The third edition of the campus *Style Guide* was created based on the needs and suggestions of the campus community and includes answers to some common questions about usage and punctuation. The *Style Guide* is intended to be used as a reference for specific words and phrases, not as a substitute for *The Associated Press Stylebook* or the *American Heritage Dictionary*, the standard style references used for college publications. Since we are an academic institution we have a responsibility to follow proper rules and to maintain consistency throughout our array of publications.

If you have questions that are not addressed here, if you find an error or if you have a suggestion for clearer usage, please contact editorial services at ext. 1289 or writers@dickinson.edu.

**abbreviations**

Include an unfamiliar abbreviation in parenthesis after a proper name before using it on second reference. First-reference examples: Alliance for Aquatic Resource Monitoring (ALLARM), Library & Information Services (LIS), Early Action (EA).

**academic degrees**

When speaking generally, use doctorate, bachelor’s degree, master’s degree (note use of apostrophes).

Lowercase when writing out degrees. Examples: She earned a bachelor of arts degree. He earned a master’s in communication.

Use capital letters and periods when abbreviating. Examples: B.A., B.S., M.D., Ph.D., M.S., M.F.A.

**academic majors**

Lowercase academic majors except proper nouns. Examples: history, East Asian studies, English, psychology.

Hyphenate when used as compound modifiers. Example: He is a political-science major.

Refer to the *Bulletin* for a complete listing of majors, minors and concentrations.

**accents (and other foreign-language marks)**

Use accents when possible. Examples: Málaga, Spain; Querétaro, Mexico.

**acronyms**

Generally, do not use periods, unless an organization’s style calls for them. Examples: CIA, FBI.

Avoid using all caps for words that are not true acronyms, even if a company’s style does so; instead, capitalize just the first letter of each word. Example: *Time* magazine.

**addresses**

Use periods with compass directions: S.W., N.E., W., E. Spell out names of numbered streets through nine; use numerals for 10 and greater. Examples: Fifth, Ninth, 10th, 52nd, 108th.
Spell out Avenue, Boulevard and Street if you do not have the full address. If you have the full address, abbreviate unless using road. Examples: He lives on High Street. He lives at 101 High St. His grandma lives at 100 Locust Point Road.

If you are listing two or more streets, do not capitalize or abbreviate. Example: The Holland Union Building is on the corner of High and Louther streets.

Do not use state designations with these U.S. cities:
- Anchorage
- Atlanta
- Baltimore
- Boise
- Boston
- Chicago
- Cincinnati
- Cleveland
- Denver
- Detroit
- Honolulu
- Houston
- Indianapolis
- Los Angeles
- Miami
- Minneapolis
- New Orleans
- New York
- Oklahoma City
- Philadelphia
- Pittsburgh
- St. Louis
- Salt Lake City
- San Diego
- San Francisco
- Seattle

These foreign locations stand alone:
- Beijing
- Berlin
- Geneva
- Gibraltar
- Guatemala City
- Havana
- Hong Kong
- Jerusalem
- Kuwait
- London
- Luxembourg
- Macao
- Mexico City
- Monaco
- Montreal
Moscow
Ottawa
Paris
Quebec
Rome
San Marino
Singapore
Tokyo
Toronto
Vatican City

**advisor**
Not “adviser.” One exception to AP Style as requested by Academic Affairs.

**affect/effect**
“Affect,” as a verb, means to influence. Example: His absences will affect his grade.

“Effect,” as a verb, means to cause. Example: He will effect many changes in the curriculum.

“Effect,” as a noun, means result. Example: He miscalculated the effect of his actions.

**African American (n.); African-American (adj.)**
Examples: Joe is an African American. Joe is of African-American heritage.

**ages**
Always use figures. If ages are expressed as adjectives before a noun or as substitutes for a noun, use hyphens. Examples: The child is 2 years old. He just turned 15. She’s a 3-year-old genius. She is a 2-year-old.

**aka**
No spaces or periods.

**all right (adv.)**
Not “alright.”

**a lot**
A lot of people think it is one word (alot), but it always is two words.

**alma mater**
No caps and no italics; considered an English word by now.

**Alumni Weekend**
Note capitalization. Alumni Weekend should not be referred to as “Reunion Weekend” or “June Weekend.” It is not Homecoming & Family Weekend, which occurs in the fall.

**alumna, alumnae, alumni, alumnus**
alumna—singular, female only

alumnae—plural, women only

alumnus—singular, male only
alumni—plural, a group of men and women

alum—OK in informal usage

New names: Alumni who have changed their names since graduating, such as alumnae who assumed the last name of their husbands, will be listed by both the new name and the name by which they were known while attending Dickinson. Example: Karen Neely Faryniak ’86.

among/between
In general, “between” describes relationships involving two people or things and “among” describes those involving three or more. Examples: The money was divided among Sue, John and Betty. I can’t decide between coffee or tea.

a.m./p.m. (see also time)
Use lowercase with periods instead of “o’clock.” Do not use double zeros, e.g., 8:00 a.m. Examples: 8 a.m.; 7:30 p.m.; 8 a.m. to 5 p.m.; 3 to 4 p.m.

ampersand (&)
Use this symbol if it is part of an official title; otherwise, spell out the word “and.” Example: Theatre & Dance.

archaeology
Not “archeo-logy.”

artist-in-residence
Hyphenated in all uses.

between
See entry for “among/between.”

biweekly/bimonthly/biannually
No hyphen; means every other week/month/year.

black
Acceptable in all references. The term “black” is lowercase. The term “African American” is used when requested. See entry on “African American” for details.

board of trustees
Use lowercase. For more formal and promotional text, capitalization may be considered. Individual trustees may be referred to using the rules under “titles.” Examples: Trustee John Curley; John Curley, a trustee of the college.

bullets
Use a colon after the lead in. Do not use punctuation at the end of an item, for the bullet is an obvious bit of punctuation. Lowercase after bullet.

Example: My favorite weekend treats are:
• a box of Godiva chocolates
• a bottle of Shiraz
• and a bubble bath.
If the items in the list are complete sentences, capitalize the first word and use a period at the end of each item.

**capital campaign**
Consistent terminology is to be used in reference to the capital campaign.

When referring to the slogan derived from Benjamin Rush, use quotation marks. Example: Benjamin Rush called Dickinson “First in America.”

When referring to the name of the campaign, use italics. Example: Thank you for your participation in the *First in America: Fulfilling Our Destiny* capital campaign.

Note: “in” is lowercase, but “Our” is capitalized. *First in America* is acceptable in subsequent references. Use a colon between the phrases.

**capitalization**
Capitalize proper nouns:
- The Clarke Forum for Contemporary Issues
- The Trout Gallery
- Mary Dickinson Room
- Holland Union Building

Lowercase common nouns:
- the board of trustees
- the college
- the department
- the institute
- the law school

**CD-ROM**
Note use of hyphen and all caps (acronym for read-only memory).

**century**
Generally, do not capitalize it (the 19th century or 19th-century architecture), except when part of a proper name or title. Examples: Century 21 Realty, *Life of the 21st Century* by John Smith.

**chairwoman/chairman**
Capitalize as a formal title before a name. Examples: company Chairman Kenneth Lay, committee Chairwoman Olympia Snow.

Do not capitalize as a casual, temporary position. Example: meeting chairman Ron Brown.

Do not use “chairperson” unless it is an organization’s formal title for an office. Use chairmen if plural, both genders. Example: Joe Brown and Jill Jennen were the chairmen.

**check in and checkout**
Check in is two words. Hyphenate as a compound modifier. Examples: Don’t forget to check in when you arrive. Your check-in time is 1 p.m. Checkout is always one word.

**The Clarke Forum**
Publications: Style Guide

Full name: The Clarke Forum for Contemporary Issues. The shortened name (The Clarke Forum) should be used on second reference or in short copy and bulleted lists.

Formerly: The Clarke Center for the Interdisciplinary Study of Contemporary Issues.

class years
No comma is needed to separate a name from a class-year designation. Example: John Doe ’58 gave a presentation.

If the graduate is from 1911 or earlier, use four digits. Example: Zatae Longsdorff, class of 1887.

Direction of apostrophe. Right: John Doe ’58. Wrong: John Doe ‘58; John Doe ’58.

When referring to current students, do not use both the class year and either first year, sophomore, junior or senior. Right: First-year student Jane Smith won an award; Jane Smith ’11 won an award. Wrong: First-year student Jane Smith ’11 won an award.

Class years should be included with the inside address when sending correspondence to alumni. The inside letter should be formatted as follows:

Mrs. Jane Doe Smith ’71
123 Ben Rush Drive
Carlisle, PA 17013

Dear Jane:

c
Retain the hyphen when forming nouns, adjectives and verbs that indicate occupation or status: co-author, co-chairman, co-owner, co-worker. No hyphen in other combinations: coed, coeducational, coexist, cooperative.

college
Use lowercase unless accompanied by a proper noun. Examples: I work for Dickinson College. I work for the college.

colleges/universities
Use the full name of colleges and universities on first reference:

Bard College
Harvard University
State University of New York at Buffalo
University of California at Berkeley
University of Oregon

Examples:
First reference: I attended the State University of New York (SUNY) at Buffalo. Subsequent references: I majored in English at SUNY Buffalo.

First reference: Our biggest sports competitors are Gettysburg College and Franklin & Marshall (F&M) College. Subsequent references: This season, we defeated Gettysburg and F&M.
commas

In a series
In a simple series, use commas to separate elements, but do not put a comma before the conjunction. Example: He ate ham, turkey and a salad.

Do put a comma before the concluding conjunction (and, or, but, nor, yet, so, for) in a series if an integral element of the series requires a conjunction. Example: For breakfast, we had coffee, orange juice, and biscuits and gravy.

Use a comma before the concluding conjunction (and, or, but, nor, yet, so, for) in a complex series of phrases. Example: Before hiring him, you need to find out whether he has enough appropriate experience, whether he has an adequate educational background, and whether you think he will work well with the other employees.

Use a comma before the concluding conjunction if not using the comma would confuse the meaning of the sentence.

City/State
Use pairs of commas to separate cities from states. Examples: John Smith of Tyler, Texas, won the award. The award winners include Bea Baylor, Beloit, Wis.; Jenny Jones, Fort Smith, Ark.; Sam Smith, Rockford, Ill.; and Wayne Taylor, Portland, Ore. The St. Paul, Minn., band is here.

Numbers
Use a comma for most four-digit figures that reflect an actual count of things such as money and people (1,345 applicants). Exceptions include street addresses, SAT scores, broadcast frequencies, room numbers, serial numbers and calendar years.

Endings on personal and business names
Do not use commas before Sr., Jr., III, Inc., Ltd., etc. Example: John F. Kennedy Jr.

In quotation marks
Commas (and periods) always go inside quotation marks. Example: Joe said, “Let’s go.”

Conjunctions
Use a comma before a coordinating conjunction (and, but, or, nor, yet, so, for) linking independent clauses (those that can stand alone). Example: I work at Dickinson College, and I am a member of the city council.
When the main clauses are short and closely related in meaning, you may omit commas if the resulting sentence is clear. Example: I work here and I live here.

Introductory phrase
Short introductory phrases and clauses need not be followed by a comma if its omission does not create confusion. Example: By the year 2000 the world population will be more than 6 billion.

Parenthetical expressions
Parenthetical expressions are explanatory or transitional words or phrases that interrupt the sentence structure. Example: Benjamin Rush, for example, was critical in establishing the mission of the college.

Between nouns
No comma is used between two nouns that identify the same person. Example: The general is proud of his son John.

**commonwealth**
Do not capitalize. Example: We live in the commonwealth of Pennsylvania. Also see entry for “states.”

**complement/compliment**
“Complement” is a noun and a verb denoting completeness or the process of supplementing something. Examples: The belt complements her dress. The ship has a complement of 200 sailors.

“Compliment” is a noun or a verb that denotes praise or the expression of courtesy. Examples: The boss complimented her employees. She was flattered by the compliments on her shoes.

**complementary/complimentary**
Examples: A language minor is complementary to a major in IB&M. They received complimentary tickets to the event.

**compound modifiers**
See entry for “hyphen.”

**computer-related terminology**
See page on “Web-related terminology.”

**courses (titles of)**
Use capital and lowercase letters with course titles. Do not italicize or enclose in quotation marks. Example: Her favorite course was Culture, Media and Truth.

**coursework**
One word.

**dangling modifiers**
A dangling modifier is one that cannot sensibly modify the preceding phrase in a sentence. It is corrected by recasting the sentence.

Dangling: Being crowded in the car, the trip was uncomfortable.

Revised: Being crowded in the car, we were uncomfortable.

Revised: Because we were crowded in the car, the trip was uncomfortable.

Dangling: While waiting in line at the Sn’ar, the grill erupted into flames.

Revised: The grill erupted into flames while I was waiting in line at the Sn’ar.

**dash**
There are three kinds of dashes, each with its own use. Most word-processing and page-layout programs can produce all three—hyphen, en dash and em dash. See those entries for more information.
Hyphen (-). Used to separate the elements of a hyphenated compound (for example, on-screen or English-speaking students) or to break words at the end of lines of copy.


Em dash (—). Used to introduce an explanatory or emphatic element, to indicate a sudden break in thought or speech and to create a break in continuity greater than that suggested by the comma. Do not put a space on either side of the em dash. Example: The characteristics of a Dickinson education—global, engaged, useful—make it unique among its peers.

dates (see also months)
Use commas to set off the year when using full dates. Example: She was born Sept. 15, 1985, in Los Angeles.

Do not use commas when using only month and year constructions. Example: Planning began in September 1985.

Do not use 1st, 2nd, etc., with dates. Right: July 21, April 2. Wrong: July 21st, April 2nd.

Use the year if not the current calendar year. Example: John and Joan Jones had a baby in December 1997; the Smiths had a baby in January.

Periods of years. Examples: He worked from 1949 to 1961. He worked in 1949-50 (if academic year). He worked in the 1950s (if a decade); avoid ’50s.

dean
Capitalize only when used as a formal title before the full name. Examples: Dean Neil Weissman. I ran into the dean while walking across campus.

degrees
See “academic degrees.”

degrees with distinction
Set in Roman face; do not capitalize or use italics. Examples: cum laude, magna cum laude and summa cum laude.

departments, academic
Capitalize only the official names, because they are proper nouns; lowercase names when you shorten or invert them. Languages, however, are always capitalized. Examples: Department of Music (official name), music department (unofficial name). He teaches for the French department.

See a complete list of official department/office names at the end of this guide.

departments, nonacademic (aka offices)
Capitalize formal references to particular offices, because they are proper nouns. Example: Office of College Relations but college relations office.
Some departments may not have official titles or may be more of a place with a specific function than a properly named office (library, mail center, print shop); these should be lowercased.

See a complete list of official department/office names at the end of this guide.

**Dickinson Magazine**
“Magazine” is part of the official title. Do not precede name with “the” when referring to the full title. Example: Read all about it in *Dickinson Magazine*.

Call it “the magazine” (lowercase) in subsequent references.

dimensions
Use figures and spell out “inches, feet, yards,” etc., to indicate depth, height, length and width. Hyphenate adjectival forms before nouns. Examples: I am 5 feet 6 inches tall. The 6-foot-2 man can touch the ceiling. The basketball team signed a 7-footer. The car is 17 feet long, 6 feet wide and 5 feet high. It’s a 9-by-12 rug.

Use an apostrophe to indicate feet and quotation marks to indicate inches (5’6”) only in very technical contexts.

directions and regions
In general, lowercase “north, south, northeast, northern,” etc., when they indicate compass direction; capitalize these words if they designate regions. Examples: A storm was brewing in the west. We have a lot of tornadoes in the Midwest. The East Coast is cold in the winter. The Western states are dry. The North defeated the South. She is a Northerner. I like the food of Southeast Asia. Have you been to the South Pacific? Carlisle is located in central Pennsylvania.

**District of Columbia**
Abbreviate as “D.C.” when the context requires that it be used in conjunction with “Washington.” Spell out when used alone. “The district,” rather than “D.C.,” should be used in subsequent references. Surround “D.C.” with commas when used in a sentence. Example: Washington, D.C., is home to the White House.

dollar amounts
Use a dollar sign followed by a numeral. Do not use .00 with dollar values. Examples: $250 (not $250.00), $12,300, $5.3 million (not $5,300,000).

e.g./i.e.
The abbreviation e.g. means exempli gratia, or “for example.” It should be punctuated with periods and set off with commas. Example: Bones from various small animals (e.g., a squirrel, a cat, a pigeon, a muskrat) were found in the doctor’s cabinet.

The abbreviation i.e. means id est, or “that is.” It is for listing the specific case(s) referred to in the preceding material. It should be punctuated with periods and set off with commas. Example: Please state your response, i.e., yes or no.

ellipsis (...)
Use three dots (no spaces between them, but a space on each side) to signify that something has been left out of a direct quote, that the writer is leaping from one topic to another or pausing for effect. Example: Americans in the 21st century face no such cultural-identity crises, of course ... or do we?
A complete sentence will have its own period, followed by a space, then the three dots, space and next sentence. Example: Dickinson College is a great school. … It is located in Carlisle, Pa.

**e-mail**
See page on “Web-related terminology.”

**em dash (see “dash” for more information)**
Use a long dash (or em dash)—with no spaces between the dash and the words—to denote an abrupt change in thought in a sentence, an emphatic pause or a phrase containing a series of words that must be separated by commas. (The two-hyphen construction died with typewriters.) Examples: The students are ready for the second stage of their learning—walking out into everyday life. He listed the qualities—intelligence, humor, conservatism, independence—that he liked in an executive.

A quick keyboard shortcut to create an em dash:
For PC users: Ctrl + Alt + - (minus sign on the numeric keypad)
For MAC users: Option + Shift + - (hyphen key on alpha keypad)

**emeritus**
An honor earned (not automatic), usually upon retirement. Conforming to the rules of Latin, use this descriptor after the title. Use the singular person, by gender: Examples: Professor Emeritus John Doe; President Emerita Martha Peterson; Jane Doe, professor emerita.

Multiples by gender: professors emeriti (for all men or mixed group); professors emeritae (for all women). Reference to all faculty and staff who hold emeritus status is, simply, “the emeriti.”

**en dash (see “dash” for more information)**
Use to indicate duration. Examples: October–December; 7:30–9:30 a.m.

Also use in a compound adjective in which one of the elements is two words or a hyphenated word. Examples: San Francisco–Chicago flight; pre–Vietnam War period.

A quick keyboard shortcut to create an en dash:
For PC users: Ctrl + - (minus sign on the numeric keypad)
For MAC users: Option + - (hyphen key on alpha keypad)

**English as a second language**
Capitalize only English, but acronym is ESL.

**ensure/insure**
Ensure means guarantee. Insure should be used only with anything pertaining to insurance. Examples: We will ensure your child’s safety. You must insure your car.

**exclamation point**
Frequent use of the exclamation point for emphasis is like crying wolf: the mark loses its power to impress the reader. Overused exclamation points also can make the tone of your writing seem immoderate.

**faculty**
When used alone, treat it as a singular noun. When referring to the people who make up the faculty, say “faculty members.” Examples: Our faculty is the best. All of our faculty members teach multiple classes.

fax
Use lowercase letters (or capitalize the first letter if starting a sentence or line of formatted text with it). Do not use all caps.

fewer/less
In general use “fewer” for individual items, “less than” for bulk or quantity. Examples: Fewer than 10 applicants called. I had less than $50 in my pocket. (An amount.) I had fewer than 50 $1 bills in my pocket. (Individual items.)

fieldwork
One word.

first-come, first-served
Means the first to come is the first to be served.

firsthand
One word.

First in America: Fulfilling Our Destiny
See entry for “capital campaign.”

first year
Use in place of “freshman.” Hyphenate as a compound modifier. Examples: She is a first-year student. She is in her first year at Dickinson.

fractions
Spell out amounts less than 1 in stories, using hyphens: two-thirds, four-fifths, seven-sixteenths. Use figures for amounts larger than 1, converting to decimals when possible. Example: 1.5, 37.8.

Fulbright Program
The two main categories for U.S. applicants/recipient of these awards for international educational exchange are the Fulbright Student Program (for graduating seniors, young professionals, artists and graduate students) and the Fulbright Scholar Program (for faculty and professionals). Faculty and professional recipients are called “Fulbright Scholars,” a term that is often erroneously used for students. (FYI: Most other student scholarship programs refer to students as scholars.) Recipients of the Student Program awards do not have a formal reference. Instead, simply say the person is “a Fulbright student, a Fulbright award-winner, was awarded a Fulbright grant or received a Fulbright award.” The programs are administered by the Institute of International Education.

full time/full-time
Hyphenate when used as a compound modifier. Examples: She works full time for Dickinson College. She is a full-time employee of Dickinson College.

fundraise/fundraising/fundraiser
Always one word.
**gender**
Be nonspecific when possible without creating cumbersome forms. Examples: Staff tend the phones (not man the phones), spokesperson, sales representative, business owner/entrepreneur/retailer, actor (may be used for both genders), master of ceremonies (may be used for both genders); firefighter, police officer; fellow as adjective (fellow alumni) may refer to both genders.

Continuing in the nonspecific vein, go with plural when you can to avoid cumbersome constructions. Example: Students may submit their applications. Preferable to: A student may submit his or her application.

**grades**
Capitalize the letter grade, but do not use quotation marks. Use an apostrophe to make plural. Examples: He earned an A in chemistry. She earned straight A’s.

**hang/hanged/hung**
One “hangs” a picture, a criminal or oneself. For past tense or the passive use “hanged” when referring to executions or suicides, “hung” for other actions.

**headlines**
Capitalize the first letter of important words in a headline, including multiple words in a hyphenated construction. Example: Twenty-One Students Study Abroad in India.

When using quotation marks in headlines, use single marks instead of double. Shortcuts, such as numerals and %, are acceptable.

**height**
See “dimensions.”

**High I**
No hyphen or quotation marks. The High I is the two blocks of West High Street that serve as a gateway between the college and the town.

**Homecoming & Family Weekend**
Capitalize. Not Alumni Weekend, which occurs in the summer.

**home page**
See page on “Web-related terminology.”

**honorary degrees**
LL.D. is the Doctor of Laws degree, and D.H.L. is Doctor of Humane Letters degree. Try to be explicit in the text that these are honorary degrees. Example: John E. Jones ’77 received an honorary doctor of liberal arts at the 2006 Commencement.

**hyphen (see “dash” for more information)**
Hyphens are joiners. Use them to avoid ambiguity or to connect two or more words.

When a compound modifier—two or more words that express a single concept—precedes a noun, use hyphens to link all the words in a compound except the adverb “very” and all adverbs that end in “-ly.” Examples: full-time job, know-it-all attitude, very good time, easily remembered rule, liberal-arts college, study-abroad program.
Always hyphenate tax-free, tax-exempt and duty-free.

Example of suspensive hyphenation: He will give a 10- to 15-minute presentation.

Other relevant hyphenation examples: bride-to-be, first-year student, environmental-studies major, twenty-one, decision-making, face-to-face interaction, one-on-one.

i.e.
See entry for “e.g.”

Internet
See page on “Web-related terminology.”

it’s/its
“It’s” is the contraction of “it is” or “it has.” Example: It’s not uncommon for this word to be used incorrectly as the possessive.

“Its” is the possessive. Example: The group lost its president.

Jr., Sr., III, etc.
Abbreviate and capitalize when part of someone’s name; do not precede by a comma. Examples: Byron Dale Kimmel Sr. is my father. Byron Dale Kimmel Jr. is my brother. Byron Dale Kimmel III is my nephew.

lay, lie
Lay means “to put” or “to place.” It requires an object to complete its meaning. Principal forms are: lay, laid, laying. Examples: Please lay the boxes there. I laid the memo on the table.

Lie means “to recline, rest or stay” or “to take a position of rest.” It refers to a person or thing as either assuming or being in a reclining position. This verb cannot take an object. Principal forms are lie, lay, lain, lying. Examples: He’s been ill and lies in bed all day. The mail is lying on the secretary’s desk.

Hint: In deciding whether to use lie or lay in a sentence, substitute the words place, placed or placing (as appropriate) for the word in question. If the substitute fits, the corresponding form of lay is correct; if it doesn’t, use the appropriate form of lie.

legal cases
The names of legal cases (plaintiff and defendant) are usually italicized. Examples: *Miranda v. Arizona, Green v. Department of Public Welfare.*

liberal-arts college
See entry for “hyphen.”

library
Use lowercase in generic use and when speaking of the Dickinson College library. Use capital letters with formal title, the Waidner-Spahr Library.

logo
The Dickinson College logo must be represented on all Dickinson College materials. The college seal is not interchangeable with the logo. Please consult the publications office for advice on proper use of the logo and seal. Use only the approved, high-resolution logo image files that are located at P:\Departments\Print Center\logos.

**longtime**
One word as an adjective.

**-ly rule**
See entry for “hyphen.”

**major campus events**

Note: lowercase spring semester. See entry for “seasons.”

**mid**
No hyphen when used as prefix, unless it precedes a capital letter or numerical figure. Examples: midterm, mid-1950s, mid-Atlantic.

**midnight**
Use this rather than “12 a.m.” to avoid confusion.

**money**
Use numerals. When forming a compound adjective, use a hyphen. Examples: He gave $50. His gift was $1 million. He presented a $1-million gift (compound adjective). The year-end total was nearly $1.5 million.

The decimal system (taken out 1, 2 or 3 places) is usually preferred for numbers above $1 million. Examples: $1.123 million, more than $1.1 million, nearly $1.2 million.

**months**
Use AP abbreviations when listed with a specific date. Spell out if no date is listed or if it is with the year alone. Examples: I was born on Nov. 22. November 1957 was a cold month.


**more than/over**
“More than” is preferred with numerals. “Over” generally refers to spatial relationships. Examples: He has more than 50 Elvis CDs in his collection. The plane flew over the city.

**multidisciplinary**
No hyphen; refers to three or more disciplines.

**names of people**
In first reference, use the individual’s full name. Leave out middle initial unless he or she prefers to use it, or if it is used in a formal context. In subsequent sentences, use last names only:
First reference: Donald Balmer
Second reference: Balmer

First reference: Jennifer Johnson
Second reference: Johnson

First reference: Harvey Schmidt Jr.
Second reference: Schmidt

In text, do not surround Jr. or Sr. following a name with commas. Example: I saw Robert B. Pamplin Sr. at the event.

New York City
Spell out in first reference. May be abbreviated to NYC on subsequent references.

nicknames
List nicknames, surrounded by quotation marks, only when the formal and preferred names are unexpectedly different. Right: William “Buzz” Smith. Wrong: William “Bill” Smith.

No.
Use this capitalized abbreviation for number when referring to a position or rank. Examples: No. 1 city in America; No. 3 choice.

non
In general no hyphen when forming a compound that does not have a special meaning and can be understood if “not” is used before the base word. Use a hyphen, however, before proper nouns or in an awkward combination. Examples: nonfiction, nonreunion, nongovernmental organization, non-American, non-nuclear.

nonprofit
No hyphen. Depending on the organization, “not-for-profit” may be preferred.

noon
Use this rather than 12 p.m. Do not use 12 noon.

numbers (see also ages, dimensions, dollar amounts, fractions, page numbers and percentages)
In general, spell out zero through nine (and first through ninth) and use numerals for 10 and above (10th, etc.). Fractions, such as two-thirds, should be spelled out. If paired with a whole number, use the decimal system. Example: 2.25.

Percentages, measurements, GPAs and ages should always be represented by numerals.

Use numerals in headlines, even for 1-9. Use a comma with numerals of 1,000 and above (except dates). Examples: 5,000, 42,000. (See entry on “commas” for other exceptions.)

Use numerals when referring to academic credit. Example: The student earned 2.5 hours of credit.

Use numerals when referring to a page number. Example: The passage begins on Page 5.

When starting a sentence with a number, spell it out. Example: Forty-two students are in the cafeteria.
on campus/off campus
Hyphenate only as a compound modifier. Examples: They live on campus. They live in off-campus housing.

online
See page on “Web-related terminology.”

over
See entry for “more than.”

page numbers
Use figures and capitalize page when used with a figure. Examples: Page 1, Page 10, Page 20A.

parenthesis
Place a period outside a closing parenthesis if the material inside is not a complete sentence. Examples: (such as this fragment). (An independent parenthetical phrase such as this one takes a period before the closing parenthesis.)

part time/part-time
Hyphenate when used as a compound modifier. Examples: She works part time for Dickinson College. She is a part-time employee of Dickinson College.

pastimes
One “t,” one word.

percentages
In text, spell out percent; use the percent sign (%) in tables, graphics and headlines. Percentages should always be represented by a numeral. Examples: an increase of 7 percent; a 4-percent increase. Headline: Board Grants 4% Raise.

Ph.D.s
Technically, it should read “Ph.D. degrees.” Other proper alternatives: doctoral degrees or doctorates.

Phi Beta Kappa
National honorary scholastic society for top students in the senior class.

p.m.
See entry for “a.m./p.m.”

possessives
Use apostrophe “s” after singular and some plural nouns to indicate possession. When either a singular or plural noun ends in “s,” use only the apostrophe. Examples: Jim’s desk; women’s room; James’ desk; ladies’ room.

president
For Dickinson Magazine articles and other mostly alumni/student publications, the president’s full name should be spelled out in the first reference. Example: President William G. Durden ’71. Do not uppercase president on second reference if title stands alone. Example: The fraternity invited the president to dinner.
**professor**
Title generally reserved for tenure-track faculty positions. Do not abbreviate “prof.” When introducing a faculty member, use the full academic title, including assistant, associate, adjunct, visiting, etc., as needed, along with the person’s name. Long titles are more easily read after the name, lowercase and surrounded by commas.

Examples: Associate Professor of Psychology John Smith OR John Smith, associate professor of psychology, OR psychology professor John Smith. (The latter example is lowercase because it is simply an adjective, not a formal title; it is also confusing because it does not indicate academic rank, only that he teaches psychology.)

**residence hall**
Use instead of “dorm.”

**resident assistant (RA)**
No periods in acronym.

**resumé**
The original French word has another accent over the first “e” but English pronunciation does not reflect that accent.

**reunions and classes**
Do not capitalize. Examples: 25th reunion class; the class of 1973’s 35th reunion.

**room names**
Capitalize formal room names. Example: Mary Dickinson Room.

**room numbers**
Do not capitalize the word “room” if used. Example: Weiss 217 or East College room 217.

**seasons**
Spring, summer, fall and winter are never capitalized, except when starting a sentence.

**semester**
Lowercase. Examples: She has an internship for the fall semester. He will take four classes during the spring semester.

**semiweekly/semimonthly/semiyearly**
No hyphen; means twice a week/month/year.

**semicolon**
In general, use a semicolon to indicate a greater separation of thought/information than a comma can convey but less than that of a period. Also used to clarify a series. Used in conjunction with quotes, it is usually placed outside of quotation marks.

**side rooms**
Two words, lowercase. Examples: Registration is in the HUB side rooms. Registration is in HUB side room 201.

**smart quotes (see also class years)**
Use these kinds of quotation marks (and apostrophes, too) rather than the straight ones, which look like those made by an old, manual typewriter. Example with smart quotes: The student said, “I’m going to class.” Example with straight quotes: The student said, "I'm looking for my textbook."

spaces
Use one space after periods, commas or colons when typing text. Example: There are two spaces after the sentences in this example. There should only be one. This is a very common mistake. Can you see how strange it looks compared to the surrounding entries that only have one space between sentences?

Sports Terminology

academic all-American

athletic/athletics
Examples: He is a very athletic person. Her athletic ability is impressive. They participate in Dickinson’s athletics program. He works for the athletics department.

Centennial Conference
The Centennial Conference (CC) is an 11-member NCAA Division III conference that sponsors 24 championship sports. Members are Bryn Mawr, Dickinson, Franklin & Marshall, Gettysburg, Haverford, McDaniel, Muhlenberg, Swarthmore, Ursinus and Washington colleges and Johns Hopkins University.

As above, spell out on first reference and then use CC.

playoffs
One word as noun and adjective

RBIs
stands for “runs batted in” and does not get an apostrophe

List of Dickinson teams:

Varsity: baseball, basketball, cross country, field hockey, football, golf, lacrosse, soccer, softball, swimming, tennis, track and field, volleyball.

Club: alpine skiing, cardio boxing, cricket, equestrian, fencing, ice hockey, karate, men’s lacrosse, men’s volleyball, outing club, paintball, racquetball, ultimate Frisbee.

Intramural: badminton, basketball, billiards, dodge ball, flag football, floor hockey, kickball, racquetball, soccer, softball, squash, table tennis, tennis, volleyball, wiffle ball.

Sr.
See “Jr., Sr., III, etc.”

staff
When used alone, it’s a singular noun. Say “staff members” when talking about the people who make up the staff. Examples: Dickinson’s staff is efficient. Staff members in college relations are efficient.

states
Use AP style abbreviations, not postal-code abbreviations in prose. Never abbreviate these states: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah. Examples: She comes from Carlisle, Pa. He comes from Dayton, Ohio.
Spell out the state name if it stands alone in textual material. State and commonwealth are lowercased when standing alone in text. Examples: Pennsylvania legally is a commonwealth rather than a state. He works for the state of Ohio.

When inserting a state into a proper noun, put the state in parentheses. Example: Dayton (Ohio) Daily News.

In prose, use commas on both sides of the state when it is listed with a city. Example: We stopped in Carlisle, Pa., before heading home.

When publishing an entire address for readers’ mailing purposes, use the two-letter postal abbreviation for states.

AP abbreviations, followed by postal codes:


**state universities**
Use a hyphen when referring to a specific campus of a university system. Example: University of Wisconsin-Madison.

**statewide**
Not state-wide.

**study abroad/study-abroad programs**
Hyphenate only as a compound modifier. Examples: He will study abroad in Germany. He is applying for the study-abroad program in Bremen.

**T-shirt**
Not “tee shirt, Tshirt, etc.”

**task force**
Two words.

**telephone numbers**
Use figures and hyphens; no parenthesis. Example: 717-245-1289. The form for toll-free numbers is 800-123-4567. Do not include “1.” For campus extensions, use “ext.” followed by a space and the four-digit number.

**that, which**
“That” is used to introduce an essential clause, and “which” is used before a nonessential clause. The difference between the two is that the essential clause cannot be eliminated without changing the meaning of the sentence. Also, an essential clause must not be set off from the rest of the sentence by commas, while a clause beginning with “which” should be set off with commas. Examples: This is a course that is both informative and enjoyable. His first book, which is titled Plato Revisited, is riveting.
The
Capitalized when part of a proper title. Examples: He read The New Yorker but not the Brookville Star.

drama
Not “theater.”

time (see also a.m./p.m.)
Use a colon to separate hours from minutes. The colon and minutes are not necessary for full-hour times. Use noon and midnight rather than 12 p.m. and 12 a.m. to avoid confusion. Examples: 11 a.m. (not 11:00 or 11:00 a.m.), noon (not 12 noon or 12 p.m.), 3:30 p.m., midnight (not 12 midnight or 12 a.m.).

For time periods, use a hyphen in listings and from/to in text. Examples: 5-8:30 p.m. (in listings), from 2:30 to 4 p.m. (in text).

Official invitations might opt for more formal use of times, including “o’clock.” In formal invitations, spell out the time. Examples: six-thirty o’clock, eleven o’clock.

time zones
When spelled out, designations of time zones are lowercased, except for proper nouns. Abbreviations are capitalized:

- Greenwich mean time (GMT)
- daylight saving time (DST)
- eastern standard time (EST)

titles
Titles of people
Capitalize formal titles before a name or names. Examples: President William G. Durden, Provost and Dean Neil Weissman, Associate Professor of Biology Michael Roberts.

Lowercase formal titles after a name or names. Examples: William G. Durden, president; Elizabeth Lee, assistant professor of art & art history; Robert Massa, vice president for enrollment and college relations.

Lowercase titles standing alone: Examples: the president, the dean.


Courtesy titles
Except in very formal communications and obituaries, courtesy titles such as “Mr., Mrs., Dr.,” are not used. Refer to both men and women by first and last name; “Susan Smith” or “Robert Smith.” Do not use the courtesy titles “Mr., Mrs., Ms., Miss” except in direct quotations or where needed to distinguish among people of the same last name. Do not use the honorific on second reference. Right: Smith went to Washington. Wrong: Mr. Smith went to Washington.

Official course titles
When talking about a specific class, capitalize it, but do not italicize it. Examples: Biology 101: Anatomy of a Rat; Psychology 210: The Mind of a Serial Killer.
Use *italics* or *underlining* with
- albums or CDs
- books (title alone is normally sufficient; no need to reference publisher, year, etc.)
- movies and plays
- major musical compositions
- newspapers
- paintings, drawings, statues and other works of art
- periodicals (journals and magazines)

Use *quotation marks* with
- articles
- dissertation titles
- papers (e.g., papers presented at conferences)
- radio programs (if part of a continuing series, italicize; e.g., National Public Radio’s *All Things Considered*).
- songs
- stories
- TV programs (if part of a continuing series, italicize; e.g., PBS’s *Sesame Street*).

Do not *use italics, underlining or quotation marks (but use appropriate capitalization)* with
- courses
- events
- lectures
- symposia

**Invitations/special publications**
- short, formal blocks of copy may call for total disregard of the above-stated rules.

toward
Not towards.

**trademarks**
A reasonable effort should be made to capitalize trademarked names. The symbol ® need not be used in running text. Examples: Coca-Cola (but cola drink), Frisbee, Kleenex, Pyrex dishes, Xerox.

**under way**
Two words. Example: The project is under way.

**upperclassman**
Avoid use of “upperclass” or “underclass” in reference to students. If necessary, reword the sentence and be more specific (first year, sophomore, junior, senior). “Upper level” also is acceptable.

**up-to-date**
Two hyphens.

**view book**
Two words.
Web-related terminology

e-mail
The “e” is not capitalized unless it’s the first word of a sentence. Examples: My e-mail didn’t get through. E-mail is a great tool.

If an e-mail address cannot be kept on one line, only break it at the “@.”
   Right: For more information, contact admit@dickinson.edu.
   Wrong: For more information, contact admit@dickinson.edu.

home page
Two words, no capitalization.

hyperlinks/URLs
When creating a print document, you should not allow text to be formatted as a hyperlink. Many programs like Microsoft Word often automatically format URLs into hyperlinks when you type them in. The easiest way to correct this with a PC is to right-click on the blue URL and select “Remove Hyperlink.” With a Mac, go to the “Edit” menu and select “Undo AutoFormat” immediately after the automatic formatting occurs.
   Right: www.dickinson.edu
   Wrong: www.dickinson.edu

Internet
Capitalize the “I.” Reference to “the Net” also is acceptable.

online
One word, lowercase.

Web
Capitalized in this informal reference; also “World Wide Web.”

Web addresses
Only include “http://” when it is necessary, such as when “www” is not present.

Only break addresses at logical places, not in the middle of a word or grouping, and avoid using long and complex addresses.

   Right: For more information, go to www.dickinson.edu/admit.
   Wrong: For more information, go to www.dickinson.edu/admit.
   Wrong: Go to www.dickinson.edu/departments/colrel.

Do not include index pages, such as index.html, index.htm, index.cfm, index.asp, home.html, etc.

Omit trailing slashes. Example: www.dickinson.edu/admit, not www.dickinson.edu/admit/.

webmaster
One word and lowercase; never webmistress.

Web page
Two words (same for home page).

Web site
Two words; list a pertinent Web address on communications when available (see “Web address” entry).

who
Far too often we hear or read: “He was a person that ... ” Instead, use the personal pronoun. Examples: “He was a person who ... ” and “an alum who ... ” and “an Ohioan who ... ”

Use “who” when someone is the subject of a sentence, clause or phrase. Examples: The woman who rented the room left the window open. Who is there?

whom
Use “whom” when someone is the object of a verb or preposition. Examples: The woman to whom the room was rented left the window open. Whom do you wish to see?

writer-in-residence
Hyphenated in all usages.

year-end
Hyphenate.

yearlong
Do not hyphenate.

years
alumni class designation
No comma before or after the year, but put a space between the name and the year. Example: Bob Jones ’79 is the new coach. If graduate is from 1912 or earlier, use four digits. Example: Zatae Longsdorff, class of 1887.

student class designation
In general, students should be listed by the year they will graduate, ’08, ’11, etc., rather than by first-year student, sophomore, junior or senior.

series
In a sentence, print the words the reader should be reading, such as “from,” “to,” between” and “and.” Example: We lived there from 1975 to ’76. In other uses, such as headlines and lists, use all four digits followed by a hyphen, plus just two digits if the century remains the same. Examples: 1970-75; 1990-2001; 1997-98 school year. Do not begin a sentence with a year. Right: Elvis hit it big in 1957. Wrong: 1957 was the year Elvis hit it big.

plural
1970s or the ’70s (no possessive apostrophe).

OFFICIAL DEPARTMENT/OFFICE NAMES
Office of Academic Advising
Office of Academic Affairs
Office of Academic Resource Services
Office of Academic Technology Services
Office of Admissions
Office of Advancement Services
Alliance for Aquatic Resource Monitoring (ALLARM)
Department of American Studies
Office of Annual & Reunion Giving
Department of Anthropology
Archives & Special Collections
Department of Art & Art History
Milton B. Asbell Center for Jewish Life
Department of Biology
Career Center
Central Pennsylvania Consortium (CPC)
Department of Chemistry
Children’s Center
The Clarke Forum for Contemporary Issues
Department of Classical Studies
College Bookstore
Office of College Relations
Community Studies Center
Office of Conferences & Special Events
Conflict Resolution Resource Center
Office of Corporate & Foundation Relations
Counseling Center
Office of Counseling & Disability Services
Office of the Dean of Students
Office of Development
Dining Services
Office of Diversity Initiatives
Department of East Asian Studies
Department of Economics
Office of Editorial Services
Department of Education
Office of Electronic Communication
Department of English
Department of Environmental Health & Safety
Department of Environmental Studies
Facilities Management
FAS (Faculty, Administration & Staff) Mail Center
Financial Aid Office
Office of Financial Operations
Forum on Education Abroad
Department of French & Italian
Department of Geology
Department of German
Office of Global Education
Department of History
Human Resource Services
Office of Institutional Research
Department of International Business & Management
Department of International Studies
Kline Athletic Center
Office of Leadership Giving  
Library & Information Services  
Department of Mathematics & Computer Science  
Office of Media Relations  
Department of Military Science  
Department of Music  
Department of Philosophy  
Department of Physical Education & Athletics  
Department of Physics & Astronomy  
Department of Political Science  
Office of the President  
Print Center  
Office of the Provost & Dean  
Department of Psychology  
Department of Public Safety  
Office of Publications  
Office of the Registrar  
Department of Religion  
Office of Religious Life & Community Services  
Reserve Officer Training Corps (ROTC)  
Office of Residential Life  
Department of Russian Language & Literature  
Department of Sociology  
Department of Spanish & Portuguese  
Office of Sports Information  
Office of Student Accounts  
Student Activities Office  
Student Health Services  
Student Mailroom  
Department of Theatre & Dance  
Office of the Treasurer  
The Trout Gallery  
Office of the Vice President for Campus Operations  
Office of the Vice President for Enrollment & College Relations  
Waidner-Spahr Library  
Department of Women’s Studies  
Zatae Longsdorff Center For Women  
The Norman M. Eberly Writing Center

Related Information
### History/Revision Information

**Responsible Office/Division:**

**Effective Date:**

**Last Amended Date:**

**Next Review Date:**

**Also Found In:**  www.dickinson.edu/styleguide