

Tabor College Written Branding

Alumni & Graduating Year

Tabor College graduates or current/former students should be referenced with the following system.

- The graduation year must be placed inside parentheses.
- Maiden names, when applicable, go inside the parentheses.

Updated Abbreviations (edited spring 2025 semester)

UNDERGRADUATE	GRADUATE/MASTER'S	BOARD/FACULTY/STAFF
g - graduate cs - current student fs - former student	tcg - graduate <i>(includes Tabor College Wichita)</i> tcc - certificate holder tcs - current student ftcs - former student	b - board of directors f - faculty s - staff ff - former faculty fst - former staff fb - former board of directors

Academic degrees

- Spell out academic degrees when they aren't used in a sequence or in a title.
- B.A., B.S., M.Ed., MBA, Ph.D., Ed.D., etc., are acceptable in titles.
 - o Periods must be used in any abbreviated degree.
 - o Any abbreviated title (i.e. CPA) that is not an academic degree does not include periods.
- Degrees only become possessive as bachelor's or master's degree.
- Bachelor of Arts or Master of Sciences are not possessive.

Board of Directors

- Tabor College Board of Directors is to be used at first reference.
 - o Using 'the board' is acceptable in any further reference.

Commencement

- It is required to capitalize Commencement on any reference regarding Tabor College.

Facilities

- A building's full, given name is required on first reference.
 - o It is acceptable to abbreviate a given space on second reference.
- A full-style guide of campus facilities can be found at www.tabor.edu/about/map-directions/.

Naming

- Tabor College is required on first reference.
 - o It is acceptable to use Tabor on second reference.
- Bluejays (preferred) or Jays can be used to describe the college's mascot.
 - o Capitalizing the J in Bluejays is prohibited.