



Style
guide

guide

If you have questions that aren't 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.

REVISED AUGUST 2008

Six years ago, the Office of College Relations published the first edition of the campus *Style Guide*. It was developed to provide the campus a clear and consistent editorial standard, which is essential to a strong institutional identity and presence, internally and externally. While the *Style Guide* outlines important editorial standards to follow, it still leaves ample room for flexibility and creativity in our print and electronic communications.

The *Style Guide* is 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 chosen for our college publications. This *Style Guide* also includes answers to some common questions about usage and punctuation that are based on AP Style recommendations. If you have a question that is not addressed in our campus guide, please consult the fuller treatments that *The Associated Press Stylebook* and the *American Heritage Dictionary* provide or contact editorial services at writers@dickinson.edu or ext. 1289.

Since we work for an academic institution, we have a responsibility to follow proper rules of usage and to maintain consistency throughout our array of print and electronic publications. I hope you find this new edition of the campus *Style Guide* to be of assistance in meeting these goals.

Sincerely,

A handwritten signature in black ink, reading "R. J. Massa". The signature is written in a cursive, flowing style with a large initial "R".

Robert J. Massa

Vice President for Enrollment and College Relations

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 “archeology.”

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

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:

co

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 not 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.

En dash (–). Used to indicate duration. When you can't create an en dash, a hyphen will do. Don't put a space on either side of the en dash. Examples: 1831–1995. August–September 1940. Fiscal year 1994–95.

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/recipients 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

Capitalize. Examples: Homecoming & Family Weekend, Alumni Weekend, Commencement, Convocation.

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.

Abbreviate only these months: Jan., Feb., Aug., Sept., Oct., Nov., Dec.

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 “é” 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

RBI's

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:

Ala. (AL), Ariz. (AZ), Ark. (AR), Calif. (CA), Colo. (CO), Conn. (CT), Del. (DE), Fla. (FL), Ga. (GA), Ill. (IL), Ind. (IN), Kan. (KS), Ky. (KY), La. (LA), Md. (MD), Mass. (MA), Mich. (MI), Minn. (MN), Miss. (MS), Mo. (MO), Mont. (MT), Neb. (NE), Nev. (NV), N.H. (NH), N.J. (NJ), N.M. (NM), N.Y. (NY), N.C. (NC), N.D. (ND), Okla. (OK), Ore. (OR), Pa. (PA), R.I. (RI), S.C. (SC), S.D. (SD), Tenn. (TN), Vt. (VT), Va. (VA), Wash. (WA), W.Va. (WV), Wis. (WI), Wyo. (WY).

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*.

theatre

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.

Civil, religious, medical and military titles. Examples: the Rev. Paul Wright, Dr. Ben Casey (denotes medical doctor), Gen. George Smith (see AP Stylebook for full listing of military titles), U.S. Rep. (not Congressman) Gary Condit, Sen. Arlen Specter.

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](http://www.dickinson.edu/admit).

Wrong: For more information, go to [www.dickinson.
edu/admit](http://www.dickinson.edu/admit).

Wrong: Go to [www.dickinson.edu/depart-
ments/colrel](http://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

Proofreaders' Marks

④ ATLANTA (AP)—The organization
said Thursday. It was the first
the last attempts. ↷

↷ With this the president tried
the Jones Smith company is not
over a period of sixty or more years
there were 9 in the group

Ada, Oklahoma is the hometown
The Ga. man was the guest of

prince edward said it was his
as a result This will be

the ac cuser pointed to them

In these times it is necessary
the order for the later devices

The ruling a fine example
according to the source

The Grapes of Wrath

BF] By DONALD AMES [

J. R. Thomas]

[J. R. Thomas

↖ ↗ ↘ ↙
⊗ ⊙
=

indent for paragraph

paragraph

no paragraph

transpose

use figures

spell it out

abbreviate

don't abbreviate

uppercase

lowercase

remove space

insert space

retain

insert word

delete

italics

boldface, center

flush right

flush left

insert comma

insert apostrophe

insert quotation marks

insert period

hyphen

dash

Study Co

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