

Virginia Military Institute

Editorial Style Guide

2025

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Key to Style Guide entries

advisor ←

Advisor is the preferred spelling in an academic context. Do not use adviser.

Entry words, in alphabetical order, are in **boldface**. They represent the accepted word forms unless otherwise indicated.

Text explains usage. Examples of correct and incorrect usage may be in quotation marks.

Introduction

The “Virginia Military Institute Editorial Style Guide” supplements and modifies the “Associated Press Stylebook,” the primary reference for VMI external publications. The “Associated Press Stylebook” (AP) is the most broadly used style manual in the communications field and therefore to be used for all external VMI communications in all cases. In addition, news releases are much more likely to be placed with fewer alterations if they conform to its standards.

Anyone creating documents, communications, or any other resources for internal or external audiences should adhere to the entries provided in the style guide, in direction of General Order 42, allowing for consistency in all materials. These guidelines embody VMI’s “house style” and address both necessary additions to AP style for topics specific to VMI not addressed in the Stylebook and carefully considered exceptions that address concerns of the VMI administration but preserve a single, professional VMI style.

External publications include the following:

- ♦ online publications, including social media and all unrestricted pages on the VMI website whose target audience includes the current on-post community, prospective cadets and their parents, the press, alumni and friends, or anyone curious about VMI;
- ♦ the “Institute Report,” whose target audience is mostly those who are familiar with VMI, but which also includes many whose connection is not intimate, such as new cadet parents, alumni families, and donors who are not alumni;
- ♦ news releases;

- ♦ marketing pamphlets and brochures, event programs, departmental newsletters, and other publications intended for parents and the general public; and
- ♦ overlays, slides, and other text in videos intended for external audiences.

In addition to general guidelines, this edition of the style guide includes a section providing guidelines specific to social media.

The Brand Guide (linked in the QR code) provides direction for presenting Virginia Military Institute in a consistent manner to all audiences, internal and external, while protecting the VMI trademarks and amplifying the brand. Included in the guide are the:



- ♦ VMI Brand Strategy
- ♦ Brand Identity
 - Brand Architecture
 - Logo, Workmark, and Lettermark Usage
 - Brand Colors
 - Brand Typography
 - Graphic Elements

To request a digital file of a logo or official mark or if you have questions regarding the VMI visual identity, email **marketing@vmi.edu**.

Common VMI Terms/AP Style

academic year (AY)

runs from Aug. 1 through July 31

active duty

administrative and professional staff

Sometimes abbreviated as A/P staff in internal communications only. Excludes classified staff.

advisor

Advisor is the preferred spelling in an academic context. Do not use adviser.

African American

capitalized; not always interchangeable with Black person; no hyphen for dual heritage (Asian American).

barracks

Use lowercase except when naming one of the three barracks buildings.

Always use uppercase when referring to Old Barracks, New Barracks, or Third Barracks, as these are specific names.

the “Bomb”

VMI’s yearbook.

Blue Book

VMI’s Cadet Regulations.

Breakout

Typically held in late January or early February, the day 4th Class cadets break out of the Rat Line.

brother rat

Lower case “brother rat” except when used as a title, usually within a quote (e.g. Brother Rat Jones). Only use the abbreviation “BR” (without periods) as part

of a quote, ensuring the context makes the meaning of the abbreviation clear.

Cadence

Cadence is a publication that is an academic journal. Should be capitalized with no quotation marks.

cadet

While VMI cadets are college students, they are always referred to as “cadets.”

Cadet Battery

Refers to cadet group in charge of firing the evening gun and any cannon fire at special events. Also refers to the four cannons—Matthew, Mark, Luke, and John—in front of barracks.

Cadet Equity Association (CEA)

Monitors the post-wide climate of respect and equitable treatment for cadets subcommittee of the General Committee

cadre

Cadre Week

The week prior to Matriculation Day, when returning members of the Corps involved in new cadet training plan and prepare for the incoming class.

canceled

Use the American spelling with one “L” rather than the British spelling with two “L”s. The same rule holds for other -el verbs such as labeled, traveled, fueled, etc.

catalog

Use the American spelling “catalog” rather than the British spelling “catalogue.”

change of command parade

chaplain

- › Institute chaplain

The Citadel

Both words are capitalized

citizen-soldier

class year

Abbreviate the class year for classes in the current century using a closing single quotation mark and those in the previous century whose year has not yet occurred in this century. For all other classes, spell out “Class of” and include all four digits of the year.

- › Emerson Fitzgerald, VMI Class of 1858
- › James Elliott, VMI Class of 1912
- › Evelyn Woodrow ’98
- › Jacob Adams ’08
- › Daniels was the valedictorian of the Class of 1961.

Use commas when the VMI class is completely spelled out.

- › Thomas A. Smith, VMI Class of 1907

Do not use commas when the class year is abbreviated.

- › Thomas A. Smith ’80 or Michael A. Jones Jr. ’07

Use Arabic numerals to indicate the class of a current cadet, e.g.: 1st Class, 2nd Class, etc.

A cadet is referred to as a 1st Class cadet, not a 1st Classman. Class is capitalized, but cadet is not.

When more than one class is listed, the word class is lowercase.

- › Thomas A. Smith is a 1st Class cadet.
- › Cadets from the 1st, 2nd, and 3rd classes participated in the exercise.

classified employee

Excludes A/P staff

coatee

Woolen jacket with tails and buttons; part of full-dress uniform

commandant’s awards ceremony

Lowercase in all instances.

commandant’s training time

Commonwealth

Uppercase Commonwealth when used as the Commonwealth of Virginia. It should be lowercased in all other general terms.

Corps of Cadets

Capitalize Corps of Cadets or Corps when it refers to a specific corps.

- › the Virginia Military Institute Corps of Cadets, the U.S. Military Academy Corps of Cadets

courses

written as

- › ERH 411: Fieldwork

400-level

- › Choose at least 3 credits 200-, 300-, 400-level Chinese language.

COVID-19

coronavirus; coronavirus pandemic; COVID-19 vaccine; superspreader is one word; social distancing does not have a hyphen.

curricula

The only curricula to be capitalized are those that are also proper nouns: English, Spanish, French, Chinese, and Arabic.

dean’s time

Short for dean’s training time. The weekly time for special academic activities.

dates

Month precedes the date; abbreviate only Jan., Feb., Aug., Sept., Oct., Nov., Dec. and only when used with a date. Year follows when needed for clarity. Use an en dash to express date ranges. Spell out months when standing alone. When date consists only of a month and a year, spell out the month and do not separate with a comma. In direct quotation write dates as spoken or written.

Use AP style for external audiences. Social posts should use the most attractive, easy to read style. Website may be different based on ROTC style which is controlled by DOD.

- The play will run Jan. 25–Feb. 4.
- The program has been in place since December 2013.
- The vice president will visit post in January.
- The founding of VMI, on Nov. 11, 1839, took place on a snowy day.
- Graduation will take place May 16.

departments and offices

Preferred use is to cast sentences to refer to departments and offices in general terms using lowercase.

When referring to a specific department or office by its formal name, use uppercase.

academic departments

Department of...

- ♦ Applied Mathematics
- ♦ Biology
- ♦ Chemistry
- ♦ Civil and Environmental Engineering
- ♦ Computer and Information Sciences
- ♦ Economics and Business
- ♦ Electrical and Computer Engineering
- ♦ English, Rhetoric, and Humanistic Studies
- ♦ History
- ♦ Human Performance and Wellness (formerly Physical Education)

- ♦ International Studies and Political Science
- ♦ Mechanical Engineering
- ♦ Modern Languages and Cultures
- ♦ Physics and Astronomy
- ♦ Psychology

offices on post

- ♦ Cadet Health and Wellness
- ♦ Center for Cadet Counseling
- ♦ Center for Leadership and Ethics
- ♦ Commandant's Office
- ♦ Construction Office
- ♦ Department of Information Technology
- ♦ Emergency Management Office
- ♦ Human Resources Office
- ♦ Institute Honors Program
- ♦ Institute Writing Program
- ♦ Inspector General/Title IX Coordinator
- ♦ Math Education Resource Center
- ♦ Military Store
- ♦ Miller Academic Center
- ♦ Office of Admissions
- ♦ Office of Auxiliary Services
- ♦ Office of Career Services
- ♦ Office of the Chief of Staff
- ♦ Office of Communications and Marketing
- ♦ Office of the Dean of the Faculty
- ♦ Office of Disabilities Services
- ♦ Office of Diversity, Opportunity, and Inclusion (DOI)
- ♦ Office of Finance and Budget
- ♦ Office of Finance and Support
- ♦ Office of Financial Aid
- ♦ Office of Global Education (formerly International Programs)
- ♦ Office of Institutional Effectiveness
- ♦ Office of Strategic Enrollment Management (SEM)
- ♦ Office of the Superintendent
- ♦ Physical Plant (P2)
- ♦ Procurement Services Office
- ♦ Protocol Office

- Quartermaster Department
- Registrar's Office
- VMI Alumni Agencies
- VMI Archives
- VMI Center for Undergraduate Research
- VMI Infirmary
- VMI Keydet Club
- VMI Museum
- VMI Police
- Writing Center

special programs

- Dean's Academic Speakers Program
- Employee Wellness
- Innovation Programming
- Innovation Programming Advisory Committee
- Summer Transition Program (STP)

DOI

stands for diversity, opportunity, and inclusion

- › The DOI office oversees the Inclusive Excellence program.

dyke

First class mentors to new cadets. Dyke should only be used when it is defined in the same sentence.

- › Smith is the dyke, or mentor, of a 4th Class cadet.

Easter break

not Easter furlough

evening gun

The gun fired by the Cadet Battery every evening when the flags are lowered.

Executive Committee (EC)

Composed of the General Committee and the president of the Officer Guard Association.

Family Weekend

Not Parents Weekend

footnotes

at end of sentences put punctuation before the footnote notation.

- › Corequisite(s): CH 138, for CH majors only.*

Founders Day

Do not use an apostrophe when referring to Founders Day.

FTX

Stands for field training exercises. In all instances, fall/spring field training exercises should be lowercased.

furlough

Do not capitalize furloughs as proper nouns. Use winter furlough not Christmas furlough.

- › spring furlough
- › summer furlough
- › winter furlough

General Committee (GC)

Composed of the nine class officers. Its subcommittees are the Executive Committee, Officer of the Guard Association, and Cadet Equity Association.

General Orders

Do not use # or Executive Order. Write as General Order 60, or General Orders 2 and 14. After first reference, it can be GO 2.

Glee Club

GPA

graduation parade

change of command parade is the more common term.

graduation week

Typically refers to activities held in mid-May, including commissioning, commencement, and several parades—not finals week

H.B. Johnson Jr., 1926, Distinguished Lecture Series

hyperlinks

With the exception of social media networks, “www.” should precede the web address.

Bold in publications, web text, and emails. Do not underline.

› **www.vmi.edu**

Online or digital hyperlinks must also follow the guidance for font accessibility available in the Color Palette section of the Brand Guide.

Institute

Always capitalize “Institute” when it refers to VMI. When using the phrase “the Institute,” do not capitalize “the.”

Institute awards ceremony

Held annually to recognize extraordinary cadet, faculty, and staff achievement

Institute Brass

Jackson-Hope Fund

Use in any instance in which you are crediting Jackson-Hope with sponsorship

Jazz Band

the Commanders

joint commissioning ceremony

Cadets commission into the armed services in joint commissioning ceremonies twice a year—once in December and once in May.

Jonathan M. Daniels ‘61

Jonathan Myrick Daniels ‘61 Humanitarian Award

Keydet(s)

Use this term for VMI’s sports teams and NCAA athletes. Sometimes used for club sports athletes, as well.

Lexington-Rockbridge County area

Marshall Hall

Use Marshall Hall to refer to the physical building where events are held. Many on-post events are sponsored by the Center for Leadership and Ethics and held in Marshall Hall.

matriculation

when used in text in all other cases is lower cased

Matriculation Book

Matriculation Day

Matriculation Week

The week of intense training following Matriculation Day and culminating in Rat Crucible. Use the term Hell Week only in direct quotes.

Matriculation Weekend

Used when matriculation ceremonies are held over two days, as in 2020.

Memorial Parade

Midwinter Formal

An annual dance, held over two nights, in the weeks following Breakout.

Navy Ships

No longer uses italics

see "U.S. Navy Ships" on page 21

- USS Abraham Lincoln

New Market Ceremony and Parade

Annual events that happened prior to 2020.

New Market Ceremony and New Market Parade are also acceptable.

Non-discrimination Statement

In accordance with the Title IX and Section 504 regulations, notification may include posting information notices, publishing in local newspapers, publishing in newspapers and magazines operated by the school or its students, publishing in alumnae or alumni newspapers or magazines, or distributing memoranda or other written communications to students and employees. In addition, recipients are required to include a statement of nondiscriminatory policy in any bulletins, announcements, publications, catalogs, application forms, or other recruitment materials that are made available to participants, students, applicants, or employees.

The size of the type must be no smaller than 6pt, and the statement must be readable.

The Virginia Military Institute is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based on race, sex, color, national origin, religion, age, veteran status, sexual orientation, pregnancy, genetic information, against otherwise qualified persons with disabilities, or based on any other status protected by law. In pursuit of this goal, any question of impermissible discrimination on these bases will be addressed with efficiency and energy and in accordance with VMI General Order 16. General Order 90 addresses complaints or reports of retaliation against those who have opposed practices prohibited by General Order 16, those who have filed complaints or reports of prohibited practices, and those who have testified or otherwise participated in enforcement of General Order 16. Questions regarding discrimination prohibited by Title IX of the Education Amendments of 1972, or other federal law, may be referred to the VMI Inspector General and Title IX Coordinator, 303 Letcher Avenue, VMI, Lexington, VA 24450, 540-464-7086. Any cadet or prospective cadet having questions about disability services for students should contact the Miller Academic Center, 206 Carroll Hall, Lexington, VA 24450, 540-464-7636. For employment-related disability services, contact the Americans with Disabilities Act Coordinator in the VMI Human Resources Office, Lexington, VA 24450, 540-464-7322.

Oath Day

The day rats take the cadet oath prior to 2020.

Officer of the Guard Association (OGA)

helps create and maintain an environment that facilitates communications, harmony, and discipline in the Corps

officer-in-charge

Old Yell

One Corps—One VMI: A Unifying Action Plan

parades

Technically, most VMI parades are military reviews. There is no such thing as a review parade. The term parade can be used for public discussion. Parades are held on the Parade Ground. It is capitalized. Parade deck and parade field are incorrect.

Parade Ground

Parents Council

Parent Orientation

Parents Weekend

Family Weekend is the correct name of the event.

penalty tours

percent

Use percent sign, no spaces:

- 40%
- 3% to 5%

Don't write out numbers under 10 with percentages.

phone numbers

Should be written consistently throughout a document, preferably in this format, including area code: 540-464-7000.

extensions

Extensions should also be consistent, preferably ext. 7000.

post

Lowercase in all uses.

- › VMI post
- › on-post housing
- › located on post

pin-on ceremony

rank

faculty and staff rank

Most faculty members and some staff members hold two forms of rank: military rank and academic or professional rank.

Military rank is indicated using AP standards, not the administrative abbreviations used by the individual services. In the first mention of a faculty member holding military rank, always use the abbreviation for the military rank before the name and capitalize it. When using military rank without the last name, spell out the rank and always use lowercase.

When used in a table, academic rank abbreviations are Prof., Assoc. Prof., Asst. Prof., and Instr. Academic ranks are not abbreviated in any other case.

Academic rank is lowercase when used as an identification and uppercase when used as a title. Academic rank is always spelled out in text; however, it may be abbreviated in a tabular display.

In first use of the name of a faculty member not holding military rank but holding a doctorate, “Dr.” may be used as a title. In all subsequent use, address by the last name only.

Professional rank usage follows that of academic rank. Generally, this refers to directors, associate directors, and assistant directors of administrative offices. Professional rank is always spelled out in text; however, it may be abbreviated in a tabular display.

- › Gen. J.H. Binford Peay III, VMI superintendent
- › Lt. Col. Ralph N. Smith, associate professor of civil engineering
- › Col. Samuel K. Jones, professor of biology
- › Dr. Smith
- › The cadet said, “Col. Jones is a professor.”

Courtesy titles should be used only in direct quotations or after first reference when specifically requested by the subject. In those rare cases where courtesy titles are used, Ms. is preferred for women unless Miss or Mrs. is specifically requested.

military rank

Abbreviate ranks before a name as prescribed in the AP Stylebook. This is in keeping with guidance from the Department of the Army Office Chief of Public Affairs and the doctrine recommended by the Defense Information School to be used across the U.S. armed forces in public relations materials. Both Army and Navy have Captains—the branch needs to be specified when using this rank. Enlisted Guardians and all others with the Space Force follow the same rank abbreviations as services listed above.

Army

Commissioned Officers

General	Gen.
Lieutenant General	Lt. Gen.
Major General	Maj. Gen.
Brigadier General, BG	Brig. Gen.
Colonel	Col.
Lieutenant Colonel	Lt. Col.
Major	Maj.
Captain	Capt.
First Lieutenant	1st Lt.
Second Lieutenant	2nd Lt.

Warrant Officers

Chief Warrant Officer	Chief Warrant Officer
Warrant Officer	Warrant Officer

Enlisted Personnel

Sergeant Major of the Army	Sgt. Maj. of the Army
Command Sergeant Major, CMS	Command Sgt. Maj.
Sergeant Major	Sgt. Maj.
First Sergeant	1st Sgt.
Master Sergeant	Master Sgt.
Sergeant First Class, SFC	Sgt. 1st Class
Staff Sergeant	Staff Sgt.
Sergeant	Sgt.
Corporal	Cpl.
Specialist	Spc.
Private First Class, PFC	Pfc.
Private	Pvt.

Navy, Coast Guard

Commissioned Officers

Admiral	Adm.
Vice Admiral	Vice Adm.
Rear Admiral Upper Half	Rear Adm.
Rear Admiral Lower Half	Rear Adm.
Captain	Capt.
Commander	Cmdr.
Lieutenant Commander	Lt. Cmdr.
Lieutenant	Lt.
Lieutenant Junior Grade	Lt. j.g.
Ensign	Ensign

Warrant Officers

Chief Warrant Officer	Chief Warrant Officer
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Enlisted Personnel

Petty Officer First Class	Petty Officer 1st Class
Petty Officer Second Class	Petty Officer 2nd Class
Petty Officer Third Class	Petty Officer 3rd Class
Seaman	Seaman
Seaman Apprentice	Seaman Apprentice
Seaman Recruit	Seaman Recruit
Yeoman	Yeoman is not a rank in the Navy, it is a rating or job designation. Use the person's rank

Marine Corps

Ranks and abbreviations for commissioned officers are the same as those in the Army. Warrant officer ratings follow the same system used in the Navy. There are no specialist ratings.

Enlisted Personnel

Sergeant Major of the Marine Corps	Sgt. Maj. of the Marine Corps
Sergeant Major	Sgt. Maj.
Master Gunnery Sergeant	Master Gunnery Sgt.
First Sergeant	1st Sgt.
Master Sergeant	Master Sgt.
Gunnery Sergeant	Gunnery Sgt.
Staff Sergeant	Staff Sgt.
Sergeant	Sgt.
Corporal	Cpl.
Lance Corporal	Lance Cpl.
Private First Class, PFC	Pfc.
Private	Pvt.

Air Force

Ranks and abbreviations for commissioned officers are the same as those in the Army.

Enlisted Personnel

Chief Master Sergeant of the Air Force	Chief Master Sgt. of the Air Force
Chief Master Sergeant	Chief Master Sgt.
Senior Master Sergeant	Senior Master Sgt.
Master Sergeant	Master Sgt.
Technical Sergeant	Tech. Sgt.
Staff Sergeant	Staff Sgt.
Senior Airman	Senior Airman
Airman First Class	Airman 1st Class

Airman
Airman Basic

Airman
Airman

Space Force

Enlisted Guardians and all others with the Space Force follow the same rank abbreviations as services listed above.

professional ranks

When used in a table, professional rank abbreviations are Dir., Assoc. Dir., and Asst. Dir. Professional ranks are not abbreviated in any other case.

rat

Use lowercase except when used as a specific name, title, or form of address. "Rat" should be used only in direct quotations; otherwise, use "4th Class cadet" or "new cadet."

Rat Bible

The training manual for new cadets, titled "The Bullet."

Rat Challenge

A 10-week program designed to engage new cadets in training.

Rat Crucible

The culmination of Matriculation Week, a course of physical training activities held on North Post.

Rat Disciplinary Committee (RDC)

Rat Mass

Use this term to refer to rats collectively in the time period between matriculation and Breakout.

Rat Olympics

The culmination of Rat Challenge. Held on Founders Day.

Rat Line

Always use two capitalized words, since this refers to the "line" the rats must walk. One is "in" the Rat Line, not "on" the Rat Line.

Rat Sunday

Red Book

The Cadet Regiment's Operating Procedures.

Regimental Band and Pipe Band

- Smith is a member of Band Company.
(the only company written this way)

regimental units

The Corps is organized as a regiment, but is always referred to as the Corps or the Corps of Cadets. The first captain, however, is the regimental commander and not the Corps commander.

Corps is always spelled with an "s" in both singular and plural forms. In the plural form, the "s" is not silent.

- Both the VMI and The Citadel corps (pronounced like "cores") marched in the parade.

When referring to the battalions, capitalize when a specific battalion is indicated. Use an Arabic numeral to indicate a specific battalion (1st Battalion, not First Battalion).

- Smith commands the 2nd Battalion.
- Each battalion is commanded by a cadet captain.

When referring to companies:

- ♦ Band Company
- ♦ Alpha Company
- ♦ Bravo Company
- ♦ Charlie Company
- ♦ Delta Company
- ♦ Echo Company
- ♦ Foxtrot Company

- ♦ Golf Company
- ♦ Hotel Company
- ♦ India Company
- ♦ Smith is a member of Band Company.
(the only company written this way)
- ♦ Each battalion is composed of four companies.

retirement parade

The retirement parade is an annual spring parade in which retiring faculty members are honored by the superintendent. Retiring faculty members typically join the superintendent in taking review.

retreat parade

Ring Figure

Ring Figure ball

A dance held the night of the ring presentation ceremony where cadets traditionally wear their rings for the first time.

Ring Figure supper

The Ring Figure supper is held for 2nd Class cadets on the night prior to the ring presentation ceremony.

ring presentation ceremony

During the ring presentation ceremony, 2nd Class cadets receive their VMI rings. Typically held just before or after Thanksgiving furlough.

ROTC

Do not refer to ROTC units as departments. They are units or detachments. The ROTC units should be identified as: Army ROTC, Naval ROTC, and Air Force ROTC. Do not use AROTC, NROTC, or AFROTC unless within a quote. Naval ROTC (not Navy ROTC) contains Navy-option cadets and Marine-option cadets.

Coast Guard Auxiliary University Program (AUP)

Is designed to provide a continuous resource of well-trained officer candidates who will excel in the United States Coast Guard or a similar service agency, without the commitment of an ROTC.

S-staffs

The S-staffs in the Corps of Cadets at battalion and regimental levels correspond to military staffs. The staffs are:

- S1—adjutant, responsible for administration
- S2—academics, liaison between the Corps and the academic enterprise
- S3—operations, responsible for planning and executing plans to accomplish assigned missions
- S4—supply, responsible for logistical support to the Corps
- S5—public relations, responsible for representing the Corps to the public
- S6—Computer apps and social media administrators
- S7—cadet life, responsible for organizing social and morale, support, and welfare events for the members of the Corps
- S8—Emergency Medical Service (EMS) staff, responsible for providing emergency medical care to the Corps of Cadets, staff, faculty, and visitors
- S9—athletics, responsible for club sport and Corps interaction with NCAA teams

sentinel box

shako

tall hat bearing either a pom-pom or feather plume (officers only) worn for full-dress parades.

Silver Shako

The trophy given to the winner of the Military Classic of the South football game (VMI vs. The Citadel)

spider

also known as VMI logo

“The Spirit”

VMI’s fight song; also doubles as the Alma Mater.

spring FTX

In all instances, spring field training exercises should be lowercase.

states

written out

- › Richmond, Virginia

When used in the middle of a sentence, put a comma after the state

- › She visited Atlanta, Georgia, during spring furlough.

stoop

floor of barracks

- › rats live on the fourth stoop.

suffixes

No comma before Jr. or III

- › Gen. J. H. Binford Peay III ’62

tailgate

taps

taps is lowercased without quotation marks. It can be the bugle call for lights out, also used for military funerals. Taps is the time that means “lights out” for cadets in barracks.

theater, theatre:

VMI Theatre is the acting troupe made up of cadets, faculty, and staff. It performs in Gillis Theater. Refer to other acting

troupes and facilities using their preferred spellings. VMI Community Theatre puts on summer productions and is made up of volunteer performers and technical staff from the Lexington-Rockbridge community. Generic and other uses of the word are spelled “theater” (e.g., the European Theater of Operations, a hospital’s operating theater, “he went to the movie theater.”).

time

civilian time

Use in all instances except direct quotes. Noon and midnight are spelled out. Never 12 noon or 12 midnight. Use a colon to separate hours from minutes; times falling exactly on the hour do not require zeros. Punctuate and capitalize as shown. Be consistent in construction of time ranges and do not repeat a.m. or p.m. in a single time range. Use AP style for external audiences. Social posts should use the most attractive, easy to read style. Website may be different based on ROTC style which is controlled by DOD.

- › 2–4 p.m.
- › 10 a.m.–4 p.m.
- › from 6 to 8 a.m.
- › The concert will begin at 3:45 p.m.
- › The talk will run from noon to 1 p.m.

military time

Use only in direct quotations, with civilian time in brackets if necessary for clarity. The word “hours” is not needed when using military time.

- › He arrived at 1300.

titles

AP style does not use italics. Quotes around book titles, movie titles, play titles, song titles, TV shows, article names, and works of art.

- “Spirit of Youth,” 1939

For the names of newspapers and magazines, simply capitalize the name, including The if it is part of the title:

- Money magazine
- The Washington Post

Validation Week

The week preceding Breakout. Resurrection Week may be used only in direct quotations.

Virginia Military Institute

Is not preceded by the word “The.”

VMI

No periods between the letters and should only be used after Virginia Military Institute is used in a document.

VMI Fitness Test (VFT)

VMI Honor Code

Capitalize honor code when it refers to the VMI Honor Code. Use VMI Honor Code full term as often as possible. Do not capitalize honor code when it is used to refer to honor codes in a general sense.

web addresses

see “hyperlinks” on page 6

White Book

The Cadet Government’s Operating Procedures

Sites on post

10 E. Washington St.

Davidson-Tucker House, next door to the Jackson House Museum

110 Hines Ln.

Hinty Hall, located at Lackey Park behind Rockbridge County High School and houses the offices, workshops, ROTC Storage Shed. and other facilities of Physical Plant.

1857 Limits Gates

The original Limits Gates

303 Letcher Ave.

houses the Protocol, Inspector General/ Title IX Coordinator, and DEI Offices

304 Letcher Ave.

Neikirk Hall, offices of the VMI Foundation and the Keydet Club

305 Letcher Ave.

Letcher House, houses Human Resources

306 Letcher Ave.

Cabell House, also known as Archer House, faculty/staff housing

307 Letcher Ave.

Pendleton-Coles House, houses Admissions

320 Institute Hill

Freeland House, houses the Construction Office and

P2 housekeeping

402 Letcher Avenue

VIP Quarters, used as lodging for special guests

412 VMI Parade

Superintendent’s Quarters

416 VMI Parade

Maury House, commandant’s quarters

8 E. Washington St.

Jackson House Museum

Alleghany Room

housed in Marshall Hall

Aquatic Center

Archer House

306 Letcher Ave., also known as Cabell House, faculty and staff housing

Blue Ridge Room

housed in Marshall Hall

Cabell House

306 Letcher Ave., also known as Archer House, faculty/staff housing

Cadet Battery

This custom-designed battery was cast at the Cyrus Alger Foundry in Boston and arrived at VMI on June 6, 1848. From 1851 until the beginning of the Civil War the guns were commanded by Major Thomas J. Jackson (later known as “Stonewall”), VMI’s professor of natural philosophy and artillery tactics. During the war the guns were used by the famed Rockbridge Artillery under the command of William Pendleton. It was Pendleton, an Episcopal minister, who named the four cannons Matthew, Mark, Luke, and John.

Center for Cadet Counseling

housed in the Post Hospital building, part of Cadet Health and Wellness.

Cadet Health and Wellness

housed in the Post Hospital building, composed of the VMI Infirmary and Center for Cadet Counseling

Cameron Hall

houses offices, basketball floor, racquetball courts

Carroll Hall

Center for Leadership and Ethics

CLE, housed in Marshall Hall. when referring to the building use Marshall Hall.

Charles S. Luck '20 Memorial Weight Room

housed in Cocke Hall

Chessie Nature Trail

Chessie Nature Trail bridge

a 210-foot bridge connecting the trail between Lexington and Buena Vista completed in 2021. The structure

replaces a railroad bridge that was taken out by Hurricane Isabel in 2003.

“Cincinnatus Monument”, 1983

The “Cincinnatus Monument” stands in front of Preston Library, honoring the concept of the citizen-soldier. It includes the names of recipients of the Cincinnati Medal, awarded to the graduating cadet who “has demonstrated to the greatest degree excellence of character and efficient of service”

Clark King Hall

connected physically to Cocke Hall Swimming Pool, houses boxing rings, locker rooms, and other facilities

Clarkson-McKenna Hall

football staff, Ferebee Lounge

Cocke Hall

connected physically to Clark King Hall, houses the Charles S. Luck '20 Memorial Weight Room.

Cocke Hall Swimming Pool

Cormack Hall

houses the Department of Human Performance and Wellness and wrestling arena, also known familiarly as “The Pit”; if “The Pit” is used in a quote, a clarifying statement should precede or follow the quote identifying “The Pit” as Cormack Hall.

Corps Physical Training Facility (CPTF)

Crozet Hall

houses the Subs’ Mess reception room

Crozet Point

situated across Letcher Ave. from Crozet Hall, location of the headstone and grave of Claudius Crozet

Daniels Arch and Courtyard, 2006

located in the rear of Old Barracks. Daniels, from Keene, New Hampshire, was the valedictorian of the Class of 1961. While a seminarian at the Episcopal Divinity School in Cambridge, Massachusetts, he responded to the pleas of Dr. Martin Luther King Jr. for clergy to become more actively involved

in the Civil Rights movement, and traveled to Alabama to assist with voter registration efforts in the South. He was shot and killed in Hayneville, Alabama, in August 1965 defending Ruby Sales from a shotgun blast.

Davidson-Tucker House

10 E. Washington St., next door to the Jackson House Museum

Diversity, Opportunity, and Inclusion

Office of housed in 303 Letcher Ave.

Delaney Field

now Fiorini Field

Ferebee Lounge

housed in Clarkson-McKenna Hall

Fiorini Field

formerly Sprinturf Field and before that Delaney Field

Foster Stadium

full name is P. Wesley Foster Jr. '56 Stadium, houses Alumni Memorial Field and H.M. "Son" Read '16 Memorial Track

"Francis H. Smith Statue," 1931

Bronze statue of VMI's first superintendent, by sculptor Ferruccio Legnaioli. Smith, who served for 50 years—from the opening of the Institute in 1839 through 1889—is known as the "builder and rebuilder" of VMI. The statue was originally located near the New Market monument, but today resides in front of Smith Hall, VMI's administration building.

Freeland House

320 Institute Hill, houses the Construction Office and P2 housekeeping

French Guns

The eight cannons along the parapet wall opposite the Washington Arch of Old Barracks. Six are original 17th century French bronze guns. Two are 12-pound cannon from the Letcher Artillery; the tubes were cast at Tredegar Foundry in Richmond from

bronze salvaged from the melting down of Revolutionary War era French cannons. The Letcher Artillery cannons were presented to VMI in 1863.

George C. Marshall Museum and Library operated by the George C. Marshall Foundation on VMI property, houses the Pogue Auditorium. Closed in 2020.

"George C. Marshall Statue," 1978

facing Marshall Arch. Honoring VMI's distinguished 1901 graduate, this statue was dedicated on Founders Day 1978 and stands in front of the Marshall Arch section of Barracks. During World War II Gen. Marshall served as Army Chief of Staff (1939–1945). After the war, he was named special ambassador to China (1945–1947), Secretary of State (1947–1949), president of the American Red Cross (1949–1950), and Secretary of Defense (1950–1951). In 1953 he was awarded the Nobel Peace Prize for his role in creating the European Recovery Program (known as the Marshall Plan).

"George Washington Statue," 1856

Dedicated on July 3, 1856, this bronze was cast by Virginia artist William James Hubbard and is a replica of Jean Antoine Houdon's original marble. In 1864 it was confiscated by Union troops as a trophy of war, but was returned and rededicated in 1866. The statue stands across from the Washington Arch entrance to Old Barracks.

Gray-Minor Stadium

baseball stadium located at North Post houses Lamore Field

Guard Room

Headquarters for the Guard Team; in Old Barracks Main Arch.

"Guard Tree" monument, 1954

The "Guard Tree" monument was created in 1954 by William M. Simpson to mark the spot on which the old VMI Guard Tree stood from 1839 to 1951.

Hall of Valor	the name of the banquet room in Marshall Hall; do not use it to refer to the building housing the Virginia Museum of the Civil War, located at New Market Battlefield	of this city of Lexington-owned and -maintained property with improvements funded and/or completed by VMI
Harbinger Farm House	located at McKethan Park	Kilbourne Hall
Hinty Hall	110 Hines Lane, located at Lackey Park behind Rockbridge County High School and houses the offices, workshops, ROTC Storage Shed. and other facilities of Physical Plant.	Army, Naval, and Air Force ROTC, as well as Virginia Army National Guard offices
Honor Court	housed in Shell Hall	Kilbourne Hall Annex
House Mountain	double mountain seen in profile from Parade Ground; located about five miles west-northwest of VMI; a Rockbridge County landmark.	located behind Kilbourne Hall
Indoor Training Facility	also acceptable is the Corps Physical Training Facility	Lackey Park
“Jackson-Hope Monument,” 2003	Honoring the recipients of the First Jackson-Hope Medal and the Second Jackson-Hope Medal, awarded to the two most academically distinguished cadets in each graduating class since 1876	located along U.S. Route 11 about one-half mile north of Lexington, the location of Hinty Hall and parking lot for upperclass cars
Jackson House Museum	(formerly Stonewall Jackson House)	Lamore Field
Jackson Memorial Hall	(until 2020, now Memorial Hall)	housed in Gray-Minor Stadium located at North Post
John A. Adams ’71 Center for Military History and Strategic Analysis	Located in Scott Shipp Hall	Lejeune Hall
Jordan’s Point	starting point of the Woods Creek Trail. Overlooked by Turman House, also called Stono House, associated with the house are the summer kitchen, gate house, and ice house	integral part of Third Barracks, houses the Visitors’ Center, Post Exchange, and VMI Bookstore; pronounced “Le-jurn”
Jordan’s Point Park Athletic Field	VMI has long-term rights to use	Leslie Gillis ’29 Theater
		housed in Marshall Hall
		Letcher Avenue houses
		see Archer House, Cabell House, Letcher House, Neikirk Hall, Pendleton-Coles House, Protocol Office
		Letcher House
		305 Letcher Ave., houses Human Resources
		Limits Gates
		Mallory Hall
		houses math, physics, and computer science departments
		Marshall Arch
		facing the statue of Gen. George C. Marshall and entering New Barracks
		Marshall Hall
		houses the Center for Leadership Ethics, the Leslie Gillis ’29 Theater, New Market Room, Shenandoah Room, Alleghany Room, Blue Ridge Room, and the Hall of Valor banquet room
		Maury House
		416 VMI Parade, commandant’s quarters

- Maury-Brooke Hall**
chemistry and biology departments
- McKethan Training Area**
located in McKethan Park, part of the Military and Leadership Field Training Grounds
- McKethan Park**
three miles west of the VMI post, location of the McKethan Training Area, part of the Military and Leadership Field Training Grounds; also located at McKethan Park are the VMI Observatory, Sky Farm House, Harbinger Farm House, the skeet range, and recreational facilities
- Memorial Arch, 2016**
In the Memorial Garden opposite the “Spirit of Youth.”
- Memorial Garden, 1927**
The Memorial Garden, at the front of Cocke Hall, was designed by landscape architect Ferruccio Vitale. Plaques honoring VMI alumni killed in service.
- Memorial Hall**
houses the VMI Museum (formerly Jackson Memorial Hall)
- Military and Leadership Field Training Grounds**
MLFTG, located at North Post and McKethan Park, includes the North Post Training Area and McKethan Training Area
- Moody Hall**
VMI Alumni Association offices
- Morgan Hall**
south annex to Nichols Engineering Building
- National Guard Armory**
located at Lackey Park, owned by VMI and leased to the Virginia Army National Guard
- Neikirk Hall**
304 Letcher Ave., offices of the VMI Foundation and the Keydet Club
- New Barracks**
- New Market Battlefield**
includes Bushong Farm House, Virginia Museum of the Civil War, and various outbuildings
- New Market Room**
housed in Marshall Hall
- North Institute Hill**
includes the area between Crozet Hall and Main Street.
- North Post Training Area**
preferred for Saunders Fields, the North Post portion of the Military and Leadership Field Training Grounds, including drill fields, challenge courses, obstacle courses, leadership reaction course, 30-point firing range, tennis courts, parking, and restrooms
- Nichols Engineering Building**
housing civil, electrical, and mechanical engineering departments. Its south annex is Morgan Hall.
- Officers Row**
VMI Parade as it passes in front of the Superintendent’s Quarters, Maury House, and housing for the dean, chief of staff, commandant, Corps sergeant major, and other senior leaders.
- Old Barracks**
- Old Barracks Main Arch**
(was Jackson Arch)
Was the arch facing the statue of Gen. Thomas J. Jackson
- Old Post Hospital**
houses the Institute chaplain and Office of Global Education
- Parade Ground**
open field in front of barracks used for parades, physical training, and tailgates
- Parapet**
Wall along the south side of barracks overlooking Memorial Gardens and Cocke Hall
- Patchin Field**
located at North Post
- Gen. George Patton Sculpture**
temporarily exhibited in the VMI

- Museum upon receiving it, this is a life-size statue of Gen. George Patton, VMI Class of 1907, created in 1983 by Armand LaMontagne.
- Paulette Hall**
located at North Post adjacent to Gray-Minor Stadium, houses the W. Clark Minnigerode '92 Lacrosse Locker Room, the Bushey '69 Locker Room (baseball), and the Jay R. Sculley '62 Men's Soccer Locker Room
- Pendleton-Coles House**
307 Letcher Ave., houses Admissions
- The Pit**
the former track and field facility in Cormack Hall before renovated into the wrestling arena.
- Post Exchange**
housed in Lejeune Hall (PX)
- Post Hospital**
building housing Cadet Health and Wellness
- Preston Library**
houses the Turman Room
- Protocol Office**
located at 303 Letcher Ave., also houses Inspector General/Title IX Coordinator, and DEI Offices, VIP Quarters on basement level
- Quartermaster Department (QMD)**
housed the Richardson Hall
- Richardson Hall**
connected to Shell Hall, housing the QMD, laundry, and pressing shop
- ROTC Storage Shed**
located at Hinty Hall, used for storage of artillery cannons and other items
- Saunders Fields**
preferred is North Post Training Area
- Scott Shipp Hall**
housing economics/business, English, history, international studies, and modern languages departments
- Shell Hall**
connected to Richardson Hall, houses the VMI Band, registrar and Honor Court
- Shenandoah Room**
housed in Marshall Hall
- Shenandoah Valley Tourism Information Center**
housed in the Virginia Museum of the Civil War at New Market Battlefield
- Shirley House**
located at New Market, used as staff housing
- Sky Farm House**
located at McKethan Park
- South Institute Hill**
includes the area between Maury-Brooke Hall and Main Street.
- Smith Hall**
houses administrative offices including the superintendent's office, dean's office, and the finance, administration, and support office.
- "Spirit of Youth," 1939**
The statue "Spirit of Youth" is the work of sculptor Attilio Piccirelli and located in Memorial Garden. This statue was a gift of Anne Cocke, the wife of VMI's 4th Superintendent, William H. Cocke. In 2016 a memorial arch was added opposite the "Spirit of Youth."
- Sprinturf Field**
now Fiorini Field (formerly Delaney Field)
- Stonewall Jackson House**
(now Jackson House Museum)
8 E. Washington St.
- "Stonewall Jackson Statue," 1912**
Sculptor Sir Moses Ezekiel (Class of 1866 and New Market cadet) donated this replica of his Charleston, West Virginia monumental sculpture. It commemorates the Confederate general and former professor at VMI. Jackson is depicted surveying the field before the Battle of Chancellorsville, Virginia, where he received his mortal wound. The sculpture was unveiled on

June 19, 1912 and stood in front of the barracks until 2020. It is now at the New Market Battlefield.

Subs' Mess reception room
housed in Crozet Hall

Superintendent's Quarters
412 VMI Parade

Third Barracks

Third Barracks Arch
otherwise unnamed at this time

Turman House
overlooks Jordan's Point, also called Stono, houses VIP Quarters and an apartment for visiting scholars; associated with the house are the summer kitchen, gate house, and ice house

VIP Quarters
402 Letcher Avenue, used as lodging for special guests

VMI Alumni Association offices
housed in Moody Hall

VMI Infirmary
housed in the Post Hospital building, part of Cadet Health and Wellness.

VMI Museum

housed in Memorial Hall (formerly Jackson Memorial Hall)

VMI Observatory

located at McKethan Park

VMI Police Building

"Virginia Mourning Her Dead," 1903

"Virginia Mourning Her Dead" was created by sculptor Sir Moses Ezekiel to honor the VMI cadets who fought at the Battle of New Market. Ezekiel was himself a member of the Class of 1866 and a New Market cadet. The statue was dedicated in 1903, an event that included a reunion of New Market veterans.

Virginia Museum of the Civil War
formerly the Hall of Valor, located at New Market Battlefield

Washington Arch

facing the statue of George Washington

Woods Creek Trail

starts at Jordan's Point, passes through VMI, W&L, and into Lexington

Photo Cutlines

cutline with story

AP Stylebook guidelines apply: The first sentence describes in the present tense who is in the photo and what is going on. In that sentence or additional sentences, state where and when the photo was taken. List names left to right. Where necessary, the following parentheticals and appropriate adaptations may be used: (from left), (front, from left), (seated, from left), (in foreground), (not pictured).

- Accepting the VMI Foundation's gift are the three leaders of the Class of 2018 (from left), Joey Brown, president; Ben Washecheck, historian; and

Henry Wiswall, vice president.—Photo courtesy of the VMI Foundation.

- Cadets arrive on post May 23 for the first summer session.—VMI Photo by Sharon Eddington.

Finish with the photo credit, as below.

- —VMI Photo by Sharon Sirlington.
- —Photo courtesy of Naval ROTC.
- —Photo courtesy of Maj. Edward Harrington.

deep cutline (no story)

All of the guidelines for cutline with story apply. Additional information is usually needed to provide context, but the text

should be no longer than 100 words. Deep cutlines carry a short label-style headline.

- › A Special Presentation Olga Dunaevskaya, native teaching assistant in Washington and Lee University's German and Russian Department, presents Col. Keith Gibson '77, executive director of the VMI Museum System, with a copy of an article, "Moses Ezekiel: The First Jewish Cadet in the United States," she wrote for the Russian publication, *Lekhaim*. The article focuses on the famed sculptor Moses Ezekiel, who was wounded in the Battle of New Market and graduated from VMI in 1866. Dunaevskaya visited the VMI Museum May 5.—VMI Photo by Capt. Penny Tatum.

file photos

Photos should be identified as file photos when they predate the present news cycle or when they are used in contexts other than those for which they were taken.

The photo credit should be phrased as below.

- › —VMI File Photo by Jack Roberts.

headshot

Cutlines for head shots include the subject's full name only and do not require a credit if they are VMI photos. If they are outside photos and the photographer or source is known, credit should be a brief parenthetical.

- › Lt. Col. John J. Tarlington
- › Maj. Joe Smuccatelli (Andre Studio)

Punctuation

book and movie titles

see "titles" on page 12

em dash

Use an em dash to set off text in a way similar to but more prominent than commas or parentheses. Pairs of em dashes should be used to set off a parenthetical element; a single em dash is used to set off an amplifying or explanatory element. Do not leave a space on either side the dash.

- › State funding—about three-quarters of the total cost of the facility—was included in the biennial budget proposed by Gov. Ralph Northam '81.

items in a series

Use a comma to separate elements in a simple series, including the final element before the conjunction.

- › The museum displays historic artifacts from the 19th, 20th, and 21st centuries.
- › Cadets were involved in facilitating every aspect of the North Post Challenge, staffing event stations, keeping score, and ensuring safety.

parentheses

Avoid parentheses within parentheses, or nested parentheses. Use brackets inside parentheses to create a double enclosure in the text.

percent

Use percent sign, no spaces:

- › 40%
- › 3% to 5%

Don't write out numbers under 10 with percentages.

phone numbers

Should be written consistently throughout a document, preferably in this format, including area code: 540-464-7000.

extensions

Extensions should also be consistent, preferably ext. 7000.

U.S. Navy Ships

No longer uses italics

As follows:

- › USS Bataan
- › USS Abraham Lincoln
- › USS Cheyenne

Alternative Text (alt text)

Alternative text (alt text) is a short description of an image. It is read by screen readers when the image cannot be viewed or a web viewer is blind or has visual impairment.

Best practices for alt text

Keep it short

Write like a sentence—start with capital letter, end with period.

Don't include "image of" or "picture of"

- › A cadet in civilian clothing works in a lab.

- › The theater cast poses on the stage in costume.
- › Lightning strike during a storm on VMI post.

Headshots should be: "Headshot of **name**"

- › Headshot of Jim Miller

Things to consider

colors, animals, image style (painting, graph), emotions (smiling, glaring)

- › A student pulls a book from a library shelf.

Social Media

The principles of effective communication and professionalism apply to social media across all platforms. This guide is meant to ensure consistent presentation and tone, giving VMI platforms credibility. All authorized platforms represent VMI, and voicing, level of formality, and tone should be consistent with imaging established by VMI C&M. Social media posts require the same attention to accuracy and publication standards as all other authorized VMI publications. See General Order 71 for more information on the policies for social media.

general

Write clearly within the confines of the platform—clarity is imperative even in platforms with character limits. Narrow the content for a given post to that which can be effectively communicated in a professional manner consistent with this Style Guide.

Do not write from the first-person singular perspective (using the pronouns "I" or "me"); posts to authorized social media accounts never represent the perspective of a single individual; they represent the

Institute or a constituent group within the Institute.

Write from the first-person plural sparingly (pronouns “we” or “us”); though posts to authorized social media represent entities within the Institute made up of individuals, it is easier to maintain professional voicing using imperatives (second person) or descriptions in the third person.

Respect intellectual property rights and liability concerns. Give attribution for VMI-produced photographs and videos. Where outside content is used with permission, provide the attribution. Caption photos accordingly in platforms where there is no character limit. Individuals should be named where identifying them is relevant to clear

communication but otherwise may be left unnamed. Time references may be relative rather than absolute, even where no date is provided.

see “Photo Cutlines” on page 19.

spelling, abbreviations, and fragments

For all platforms where character count is not limited, the “Associated Press Stylebook” and the “VMI Editorial Style Guide” apply. Write in complete sentences.

For platforms where the number of characters is limited, use abbreviations and symbols only as needed. Sentence fragments are acceptable where necessary, but only when a fragment can clearly convey the intended content.

Areas of Study

degrees

A bachelor’s degree may be awarded within the following areas:

bachelor of science degree:

- ♦ Applied Mathematics, B.S.
- ♦ Biology, B.S.
- ♦ Chemistry, B.S.—Pre-Medical Track
- ♦ Chemistry, B.S.—Research Track
- ♦ Civil Engineering, B.S.
- ♦ Computer Science, B.S.
- ♦ Electrical and Computer Engineering, B.S.
- ♦ Mechanical Engineering, B.S.
- ♦ Physics, B.S.
- ♦ Psychology, B.S.

bachelor of arts degree:

- ♦ Biology, B.A.
- ♦ Chemistry, B.A.
- ♦ Economics and Business, B.A.

- ♦ English, B.A.
- ♦ History, B.A.
- ♦ International Studies, B.A.
- ♦ Modern Languages and Cultures, B.A.

departments

see “academic departments” on page 4

Preferred use is to cast sentences to refer to departments in general terms using lowercase.

- Lt. Col. Mark Boonshoft teaches in the history department.

When referring to a specific department by its formal name, use uppercase.

- Col. Anne Alerding is a professor in the Department of Biology.

Department of Modern Languages and Cultures

Use the name of the language for cadets earning a language minor.

- › Cadet John Doe is majoring in international studies and minoring in French.

majors, minors and concentrations

- › Kaiden Minter '26 is an international studies major.
- › He majored in international studies with minors in Arabic, Spanish, and national security.
- › Suzanne Leaptrot '25 is an English major with a concentration in rhetoric and writing

writing about someone's education

Write out bachelor's degree, master's degree (both with apostrophe) or associate degree. Do not capitalize the major unless it's a language or nationality. Do not capitalize college or university unless they are used with the formal name of the school. Write out the full school name on first reference.

- › After graduating with a degree in mechanical engineering, he commissioned into the U.S. Army.
- › He earned a master's degree in modern European history from the University of North Carolina at Chapel Hill.
- › In addition to a degree in mechanical engineering from VMI, he holds a master's degree in business administration from Virginia Commonwealth University.
- › She received a master of fine arts degree from Hollins University and a bachelor's degree from Otterbein University.
- › He holds three master's degrees—two from the Massachusetts Institute of Technology (computer science and nuclear engineering) and a third from the U.S. Naval War College.
- › She is a distinguished Institute graduate with a major in economics

and business and a minor in applied mathematics.

- › After receiving a bachelor's degree from Montclair State College, he received a master's degree from Pennsylvania State University and a Ph.D. from Vanderbilt University.

Timeline of Terms for VMI students_____

- **prospective cadets**—high schoolers interested in attending VMI
- **appointed students**—high schoolers who have been accepted as part of the next year's class.
- **matriculants**—Appointed students who arrive on post and sign the Matriculation Book
- **rats**—Matriculants become rats once they have met their cadre
- **cadets**—rats become members of the Corps of Cadets after Breakout.
4th Class cadet—a freshman
- **3rd Class cadet**—a sophomore
- **2nd Class cadet**—a junior
- **1st Class cadet**—a senior

graduate


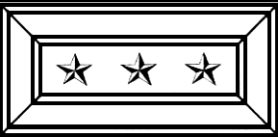



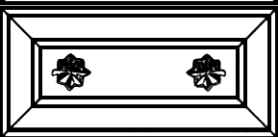
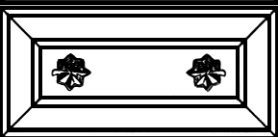
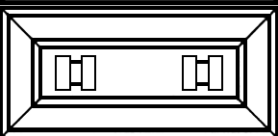
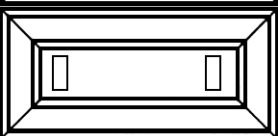
alumnus—one male graduate

alumna—one female graduate

alumni—two or more male graduates OR a mixed gender group

alumnae—two or more female graduates

Virginia Militia ranks

insignia	color	rank	Abbreviation
		General	Gen.
		Lieutenant General	Lt. Gen.
		Major General	Maj. Gen.
		Brigadier General	Brig. Gen.
		Colonel	Col.
	silver	Lieutenant Colonel	Lt. Col.
	gold	Major	Maj.
	silver	Captain	Capt.
	gold	First Lieutenant	1 st Lt.

Non-discrimination Statement

The Virginia Military Institute is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based on race, sex, color, national origin, religion, age, veteran status, sexual orientation, pregnancy, genetic information, against otherwise qualified persons with disabilities, or based on any other status protected by law. In pursuit of this goal, any question of impermissible discrimination on these bases will be addressed with efficiency and energy and in accordance with VMI General Order 16. General Order 90 addresses complaints or reports of retaliation against those who have opposed practices prohibited by General Order 16, those who have filed complaints or reports of prohibited practices, and those who have testified or otherwise participated in enforcement of General Order 16. Questions regarding discrimination prohibited by Title IX of the Education Amendments of 1972, or other federal law, may be referred to the VMI Inspector General and Title IX Coordinator, 303 Letcher Avenue, VMI, Lexington, VA 24450, 540-464-7086. Any cadet or prospective cadet having questions about disability services for students should contact the Miller Academic Center, 206 Carroll Hall, Lexington, VA 24450, 540-464-7636. For employment-related disability services, contact the Americans with Disabilities Act Coordinator in the VMI Human Resources Office, Lexington, VA 24450, 540-464-7322.