

# Phi Sigma Pi National Honor Fraternity

## Style Guide and Definitions of Common Terms

**Last Updated Nov. 1, 2018**

Below are entries that tend to be common issues when writing about Phi Sigma Pi. This guide will evolve over time. If you have a question about something, please feel free to contact the Marketing and Communications Assistant at [eharvey@phisigmapi.org](mailto:eharvey@phisigmapi.org).

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### **A**

**Active Member** -- Should always be capitalized.

- See “**Member**”

#### **Advisor**

- The preferred spelling is advisor.
- When talking about an Advisor for Phi Sigma Pi the word should always be capitalized (ex. Faculty Advisor and Alumni Advisor).

#### **Alumnus/Alumna/Alumni**

- Should always be capitalized.
- Graduates are referred to, singularly, as Alumna (feminine) or Alumnus (masculine or gender neutral).
- A group of graduates is referred to as Alumni.

#### **apostrophes**

- Use apostrophes only in cases of single letters (straight A's).
- Full dates should be seen as 1950s -- no apostrophe before the “s”.

### **B**

#### **Bro**

- The term bro should not be used.

#### **Brother**

- See “**Member.**”

#### **Bylaws**

- A rule made by a Chapter to guide the actions of its Members.
- This word should be unhyphenated.

#### **Byline**

- When an story/blog article is written by someone it should be stated as the following, by

Name, Position Title, Chapter (ex. by Adrienne Freeland, Director of Communications, Alpha Zeta Chapter '07)

## **C**

### **campus**

- The first letter should not be capitalized unless it is the beginning of a sentence.

### **captions for photos**

- Use (left), (from left) or the like if there might be confusion about who is who.
- Use a middle initial, only if needed, and only the first time you use the full name.
- Use periods in captions only when it is a full sentence.

### **censure**

- A judgment involving condemnation; the act of blaming or condemning sternly, an official reprimand. A written reprimand for violation of a specific rule, including the possibility of more severe disciplinary sanction in the event of a violation of Phi Sigma Pi's National Constitution. Censure does not restrict a Chapter's or Member's privileges in any manner.

### **Centennial**

- When talking about Phi Sigma Pi's Centennial the "c" should always be capitalized.

### **ceremonies**

- All Phi Sigma Pi ceremonies should be capitalized when referred to by their official name(s).

The official ceremonies are:

- Pinning Ceremony
- Big Brother Ceremony
- The Ritual: Formal Induction Ceremony (see "***The Ritual***")
- Meeting Commencement Ceremony
- Officer Installation Ceremony
- Alumni Ritual
- National Officer Oath of Office
- Founders' Day Ceremony
- The Funeral Rite

### **Ceremonies and Ritual Review and Discussion Book**

- A book that holds all information about how to prepare, set up and perform Phi Sigma Pi ceremonies.

### **Chair**

- Use instead of chairman or chairperson (ex: Social Chair).
- When talking about someone's position title the "c" should be capitalized.

## **Chapter**

- Should be capitalized when used immediately after a Chapter name (ex. Zeta Zeta Chapter).
- Should be capitalized when referring to a specific Chapter or group of Chapters after a previous mention (ex. The Chapter executed a well-planned event OR The Chapters executed a well-planned event).

## **Chapter Admin Portal**

- The portion of Phi Sigma Pi's website where all official Chapter forms and administrative elements are located.
- Should be capitalized.
- What your role is within your Chapter will determine which forms you are able to see in this portal. For instance, Chapter Secretaries will have access to all forms, while a Chapter Treasurer will strictly have access to financial reports.

## **Chapter development**

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## **Chapter Officer/Chair/Committee**

- The words should be capitalized when discussing a Chapter Officer/Chair/Committee.

## **Chapter Consultant**

- Members hired by the National Staff to travel and keep in touch with selected Chapters.

## **Coed/Coeducational**

- See "**Gender Inclusive**"/"**Gender-Inclusive**"
- Do not use coed in reference to Phi Sigma Pi.

## **Collegiate**

- Should be capitalized when referring to a Collegiate Chapter or Collegiate Member.

## **Colony**

- See "**Pre-Charter.**"
- The term Colony is incorrect usage.

## **Colonization**

- See "**Chapter development.**"

## **comma usage**

- A punctuation mark indicating a pause between parts of a sentence.
- Used to separate items in a list (ex. I went to the store and bought eggs, milk and cheese). No comma is needed before the "and" in a series except to resolve ambiguity.

## **Constitution**

- See “**National Constitution**”

## **Crossing**

- See “**Induction**”
- The term Crossing is incorrect usage.

## **D**

### **Dr.**

- Use only in reference to a medical doctor.
- Use of Ph.D., only on first reference, for a professor, is permitted.

## **E**

### **email**

- Lowercase, except at the beginning of a sentence.
- Unhyphenated
- Keep email addresses on one line when in copy.

### **expulsion**

- The permanent termination of all rights and privileges of membership in Phi Sigma Pi.

### **event date**

- Names of events should be labeled year and then the event (ex. 2014 National Convention).
- Time, day, date for events -- a.m. and p.m. have periods and are not capitalized; use time-zone designation; abbreviate the month if accompanied by date (ex. 8 a.m. ET Monday, Dec. 16).

## **F**

### **Fraternity**

- Should always be capitalized (see “**Phi Sigma Pi National Honor Fraternity**”).

### **Foundation**

- See “**The Phi Sigma Pi Foundation**”

### **Founders**

- The three men that founded our Fraternity: Dr. Eldo L. Hendricks, Dr. Claude A. Phillips and Dr. Clarence H. McClure.
- This word should always be capitalized when talking about the Fraternity.

## **Founders Day**

- The day your Chapter or the Fraternity was founded.

## **G**

### **Gender Inclusive/Gender-Inclusive**

- Our Fraternity is a gender-inclusive organization. We accept all gender identifications. Co-educational or Co-ed, should no longer be used as per the Gender Inclusion Resolution passed by the Grand Chapter in 2014.
- Use a hyphen between Gender and Inclusive when used as a modifier (ex. Gender-Inclusive organization)

### **Grand Chapter**

- Should always be capitalized.
- Refers to an assembly of delegates comprised of the National Officers, representatives of each Collegiate Chapter, representatives of each Alumni Chapter and representatives of the National Alumni Association.

### **Grand Chapter Meeting**

- Should always be capitalized.
- Refers to the annual meeting in which discussion and debate over Fraternity business, including amendments to our National Constitution and the election of the National Council every two years, occurs.

### **grip**

- Fraternal handshake, it is secretly known to only members of Phi Sigma Pi and must never be shared with non-members.

## **H**

### **Hugh O'Brian Youth Leadership (HOBY)**

- Should always be capitalized.
- Refers to Phi Sigma Pi's National Philanthropy.
- The use of the acronym HOBY shall be permitted in Phi Sigma Pi communications.

### **Honorary Member**

- An individual Initiated as a Member due to exemplary service to the Fraternity, or who demonstrates the ideals of the Fraternity in word and deed through commitment to the community.
- Honorary Members do not participate in an Initiation Program and are not considered Active Members of a Chapter and therefore pay no dues.
- Honorary Member should always be capitalized.

## I

### **Initiate**

- Should be capitalized when referring to an individual or group of individuals.
- When used as a verb the 'i' can be lowercase unless the beginning of a sentence.

### **Initiation**

- Should be capitalized when referring to a Chapter's Initiation Program.

### **Initiation Program**

- Should be capitalized.

### **Induction**

- Should be capitalized when referring to the "Formal Induction Ceremony."
- Should be capitalized when referring to the "Induction Fee."

## J

## K

## L

### **Lampadion**

- See "***The Lampadion***"

### **Leadership Academy**

- This award-winning program focuses on professional leadership development for Phi Sigma Pi Members.
- Should be capitalized.
- Should be referred to as one entity and denoted by location (i.e. Texas Leadership Academy).

### **Leadership Academies**

- See "**Leadership Academy**"

### **Leadership in Action (LiA)**

- Leadership training and certification program tailored for Brothers of Phi Sigma Pi. Its goal is to empower Brothers with the leadership skills to inspire a positive change in all facets of our Fraternity and our communities.

### **Local Facilitator**

- A person that can lead a Leadership in Action module.
- Should always be capitalized.

## **M**

### **Member**

- When used to refer to a Member of Phi Sigma Pi, it should be capitalized (ex. Alumni Member, Honorary Member, Active Member, Inactive Member, Collegiate Member).
- Should be capitalized when referring to a specific member or group of Members after a previous mention (ex. As a Member, John Smith implemented a great system OR The Members implemented a great system).
- Member is preferred over the use of Brother, especially in external communications.
- The term Bro is incorrect usage.

## **N**

### **National**

- Should always be capitalized.

### **National Alumni Association (NAA)**

- Should always be capitalized.
- Refers to the umbrella entity that includes members of Alumni Chapters, Alumni Associations and alumni-at-large.
- The use of the term “NAA” shall be permitted in Phi Sigma Pi communications after the use of National Alumni Association initially in the document or speech.

### **National Constitution**

- Should always be capitalized.
- Refers to the governing document of Phi Sigma Pi National Honor Fraternity.

### **National Convention**

- Should always be capitalized.
- Essential to the education, enthusiasm and communication of our Brotherhood, this event brings students and Alumni together for a weekend of activity, fellowship and personal growth.

### **National Council**

- Should always be capitalized.
- Refers to the elected group of volunteers who serve the Fraternity.

### **National Headquarters**

- Should always be capitalized.
- Refers to the physical facility of our National operations in Lancaster, Pennsylvania.

### **National Office**

- Should always be capitalized.
- Refers to the group made up of National Staff and National Council Members.

### **National Philanthropy**

- The Fraternities fully supported charity.
- Hugh O'Brian Youth Leadership (HOBY) is Phi Sigma Pi's National Philanthropy.
- When used in this context it should be capitalized.

### **National Staff**

- Should always be capitalized.
- Refers to the group of paid employees of the Fraternity.

### **Nationals**

- See "**National Office.**"
- The term Nationals is incorrect usage.

### **numbered lists**

- If you are using a numbered list type the number and then a period (ex. 1. 2. 3.).

### **numbers**

- Numbers one through ten should be written out in word form. Numbers 11 or higher should be written as Arabic numbers.

## **O**

### **Officer**

- When talking about someone's position the "o" should be capitalized.

## **P**

### **Phi Sigma Pi National Honor Fraternity**

- The official name of the organization.
- Phi Sigma Pi and the representative Greek letters may be used in official communications.
- Phi Sigma Pi National Honor Fraternity should be referred to as a whole. Variations and abbreviations should be avoided (ex. Phi Sig, PSP)
- The use of the term National Fraternity shall be permitted in Phi Sigma Pi communications after the initial use of Phi Sigma Pi in the document or speech.

### **Pillars**

- See "Tripod"
- The term Pillars is incorrect usage.



### **potential new member**

- A student at a college/university where there is a Phi Sigma Pi Chapter who is both eligible and interested in joining the Fraternity.

### **pre-Chapter**

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### **probation**

- A period of trial and testing. This is also a period in which any deficit or violation is to be made good or corrected to avoid more severe action. A Chapter which places a Member on probation should restrict that Member's privileges accordingly. Additional restrictions may occur depending on the circumstances warranting the probation. The length of probation will last until the Chapter/Member has proven that the situation calling for probation has been corrected to the satisfaction of the National Council or the Chapter, whoever initiated the period of probation.

### **Purple & Gold**

- See "*The Purple & Gold*"

## **Q**

## **R**

### **Ritual**

- See "*The Ritual*"

### **recruitment**

- The action of recruiting new people.
- The term "rush" is an incorrect usage.

### **rush**

- Do not use in reference to recruitment.
- See "**recruitment**"

## **S**

### **Scholar's Province**

- See "*The Scholar's Province*"

### **scholar**

- If used in a title, capitalize the 's'. For general uses keep the 's' lowercase.

### **Song Titles**

- Song titles should always be in quotes (ex. "Brothers Are We")

### **staff**

- See "**National Staff**"

### **Shingle**

- Should always be capitalized.
- Refers to Phi Sigma Pi's official membership certificate.

### **Subrosa**

- Meaning "under the rose," it designates that anything said or done is to be held sacred and to remain confidential.

### **suspension**

- A temporary period of time during which the Chapter/Member shall be barred from all the rights and privileges of membership. During this period, the Chapter on suspension may meet to remedy the situation, as long as this is not in conflict with university regulations; however, no service, fundraising, social, recruiting or other types of Chapter-sponsored activities may be planned or completed. The Member on suspension may not participate in any Chapter activities. The length of suspension will depend upon the circumstances of the situation. Although temporary, the length of suspension may be indefinite. Probation is not necessarily a prerequisite to suspension. The Chapter or Member will be notified of the suspension by the Senior Vice President with a certified letter

## **T**

### **The Phi Sigma Pi Foundation**

- Should always be capitalized.
- Refers to the non-profit philanthropic arm of Phi Sigma Pi.
- The use of the term "Foundation" shall be permitted in Phi Sigma Pi communications after the initial use of The Phi Sigma Pi Foundation in the document or speech.

### ***The Purple & Gold***

- Should always be capitalized and italicized.
- The official collegiate magazine of Phi Sigma Pi National Honor Fraternity.
- Distributed biannually by the Phi Sigma Pi National Headquarters.

### ***The Ritual***

- Should always be capitalized and italicized.
- Refers to one of several ceremonies known in secret only to Members of the Fraternity; the most prominent among these is the Formal Induction Ceremony.
- The primary element distinguishing Phi Sigma Pi from all other organizations. It is the principal link that unites all Members of Phi Sigma Pi.

- The Ritual should be conducted only in the presence or view of Phi Sigma Pi Members in a room of proper atmosphere.

### ***The Scholar's Province***

- Should always be capitalized and italicized.
- The official handbook of Phi Sigma Pi meant to be used by the Initiates as a resource, guide and study book during the Initiation Program to teach the Initiates the National Fraternity's history and ideals, membership obligations, services provided by the National Headquarters and common ties that unite all Chapters of Phi Sigma Pi.

### **time**

- Should be written as time (space) a.m./p.m. with no zeros; Include time zone designation. (ex. 7 p.m. ET, 8:15 a.m. ET).

### **titles**

- Should always be capitalized before or after name (ex. Executive Director Suzanne Schaffer).

### **Tripod**

- Describes our three ideals: scholarship, leadership and fellowship.
- Should always be capitalized.
- The use of Pillars is incorrect usage.

## **U**

### **undergraduate**

- Should be lowercase unless at the beginning of a sentence or before Member/Chapter.

## **V**

### **Vice President (and other such titles)**

- unhyphenated
- capitalized

## **W**

### **websites, the Web**

- Lowercase website, and use as one word.
- Web when used in reference to the World Wide Web should be capitalized.
- Use http:// if the Web address does not include www.
- Use homepage as one word, unhyphenated.
- Use database as one word.
- Avoid ending a sentence with a Web address; readers may think the period ending the sentence is part of the address.
- Avoid breaking a line in the middle of a Web address.

- Start the website link in copy after the www. (ex. phisigmapl.org)
- Attempt to add a link to a term (online) rather than use the full Web address.

X

Y

Z