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theater, theatre

The Arkansas State University Theatre uses *theatre* in references: *The Theatre in Fowler Center*, *the Department of Theatre*, etc.

Note: See **Fowler Center**.

time, references to

use: 7-9 a.m., 8:30 a.m. until 2 p.m., 8:30 a.m. until noon, 8:30 – 10:30 a.m.

DO NOT USE THESE: 7:00 until 9:00 AM, 8:30 AM until 12:00 PM

lowercase with periods - a.m. or p.m. ; never use 12:00 PM or 12:00 AM, *it is noon or midnight* ;

never use 10:00 AM, it is 10 a.m. or 10 – 11 a.m.; the same is with references to p.m.

i.e. The meeting is 7-9 p.m. Do not use: The meeting is 7:00 – 9:00 PM tonight or the meeting is at 7:00 tonight.

When listing times along with dates -- always list the time first. Use as follows:

The event will be held at 11 a.m. on Tuesday, Jan. 9, in Riceland Hall.

titles of events

Capitalize, in quotation marks, the full, formal titles of workshops, conferences, seminars, speeches, art exhibitions, and similar events: *A workshop titled "Technology in the Classroom" will be held on Wednesday.*

titles of people

The general rule is to only capitalize a person's title when you list it before the person's name.

When the title comes after the name (preferred), the title should be lowercase. If the title includes an organizational unit, that portion is capitalized; a function is not capitalized.

Dean Kathy Cole or *Dr. Kathy Cole*, *dean of the College of Business* or *Gina Bowman*, *director of media relations*.

titles of works

Treat words like "the" and "magazine" as part of the title (capping, italicizing, including in quotes, as appropriate) only when so treated by the publication in question; check the masthead to be sure.

Italicize:

- book titles
- play and film titles
- television or radio series titles

- art exhibition titles
- titles of paintings and other artworks
- titles of operas and other long musical compositions

Use quotation marks to set off the titles of shorter works:

- academic papers and presentations
- short stories, magazine or newspaper articles, poems
- individual episodes of television or radio series
- songs and short musical compositions
- lectures, speeches and presentations

traditions

Campus traditions include:

- Convocation of Scholars, April
- R.E. Lee Wilson Award, April
- Faculty Honors Convocation, April
- Delta Symposium, April
- Agribusiness Conference, February
- Delta National Small Prints Exhibition, January
- Lecture-Concert Series
- Order of the Pack, at start of football season
- Wolves Up
- Scarlet Victory Lighting of Ellis Library tower
- Red Wolf Walk
- Rubbing the nose of Mohegan, the red wolf statue
- Homecoming Celebration, fall semester
- Golden Anniversary Reunion (50-year class)
- Homecoming bonfire
- Centennial time capsules
- Midnight breakfast on Study Day (dead day)
- Johnny Cash Heritage Festival, October
- Staff Senate Picnic, May
- Thanksgiving dinner, November
- Christmas tree ornament series

trustees

Capitalize Board of Trustees, but not trustee, unless it comes before a person's name as a formal title.

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