

THE UNIVERSITY OF SOUTHERN MISSISSIPPI

STYLE GUIDE

OFFICE OF UNIVERSITY COMMUNICATIONS



THE UNIVERSITY OF
SOUTHERN
MISSISSIPPI®

CONTENTS

OVERVIEW

UNIVERSITY NAME	2
ACADEMIC UNITS	3
BUILDINGS AND OTHER CAMPUS LOCATIONS	4
REFERENCE GUIDE	8

OVERVIEW

The Office of University Communications has developed this *Style Guide* to assist university communicators in developing materials that present a strong, consistent message about Southern Miss and promote our image in a positive and comprehensive way. This unified voice gives us strength and clarity and helps us to uphold the integrity of the Southern Miss brand.

If you have questions or suggestions about material included in the *Style Guide*, contact the Office of University Communications.

FULL NAME

SHORTENED NAME

The University of Southern Mississippi	Southern Miss
The University of Southern Mississippi Gulf Park Campus	Southern Miss Gulf Park or Gulf Park
John C. Stennis Space Center	Stennis
Gulf Coast Research Laboratory	GCRL
Magnolia Speech School	N/A
Point Cadet	N/A
Port of Gulfport	N/A

ACCEPTED ABBREVIATIONS

- S. Miss – Southern Miss, used by Athletics for scoreboard and other designations
- USM – Acceptable in limited cases but not preferred (Examples: Web and social media, where character length is a concern, and other instances such as athletic apparel)

OFFICE OF UNIVERSITY COMMUNICATIONS

usm.edu/uc
601.266.4491

EXAMPLES OF IMPROPER USAGE

- Southern
- Southern Mississippi
- University of Southern Miss
- USM Gulf Coast or Southern Miss Gulf Coast

UNIVERSITY NAME

The proper name of the university is The University of Southern Mississippi. Capitalize “The” at the beginning of the university name.

When the full name of the university is used as a modifier, do not use “The” in the name of the university. Example: University of Southern Mississippi student, John Doe, received a prestigious award this year.

When the name of the university or one of its entities occurs multiple times in a document, use the full name first and the shortened name thereafter.

ABOUT THE UNIVERSITY

The University of Southern Mississippi (USM) is a comprehensive public research institution delivering transformative programs on campuses in Hattiesburg and Long Beach, at teaching and research sites in central and southern Mississippi, as well as online. Founded in 1910, USM is one of only 130 universities in the nation to earn the Carnegie Classification of Institutions of Higher Education’s “R1: Doctoral Universities – Very high research activity” designation, and its robust research enterprise includes experts in ocean science and engineering, polymer science and engineering, and sport venue safety and security, among others. USM is also one of only 40 institutions in the nation accredited in theatre, art and design, dance and music. As an economic driver, USM generates an annual economic impact of more than \$600 million across the state. USM welcomes a diverse student body of approximately 15,000, representing 71 countries, all 50 states, and every county in Mississippi. USM students have collected four Truman Scholarships and 36 National Science Foundation Graduate Research Fellowships, while also leading Mississippi with 24 Goldwater Scholarships, an honor that recognizes the next generation of great research scientists. Home to the Golden Eagles, USM competes in 17 Division I sports sponsored by the National Collegiate Athletic Association (NCAA). For more information, visit usm.edu.

ACADEMIC UNITS

COLLEGE OF ARTS AND SCIENCES

Air Force ROTC – Aerospace Studies
Army ROTC – Military Science
Center for Science and Mathematics Education
School of Biological, Environmental and Earth Sciences
School of Communication
School of Computing Sciences and Computer Engineering
School of Construction and Design
School of Criminal Justice, Forensic Science and Security
School of Humanities
School of Interdisciplinary Studies and Professional Development
School of Mathematics and Natural Sciences
School of Music
School of Ocean Science and Engineering
School of Performing and Visual Arts
School of Polymer Science and Engineering
School of Social Science and Global Studies

COLLEGE OF BUSINESS AND ECONOMIC DEVELOPMENT

School of Accountancy
School of Finance
School of Management
School of Marketing

COLLEGE OF EDUCATION AND HUMAN SCIENCES

School of Child and Family Sciences
School of Education
School of Kinesiology and Nutrition
School of Library and Information Science
School of Psychology
School of Social Work

COLLEGE OF NURSING AND HEALTH PROFESSIONS

School of Health Professions
School of Leadership and Advanced Nursing Practice
School of Professional Nursing Practice
School of Speech and Hearing Science

BUILDINGS AND OTHER CAMPUS LOCATIONS

GULF COAST RESEARCH LABORATORY

Ocean Springs, Miss.

Halstead Road Location

Aquatic Research Building I
Aquatic Research Building II
Botany Greenhouse
Caylor Building

- Caylor Auditorium
- Gunter Library

Dining Hall
Director's House
Dormitory
Faculty House
Field Studies Building
Fisheries Building
Fisheries Laboratory
Halstead Cottages
Halstead Harbor
Marine Operations
Oceanography Building
Research Building
Storage and Maintenance

Cedar Point Location

Aquaculture Advanced Development
Aquaculture Demonstration Laboratory
Aquaculture Growout
Aquaculture Visitor's Pavilion
Aquatic Wet Laboratory Facility
Cedar Point Cottage I
Cedar Point Office Building
Cedar Point Receiving
Field Research Buildings
Fish Health Building
Invertebrate Growout I
Invertebrate Growout II
Invertebrate Production
Marine Education Center

- MEC Administration and Exhibit Gallery
- MEC Conference Center
- MEC Education Building I
- MEC Education Building II
- MEC Pavilion

Marine Environmental Research Laboratory (MERL)
Physical Plant
Red Snapper Broodstock and Larval Rearing
Red Snapper Growout Building
Research Building
Toxicology Building

GULF PARK CAMPUS

Long Beach, Miss.

Administration Building Plaza
Barber Building
Bear Point Bayou
Business Complex
The Chimney Pavilion
Eagle Plaza

- The Little Rock
- Lofty Return Sculpture

Elizabeth Hall
Fitness Center
Fleming Education Center

- FEC Auditorium
- FEC Rotunda

Friendship Oak
Gulf Coast Geospatial Center
Gulf Coast Library

- Academic Success Center
- 24-Hour Study Space

Gulf Park Campus Gateway
Hardy Hall

- Barnes and Noble Bookstore
- Beach View Café
- Dining Hall
- Hardy Hall Ballroom
- One Stop
- University Club

Health Center
Lloyd Hall

- Lloyd Lawn

BUILDINGS AND OTHER CAMPUS LOCATIONS

(continued)

Mechanical Plant
North Academic Building
Nursing Building
Phillips Workplace Learning and
Performance Institute
Physical Plant
Science Building
Shipping/Receiving
The Shoefly
South Lawn
Technology Learning Center
Tennis/Multi-Sport Courts
University Police Department

HATTIESBURG CAMPUS

3D Art Studio
The Accelerator
All-American Rose Garden
Alpha Tau Omega - Fraternity House
Armstrong-Branch Plaza
Arthell Kelley Hall

Asbury Hall

- Freshens

Aubrey K. Lucas Administration Building
Baptist Student Center
Baseball Center
Beedie Smith Clinic
Bennett Auditorium
Bobby Chain Technology Center
Bolton Hall
Bond Hall

- University Police Department

Boroughs House
Catholic Student Center
Cedarbrook Apartments
Centennial Gateway
Centennial Green
Center for Child Development
Center for Military Veterans, Service Members
and Families
Century Park (North)
Century Park (South)

- Luckyday Citizenship Hall
- Scott Hall - Moffitt Health Center
- Vann Hall

Child and Family Sciences Annex
The Children's Center for Communication
and Development
Clinic for Family Therapy

College Hall
Cook Library

- iTech Help Desk
- Learning Commons
- Speaking Center
- Starbucks
- Writing Center

Danforth Chapel
The District

- The Little Rock

DuBard School for Language Disorders
Duff Athletic Center

- M-Club

Fine Arts Building

- Intermezzo at Woods Gallery
- Marsh Hall

Football Practice Fields
Forrest County Hall
Fraternity Drive

- Delta Tau Delta
- Kappa Sigma
- Phi Kappa Tau
- Pi Kappa Alpha
- Pi Kappa Phi
- Sigma Alpha Epsilon
- Sigma Phi Epsilon
- Sigma Nu

Fritzsche-Gibbs Hall
George Hurst Building

- Gallery of Art and Design

Harkins Hall
Hattiesburg Hall

BUILDINGS AND OTHER CAMPUS LOCATIONS

(continued)

Hickman Hall
Hillcrest Hall
Honor House
The Hub
Information Booth
Institute of Child Nutrition
Intramural Fields
International Center

- The Agora

J.B. George Building
Johnson Science Tower
Jones Hall
Joseph Greene Hall
Kate Hubbard House - Interior Design Studio
Kennard-Washington Hall
Kinesiology Building
Lake Byron
Lake Thoreau Environmental Center
**Located off-campus*
The Legacy Oak

Liberal Arts Building

- Gonzales Auditorium

Lofty Return Sculpture
Longleaf Trace Gateway
M.C. Johnson Natatorium
M.M. Roberts Stadium – The Rock

- Carlisle-Faulkner Field
- Eagle Walk
- Touchdown Terrace

Mannoni Performing Arts Center
Math Zone
McCain Library and Archives
McCarty Hall
McLemore Hall
Medicine Wheel Garden
Mississippi Hall
National Pan-Hellenic Council Plaza
Ogletree Alumni House
Owings-McQuagge Hall
Parking Garage
Pat Ferlise Ticket Office
Payne Center
Peck House - Osher Lifelong Learning Institute
Pete Taylor Park – The Pete
Petrified Log
Physical Plant
Power House Restaurant

- Courtyard

Pride Field
Printing Center
Pulley Hall
R.C. Cook Union

- The Locker Room
- R.C.'s Lounge
- Seymour's

Receiving
Reed Green Coliseum
Roberts Hall
Scholarship Hall
Scianna Hall
Shoemaker Square
Soccer Complex
Softball Complex
Southern Hall
Spirit Park
Stout Hall
Stores
Tennis Courts
Thad Cochran Center

- Barnes and Noble Bookstore
- Eagle Dining
- The Fresh Food Company
- Image Center - Copy and Photo Services
- Post Office

Thames Polymer Science Research Center

BUILDINGS AND OTHER CAMPUS LOCATIONS

(continued)

Theatre and Dance Building

- Gilbert F. Hartwig Theatre
- Martha R. Tatum Theatre

Track and Field Complex

Trent Lott National Center for Excellence in
Economic Development and Entrepreneurship

- National Center for Spectator Sports
Safety and Security (NCS4)
- TLC Rotunda

The Village

- Alpha Chi Omega
- Alpha Delta Pi
- Alpha Kappa Alpha
- Chi Omega
- Delta Delta Delta
- Delta Gamma
- Delta Sigma Theta
- Kappa Delta
- Phi Mu
- Pi Beta Phi
- Women's Basketball Residence Hall

Walker Science Building

Weathersby Lawn

Wesley Foundation

Wilber Hall

Wilgus Fitness and Wellness Trail

JOHN C. STENNIS SPACE CENTER

Hancock County (Miss.)

Center for Higher Learning -
Building 1103, Room 103

Department of Marine Science -
Buildings 1020, 1022, 1029

PORT OF GULFPORT

Marine Research Center

RESEARCH VESSELS (R/V)

R/V Point Sur (Port of Gulfport)

R/V Tommy Munro (Point Cadet, Biloxi)

R/V Jim Franks (GCRL)

R/V Hermes (GCRL)

Miss Peetsy B (GCRL)

REFERENCE GUIDE

A

academic degrees

It is preferred to avoid abbreviations of academic degrees, if possible, and instead use a phrase such as, “John Jones has a master’s degree in biology and a doctorate in biochemistry” or “John Jones has a Master of Science in biology and a Doctor of Philosophy in biochemistry.”

Use an apostrophe in bachelor’s and master’s degree, and do not capitalize them. Also note there is no possessive (apostrophe “s”) in associate degree or specialist degree. There is no possessive in Bachelor of Arts or Master of Science, for example, but these and other official degree names should be capitalized.

When it becomes necessary to abbreviate academic degrees, only do so after a full name—never after just a last name. When used after a name, the abbreviation of the academic degree is set off by commas: John Jones, Ph.D. It is acceptable to write these abbreviations with or without periods B.S./BS, M.A./

MA, Ph.D./PhD), as long as consistency is maintained throughout a document.

Do not precede a name with a courtesy title for an academic degree and then follow it with the abbreviation for that degree in the same reference.

academic colleges, schools and departments

When using the official name of an academic college, school or department, capitalize it: School of Music. If using the term as a common noun or following the unit name, do not capitalize it: the English department.

academic or professional titles

Capitalize and spell out academic or professional titles when they precede a name: Dean Ellen Weinauer or Provost Steven R. Moser. When titles do not precede a name, it is acceptable to either capitalize or lowercase them, as long as consistency is maintained throughout a document.

addresses

Abbreviate street names only with a numbered address: 1012 Stennis Ave. or 118 College Dr. Spell them out and capitalize them when part of a proper street name without a number: Pennsylvania Avenue. Lowercase and spell them out when used with more than one street name or as common

nouns: “Massachusetts and Pennsylvania avenues” or “They live in the avenues.”

Always use numerals for an address. Abbreviate points on a compass in numbered street addresses, and spell out and capitalize “First” through “Ninth” when used in street names: 3319 W. Fourth St. Capitalize and use periods in the abbreviation for P.O. Box numbers.

administrative units

Capitalize the names of centers, institutes, divisions, offices and other administrative units: Division of Student Affairs, Center for the Study of War and Society. Lowercase these words when they are used as common nouns: “There are five staff members in our division.”

All-American Rose Garden

Located near the front entrance to the Hattiesburg campus, the All-American Rose Garden is an accredited public rose garden and a favorite spot for students, employees, alumni and campus visitors.

alumna/alumnae/alumnus/alumni

Alumna is the singular reference for a female who has attended a school. Alumnus is the equivalent reference for a male. Use alumnae when referring to a group of female graduates. Alumni indicates a group of male graduates or a group of male and female graduates.

REFERENCE GUIDE

annual

An event cannot be annual unless it has been held at least two consecutive years. There is no such reference as “first annual.” Events occurring for the first time can be referenced as “inaugural” if the event is anticipated to recur.

Athletics Director/Director of Athletics

When referring to our Director of Athletics, the “s” is required (refers to the Department of Athletics).

C

campus

The term campus should be lowercased, even when referring to both of The University of Southern Mississippi’s campuses: Hattiesburg campus, Gulf Park campus.

chair

The term chair is used to indicate the administrative head of a council, board or committee. At The University of

Southern Mississippi, department chairs are non-administrative faculty leaders who work with program coordinators to manage curricular matters.

The term “chair” should be used instead of chairman, chairwoman or chairperson. Capitalize “chair” before a name but not after it: “Dr. Jane Smith is the department chair.”

Circle of Champions

The Circle of Champions is the major gift recognition society of the USM Athletic Foundation.

course titles

Capitalize titles of courses, especially if they are followed by a number: “Her Math 101 class starts today.” or “Introduction to Composition is a rewarding class.” When generally referring to a subject area or discipline, lowercase it: “She took a course in mathematics.”

College Panhellenic Council

The College Panhellenic Council (CPC) is the collective organization for the eight women’s fraternities (commonly known as sororities) at Southern Miss associated with the National Panhellenic Conference. These chapters, located on the Hattiesburg campus, include Alpha Chi Omega, Alpha Delta Pi, Chi Omega, Delta Delta Delta, Delta Gamma, Kappa Delta, Phi Mu and Pi Beta Phi.

Commencement

This term refers to our graduation ceremony and should be capitalized: Spring 2019 Commencement.

committee

Capitalize the proper name of a committee, but not if it is the second reference or used as a common noun: “The Hospitality Committee meets Monday, but the committee has made no final decisions.”

compound modifiers

Use hyphens to link all words in a compound modifier, except the adverb “very” and all adverbs that end in “-ly.”

Conference USA/C-USA

Conference USA is the collegiate athletic conference in which Southern Miss competes. The proper way to abbreviate the conference name is C-USA (include the hyphen).

cum laude

This Latin designation, which should always be lowercased and italicized, means to graduate with distinction.

Curious George

This fictional children’s book character was created by H.A. and Margret Rey. Southern Miss holds the original Curious George manuscripts and artwork in

REFERENCE GUIDE

its de Grummond Children's Literature Collection, located in McCain Library and Archives on the Hattiesburg campus.

D

dean

The term dean is used to indicate the head of an academic college.

Dean's List

The Dean's List, which should be capitalized, features students who have earned a grade point average of 3.5 or above on a minimum academic load of 12 semester hours or more during fall or spring, or nine or more during summer, provided they have no grade of D or below for the semester.

de Grummond Children's Literature Collection

Founded in 1966 by Dr. Lena Y. de Grummond, the de Grummond Collection holds the original manuscripts and

illustrations of more than 1,200 authors and illustrators, as well as more than 120,000 published books dating from 1530 to the present. Part of Special Collections, the de Grummond Collection is housed in the McCain Library and Archives on the Hattiesburg campus.

director

The term director is used to indicate the academic and administrative lead of a school, comprised of departments and programs. Capitalize "director" before a name but not after it: "Dr. Williams is the school's director."

doctorate

At The University of Southern Mississippi, this common term refers to the Au.D., D.M.A., D.N.P., Ed.D. or Ph.D. and should be lowercased.

The Dome

The Aubrey K. Lucas Administration Building, a focal point of the Hattiesburg campus, is affectionately referred to as "The Dome."

dual campus

This refers to an institution, such as Southern Miss, that has two campuses: Gulf Park and Hattiesburg. When used as an adjective, hyphenate it: "Southern Miss is a dual-campus university."

E

Eagle Club

The Eagle Club raises funds for more than 300 Southern Miss student-athletes annually.

Eagle Walk

On football game days, participants march down Eagle Walk Drive on the Hattiesburg campus in the Eagle Walk parade.

email

EOE/F/M/VETS/DISABILITY

The equal opportunity abbreviation, EOE/F/M/VETS/DISABILITY, should appear on printed communication materials and advertisements.

F

festivities

Capitalize the names of our institution's annual festivities, such as Homecoming, Founders' Day, etc.

Founders' Day

March 30, 1910, is the institution's official birthday, and in 1955, the Alumni Association designated March 30 as Mississippi Southern College (MSC) Day.

REFERENCE GUIDE

The day was to be observed wherever former students resided, and its purpose was “to build up a little more custom and tradition concerning the college. The day, since renamed Founders’ Day, has been observed in some fashion ever since.

Founders’ Day should always be written in plural possessive form. Incorrect forms include singular possessive (Founder’s) and plural (Founders) forms.

Friendship Oak

The historic Friendship Oak is more than 500 years old and is located on the front lawn of the Gulf Park campus in Long Beach, Miss.

G

GCRL

This acronym refers to the Gulf Coast Research Laboratory, one of the university’s teaching/research sites located in Ocean Springs, Miss. GCRL is comprised of two locations: Halstead Road and Cedar Point.

Gulf Park campus

The University of Southern Mississippi Gulf Park campus, located in Long Beach, Miss., is Mississippi’s only beachfront campus.

H

Honor Club

The USM Foundation Honor Club is the major gift recognition society that honors and celebrates the philanthropy of the university’s most generous benefactors.

Hub City

Hattiesburg’s nickname is the “Hub City” because it is surrounded by several major cities in the surrounding region, such as New Orleans, La.; Jackson, Miss.; Mobile, Ala.; and the Mississippi Gulf Coast.

I

Interfraternity Council

The Interfraternity Council (IFC) is the governing body for the ten men’s fraternities on the Hattiesburg campus. These include chapters of Alpha Tau Omega, Delta Tau Delta, Kappa Sigma, Phi Kappa Tau, Pi Kappa Alpha, Pi Kappa Phi, Sigma Alpha Epsilon, Sigma Chi, Sigma Nu and Sigma Phi Epsilon.

J

John C. Stennis Space Center

John C. Stennis Space Center is one of the university’s teaching/research sites. Stennis is a federal city with its own zip code, located in the middle of a 125,000-acre buffer zone in Hancock County.

K

keynote

This term is written as one word, whether being used as a noun or a modifier.

L

Little Rock

Found on both the Hattiesburg and Gulf Park campuses, the Little Rock is painted by members of the Student Alumni Association to increase enthusiasm throughout campus for an event or initiative.

Lofty Return

Dedicated to the university in 2013 by Southern miss alumnus Chuck Scianna, *Lofty Return* is a golden eagle statue found on both the Hattiesburg and Gulf Park campuses.

REFERENCE GUIDE

M

magna cum laude

This Latin distinction, which should always be lowercased and italicized, means to graduate with next-to-highest distinction.

Magnolia Speech School

The Magnolia Speech School is one of the university's teaching/research sites located in Jackson, Miss., which focuses on listening and spoken language for children who are deaf, hard of hearing, or communications-disordered.

major

Do not capitalize a student's major area of study: "Mark is a physics major. Sarah is majoring in history."

M-Club

The M-Club is a nonprofit organization founded to promote athletics at The University of Southern Mississippi. Eligibility for the M-Club is limited

to former players, coaches, trainers, managers and cheerleaders.

N

National Pan-Hellenic Council

The National Pan-Hellenic Council (NPHC) at Southern Miss consists of nine historically African-American fraternities and sororities. These include chapters of Alpha Phi Alpha, Kappa Alpha Psi, Iota Phi Theta, Omega Psi Phi and Phi Beta Sigma fraternities and Alpha Kappa Alpha, Delta Sigma Theta, Sigma Gamma Rho and Zeta Phi Beta sororities.

O

Orientation

Orientation is a campus event designed to prepare new students for a successful transition to life at Southern Miss.

P

Partners for the Arts

An alliance between the community, the School of Performing and Visual Arts and the School of Music at Southern Miss, Partners for the Arts was established in 1997 to support and enhance the arts, promote arts education, and expand access to regional, national and international arts events and artists.

The Pete

Pete Taylor Park/Hill Denson Field, home of Golden Eagle baseball, is affectionately known as "The Pete."

Pine Belt

Hattiesburg, Mississippi, is located in the Pine Belt, an area known for its abundance of longleaf pine trees.

Point Cadet

Point Cadet in Biloxi, Mississippi, serves as a teaching and research vessel staging site, coordinated through the University's Gulf Coast Research Laboratory, and is the homeport of the *R/V Tommy Munro*.

Port of Gulfport

The Port of Gulfport is a 250-acre deep-water port and inland port facility in Gulfport, Mississippi. It is home to the Marine Research Center and the University's largest research vessel, the 135-foot *R/V Point Sur*, the only oceanographic class research vessel home-ported in the northern Gulf of Mexico east of the Mississippi River.

post-master's

This term is often used to indicate study beyond the master's degree level. Use a hyphen to differentiate from an employee of the postal service (postmaster).

REFERENCE GUIDE

Post Office box

Instead of P.O. box, use “#” followed by the four-digit box number to indicate a campus Post Office box: 118 College Drive #5016.

President’s List

Students are placed on the President’s List if they have earned a grade point average of 4.0 on a load of 12 semester hours or more during fall or spring, or nine or more during summer, provided they have no grade of Incomplete for the semester.

presidents (The University of Southern Mississippi)

Joseph A. Cook – 1911-28

Claude Bennett – 1928-33

Jennings B. George – 1933-45

Robert C. Cook – 1945-54

Richard A. McLemore – 1955 (Interim)

William D. McCain – 1955-75

Aubrey K. Lucas – 1975-96, 2001-02 (Interim), 2012-13 (Interim)

Horace W. Fleming Jr. – 1997-2001

Shelby F. Thames – 2002-07

Martha D. Saunders – 2007-12
Rodney D. Bennett – 2013-present

The Pride of Mississippi

This term refers to the university’s world-renowned marching band. The acceptable shortened reference, “The Pride,” is commonly used.

provost

The provost is the university’s chief academic officer.

R

residence hall

Use the term residence hall instead of dorm or dormitory to indicate all campus residential facilities, except fraternity and sorority houses.

résumé

A résumé is a brief summary of one’s career experience and academic background, with a primarily professional focus. Do not confuse this term with the verb “resume.”

The Rock

Carlisle-Faulkner Field at M.M. Roberts Stadium on the Hattiesburg campus, home of Golden Eagle football, is commonly known as “The Rock.”

S

school

Capitalize the proper names of schools: School of Computing Sciences and Computer Engineering. Do not capitalize the word “school” in an informal reference or when it follows the school’s name in a sentence: “I teach in the Finance school.”

SMTTT!

This acronym stands for “Southern Miss To The Top!”—derived from the name of our fight song. This reference is often used in Athletics chants/cheers, on apparel and other retail items, on social media, and when informally closing university correspondence.

Southern Miss Alumni Association

The purpose of the Southern Miss Alumni Association is to advance the university, acting on behalf of all alumni to support and maintain its greatness while pushing the institution forward to new levels of accomplishment.

state abbreviations

When used in a sentence, spelling out the name of a state is preferred. If abbreviating is necessary, the preferred style for such abbreviations is Associated Press (AP). Use two-letter postal abbreviations in addresses only.

REFERENCE GUIDE

student-athlete

Use this term to refer to Southern Miss athletes.

study-abroad/study abroad

Hyphenate this term when used as a compound modifier: "I participated in the British study-abroad program." To "study abroad" is a verb modified by an adverb: "I hope I can study abroad one day."

subject areas

When referring to certain subject areas, do not capitalize them: "Those two students are mathematics majors. They are studying differential equations and calculus."

summa cum laude

This Latin distinction, which should always be lowercased and italicized, means to graduate with the highest distinction.

T

Treasured Past. Golden Future: The Centennial History of The University of Southern Mississippi

This is the title of a Southern Miss history and pictorial book written by Dr. Chester M. "Bo" Morgan in celebration of the university's 100th anniversary.

U

University/university

When used in reference to The University of Southern Mississippi, it is acceptable to either capitalize or lowercase this term, as long as consistency is maintained throughout a document. If university is used as a common noun and does not refer to The University of Southern Mississippi, always lowercase it.

university address

University addresses are written as follows:

Gulf Coast Research Laboratory
703 East Beach Dr.
Ocean Springs, MS 39564

Gulf Park Campus
730 East Beach Blvd.
Long Beach, MS 39560

Hattiesburg Campus
118 College Dr. #XXXX (4-digit box number)
Hattiesburg, MS 39406
Do not use "box" or a comma before the box number.

John C. Stennis Space Center
1020 Balch Blvd.
Stennis Space Center, MS 39529

The University of Southern Mississippi Foundation

The University of Southern Mississippi Foundation is the full, proper name. The preferred (shortened) term would be the USM Foundation or the Foundation.

V

vita

A shortened, more popular term for "curriculum vitae," a vita is a brief résumé of one's career and educational history.