A

A-State

Most common reference for the Jonesboro campus of Arkansas State University. This usage is preferred as second reference after the full institution name, rather than the acronym “ASU.” A-State is represented graphically by the “block A-State” logo.

academic degrees

When using abbreviations to describe the academic degrees a person holds, use: *B.A., M.A., D.O.*, *Ph.D., etc.* (for a full list of all degrees offered, consult the university website, "Degree programs")

The degrees conferred by A-State are associate, bachelor, master's and doctorate.

A person receives a *doctorate* (as a noun) and holds a *doctoral* (the adjective) degree.

academic departments

Capitalize the formal names of academic departments: *Department of Chemistry, Department of English.*
Do not capitalize names of academic departments (except language departments) that begin with the subject: *chemistry department, English department.*

academic majors

Lowercase academic majors except proper nouns: *history, East Asian studies, English, international relations.*

academic titles

Arkansas State uses *Dr.* as a courtesy title for a person holding any doctoral degree whether Ph.D., Ed.D. or juris doctorate. This is used on first reference in articles; with second and subsequent reference, revert to AP Style, usually last name only.

Do not use: “Dr. John Smith, Ph.D.” It is either *Dr. John Smith or John Smith, Ph.D.*
Do not use double titles: "Chancellor Dr. John Doe“ is never correct.

acronyms

Acronyms are acceptable on first reference only when the acronym is common knowledge such as *FBI* . Do not use SGA or SAB without first spelling out the Student Government Association or Student Activities Board.

Spell out names on first reference, use acronym on second reference: *He received a grant from the National Institutes of Health. The NIH is one of the world's foremost research centers.* Or: *He received a grant from the National Institutes of Health (NIH).*

acting, former

Don't capitalize in a formal name as part of a title. *She said acting Dean John Doe would be there. He introduced former A-State President John Doe.*

addresses, buildings and facilities

Street addresses for the campus buildings are available online.

adviser, not advisor

Administration, Arkansas State

Dr. Calvin White Jr.	Chancellor (chancellor@AState.edu)	Admin 201
Dr. Will McLean	Provost and Executive Vice Chancellor (provost@AState.edu)	Admin 202
Dr. Russ Hannah	Vice Chancellor for Finance and Administration and Chief Financial Officer (rhannah@AState.edu)	Admin 222
Dr. Chris Boothman	Vice Chancellor for Distance Education and Technology and Chief Information Officer (cboothman@AState.edu)	Admin 233
Dr. Erika Krennerich Chudy	Vice Chancellor for University Advancement (echudy@AState.edu)	Cooper Alumni Center
Dr. Carlitta Moore	Vice Chancellor, Access and Institutional Engagement (camoore@AState.edu)	Educational Leadership
Chris Pezman	Vice Chancellor for Intercollegiate Athletics (cpezman@AState.edu)	First National Bank Arena
Dr. Martha Spack	Vice Chancellor for Student Affairs and Dean of Students (mspack@AState.edu)	Student Union
Dr. Amanda Nickerson	Vice Chancellor for Enrollment Management (anickerson@astate.edu)	

Todd Clark	Chief Marketing and Communications Officer (tclark@AState.edu)	Admin 103
Dr. Fen Yu	Vice Chancellor for Institutional Effectiveness, Innovation and Strategy	Admin 105
Dr. Travis Marsico	Vice Provost for Research, Innovation and discovery and Executive Director of Arkansas Biosciences Institute (tmarsico@AState.edu)	Library 606
Heather Nelson	Vice Chancellor for External Affairs and Strategic Initiatives	
Lindsay Burnett	Executive Director of Alumni Relations (lburnett@AState.edu)	Cooper Alumni Center
Dr. John Hershberger	President of Faculty Senate (jhershberger@AState.edu)	Lab Science Center
Pamela Shultz-Henderson	President of Staff Senate (pshultz@AState.edu)	Advising Center

African-American

Preferred term for referring to an American black person of African descent.

all-, All-

In the generic, use all-state, all-district, all-Arkansas, all-American. When used in proper names of teams, capitalize Sun Belt All-Conference, AP All-America, etc.

alma mater

Use lowercase when describing the college one attended.
Uppercase is reserved for the song and is placed in quotes: "*Alma Mater.*"

Alma Mater (song)

The title of the song commonly known as the "Alma Mater," is "Hail to ASU," credited to Dr. H. C. Manor, with text revisions by Dr. Arthur Krida. Manor and Krida were faculty members.

alumna, alumnae, alumni, alumnus

alumna - singular, female
alumnae - plural, women only
alumni - plural, men only or men and women
alumnus - singular, male
alum - singular, male or female; appropriate only in informal contexts

apartments

Collegiate Park Apartments (for upper level students)

Red Wolf Den Apartments (for upper level students)

Village Apartments (for graduate and non-traditional students, married students and single parents)

A-State Alumni Association

Organization with more than 90,000 former students. Lifetime membership is called "1924 Sustaining Life Member."

Arch — see Memorial Arch

Arkansas Biosciences Institute at Arkansas State University (proper name)

The Arkansas Biosciences Institute (ABI) is an agricultural and medical research consortium dedicated to improving the health of Arkansans. Arkansas State is one of the participating institutions, along with Arkansas Children’s Hospital, University of Arkansas Division of Agriculture, University of Arkansas, and University of Arkansas for Medical Sciences.

Arkansas General Assembly

The proper name of the legislative branch for the state government of Arkansas. (There is no such entity as the Arkansas Legislature.) The General Assembly consists of an upper branch, the Arkansas State Senate (with 35 members), and a lower branch, the Arkansas House of Representatives (with 100 members).

Arkansas State University Heritage Sites (see entry Heritage Sites, Arkansas State)

Arkansas State University System

The Arkansas State University System serves more than 37,000 students as the second-largest higher education system in Arkansas, with campuses in Arkansas cities of Arkadelphia, Beebe, Jonesboro, Mountain Home, Newport and West Memphis. Additional instructional sites are located in other Arkansas communities. See "Appendix A" for ASU System style guide.

Arkansas'

Singular possessive, proper name.

ASU

See **A-State.**

ASU Loyalty Song

This is the official name of the song more commonly called the "Fight Song."

ASU-TV (proper name)

award, fellowship, scholarship

Capitalize when used with a formal name. Lowercase when referring to more than one formally named award, scholarship or fellowship.

athletics

A-State is NCAA Division I in the Sun Belt Conference with 16 intercollegiate sports. In football only, A-State is Bowl Championship Subdivision; BCS on first reference is acceptable.

Athletics Department

Athletic Department is incorrect.

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