



Delta Gamma

DESK REFERENCE

☀️
Style Guide

2022

Delta Gamma Style Guide

In order to ensure that all Delta Gamma publications and websites represent the ideals and standards of the Fraternity, such entities associated with Delta Gamma or depicting its name, symbols, badge or slogans must adhere to certain standards.

The name “Delta Gamma,” the Greek letters “DG,” the crest, “Anchor Splash®,” “The ANCHORA of Delta Gamma,” “Anchor Girl,” “DeeGee,” “Do Good Sisterhood,” “#IAmASororityWoman,” “Do Good” and the badge of the Fraternity are all registered trademarks of Delta Gamma Fraternity.

The following terms are commonly used throughout Delta Gamma collegiate and alumnae websites and publications. Use this (in conjunction with the Delta Gamma brand identity guideline manual) as a guide when designing web pages or preparing documents. Anything that is not covered in the following Delta Gamma Style Guide will be handled according to AP style.

A

abbreviations Abbreviations are fine for informal writing or in formal communications as long as the first reference is spelled out: “*The advisory team chairman served for three years. As ATC, she performed countless duties.*”

academic courses and majors Lowercase in all uses except languages: *An engineering major, a communications class, a French major, a Spanish class.*
academic degrees If mentioning an academic degree in a

sentence, the preferred form is to avoid an abbreviation and use a phrase instead: “*Mary Smith is graduating with a master’s degree in psychology. If abbreviating degree, use capital letters and periods: “She graduated with a B.A. in English.”*”

academic departments

Lowercase unless word is a proper noun (i.e. “*English department*” or “*math department.*”)

academic titles Lowercase unless title precedes name without a comma: “*Chancellor Green was a former professor of history.*” Titles may be capitalized for certificates and addresses.

academic years Always lowercase: *freshman, sophomore, junior and senior.*

accept vs. except Accept (a verb) means to receive. Except (a preposition) means to exclude.

“actives” Incorrect when referring to collegiate members. Instead use “*collegians*” or “*collegiate members.*”

adviser When an adviser stands alone, it’s spelled with an “e.” When she’s part of a team, the spelling switches the “e” for an “o” (i.e. “*advisory team chairman*” or “*advisory board*”). Note: National Panhellenic Conference uses the “*advisor*” spelling in all cases.

advisory team A team of collegiate chapter advisers, led by the ATC. Always lowercase.

advisory team chairman Abbreviate “ATC,” but keep lowercase when spelled out.

affect vs. effect As a general rule, think of “affect” as the verb and “effect” as the noun. (There are exceptions but they are rarely used.) “*She was affected by the decision.*” “*The effect on the crowd was remarkable.*”

afterward vs. afterwards Use “*afterward.*”

alcohol free vs. alcohol-free Delta Gamma uses the term “*events without alcohol.*”

Alcohol Skills Training Program

Capitalized, abbreviated ASTP after first reference.

all right The dictionary may list “alright” as an acceptable word, but it is not according to the Associated Press.

allude vs. elude You allude to (or mention) a book. You elude (or escape) a pursuer.

“almost never” Do not use this phrase. Instead, use “*seldom*” or “*hardly ever.*”

a lot Always two words.

a part vs. apart a part means you are part of something. apart means you are not. “She is excited to be a part of the chapter.”

alumna/alumnae/alumnus/alumni

alumna--woman, singular
alumnae--women, plural
alumnus--man, singular
alumni--men, plural or
men and women mixed, plural.
Delta Gamma uses the term alumnae to refer to our members post-graduation

Alumnae Compass Formally the Alumnae Communique is a newsletter sent to alumnae officers from EO.

Alumnae Advisory Board Always capitalized, may be shortened to “the Board” on second reference.

alumnae association Always lowercase, even though it looks like part of the title: “*Albion alumnae association.*” May be capitalized for certificates, titles and addresses. Delta Gamma does not have “alumni

associations.”

alumnae chapter Always lowercase, even when it looks like part of the title: “*Denver alumnae chapter.*” An acceptable variation/alternative title to refer to an organized collection of members is alumnae group. May be capitalized for certificates, titles and addresses.

Alumnae Development Consultant Always capitalized. Abbreviate “ADC” only after the full title is spelled out for the first usage.

alumna initiate A woman initiated after her undergraduate career is considered an alumna initiate; lowercase, abbreviated “Al.” Plural, alumnae initiates.

alumnae officers Lowercase (“vice president: membership”) with two exceptions: “*vice president: Foundation,*” “*vice president: Panhellenic.*” Can be shortened to “vp.” Titles may be capitalized for certificates and addresses. For plural, use “vice presidents: finance” or “vps: finance.”

Alumnae Officers Manual Always capitalized; abbreviated “AOM.”

Alumnae Training Academy or Adviser Training Academy Always capitalized; abbreviated “ATA” on second reference.

Alumnae Recommendation Chair Always capitalized; abbreviated “ARC.”

a.m., p.m. Lowercase, with periods. Use figures with colons, except when listing times on the hour: “*11:30 a.m.,*” “*1 p.m.*” Avoid redundancy: “*at 9 a.m. this morning.*”

among vs. between “Between” separates only two things or people while “among” introduces three or more: “*The argument is between Sally and me.*” “*We split the lunch among the four of us.*”

Anchorbase One word, capital A, lowercase b.

Anchor Games The umbrella term refers to the various “anchor” philanthropic fundraisers Delta Gamma chapters host, including *Anchor Splash®*, *Anchor Bowl*, *Anchor Dash* and *Anchor Slam*.

Anchor Splash® Delta Gamma’s official philanthropic project for collegiate chapters is two words, capitalized and followed by ®. (Ctrl Alt R in Microsoft Word.) The ® is not required after the initial use.

ANCHORA The ANCHORA of Delta Gamma (pronounced anchor-uh) The Fraternity’s quarterly magazine is always all capital letters and italicized other than within the masthead.

another “Another” should not be used in place of “additional;” rather, “another” refers to a repeated noun with the same quantity: “*Ten women passed; another 10 failed.*”

annual Do not use the phrase “first annual.” “Annual” can only be applied to an event that has happened two or more years in succession.

Annual Agreement Always capitalized, abbreviated “AA” on second reference.

anticipate vs. expect “Anticipate” means to expect and prepare for something; “expect” does not include the notion of preparation. “*They expect a record crowd. They have anticipated it by adding extra seating.*”

anybody, any body, anyone, any one Use one word when meaning any person, non-specific: “*Anyone can be a part of recruitment.*” Use two words when the emphasis is on one single person or thing: “*Any one of the members will be available to meet you.*”

apostrophe Use in place of omitted letters and numbers: “*I’ve,*” “*rock’n’roll,*” “*class of ‘72,*” “*the ‘20s theme.*” Use to show plural of a singular letter: “*mind your p’s and q’s*” and “*The Oakland A’s won the pennant.*” Do not use to show plural of multiple-letter combinations: “*DGs*” and “*PROs.*”

archives Lowercase if not using full and proper name: “*The Frances Lewis Stevenson Archives.*”

ASTP See Alcohol Skills Training Program.

as well as Use this preposition to add information to a sentence that could stand alone: “*John, as well as Mary, took the exam today.*”

Assessment Lowercase and do not use the word investigation.

Association of Fraternity/Sorority Advisors Always capitalized; abbreviated “AFA.”

averse vs. adverse If you don’t like something, you are “averse” or opposed to it. If the weather is bad, you could describe it as “adverse.”

Adviser Training Academy Always capitalized; may be abbreviated to “ATA” after first reference.

awards Lowercase unless referring to specific award: “*Outstanding Senior Award*” or “*an awards banquet.*”

B

bachelor of arts, bachelor of science See academic degrees.

backward Never use “backwards.”

badge Preferred name for Delta Gamma golden anchor “pin.”

because vs. since Use “because” to show cause and effect: “*He went because he was told.*” “Since” indicates that time has passed. It can also show a cause-and-effect relationship, but the effect doesn’t necessarily have to follow the cause: “*He went to the game, since he had been given tickets.*”

biannual Twice a year.

biennial Once every two years.

bi, semi Bimonthly or biweekly mean every other month or every other week. Semimonthly or semiweekly mean twice a month or twice a week.

bid Lowercase when standing alone.

Bid Day Always capitalize. “*We welcomed new members on Bid Day.*”

Big/Little Reveal The event during which women are paired together as big sister and little sister. Lowercase big sister and little sister unless referring to the Big/Little Reveal event. Do not abbreviate little to lil.

blind Put the person/people first; Never use “blind people.”

Board of Advisers Always capitalized. Refers to past Council members and Executive Directors, and is abbreviated “*BOA.*”

Board of Trustees The governing body of the Delta Gamma Foundation. Always capitalized and is abbreviated “*BOT.*”

braille Lowercase unless referring to specific name: “*Louis Braille*” or “*a child reads braille.*”

Bronze, Pink & YOU No comma after “Pink,” and capitalize “YOU.” Always styled with an ampersand (&) instead of the word “and,”

unless used in a hashtag: #BronzePinkandYOU

bylaws Lowercase unless used in title of document; never hyphenated.

C

Cabinet Refers to regional and international volunteer directors and specialists who vote at Convention. Always capitalize Council and Cabinet officers: “*Director of Awards*” or “*Director: Awards.*”

centennial Capitalize when accompanied with a specific chapter: “*Three hundred women attended Omega Centennial.*” Lowercase when used in general reference: “*The women had a great time at the centennial celebration.*”

chairman Lowercase unless referring to a specific title: “*Nominating Committee Chairman.*” Do not use “chairwoman” or “chairperson.”

chapter Lowercase and never preceded by “the.” “Eta chapter” NOT “the Eta chapter.” May be capitalized for certificates and address. To write a specific chapter DG style, see p. 11.

chapter house Always lowercase.

chapter incident procedure the procedure by which a collegiate chapter is assessed; abbreviated “*CIP.*”

chapter management team Always lowercase; abbreviated “*CMT.*” Refers to president and all vice presidents who lead a collegiate chapter. Order of officers is: president, vp: social standards, vp: finance, vp: communications, vp: programming, vp: member education, vp: membership, vp: Panhellenic, vp: Foundation. See:

joint chapter management team.

chapter financial adviser Always lowercase, abbreviated “*CFA,*” (formerly chapter operations adviser COA).

chapter operations adviser Do not use. See chapter financial adviser (CFA).

Contextualization Always lowercase.

collegian; collegiate Collegian - noun that refers to a Delta Gamma member in college. Never “collegiates” or “actives.” Collegians are members of a collegiate chapter. Collegiate - an adjective but never a noun. “*The collegiate chapter is full of diverse collegians.*”

Collegiate Advisory Board Always capitalized; abbreviated “*CAB*” after first reference.

Collegiate Chapter Officers Manual Always capitalized. Abbreviate “*CCOM*” only after the full title is spelled out for the first usage.

Collegiate Development Consultant Always capitalized. Abbreviate “*CDC*” only after the full title is spelled out for the first usage.

collegiate officers Lowercase: (“vice president: membership”) with two exceptions: “*vice president: Foundation,*” “*vice president: Panhellenic.*” Titles may be capitalized for certificates and addresses. May also be abbreviated “*vp:*” A colon always follows *vice president* or *vp.* For plural, use “vice presidents: finance” or “vps: finance.”

Collegiate Recruitment Consultant Always capitalized; abbreviated “*CRC.*”

columnae Refers to combined collegiate and alumnae activities.

colon Use a colon at the end of a sentence to introduce lists, tabulations, text, examples, etc. It is also effective in showing emphasis: “*Mary had only one hobby: dancing.*”

colony/colonization Do not use. See establishment/re-establishment.

comma Do not use a comma before “and” in a sequence unless it adds clarity: “*red, blue and yellow*” or “*red and blue, yellow and green, and orange and purple.*”

compared to vs. compared with Use “compared to” to illustrate that two things are similar: “*She compared her work for women’s rights to Susan B. Anthony’s campaign for women’s suffrage.*” Use “compared with” to illustrate the differences a comparison draws: “*Ann has a 3.5 GPA, compared with Jim’s 2.9.*”

compose vs. comprise Compose means to create or put together. It commonly is used in both the active and passive voices: She composed a song. The United States is composed of 50 states. The zoo is composed of many animals. Comprise means to contain, to include all or embrace. It is best used only in the active voice, followed by a direct object: The United States comprises 50 states. The jury comprises five men and seven women. The zoo comprises many animals.

Constitution Always capitalize when referring to the Delta Gamma Fraternity or Foundation Constitution.

Continuous Open Bidding Always capitalized; abbreviated “*COB.*”

contractions Contractions like “won’t” and “didn’t” are informal. Avoid in any formal communications.

Convention Always capitalized.

Council Appointed Coordinators Always capitalized; abbreviated “*CAC.*”

Council Trustee Always capitalized; spell out in formal uses, abbreviate to CT: Collegians, for example, in informal uses or when space is an issue.

counsel, counselor To counsel is to give advice. A counselor is one who gives advice.

Crisis Grants Always capitalized. Formerly referred to as “Anchor Grants.”

Culture of Care Always capitalized.

D

database One word.

dates Omit the “th,” “st” and “nd”: “*January 15,*” not “*15th.*”

days of the week Always capitalize and do not abbreviate.

deactivate Do not use. The proper term is “*resign*” or “*resignation of membership.*”

dean’s list Always lowercase. Note apostrophe placement.

DeeGee DG or Delta Gamma is preferred.

DG Talks The official Delta Gamma Podcast

Delegates women who are required to attend Convention and vote; always capitalized.

Delta Gamma Always capitalized. Formally, use one of the three titles: “*Delta Gamma Fraternity,*” “*Delta Gamma Foundation*” and “*Delta Gamma Office of Housing.*”

Delta Gammas; DGs No apostrophe before “s” in plural forms. An apostrophe is only used

to show possession.

Delta Gamma Schools for Children with Visual Impairments. Note capitalization. Never “blind schools.”

department names Lowercase department names: “*The member services department is working on a new member program.*”

different from vs. different than always use “*different from.*”

directions vs. regions If you are traveling in a direction, like northeast, lowercase the word. If you are referring to a region, like the Southwest, capitalize the word.

dollars Use “\$” and the number (“\$40,” “\$1,000”) unless using a casual reference to “one”: “*Can I have a dollar?*” For amounts \$1 million and larger, use up to 2 decimal places: “*\$2.5 million.*”

do good should be lowercased, and then only put in quotes when needed for clarification purposes. It can be capitalized when in a headline/title if appropriate.

“Do Good” Week Capitalized and “Do Good” within quotations.

Do Good Service for Sight and Do Good Non-Service for Sight Hours. Always capitalized. Formerly “service hours.”

E

Early Alumnae Status and Excused Status Always capitalized.

eLearning Modules from the Delta Gamma Learning Management System (DG-LMS), lowercase “e,” capitalize “L,” no space between.

eDG Electronic newsletter for Fraternity/Foundation Leadership and staff. Lowercase “e,” capitalized “DG,” no space.

e.g. vs. i.e. Use e.g. to mean “for example” and/or when making a list. Use i.e. to mean “that is,” when restating the idea or expanding on it. Generally follow i.e. and e.g. with a comma.

either Means “one or the other” not “both”: “*She said to use either door.*”

email Use a lowercase “e” and no hyphen. Use a hyphen with other e-terms: e-book, e-business, e-commerce.

establishment/reestablishment The term used when creating a new chapter or reopening a previously-closed collegiate chapter. Not colony, colonization.

Executive Offices Always capitalized and plural; abbreviated “EO.” EO serves as Delta Gamma’s international headquarters; not “Nationals.”

Evaluating Committee Always capitalized, abbreviated “EVC.”

Event Guideline Always capitalized, abbreviated “EG.”

F

501(c)(3) The Delta Gamma Foundation under 501(c)(3) of the Internal Revenue Service is a public foundation operating exclusively for charitable and education purposes. No space between “1,” “(c)” and “(3).”

501(c)(7) The Delta Gamma Fraternity designation in accordance with the Internal Revenue Service. Not tax deductible. No space between “1,” “(c)” and “(7).”

formal recruitment Do not use. See primary recruitment.

Foundation Always capitalize, even in lowercase collegiate and alumnae officer titles: “vice

president: Foundation.”

Foundation Advisory Board Always capitalized; refers to past Board of Trustees, abbreviated “FAB” on second reference.

Founder Always capitalize when referring to one of the three Fraternity Founders.

Founders Day No apostrophe before “s.”

Founders Legacy Society The Delta Gamma Foundation’s planned giving society. Always capitalize. Do not abbreviate.

Fraternity Always capitalized when referring to Delta Gamma Fraternity: “*Our Fraternity’s international headquarters is in Columbus, Ohio.*”

fraternity; fraternities Use lowercase when referring to fraternal community or fraternities as a collective group.

Fraternity Communications Association Always capitalized; abbreviated “FCA.”

Fraternity Standards for Collegiate Chapters and Fraternity Standards for Alumnae Groups Always capitalized.

Fraternity Executives Association Always capitalized; abbreviated “FEA.”

Fraternity Housing Corporation See Office of Housing.

Fraternity Management Corporation Always capitalized; abbreviated FMC after first reference.

Fraternity/Sorority Advisor Preferred term for Greek Advisor. Abbreviated “FSA” after first reference.

fraternity/sorority community

Preferred term for Greek system or Greek community. “*She is a member of the fraternity/sorority community at the University of Michigan.*”

freshman, freshmen Do not pluralize freshman when used as an adjective.

fundraiser; fundraising Always one word.

G

General Sessions Capitalized when referring to General Sessions during Convention.

grade point average Lowercase, unless abbreviated: “GPA.”

Graduate Fellowships Foundation merit-based tuition assistance; awarded to members pursuing graduate degrees. Always include “Graduate” when referring to Graduate Fellowships.

Greek Always capitalized; fraternity/sorority community is preferred term.

Greek Advisor see: Fraternity/Sorority Advisor.

Greek alphabet The following letters correspond to the Greek alphabet:

A - ALPHA
B - BETA
Γ - GAMMA
Δ - DELTA
E - EPSILON
Z - ZETA
H - ETA
Θ - THETA
I - IOTA
K - KAPPA
Λ - LAMBDA
M - MU
N - NU
Ξ - XI
O - OMICRON
Π - PI
P - RHO
Σ - SIGMA

T - TAU
Υ - UPSILON
Φ - PHI
Χ - CHI
Ψ - PSI
Ω - OMEGA

greekbill Always one word and lowercase.

GreekLifeEdu Always one word; capitalize “G,” “L” and “E.”

H

Hannah’s Closet The official boutique for Delta Gammas. The website is shophannahscloset.com. The name is always capitalized.

handbook Lowercase if used generally. When referring to a specific handbook, capitalize and italicize full title: “*House Director Handbook.*”

Homecoming Always capitalized.

home page Two words, lowercase. It only refers to the front page of a website.

hometown One word, lowercase.

Honor Board Always capitalized.

Honor Board adviser Honor Board is always capitalized, and “adviser” remains lowercase; abbreviated “HBA.”

hope group Lowercase: “*Cape Cod hope group.*”(a former alumnae group structure)

Hope Serving Always capitalized.

Hope Child always capitalized.

house Refers to the building, not the chapter.

house corporation Lowercase unless used in an official title: “*Fraternity Housing Corporation.*”

house corporation officers Titles

are always lowercase.

house director Lowercase but may be capitalized for certificates and addresses. Note: “house mother” and “house mom” are incorrect.

hyphen Use a hyphen between compound adjectives that precede the word they modify: “*She is an out-of-state potential new member.*”

I

I vs. me These are most often confused when used with another name. As a general rule, subtract the first name to determine which choice is correct: “*She went to lunch with Jim and me*” or “*Jim and I*”? “*She went to lunch with me*” so she also went to lunch with “*Jim and me,*” not “*Jim and I.*”

iMIS The membership database for staff’s use. Lowercase “i”, capital MIS.

inaugural The first event of the series, or the first to be held by members of a new organization. Do not use “first annual.”

incorporated Abbreviate and capitalize as Inc. if it is included as part of a corporate name.

Individual Member Support Always capitalize; comes first in order of Foundation’s three areas of support.

initiate Lowercase; refers to the new member going through Initiation.

Initiation Always capitalized except in chapter of initiation. Note: “activation” is incorrect.

installation Lowercase unless referring to a specific ceremony.

Interfraternity Council Always capitalized; abbreviated “IFC.”

International Fraternity Always

capitalize.

internet Lowercase.

Intentional single preference Lowercase, never “suicide.” When a woman who attended more than one preference event lists only one chapter on her membership recruitment acceptance binding agreement following preference round.

iPad, iPhone, iPod use iPad, iPhone and iPod when in a headline or beginning a sentence

ITB Always capitalized; when spelled out, capitalize “I” and “B” only.

J

joint chapter management team The team of officers and directors who lead a collegiate chapter. Always lowercase, abbreviated: “*joint CMT*” or “*JCMT.*”

junior, senior When used with a person’s name, abbreviate as Jr. and Sr. Do not place a comma between the last name and the Jr. or Sr.: “*Ernest A. Holladay Jr.*”not Ernest A. Holladay, Jr.

K

Kick-off Uppercase “K,” lowercase “o,” with a hyphen. Used by alumnae groups for their annual Kick-off meeting.

L

Lamp of Knowledge see: Mu Chapter Lamp of Knowledge.

LeaderShape One word. Capitalize “L” and “S.”

Leadership Always capitalized. An all-encompassing term that refers to DG volunteers beyond the local level. Leadership includes these volunteer positions: Council, Board of Trustees, FHC and FMC Boards, Cabinet, Constitution

and Elections Chairman, Parliamentarian, Government Relations Liaison, Council Appointed Coordinators (CAC), Council Appointed Project Liaison, Collegiate Recruitment Consultants (CRC), Alumnae Development Consultants (ADC), New Chapter Coordinators (NCC), New Chapter Recruitment Coordinators (NCRC), Nominating Committee, Panhellenic Support Specialists (PSS), NPC Area Advisors, Release Figure Methodology (RFM) Specialists, Foundation Parliamentarian, Foundation Constitutions Chairman and Foundation Governance Committee.

Lectureships in Values and Ethics Capitalized; Lectureships on second reference.

legacy Do not capitalize.

Lewis Institute Always capitalized; never abbreviated.

library Lowercase unless used in full title Barbara Nussa Boersma Library.

lifelong, lifetime One word, no hyphen.

like, as Use like as a preposition to compare nouns and pronouns. It requires an object. *Katie sings like a pro.* The conjunction as is the correct word to introduce clauses.

Limited Liability Corporation Always capitalized; may be abbreviated to “LLC” after first mention.

little sis, big sis Do not capitalize. Incorrect terms: *pledge daughter, pledge mom, pledge mommy, baby, baby anchor.*

Living Carefully Series Always capitalized; comprised of the Mock Trial and Alcohol Skills Training Programs.

log on or log in Use two words

when they are verbs: *You must log on with the correct password.* Use one word if it is a noun.

M

magazine titles Capitalize and italicize the name, but do not place it in quotes. Lowercase the word magazine unless it is part of the publication's title. See *ANCHORA* for exceptions to this rule.

Dorothy Garrett Martin Center Always capitalized. Can refer to as Martin Center for short.

member Identify a member with title and/or chapter of Initiation: *“vice president: communications Sally Sister, Alpha Alpha-Test.”* Note: if title precedes name, do not set off with comma; if title follows name, however, set off with commas (i.e., *“vp: finance Sarah Sister”* or *“Sarah Sister, vp: finance.”*)

membership selection criteria Lowercase unless referring to an official document or form. Abbreviated MSC after first reference.

memberplanet Email campaigns, event registration and dues payments go through this company. Lowercase, bold and no space between “*member*” and “*planet*.” The platform is used for Foundation fundraising and is the Foundation's only fundraising vendor. May abbreviate “*MP*” on second reference.

merit-based scholarships Foundation academic scholarships awarded to members pursuing undergraduate degrees; Hyphen between “*merit*” and “*based*.”

military titles Capitalize a military rank when used as a formal title before an individual's name. See the full list of military titles in the AP stylebook.

Mock Trial program When referring to Delta Gamma's specific program, capitalize Mock Trial and keep program lowercase.

months Capitalize and spell out the names of months in all uses. Do not abbreviate. When a phrase lists only a month and a year, do not separate the year with commas: *December 1873 was an important time for Delta Gamma.* When a phrase refers to a month, day and year, set off the year with commas: *March 3, 1911 was the day that Epsilon chapter at The Ohio State University was founded.*

Mu Chapter Lamp of Knowledge Program Foundation funded Fraternity program recognizing collegiate members achieving their first 4.0 GPA with a gold Lamp of Knowledge dangle. Can be shortened to Lamp of Knowledge on second reference.

MyVote Delta Gamma's recruitment management software. The “M” and “V” are always capitalized.

N

national; “Nationals” Never use in reference to Delta Gamma, as it is an international Fraternity. *“Delta Gamma Fraternity's international headquarters, called Executive Offices, is located in Columbus, Ohio.”*

National Association of Student Personnel Administrators Capitalized, abbreviated “*NASPA*.”

National Panhellenic Conference Always capitalized with no hyphen (i.e. “Pan-hellenic”); abbreviated “*NPC*.”

National Pan-Hellenic Council Inc. Always capitalize and hyphenate. Abbreviated “*NPHC*.”

National Panhellenic Communicators Conference

Always capitalized; abbreviated “*NPCC*.”

need-based scholarships See Sisters Helping Sisters: Need-Based Scholarships.

new chapter See establishment.

New Chapter Coordinator Abbreviated “*NCC*” on second reference.

New Chapter Recruitment Coordinator Abbreviated “*NCRC*” on second reference

New Chapter Finance Coordinator Abbreviated “*NCFC*” on second reference.

new member A National Panhellenic Conference term to replace the term “pledge.”

Nominating Committee Always capitalized. (collegiate level and Fraternity level)

nonprofit Always lowercase and no hyphen.

North-American Interfraternity Conference Always capitalize. Abbreviated “*NIC*.”

numbers As a general rule, numbers nine and under must be spelled out: *“one through nine.”* If the number is 10 or larger, use the numbers only: *“25 members.”* For numbers larger than “999,” use commas to separate each grouping of three numbers: *“1,000”* or *“3,958,326.”* If any number (except a calendar year) begins a sentence, the number must be spelled out: *“Twenty-five members”* or *“2001 was a good year.”* (Note: Two-word numbers ending in “y” should be connected with a hyphen: *“twenty-five.”*) For fractions, spell out any amount smaller than one: *“two-thirds.”*

O

Oath of Friendship Always capitalized with a lowercase “of.”

Office of Housing Always capitalize; abbreviated OOH.

officers Use lowercase with collegiate or alumnae offices, with two exceptions: *“vice president: Panhellenic”* and *“vice president: Foundation.”* Always capitalize Council and Leadership officers.

Officer Training Seminar Always capitalized, Delta Gamma's Leadership training always takes place in non-Convention (odd) years. Abbreviated “*OTS*.” Note: *“Officer”* is singular.

OmegaOne/OmegaFi- GIN Group Interactive Networks was purchased by OmegaFi. GIN no longer exists, the new name for GINsystems is OmegaOne. The company is an endorsed provider of chapter/group websites and communication tools.

P

page numbers Use figures and capitalize page when used with a figure. When a letter is used with the figure, capitalize it but do not use a hyphen: *Page 1, Page 2A.*

Panhellenic Not hyphenated (“Pan-Hellenic” refers to the coordinating body of nine historically African American fraternities and sororities). Capitalize when referring to a specific group or officer title: *“the University of Florida Panhellenic”* or *“collegiate vice president: Panhellenic.”* Lowercase if used as an adjective: *“Delta Gamma is known for its panhellenic spirit.”*

Panhellenic Support Specialist Always capitalized and can be abbreviated “*PSS*.”

Parents' Weekend Always capitalize with an apostrophe after the “s.”

percent Use the % symbol in most cases.

people of color, racial minority The terms people of color and racial minority/minorities are generally acceptable terms to describe people of races other than white in the United States. Avoid using POC. When talking about just one group, be specific: Chinese Americans or members of the Seminole Indian Tribe of Florida, for example. Be mindful that some Native Americans say the terms people of color and racial minority fall short by not encompassing their sovereign status. Avoid referring to an individual as a minority unless in a quotation.

philanthropy Always lowercase.

pin see: badge.

pledge vs. new member “New member” is the correct term. When used as a verb, pledge is acceptable. Example: *“I pledged Delta Gamma in 2005”*

potential new member Lowercase; abbreviated PNM.

Patricia Peterson Danielson Award Abbreviated to “*PPD*” on second reference.

preference round, preference ceremony Lowercase.

prefixes Generally do not hyphenate when using a prefix with a word starting with a consonant. Three rules are constant: Use a hyphen if the prefix ends in a vowel and the word that follows begins with the same vowel. Exceptions: cooperate, coordinate, and double-e combinations such as preestablish, preeminent, preeclampsia, preempt. Use a hyphen if the word that follows is capitalized. Use a hyphen to join doubled prefixes: sub-subparagraph.

prep week The term for the

week of preparation prior to recruitment.

primary recruitment Term used to describe traditional recruitment (previously known as formal recruitment).

Probation Capitalized when used in status letter. See status.

Professional Resource Personnel Capitalized, abbreviated “PRO.”

professor Never abbreviate.

Q

Quota Always capitalize per NPC guidelines. The number of potential new members to which each chapter can offer bids during primary recruitment.

quotation marks Periods and commas always go within quotation marks. Dashes, semicolons, question marks and exclamation points go within quotes when they apply to the quoted matter only.

R

race Consider carefully when deciding whether to identify people by race. Often, it is an irrelevant factor and drawing unnecessary attention to someone’s race or ethnicity can be interpreted as bigotry. There are, however, occasions when race is pertinent:
-- In stories that involve significant, groundbreaking or historic events, such as being elected U.S. president, being named to the U.S. Supreme Court or other notable occurrences. Barack Obama was the first black U.S. president. Sonia Sotomayor is the first Hispanic justice of the U.S. Supreme Court. Jeremy Lin is the first American-born NBA player of Chinese or Taiwanese descent.
-- When reporting a demonstration, disturbance or other conflict involving race

(including verbal conflicts), or issues like civil rights. Include racial or ethnic details only when they are clearly relevant and that relevance is explicit in the story. Do not use a derogatory term except in rare circumstances -- when it is crucial to the story or the understanding of a news event. Flag the contents in an editor’s note.

Recommendation Form Delta Gamma’s official Recommendation Form is completed by initiated members as a means of recommending a potential new member during collegiate recruitment. Capitalize. Do not use Sponsor Form or rec form.

Recruitment Preparation Workshop (RPW) singular preparation, can be abbreviated to RPW.

reelect, reelected, reelection No hyphen.

reestablish/ment No hyphen.

region; regional Lowercase unless referring to specific region “Region 8.”

Regional Alumnae Specialist Capitalized, abbreviated “RAS.” Using the term “RASer” is incorrect.

Regional Collegiate Specialist Capitalized, abbreviated “RCS.”

Regional Collegiate Recruitment Specialist Capitalized, abbreviated “RCRS.”

Regional Director Capitalized, abbreviated “RD.”

Regional Finance Specialist Capitalized, abbreviated “RFS.”

Regional Foundation Coordinator Capitalized, abbreviated “RFNC.”

Regional Housing Specialist Capitalized, abbreviated “RHS.”

resign/resignation of membership (referenced in deactivate entry).

"reinstate/reinstatement" The process for which a former member can apply to become an active alumna.

release figure methodology Lowercase, but capitalize abbreviation “RFM.”

ritual Capitalize when referring to specific Delta Gamma rituals: “Oath of Friendship Ritual.” Do not capitalize when referring to general rituals.

RSVP The abbreviation for the French *repondez s’il vous plait*, it means *please reply*.

rush vs. recruitment “recruitment” is the correct term: “Beta Beta chapter recruited potential new members.” Lowercase.

Scholarship Capitalize only when referring to a specific scholarship: *She received the Mildred Baynard Scholarship. Eva was a scholarship recipient last year.*

seasons Lowercase spring, summer, fall, winter unless part of a formal name: “Convention will happen in the summer,” “the Summer ANCHORA.”

Service for Sight Always capitalized; comes third in order of Foundation’s three areas of support.

Sisters Helping Sisters: Need-Based Scholarships Foundation academic scholarships designated to assist collegiate members who have proven financial need. Always capitalized.

slating, elections and transition

Lowercase, abbreviated SET after first reference.

Sponsor Form Do not use. See Recommendation Form.

state names Always spell out states unless part of an address in a directory or on an envelope. Use a comma after state in sentence. “Columbus, Ohio, will get snow today.”

stationary vs. stationery To stand still is to be “stationary.” Writing paper is “stationery.”

status May refer to an individual member’s standing with the Fraternity or may mean a chapter is “on report” with the Fraternity. Capitalize specific statuses, for example Report to Council, Probation, etc.

student body Always lowercase.

subcommittee One word, no hyphen.

sesquicentennial “150” or “150 years” is an acceptable alternate to “sesquicentennial.” 150th with a th or superscript th should not be used for accessibility purposes. ·Sesquicentennial should be used in formal/tradition-based communication (invitations, ceremonies, ritual, etc.) but alternates or combinations may be used in general writing. ·The sesquicentennial should be referred to as a biennium rather than a single year. ·This is consistent with how we stylized language for our centennial. While the 150 year anniversary is in 2023, our sesquicentennial will span from Convention 2022 through Convention 2024.

snap bidding An option available to chapters that did not match to quota during bid matching.

T

Tables That Bloom Delta Gamma’s signature alumnae

fundraising project is always capitalized.

tax deductible Hyphenate when used as a noun, do not when used as an adjective. “The donation was tax deductible” or “They gave a tax-deductible donation.” Never use “non-tax deductible” when referring to something not tax deductible.

three areas of support When referring to the three areas of support of the Delta Gamma Foundation, be sure to put them in order and note the capitalization: Individual Member Support, Training and Programming, and Service for Sight.

title Capitalize prior to name, “Executive Director Jane Delta Gamma.” Lowercase if the title follows the name or appears on its own, “Jane Delta Gamma is the executive director.”

time zones Capitalize the full name of time zones: Eastern Standard Time. The abbreviations EST, CST, etc., are acceptable on first reference only if the abbreviation is linked to a clock reading: 9 a.m. PST.

Total Always capitalize per NPC guidelines.

toward vs. towards always use “toward.”

Training and Programming Always capitalize; comes second in order of Foundation’s three areas of support.

Treasurer Capitalized when referring to the Council or Board of Trustees Treasurer. Collegiate and alumnae chapters use vice president: finance, lowercase.

trustee Do not capitalize unless used in full term Board of Trustees or Council Trustee.

T-shirt Always capital T and include a hyphen.

U

Undergraduate Interfraternity Institute Always capitalize, abbreviate UIFI.

undergraduate scholarships Capitalize only when part of a specific scholarship name.

United States Spell out when used as a noun. Use U.S. only as an adjective.

United States Association of Blind Athletes Always capitalized; abbreviated “USABA.”

university Capitalize only when used with the actual school name. “Ohio University students are known for their school pride.”

V

vice president See officers or Council Trustee.

visually impaired Never hyphenated.

Virtual Collegiate Recruitment Specialist Always capitalized; abbreviated “VCRC.”

W

web Lowercase.

webinar One word, lowercase.

website One word, lowercase.

weeklong, yearlong One word, no hyphen.
well, good Well is an adverb, good is an adjective.

who’s vs. whose Who’s is a contraction for who is, not a possession: “Who’s there?” Whose is possessive: “I do not know whose badge it is.”

who vs. whom Who is the word when someone is the subject of a sentence, clause or phrase.

Whom is used when someone is the object of a verb or preposition.

woman Use woman or women, not girl(s) when referring to Delta Gamma members. Use the word “member(s)” to be inclusive when possible.

work week Do not use. See prep week.

working group(s) Lowercase, refers to staff-driven groups; can be abbreviated to “WG” on second reference.

XYZ

year-end Always hyphenate.

years Use figures: “1980.” Use an s without an apostrophe to indicate decades or centuries: “the 1980s,” “the 1900s.” Use an apostrophe for omitted numbers. The bottom of an apostrophe always points to the left: “She was born in the early ‘80s.” No apostrophe is needed if the remaining numbers are preceded by an en dash: “1980-81.”

ZIP codes Use all caps for ZIP, but always lowercase the word code. Do not put a comma between the state name and the ZIP code: “Columbus, OH 43221.” Use *Postal Code* when referring to international addresses. (Canadian sister-preference)

The bold type indicates ANCHORA style and the correct usage to combine the Greek chapter name or letters and the school name. Separate the two by an en dash with no spaces: “Beta Theta-Duke.”

[] denotes closed chapters.

[Alpha-**Mount Union** College]
Beta-University of **Washington**
Gamma-**UC Berkeley**
[Delta I-**Trinity** College (Texas)]
[Delta II-**Hanover** College]
[Delta III-**USC**]
Epsilon-**Ohio State** University
Zeta-**Albion** College
Eta-University of **Akron**
[Theta I-**Fairmont** College (Tennessee)]
[Theta II-**Adelbert** College (Ohio)]
Theta-**Indiana** University
Iota-University of **Illinois**
Kappa-University of **Nebraska**
Lambda-University of **Minnesota**
Mu-University of **Missouri**
Nu-University of **Idaho**
Xi-University of **Michigan**
Omicron-**Adelphi** University
[Pi I-**Fulton Synodical** College (Missouri)]
Pi-University of **Montana**
Rho-**Syracuse** University
Sigma-**Northwestern** University
Tau-University of **Iowa**
[Upsilon I-**Bolivar** College (Tennessee)]
[Upsilon II-**St. Lawrence**]
[Upsilon-**Stanford** University]
[Phi Alpha-**Franklin** College]
Phi-University of **Colorado**
[Chi I-**Water Valley Seminary** (Missouri)]
Chi-**Cornell** University
[Psi I-**Lewis School**]
[Psi II-**Goucher** College]
Omega-University of **Wisconsin**
[Alpha Beta-**Swarthmore** College]
[Alpha Gamma-University of **Toronto**]
Alpha Delta-University of **Oregon**
[Alpha Epsilon-**Washington University** (St. Louis)]
Alpha Zeta-**Lawrence** University
Alpha Eta-**Whitman** College
Alpha Theta-University of **North Dakota**
Alpha Iota- University of

Oklahoma
Alpha Kappa-**Washburn** University
Alpha Lambda-**Drake** University
[Alpha Mu-**Beloit** College]
Alpha Nu-**USC**
Alpha Xi-**West Virginia** University
Alpha Omicron-**Miami** University (**Ohio**)
Alpha Pi-University of **Arizona**
Alpha Rho-**Ohio Wesleyan** University
Alpha Sigma-**UCLA**
Alpha Tau-**Butler** University
Alpha Upsilon-**Southern Methodist** University
Alpha Phi-University of **British Columbia**
Alpha Chi-**Pennsylvania State** University
Alpha Psi-University of **Mississippi**
Alpha Omega-University of **Arkansas**
[Beta Alpha-**McGill** University]
Beta Beta-University of **Alberta**
Beta Gamma-University of **Utah**
Beta Delta-**Colorado College**
Beta Epsilon-**American** University
Beta Zeta-**Denison** University
Beta Eta-University of **Texas**
Beta Theta-**Durham** University
Beta Iota-**Purdue** University
Beta Kappa-University of **Kansas**
Beta Lambda-**Gettysburg** College
Beta Mu-**Bowling Green** State University
Beta Nu-**Carnegie Mellon** University
Beta Xi-**Michigan State** University
[Beta Pi-**Willamette** University]
[Beta Rho-**George Washington** University]
Beta Sigma-University of **Maryland**
[Beta Tau-University of **Miami (Florida)**]
Beta Upsilon-**Oregon State** University
[Beta Phi-University of **Pennsylvania**]
Beta Chi-University of **Denver**
Beta Psi-University of **Alabama**
Beta Omega-**Washington State** University
Gamma Alpha-University of **Tennessee**
Gamma Beta-University of **Tulsa**
[Gamma Gamma-**Texas Western** College]

Gamma Delta-**Montana State** University
Gamma Epsilon-**Kent State** University
Gamma Zeta-**Louisiana State** University
Gamma Eta-**San Jose State** University
Gamma Theta-University of **Florida**
Gamma Iota-**DePauw** University
Gamma Kappa-**UC Santa Barbara**
Gamma Lambda-**Cal State, Fresno**
Gamma Mu-**Florida State** University
Gamma Nu-University of **North Texas**
Gamma Xi-**Texas Tech** University
Gamma Omicron-**Indiana State** University
Gamma Pi-**Roanoke** College
Gamma Rho-**Wittenberg** University
Gamma Sigma-University of **Houston**
Gamma Tau-**Texas Christian** University
Gamma Upsilon-**Wichita State** University
Gamma Phi-**Arizona State** University
Gamma Chi-**Cal State, Long Beach**
[Gamma Psi-**Emory** University]
[Gamma Omega-**St. Lawrence** University]
[Delta Alpha-University of **New Mexico**]
Delta Beta-University of **Kentucky**
Delta Epsilon-**University of the Pacific**
Delta Zeta-University of **Memphis**
Delta Eta-**Cal State, Sacramento**
[Delta Theta-**Georgia State** University]
Delta Iota-University of **Georgia**
Delta Kappa-University of **South Florida**
Delta Lambda-**Mississippi State** University
[Delta Mu-**Florida Atlantic** University]
Delta Nu-**Northern Illinois** University
[Delta Xi-**Ball State** University]
Delta Omicron-**Morehead** State University
Delta Pi-University of **Southern Mississippi**
Delta Rho-**Virginia Tech** (Virginia Polytechnic Institute and State University)
Delta Sigma-**Auburn** University
[Delta Tau-**Missouri Southern**]

[Delta Upsilon-**Indiana University/Purdue University, Fort Wayne**]
Delta Phi-**UC Irvine**
Delta Chi-**UC Davis**
[Delta Psi-**Baylor University**]
Delta Omega-**William Woods University**
[Epsilon Alpha-**Union College**]
Epsilon Beta-**Bucknell University**
Epsilon Gamma-University of **Virginia**
Epsilon Delta-**Washington and Jefferson College**
Epsilon Epsilon-**Tennessee Technological University**
Epsilon Zeta-**Loyola Marymount University**
Epsilon Eta-**Indiana University of Pennsylvania**
Epsilon Theta-University of **Tampa**
Epsilon Iota-**UC San Diego**
Epsilon Kappa-**Clemson University**
[Epsilon Lambda-**Lehigh University**]
Epsilon Mu-College of **William and Mary**
[Epsilon Nu-**James Madison University**]
Epsilon Xi-**Lafayette College**
[Epsilon Omicron-University of **Wyoming**]
[Epsilon Pi-University of **Connecticut**]
[Epsilon Rho-**Western Michigan University**]
Epsilon Sigma-**San Diego State University**
[Epsilon Tau-University of **Central Florida**]
[Epsilon Upsilon-**Bradley University**]
Epsilon Phi-**Loyola University**
[Epsilon Chi-University of **South Carolina**]
Epsilon Psi-**Rutgers University**
[Epsilon Omega-**Louisiana Tech**]
Zeta Alpha-**Villanova University**
[Zeta Beta-**Dartmouth College**]
Zeta Gamma-University of **Richmond**
Zeta Delta-University of **Rochester**
Zeta Epsilon-**Santa Clara University**
Zeta Zeta-**Boston University**
Zeta Eta-**Texas State University**
Zeta Theta-**Columbia University**
Zeta Iota-**Chapman University**
[Zeta Kappa-**John Hopkins University**]
Zeta Lambda-**UC Riverside**

Zeta Nu-University of **Montevallo**
Zeta Xi-University of Alabama, Birmingham **UAB**
[Zeta Omicron-**Wilfrid Laurier University**]
[Zeta Pi-**Indiana University/Purdue University, Indianapolis**]
Zeta Rho-**Ohio University**
Zeta Sigma-**Northern Kentucky University**
[Zeta Tau-**Wake Forest University**]
Zeta Upsilon-**Furman University**
[Zeta Phi-**Harvard University**]
[Zeta Chi-University of **Delaware**]
Zeta Psi-**Salisbury University**
[Zeta Omega-**Kenyon College**]
Eta Alpha-**Pepperdine University**
Eta Beta-University of **Hartford**
Eta Gamma-**Texas A&M University**
Eta Delta-University of **North Florida**
[Eta Epsilon-**Vanderbilt University**]
Eta Zeta-University of **Chicago**
Eta Eta-**Spring Hill College**
Eta Theta-**St. Louis University**
Eta Iota-University of **Nevada, Reno**
Eta Kappa-**North Carolina State University**
Theta Beta-**Case Western Reserve University**
Eta Lambda-**New Mexico State University**
Eta Mu-**Lake Forest College**
Eta Nu-**Hofstra University**
Eta Xi-University of **Texas, Tyler**
Eta Omicron-University of **Arkansas, Fort Smith**
Eta Pi-**DePaul University**
Eta Rho-**UC Merced**
Eta Sigma-College of **Charleston**
Eta Tau-**Christopher Newport University**
Eta Upsilon-**Drexel University**
Eta Phi-**NYU**
Eta Chi-**Georgia College**
Eta Psi-**Iowa State University**
Eta Omega-**Portland State University**
Theta Alpha-**California Polytechnic, San Luis Obispo**
Theta Gamma-**UNC Wilmington**
Theta Delta-**Brown University**
Theta Epsilon-**Grand Valley State University**
Theta Zeta-**Florida Gulf Coast University**