born in November. Never abbreviate March, April, May, June or July.

If the month and year stand alone, spell the month out and do not use a comma: August 1984. If the information gives month, day and year, abbreviate the month, put a comma after the date and (depending on where the information is in the sentence) a comma after the year: The house was finished Dec. 12, 1976, which was before the first snowfall that year.

more than, less than, fewer than — Write more than, less than or fewer than a number, not over or under: More than 100 people attended. Use fewer than when the subject can be quantified: Fewer than 30 people attended. Use less than when it’s a mass amount: They anticipated less trouble this time than they had previously. They spent fewer dollars; they spent less money.
movies — Movies, along with other composition titles will always be put in quotations. This include but not limited to: book titles, computer game titles, movie titles, opera titles, play titles, poem titles, album and song titles, radio and television program titles, also titles of lectures, speeches and works of art. Examples: “A Walk to Remember,” Martin Luther King Jr.’s “I had a Dream” speech, Album “Dark Side of the Moon” by Pink Floyd. “The Great Gig in the Sky” by Pink Floyd.

movie ratings — Always capitalize: G, PG, PG-13, R, NC-17, X. The movie is R-rated, the movie is PG-13-rated, the movie has a PG rating.

MP3 — A common type of music file accessed on computers. MP3 on all references. MP3 stands for MPEG-1, Audio Layer 3.

Multi-Cultural Greek Council — Comprised of five Greek letter organizations that are associated with the National Association of Latino Fraternal Organizations (NALFO), the National Multicultural Greek Council (NMGC) or are regional organizations founded in North Carolina.

Muslim — An adherent of Islam, a religious faith. Muslim is to be used instead of Moslem.

names — In a story, use a source’s first and last names and identification on first mention: John Smith, senior electrical engineering major, said he likes his apartment; Ryan Clancy of Greenville walks to work every day. Thereafter refer to the person by his or her last name.

It may be acceptable to break the first-reference rule in leads.

An example: Jenna Jones didn’t expect her final semester to be so stressful. Jones, senior hotel, restaurant and institutional management major, found out she...

The managing editor should be consulted on all decisions to break style.

If two sources in the same story have the same last name, use both first and last names for both people. In the case of a story in which a child and his or her parent are quoted, it may be acceptable to refer to the child by first name only on second reference. Check with the managing editor.

See Miss, Mr., Mrs., Ms. Entry.

nationwide — One word.

Native American — American Indian.

news conference — Press conference is preferred.

newspaper names — Do not put the name of a newspaper in italics or quotation marks. If the newspaper uses The as part of its formal name, capitalize it: The Washington Post.

See also titles of works entries.

No. 1, 2, etc. — That’s No. 1 — capitalized.

noon, midnight — Use noon or midnight. The phrases 12 noon and 12 midnight are redundant. Never use 12 a.m. and 12 p.m.

non-conference — This term should always be hyphenated.

North Recreation Complex — A sport and recreation complex located on the north side of Tar River, by North Campus Crossing. Used for club sports and other misc. events. May be referred to as North Rec after first mention.

NPHC — National Pan-Hellenic Council on first reference, NPHC thereafter. This group serves as the governing body of the historically African-American Greek-letter organizations. Do not confuse with the Panhellenic Council, which governs sororities. See Fraternities and Sororities supplement.

numbers — Generally, the numbers nine and lower are spelled out; for 10 and higher, use digits. The same applies to first through ninth, 10th and higher. Exceptions: Spell out a number if it begins a sentence.

Put ages — 2 years old, 13-year-old girl — in numerals, even when the person is younger than 10.

In headlines, always use numerals, even for nine and lower, and for number-words such as 4th and 1st. Dates should never be spelled as Sept. 8th, etc.

Do not use a number at the beginning of a headline. Otherwise conform to AP style.
Number less than one expressed in decimal format should include a zero before the decimal point. It’s 0.3 percent, not .3 percent.

Always use numerals for money figures and percentages: $1.6 million; $600,000; 50 cents; 5 percent; 99.9 percent. For numbers in the thousands, use commas: 1,200; 14,000. The word dollars should never be attached with monetary figures: $1.8 million dollars. The “$” takes care of that.

See AP Stylebook’s numerals entry. Also see measurements and fractions entries in the TEC Stylebook.

pardon, parole, probation — A pardon is a forgiveness of a crime that is typically issued by a governor or chief or state. Parole is when a prisoner is released before their sentence has expired, on condition of good behavior. Probation is the suspension of a sentence that is dependent on good behavior. Basically parole comes at the end of an existing sentence, while probation is given as an alternative to a sentence.

parentheses — TEC uses parentheses to clarify information in a direct quote. Copy editors must change AP copy to reflect this.

parking garage, parking deck — All named garages and parking decks should be upstyle on first reference. The lot, the deck or the garage can be used in subsequent references.

pass — see adopt, approve, enact, pass entry.

Pee Dee the Pirate — ECU’s mascot. Always two words spelled out, Pee Dee.

percent — Always use a numeral when you are writing about percentages. Percent is one word: 7 percent. Percentages and percentage points are not the same. If the number is less than 1 percent, precede the decimal with a zero: 0.6 percent.

photo credit — Every photo should have a photo credit. Credits should be:

* Suzie Michaels/Associated Press for all Associated Press photos.
* Joe Student/The East Carolinian (using the appropriate photographer’s name) for all photos taken by photographers currently on TEC’s staff.
* Joe Student/The East Carolinian Photo Illustration for all photos that have been posted or altered and were taken by the photographers currently on the TEC staff.
* Be as specific as possible for photos provided from a department in East Carolina University
* TEC File Photo for all photos taken by TEC photographers who are no longer on the staff.
* Bob Photographer/TNS for Tribune News Service (formerly MCT).
* Suzie Photographer/TEC File Photo for photos taken during a previous semester by TEC photographers who are still on staff.
* Photo credit on photos provided by someone other than TEC, ECU or The Associated Press will be decided on by the copy desk chief.

Pirates — Used to talk about any Male ECU sports team. Should be used on second reference. ECU
beat N.C. State last week 17-7. The Pirates are getting ready for next week’s away game at VT.

**Pirate Bucks** — Pirate Bucks is a pre-paid spending system in which students use their One Cards to pay for items at participating on- and off-campus locations.

**Play off, playoff** — Play off is a verb; playoff is a noun or adjective.

**police** — ECU Police Department on first mention, ECU police or police (if it is the only department in the story) thereafter. It’s ECU Police on all mentions.

People on the police force are police officers, not policemen or policewomen.

ECU Police Chief Gerald Lewis said no comment. Chris Sutton, ECU Police officer.

**police log** — In the case of a police log about a theft, identify the residence by the block and not the specific address. If a theft or an arrest occurs at an apartment complex where there are multiple apartments, identify the address but not the apartment number. Twelve CDs were stolen from a residence on the 400 block of Student St. last night. Bob Jones, 4th St., was arraigned Tuesday.

**political parties** — When referring to a political representative or party format accordingly: Sen. Jim DeMint, R-S.C., said.

Use the abbreviated “Sen.” only after first reference. States must be abbreviated in accordance with normal state abbreviation: S.C., Mo., Calif., etc.

**pope** — Lowercase when it stands alone. Capitalize when used as part of a proper name.

**postgame, postseason, pregame, preseason, premedicine** — Never hyphenated.

**presently** — Presently means soon. Don’t use presently when you mean now.

**president** — Lowercase when standing alone, capitalize when using it with a name. President Barack Obama and former President Ronald Reagan met with John Sickel, the president of nuclear energy in Egypt.

**press conference** — TEC style is to use press conference in reference to any conference situation where media are involved. Do not use news conference.

**press release** — TEC style is to use press release on first reference in conjunction with the source the release came from. According to the FBI press release, the suspects were detained in Maryland. Do not use news release. Use the release on second reference.

**profanity** — When writing a story that may include profanities, consult the editor in chief. See **obscenity** entry.

**programs** — The names of programs should be downstyle: women’s studies program, journalism program, American studies program.

**quotations** — A quotation should be used in a story only if the reporter has accurately recorded exactly what the source has said. If the reporter did not record a source’s full quotation, paraphrase or use the portion of the quotation the reporter has accurately recorded.

With an editor’s approval, quotations may be “fixed” to clean up a source’s language. For example: gonna becomes going to, wanna becomes want to.

Quotations continued through more than one paragraph should have quotation marks at the beginning of each paragraph and at the end of only the last paragraph. See the **AP Stylebook** for more information.

**radio stations** — Identify by the call letters, frequency and in parentheses, the frequency number: WZMB-FM (91.3).

Radio stations can be referred to by their nicknames on subsequent references.

**ratios** — Use a hyphen between the numbers used in a ratio. The ratio of oil to water was 2-1.

**realtor** — Use real estate agent. See the **AP Stylebook** entry on **realtors** for more information.
rebut, refute — Rebut means to argue to the contrary: He rebutted his opponent's statement. Refute connotes success in argument and almost always implies an editorial judgment. Instead, use deny, dispute, rebut or respond to.

Registrar — It’s the Office of the Registrar on first reference. On second reference, the office is acceptable.

resident assistant — It is resident assistant on first mention, RA thereafter. The plural is RAs; the singular possessive is RA’s.

reverend — It is the Rev. when followed by a name. Judy came to the event because the Rev. John Jones was going to be there. When the title stands alone, it’s the reverend. Do not drop the definite article.

On second reference, just the last name is acceptable. See religious titles entry of the AP Stylebook.

road — Never abbreviate this, even when used in a specific address. Firetower Road. Also see highways entry.

room — Room should be capitalized only when it is part of a proper noun: Great Rooms. Use the number and building name otherwise: 156 Willard Building. See buildings entry.

ROTC — Acceptable in all references for Reserve Officers’ Training Corps. The university’s ROTC programs are Air Force ROTC and Army ROTC.

S

said — Said is the best attribution word to use in NEARLY EVERY CASE. Use said. It is your friend. Use “according to” only when attributing information from a written document. And use wrote when referring to an e-mail message. See attribution entry.

Scholastic Aptitude Test — SAT, SAT Subject Test, SAT II on all references. It does not need to be written out.

School of Theatre — Always spelled with the r before the e.

scores — Use figures exclusively, placing a hyphen between the totals of the winning and losing teams. The Piates defeated the Gamecocks 24-3; the Pirates fought their way to an 89-67 win against Duke.

screen saver — Two words.

semesters — fall semester, spring semester, first summer session, second summer session, all downstyle.

sexual orientation — Use sexual orientation instead of sexual preference. See LGBT entry.

slugs — Each slug (story document title) will be prefaced with a date and initial that will allow editors to distinguish the story from one staff to the other without even reading the story. The slug name should be a short word or phrase that describes the subject of the story. 01-15-10 c woman with 75 cats


songs of East Carolina University — "Hail to Thy Name So Fair" by Harold A. McDougle; E.C. Victory (Fight Song)

sororities — See fraternities and sororities and Panhellenic Council.

speech communication — The major and the office have no “s” at the end.

spokesman, spokeswoman — Not spokesperson. Also, avoid titles such as news bureau chief, public relations specialist, communications officer, etc.

sports teams — For varsity sports, both the men’s and women’s team are the ECU Pirates. Drop the “s” when using as an adjective. The ECU Pirates defeated Temple. Pirate running back John Doe played an excellent game.

spring break — Always downstyle.

state house — See general assembly entry.

state universities — North Carolina has 17 state-owned universities. They are:
1) Appalachian State University
2) East Carolina University
3) Elizabeth City State University
4) Fayetteville State University
5) NC Agricultural and Technical State University
6) North Carolina Central University
7) NC State University
8) UNC Asheville
9) UNC Chapel Hill
10) UNC Charlotte
11) UNC Greensboro
12) UNC Pembroke
13) UNC Wilmington
14) UNC School of the Arts
15) Western Carolina University
16) Winston-Salem State University
17) North Carolina School of Science and Mathematics

states — All 50 state names should be spelled out in full when used in the body of a story, whether they stand alone or in conjunction with a city or town.

Cities that do not require state names to follow:

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<th>Atlanta</th>
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statewide — No hyphen.

streets — Use the full name when no house number is used: North Atherton Street. Abbreviate the direction and the street name when you use it with a house number: 100 N. Allen St. See addresses entry.

Student Activities Board — Student Activities Board on first reference. SAB for additional references. This board is in charge of student organizations and also hosts events such as the homecoming concert and Barefoot on the Mall.

student-athlete — Should be hyphenated on all instances.

Student Health Services — Use ECU’s Student Health Services facility on the first reference. Use SHS for additional references.

Student Government Association — Student Government Association on first reference. Use SGA for additional references.

student titles — If a student has no title, refer to him or her by class standing and major on first reference. John Doe, a sophomore biology major.

For student leaders, refer to their them by their title only.

teaching assistant — It’s teaching assistant on first mention, TA thereafter. Plural is TAs, possessive is TA’s (singular) or TAs’ (plural).

teenager — One word, not hyphenated. Teenage and teenaged also are each one word and not hyphenated.

telephone numbers — See phone numbers entry.

television stations — Use call letters, a hyphen then TV: WNCT-TV, WITN-TV.

that, which, who — Use that when the meaning of a sentence will be changed if the clause it introduces is taken out of the sentence. Use which if the clause is nonrestrictive — that is, if the clause can be removed from the sentence without changing its meaning.

Do not use commas to set off a clause that starts with that. Use commas to set off a clause that starts with which.

Always use who when referring to people.
theater — This is the correct style except if the theater’s proper name uses theatre, such as the Hendrix Theatre. The major at ECU is theatre major. And it’s the Hendrix Theatre (“the” not capitalized). Production titles see “movies.”

gthere — see “its.”

thesis — A scholarly paper written to earn a graduate degree at ECU, whether at the master’s or doctorate level, is a thesis, NOT a dissertation. Plural is theses.

time — It is 7 p.m. and 7:30 p.m., not 7:00 p.m., 7 o’clock or half past 7. It’s 7 to 9 p.m.; 8 a.m. to 5 p.m., not 7-9 p.m. or 8 a.m-5 p.m. See events entry. If a source uses the word “o’clock” in a direct quote, spell the word out. The gunshots were heard at around 7 o’clock.

time, date, place — Describe an event by the time, date and place, in that order: The State College Borough Council will meet at 7:30 p.m. Monday in the Municipal Building.

titles — When preceding a name, titles that are job descriptions are lowercase: astronaut John Glenn, restaurant owner Alan Jones, coach Joe Paterno. Long titles should follow names and be set off by commas: John Brighton, executive vice president and provost, said ... For short titles, use title, name, attribution: Chairman John Doe said ...

All formal titles are capitalized: Executive Vice President and Provost John Brighton. See also student titles.

Tribune News Service — Formerly MCT Campus.

Articles from TNS should be bylined: Joe Reporter/TNS

Photos or from TNS should be bylined: Bob Photographer/TNS

trustees — ECU Board of Trustees on first mention, the board or the trustees thereafter.

T-shirt — The T is always capitalized and separated with a hyphen.

TV — No periods. Television and TV are acceptable in articles, depending on the tone of the story. TV should be used in headlines, television strongly encouraged otherwise.

UNC Board of Governors — The 32 member policy-making body in charge of the UNC system. Members are elected by the NC General Assembly for four-year terms. UNC Board of Governors on first reference. Board of Governors or the board are acceptable on subsequent references.

under — Don’t use in place of less than. The shirt costs less than $40, not under $40. Use under when talking about spatial relationships. The ship went under the bridge.

under way — Always two words.

United States, U.S. — Use United States as a noun. Use U.S. as an adjective: He was a U.S. swimmer. He swam for the United States in the Olympics. You can break this rule in a headline.

university — See East Carolina University entry.

university offices — Generally, university offices are capitalized: Office of Undergraduate Admissions. But it’s the undergraduate admissions office. See separate entries under housing and residence life.

university-wide — Hyphenate it because it’s a compound modifier not included in the dictionary, but print nationwide and statewide as single words because they are widely accepted and used.

Uptown Greenville — Used to describe the bar and restaurant area around ECU’s main campus. Refrain from referring to it as downtown. Always uppercase Uptown.

Uptown Umbrella Market — Market located in the Five Points Plaza parking lot. Held every Wednesday from May to August. May be referred to as Umbrella Market.

versus — Abbreviate as vs. in all uses, except court cases. Use v. for court cases. It was a battle that pitted the man vs. machine. The Supreme Court will hear testimony in Roe v. Wade.
Veterans’ Society — Use East Carolina University Veterans’ Society on first reference and veterans’ society on subsequent references.

Washington, D.C. — On all mentions, use Washington, D.C. In a sentence, also use a comma after D.C.: Washington, D.C., is where he lives.

weather — Beware when you edit the weather that weather terms have precise meanings. For example, you cannot shorten partly cloudy to cloudy.

which — See that, which, who entry.

white — Capitalize only when part of a proper name. Do not capitalize when referring to people of a pale-skinned race and use only as an adjective in that reference.

who — See that, which, who entry.

woman — Woman as a noun, female as an adjective. Girl is style for any female younger than 18.

women’s studies — Lowercase in reference to women’s studies program, women’s studies courses and the women’s studies major or minor.

work-study — Lowercase work-study when used in a general sense instead of the actual federal program.

WZMB 91.3 FM — ECU’s student-run radio station.

years — See decades and months/years entries.

you — Do not use you in a story (even in the lead) unless it’s a light feature that lends itself to such writing and cannot be written any better any other way. Reporters do not speak to readers, they make information available in readable, third-person form. For the same reason, do not use I or we.

ZIP code — Two words, no hyphen. ZIP — all caps — stands for Zone Improvement Program.

Academic Majors

Use the following names for academic majors. If a major is not listed here, consult http://www.ecu.edu/cs-acad/ugcat/UndergradMajors.cfm or the individual college for more information.

Accounting, BSBA, MSA
Adult Education, MAEd
African and African American Studies, BA
Anatomy and Cell Biology, PhD
Anthropology, BA, MA
Applied Atmospheric Science, BS
Art, BFA, MFA
Art Education, BFA, MAEd, MAT
Art History and Appreciation, BA
Athletic Training, BS, MS
Audiology, AuD
Biochemistry, BS
Biochemistry and Molecular Biology, PhD
Bioenergetics and Exercise Science, PhD
Biology, BS, MS
Biomedical Physics, PhD
Biomedical Sciences, MS
Birth-Kindergarten (BK) Teacher Education, BS, MAEd
Business Administration, BSBA, MBA
Business Education, BSBE, MAEd
Business and Marketing Education, BSBE, MAT
Chemistry, BA, BS, MS
Child Development and Family Relations, MS
Child Life, BS
Classical Studies (See Multidisciplinary Studies)
Clinical Laboratory Science, BS
Coastal Resources Management, PhD
Communication, BA, BS, MA
Communication Sciences and Disorders, MS, PhD
Computer Science, BA, BS, MS
Construction Management, BS, MCM
Counselor Education, MS
Criminal Justice, BS, MS
Dance Education, BFA
Dance Performance, BFA
Dental Medicine, DMD
Design, BS
Economics, BA, BS, MS (Applied and Resource Economics)
Education, Secondary, (See academic subject.)
Educational Administration and Supervision, EdS
Educational Leadership, EdD
Elementary Education (K-6), BS, MAEd, MAT
Engineering, BS

English, BA, MA (See Technical and Professional Discourse)
English Education, BS (Secondary Education), MAEd, MAT
Environmental Health, BS, MSEH
Exercise Physiology, BS
Exercise and Sport Science, MS
Family and Community Services, BS
Family and Consumer Sciences Education, BS, MAEd, MAT
Finance, BSBA
Foreign Languages, (See specific language.)
French, BA, BS (Secondary Education)
Geographic Information Science and Technology, BS
Geography, BA, BS (Applied Geography), MA
Geology, BS, MS
German, BA, BS (Secondary Education)
Health Education, MA, MAEd, MAT
Health Fitness Specialist, BS
Health Informatics and Information Management, MS
Health Information Management, BS
Health Psychology, PhD
Health Services Management, BS
Hispanic Studies, BA, BS (Education), MAT
History, BA, BS (Public History), MA (History), MA (Maritime Studies)
History Education, BS, (Secondary Education), MAEd, MAT
Hospitality Management, BS
Industrial Distribution and Logistics, BS
Industrial Engineering Technology, BS
Industrial Technology, BS
Information and Computer Technology, BS
Information Technologies, BSBE
Instructional Technology, MS
Instructional Technology Education, MAEd
Interdisciplinary Biological Sciences, PhD
Interior Design, BS
International Studies, MA
Library Science, MLS
Management, BSBA
Management Information Systems, BSBA
Maritime Studies, MA
Marketing, BSBA
Marketing Education, MAEd
Marriage and Family Therapy, MS
Mathematics, BA, BS, MA
Mathematics, Secondary Education, BS, MAEd
Medical Family Therapy, PhD
Medicine, MD (See BSOM catalog)
Merchandising, BS
Microbiology and Immunology, PhD
Middle Grades Education, BS, MAEd, MAT
Molecular Biology and Biotechnology, MS
Multidisciplinary Studies, BA, BS
Music Education, BM, MM, MAT
(Music) Performance, BM, MM
(Music) Theory-Composition, BM, MM
Music Therapy, BM
Neuroscience Studies (See Multidisciplinary Studies)
Nursing, BSN, MSN, PhD
Nutrition, MS
Nutrition and Dietetics, BS
Occupational Safety, MS
Occupational Therapy, MSOT
Pathology (See Interdisciplinary Biological Sciences)
Pharmacology and Toxicology, PhD
Philosophy, BA
Physical Education, BS, MAEd, MAT
Physical Therapy, DPT
Physician Assistant, MS
Physics, BA, BS, BSAP (Applied Physics), MS (See Biomedical Physics)
Physiology, PhD
Political Science, BA, BS, MPA (Public Administration), MS (Security Studies)
Psychology, BA
Psychology, Clinical, MA (See Health Psychology)
Psychology, General Theoretic, MA
Psychology, School, MA, CAS
Psychology, Health, PhD
Public Administration, MPA
Public Health, MPH
Public Health Studies, BS
Reading Education, MAEd
Recreation and Park Administration, MS
Recreation and Park Management, BS
Recreational Therapy, BS
Recreational Therapy Administration, MS
Rehabilitation and Career Counseling, MS
Rehabilitation Counseling and Administration, PhD
Rehabilitation Services, BS
Religious Studies (See Multidisciplinary Studies)
School Administration, MSA
School Health Education, BS
School Psychology, CAS
Science Education, BS, MA, MAEd, MAT
Secondary Education (See academic subject.), Security Studies, MS
Social Work, BSW, MSW
Sociology, BA, BS (Applied Sociology), MA
Software Engineering, MS
Special Education (Behavioral/Emotional Licensure Area), MAEd
Special Education (Learning Disabilities Licensure Area), MAEd
Special Education (Low Incidence Disabilities Licensure Area), MAEd
Special Education Adapted Curriculum, BS
Special Education, General Curriculum, BS
Special Education, Intellectual Disabilities, MAEd
Speech and Hearing Sciences, BS
Sports Studies, BS
Substance Abuse and Clinical Counseling, MS
Sustainable Tourism, MS
Teaching-MAT (See specific teaching area.)
Technical and Professional Discourse, PhD
Technology Systems, MS
Theatre Arts, BA, BFA
Theatre Arts Education, BFA
Urban and Regional Planning, BS
Vocational Education, MS
Vocational Evaluation, MS
Women's Studies, BA

Buildings

Use the following names for buildings, unless the Collegian Stylebook tells you otherwise. Also see buildings entry.

Administrative Support Annex
Athletic Grounds Storage
Austin Building
Aycock Residence Hall
Bate Building
Belk Annex 1
Belk Building
Belk Residence Hall
Biotechnology Building
Blount House (ECU Police)

Blount Recreational Sports Complex
Bloxton House
Brewster Building
Brody Medical Sciences Building
Building 123
Building 127
Building 141
Building 158
Building 159
Building 165
Building 172
Building 189
Building 198 (Blair Building)
Building 215c
Building 43
Career Services
Chancellor's Residence
Christenbury Memorial Gymnasium
Clark-LeClair Stadium
Clement Residence Hall
Coastal Studies Annex
College Hill Field
College Hill Suites
Cotanche Building
Cotten Residence Hall
Croatan
Doctors Park
Dowdy-Ficklen Stadium
ECU Hospital Dentistry
ECU Neurosurgical and Spine Center
ECU Pediatric Specialty Care
ECU Transit
ECU Women's Physicians
East Carolina Heart Institute
Eller House
Environmental Health and Safety Building
Erwin Building
Facilities Administration
Facilities Annex
Facilities Services Eppes Complex
Facilities Services Grounds Complex
Facilities Services Steam Plant
Facilities Services Utility Plant
Facilities Warehouse
Family Medicine Center
Family Therapy Clinic
Financial Services Building
Flanagan Building
Fleming Residence Hall
Fletcher Music Center
Fletcher Residence Hall
Garrett Residence Hall
Graham Building
Greene Residence Hall
Greenville Centre
Harris Building
Health Sciences Building
Howard House
Howell Science Complex
International House
Irons Building
Jarvis Residence Hall
Jenkins Fine Arts Center
Jones Residence Hall
Joyner Library
Joyner-East
Lakeside Annex Modular 1 - Administrative Support
Lakeside Annex Modular 3 - News and Information
Lakeside Annex Modular 4 - Diabetes Research
Lakeside Annex Modular 5 - Family Medicine Research
Lakeside Annex Modular 6 - Clinical Skills Assessment/Education
Lakeside Annex Modular 7 - Dental School
Lakeside Annex Modular 8 - Dental School
Leo W. Jenkins Cancer Center
MPH Program
Magnetic Resonance Imaging and Gamma Knife
Mamie Jenkins Building
Maritime Conservation Lab
McGinnis Theatre
Medical & Health Sciences Foundation Inc.
Medical Pavilion
Mendenhall Student Center
Messick Theatre Arts Centre
Minges Coliseum (Williams Arena)
Monroe Center/EAHEC/Venture Tower
Moye Medical Center
Murphy Center
Nephrology/Dialysis Center
North Recreational Complex
Old Cafeteria Complex
Parking and Transportation Services
Physicians Quadrangle
Physicians Quadrangle - EMS Division, Building M
Physicians Quadrangle - Health Services Research and Development
Pirate Club Building (Athletic Ticket Office)
Pitt County Memorial Hospital
Placemark 137
Professional Center
Psychiatric Services
Ragsdale Hall
Rawl Annex
Rawl Building
Rehabilitation Physicians Clinic
Rivers Building
Scales Field House
Science and Technology Building
Scott Residence Hall
Self-Help Building
Slay Hall
Soccer Stadium
Softball Stadium
Speight Building
Spilman Building
Student Health Services
Student Recreation Center
Taylor-Slaughter Alumni Center
Todd Dining Hall
Track & Field
Tyler Residence Hall
Umstead Residence Hall
Ward Guest House
Ward Sports Medicine Building
Warren Life Sciences Building/Cardiac Surgery Clinic
West Academic Building
West End Dinning Hall
Whichard Building and Annex
White Residence Hall
Greek Life

Interfraternity Council fraternities

Alpha Sigma Phi
(ΑΣΦ)

Alpha Tau Omega
(ΑΤΩ)

Beta Theta Pi (Beta)
(ΒΘΠ)

Chi Phi
(ΧΦ)

Delta Chi
(ΔΧ)

Delta Sigma Phi (Delta Sig)
(ΔΣΦ)

Kappa Alpha Order
(ΚΑ)

Phi Gamma Delta (Fiji)
(ΦΓΔ)

Phi Kappa Psi (Phi Psi)
(ΦΚΨ)

Phi Kappa Tau
(ΦΚΤ)

Phi Kappa Alpha (Pike)
(ΠΚΑ)

Sigma Alpha Epsilon
(ΣΑΕ)

Panhellenic Council sororities

Alpha Delta Pi
(ΑΔΠ)

Alpha Omicron Pi
(ΑΟΠ)

Alpha Phi
(ΑΦ)

Alpha Xi Delta
(ΑΞΔ)

Chi Omega
(ΧΩ)

Delta Zeta
(ΔΖ)

Kappa Delta
(ΚΔ)

Phi Mu
(ΦΜ)

Sigma Sigma Sigma
(ΣΣΣ)
Zeta Tau Alpha  
(ZTA)

National Panhellenic Council  
fraternities & sororities

Alpha Phi Alpha Fraternity Inc.  
(ΑΦΑ)

Kappa Alpha Psi Fraternity Inc.  
(ΚΑΨ)

Omega Psi Phi Fraternity Inc.  
(ΩΨΦ)

Phi Beta Sigma Fraternity Inc.  
(ΦΒΣ)

Sigma Gamma Rho Sorority Inc.  
(ΣΓΡ)

Zeta Phi Beta Sorority Inc.  
(ΖΦΒ)

Multicultural Greek Council  
fraternities & sororities

Delta Phi Omega Sorority Inc.  
(ΑΦΩ)

Epsilon Chi Nu Fraternity Inc.  
(ΕΧΝ)

Iota Nu Delta Fraternity Inc.  
(INΔ)

Lambda Theta Alpha Sorority Inc.  
(ΛΘΑ)

Sigma Omicron Epsilon Sorority Inc.  
(ΣΟΕ)

Uptown Bars

4th Street Tavern (aka: 4th)  
110 East 4th St.

5th St. Distillery and Annex  
120 East 5th St.

Chico’s Mexican Restaurant  
521 Cotanche St.

Christy’s Euro Pub  
301 S. Jarvis St.

Club 519 (aka: 519)  
519 Cotanche St.

Crave (formerly: Tipsy Teapot)  
409 B Evans St.

Crossbone’s Tavern  
114 East 5th St.

Fitzgerald’s  
113 East 5th St.

The Halfway House  
420 Cotanche St.

Happy’s Pool Room  
(aka: Mac Billiard’s or Mac B’s)  
517 Cotanche St.

Pantana Bob’s (aka: PB’s)  
513 Cotanche St.

Starlight Café  
104 West 5th St.
Still Life
511 Cotanche St.

Sup Dogs
213 East 5th St.

Uptown Saloon Greenville
218 East 5th St.

Winslow’s Tavern
120 West 5th St.