

Hiram College Style Guide

Produced by the Office of Communications and the Office of Strategic Marketing and Media Relations, the Hiram College Style Guide is one of many resources available to assist you in preparing electronic and printed communications. Consulting the Hiram College Style Guide will enable you to produce effective, accurate and consistent copy for all college communications.

Editorial style at Hiram College closely follows the Associated Press Stylebook, however, in some instances, the AP Stylebook is superseded by College style for matters pertinent to Hiram College.

If you have a style question that is not addressed in the College Style Guide, please email the Office of Communications at communications@hiram.edu. If you have a style point that you believe should be addressed in the College Guidelines section, please let us know; we appreciate your interest and welcome your comments.

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College Guidelines

Alumni year

Use numerals and an apostrophe when abbreviating to indicate class year or shorten to the last two digits of the class year following by an apostrophe after the alumni's name.

Class of '63 (note capital C) or *John Doe '63*

See class

Ampersand (&)

Avoid using an ampersand unless it is part of an official title.

When referring to a College entity, do not use an ampersand in any instance.

When referring to outside entities, do not use an ampersand unless it is part of a formal name.

Institute for Health & Aging

Academic degrees

Degree names should be spelled out whenever possible and should be followed by the word degree.

Correct: The College offers a Bachelor of Arts degree.

Incorrect: The College offers a Bachelor of Arts.

Degree names should be used consistently in a series.

Correct: John Smith earned a Bachelor of Arts degree from Harvard University and Master of Science degree from Kent State University. Or: John Smith earned a bachelor's degree from Harvard University and master's degree from Kent State University.

Incorrect: John Smith earned a bachelor's degree from Harvard University and a Master of Science degree from Kent State University.

When listing an individual's degrees, both degrees should be spelled out.

Correct: John Snow, Ph.D., spoke at the event. He earned a Bachelor of Arts degree in biology from Hiram College and a Doctor of Philosophy degree in education from Kent State University.

Incorrect: John Snow, Ph.D., spoke at the event. He earned a bachelor's degree in biology from Hiram College and a Doctor of Philosophy degree in education from Kent State University.

Use an apostrophe in *bachelor's degree*, *a master's degree*, etc., but there is no possessive in *Bachelor of Arts degree* or *Master of Science degree*.

Include associate degree and bachelor's degree in biographical context, but do not use when providing naming credentials – those are reserved for master level degrees and above.

Correct: John Snow, Ph.D., spoke at the event. He earned a Bachelor of Arts degree in biology from Hiram College and a Doctor of Philosophy degree in education from Kent State University.

Incorrect: John Snow, B.S., M.D., spoke at the event.

Degree abbreviations require periods in all instances.

Ph.D.

Ed.D

Pharm.D.
M.S.
M.D.
M.Ed.
D.D.S.
D.Sc.
Psy.D.
Th.D.
J.D.

Non-degree credentials should be listed without periods.

FACP
FASHP
FAPhA
DTE
RN
RPh
CPA
APR
CPA

When used after a name, an academic abbreviation is set off by commas.

John Snow, Ph.D., spoke at the event.

Do not precede a name with a courtesy title for an academic degree and follow it with the abbreviation for the degree in the same reference.

Correct: John Snow, Ph.D., spoke at the event.

Incorrect: Dr. John Snow, Ph.D., spoke at the event.

When bolding a name and title, the comma following the credentials is bolded.

John Snow, M.D., spoke at the event.

Academic programs

The term “program” should not be capitalized unless used as an official part of a title.

Academic titles

Capitalize titles when they immediately precede a personal name.

President John Snow, Ph.D., spoke at the event.

Titles following a personal name or used alone in place of a name are lowercase.

John Snow, Ph.D., president of Hiram College, spoke at the event.

The president of the College spoke at the event.

Alumna, alumnus, alumni

Alumnus is the singular, masculine form. For references to women, use alumna (singular) or alumnae (plural). Alumni is plural for a group of both men and women. Only use alum in informal writing.

Hiram College alumni graduation years should be added after an individual's name whenever possible, in campus publications or online.

Julie Smith '97 is serving as a volunteer at the American Red Cross.

Board of Trustees

Hiram College Board of Trustees should be listed in full at first mention; Board of Trustees or Board (capitalized) thereafter.

Members of the Board of Trustees are to be called Trustees (with a capital T), not Board members.

Buildings

Refer to buildings by their proper, given names. Shortened versions may be acceptable on second reference.

The Les and Kathy Coleman Sports, Recreation and Fitness Center is the center for athletic activities on campus. The Coleman Center is known throughout the area.

Chair

Use chair in all cases (not chairman, chairwoman, or chairperson).

See academic titles for capitalization

Class

Capitalize the official name of an academic class year; lowercase for generic usage.

*The College welcomed members of the Class of 2018.
He entered the room and joined his class.*

Commencement, commencement

Capitalize the formal ceremony; lowercase for generic usage.

*Today we celebrate Hiram College's Commencement.
Students prepared to walk across the stage at commencement.*

Composition titles

Apply the guidelines listed here to book titles, computer and video game titles, movie titles, opera titles, play titles, poem titles, album and song titles, radio and television program titles, and the titles of lectures, speeches and works of art.

- Capitalize the principal words, including prepositions and conjunctions of four or more letters.
- Capitalize an article – *the, a, an* – or words of fewer than four letters if it is the first or last word in a title.
- Put quotation marks around the names of all such works except the Bible and books that are primarily catalogs of reference material. In addition to catalogs, this category includes almanacs, directories, dictionaries, encyclopedias, gazetteers, handbooks and similar publications. Do not use quotation marks around such software titles as WordPerfect or Windows.
 - Translate a foreign title into English unless a work is generally known by its foreign name. An exception to this is reviews of musical performances. In those instances, generally refer to the work in the language it was sung in, so as to differentiate for the

reader. However, musical compositions in Slavic languages are always referred to in their English translations.

"The Star-Spangled Banner," "The Rise and Fall of the Third Reich," "Gone With the Wind," "Of Mice and Men," "For Whom the Bell Tolls," "Time After Time," the NBC-TV "Today" program, the "CBS Evening News," "The Mary Tyler Moore Show."

Curriculum/curricula

Curriculum is singular. Curricula and curriculums are plural.

Doctor

Do not use Dr. before the names of individuals who hold only honorary doctorates.

Use only the individual's last name, despite doctoral degrees, when used in copy on second reference.

John Snow, Ph.D., spoke at the event. Snow also won an award.

Faculty

Faculty can be plural or singular depending on whether the word is used to describe the group as a whole (singular) or to describe its members individually (plural). To avoid confusion, rewrite the sentence to avoid a plural verb or use faculty members.

Health care

Two words, no hyphen, both nouns and adjectives

Legislative titles

Capitalize legislative titles when they precede a name; lowercase when they follow a name, unless title wording is a proper noun.

Congressman Tim Ryan spoke with an event attendee.

Tim Ryan, U.S. Congressman, spoke to the attendees.

Rep. Ryan addressed the crowd.

Speakers included state Representative Todd McKenney.

Ohio House Speaker William Batchelder was in attendance.

Majors

Do not capitalize majors or areas of study unless they are a proper noun.

Correct: She is pursuing a double major in biology and English.

Incorrect: She is pursuing a Bachelor of Arts degree in Biology.

M.D.

A word such as physician or surgeon is preferred over M.D. as a noun. The periods in the abbreviation are an exception to the Webster's New World College Dictionary

See academic degree

Northeast Ohio

Capitalize Northeast and Ohio when referring to the geographic region. Do not use Northeastern when referencing the region.

Office names

Uppercase and use the official name on all reference; lowercase for shortened, subsequent references to the non-specific department.

The Office of Financial Aid; the office; the financial aid staff; I work in financial aid.

Ph.D.

The preferred form is to say a person holds a doctorate and name the individual's area of specialty. The periods in the abbreviation are an exception to the Webster's New World College Dictionary.

Fatima Kader, who has a doctorate in psychology.

Use abbreviations such as *Ph.D.* only when the need to identify many individuals by degree on first reference would make the preferred form cumbersome. Use these abbreviations only after a full name — never after just a last name.

See academic degree

Physician

The preferred term for individuals holding a Doctor of Medicine degree or similar credentials

Room numbers

Lowercase the word room in all instances.

The meeting will be in room 213 of Hinsdale Hall.

State of Ohio

Capitalize when referring to a specific bureau or department; lower case in all other references. Do not use Ohio state to avoid confusion with the College name.

The State of Ohio Census Bureau conducted the poll.

The state of Ohio awarded the research funding.

Telephone numbers

Use parentheses around the area code in running text and addresses. Otherwise, use periods to separate area codes and prefixes.

502.852.6171

Do not use the numeral 1 before area codes, including 800 numbers, and do not put the area code in parentheses.

Time

Use numerals in all cases and omit the zeros for on-the-hour times. Use periods for a.m. and p.m. To avoid confusion, use noon and midnight instead of 12 p.m. and 12 a.m. Use a hyphen to separate periods of time within the same half of the day; use the word "to" in order to separate periods of time through a day or when using the words noon and midnight.

11 a.m. to 3 p.m.

1-3 p.m.

8:30 a.m. to 5:45 p.m.

8 a.m. to noon

General Editorial Guidelines

A

Abbreviations

Avoid abbreviations in running text except when part of official names. If the name represented by an abbreviation may be unknown to some readers, use the full name in the initial reference.

Acronyms

Use acronyms only after spelling them out in first reference to eliminate confusion and use the acronym in parenthesis on first reference. Use the acronym without parenthesis on second reference.

She is a volunteer at Junior Achievement (JA). JA has great leaders and students.

Addresses

Use the abbreviations Ave., Blvd. and St. only with a numbered address. Spell them out and capitalize when part of a formal street name without a number. Always spell out all similar words (alley, drive, road, etc.).

1600 Pennsylvania Ave.

Pennsylvania Avenue

Lowercase and spell out when used alone or with more than one street name.

Massachusetts and Pennsylvania avenues

Always use figures for an address number.

9 Morningdale Circle

Spell out and capitalize First through Ninth when used in a street name; use figures for 10th and above.

7 Fifth Ave.

100 21st St.

Abbreviate compass points used to indicate directional ends of a street on quadrants of a city in a numbered address; do not abbreviate if the number is omitted.

222 E. 42nd St.

600 K St. NW

West 43rd St.

K St. Southeast

Do not use periods in the abbreviation PO for PO Box numbers.

Affect/effect

Rule 1

Use effect when you mean bring about or brought about, cause or caused.

Example: He effected a commotion in the crowd.

Meaning: He caused a commotion in the crowd.

Rule 2

Use effect when you mean result.

Example: What effect did that speech have?

Rule 3

Also use effect whenever any of these words precede it: a, an, any, the, take, into, no

NOTE: These words may be separated from effect by an adjective.

That book had a long-lasting effect on my thinking. Has the medicine produced any noticeable effects?

Rule 4

Use the verb affect when you mean to influence rather than to cause.

Example: How do the budget cuts affect your staffing?

Rule 5

Affect is used as a noun to mean emotional expression.

Example: She showed little affect when told she had won the lottery.

African American

No hyphen for the noun or the adjective. Both “African American” and “Black” are acceptable, though not necessarily interchangeable. Follow a person’s preference.

Ages

Use numerals.

When the context does not require years or years old, the figure is presumed to be *years*.

Use hyphens for ages expressed as adjectives before a noun or as a substitute for a noun.

She has a 5-year-old boy.

The girl is 15 years old.

The woman is in her 30s. (no apostrophe)

The woman, 26, has a son, 2 months old.

Jim Snow (26), Carrie Webb (25), Sarah James (24) and Jesse White (24) all work here.

American Indian

Native American is also acceptable.

Among, between

Between is used to show the relationship between two entities; among when more than two are involved.

Annual

An event cannot be described as *annual* unless it has been held in at least two successive years; do not use the term *first annual*, instead, note the sponsors plan to hold the event annually.

Asian American

No hyphen for the noun or the adjective

B

Black

Both “Black” and “African American” are acceptable.

Broadcasting stations

Abbreviate the names of broadcasting stations, but omit periods and spaces.

C

Capitalize

A general rule is that official names are capitalized; unofficial, informal, shortened or generic names are not. This rule applies to names of offices, buildings, schools, departments, programs, centers, institutes, etc.

Capitalize official names of bulletins, forms, conventions, conferences, symposia, etc.

Names of seasons, one-time events are generally not capitalized:

autumn 2011

registration

commencement

For historical or documentary accuracy, follow the capitalization of original texts.

Century

Lowercase, spell out numbers less than 10: the first century; the 21st century.

Do not hyphenate.

This was a 21st century addition to the College.

Company names

Use caps and ampersands as the official company name dictates. Abbreviate Co. and Corp., unless doing so makes the name confusing.

Complement, compliment

Complement is something that completes or enhances; "compliment" is an expression of respect or admiration.

Congress

Capitalize *U.S. Congress* and *Congress* when referring to the U.S. Senate and House of Representatives. Although *Congress* sometimes is used as a substitute for the House, it properly is reserved for reference to both the Senate and House.

Capitalize *Congress* also if referring to a foreign body that uses the term, or its equivalent in a foreign language, as part of its formal name: *the Argentine Congress, the Congress*.

Lowercase when used as a synonym for *convention* or in second reference to an organization that uses the word as part of its formal name: *the Congress of Racial Equality, the congress*.

Constituents

Preferred reference to college publics; use in place of stakeholders.

Courses

Do not capitalize general course names; Capitalize proper names and specific course names.

I am taking biology, you are taking Cellular Behavior.

D

Dates

Spell out months when used alone or with the year only.

This has been a hot August.

He joined the faculty in September 2008.

Abbreviate the month, except for March, April, May, June and July, when used with a specific day.

She started working here on Sept. 2, 2011.

Do not use a comma between the month and year when no specific day is mentioned. The same rule applies to seasons.

He joined the faculty in September 2008.

She enrolled in fall 2000.

When referring to a month, day and year, place a comma between the day and year. Place a comma after the year when a phrase with a month, day and year is used in a sentence.

She was born Dec. 5, 1945.

Feb. 21, 1987, was the target date.

When referring to seasons, do not capitalize.

Correct: She returned in fall 2008.

Incorrect: The Fall 2014 class was very enthusiastic.

Do not use "on" with dates unless its absence would lead to confusion.

Correct: The program ends Dec. 15.

Incorrect: The program ends on Dec. 15.

To indicate sequences or inclusive dates, use an en dash.

Apply here May 5-9.

Do not use "st," "nd," "rd" or "th" with dates.

Correct: Stop by on Oct. 14.

Incorrect: Stop by on Oct. 14th.

Dimensions

Use figures and spell out inches, feet, yards, etc., to indicate depth, height, length and width. Hyphenate adjectival forms before nouns.

He is 5 feet 6 inches tall, the 5-foot-6-inch man, the 5-foot man, the basketball team signed a 7-footer

Disabilities

Do not describe an individual as disabled or handicapped. If a description must be used, try to be specific.

An ad featuring actor Michael J. Fox swaying noticeably from the effects of Parkinson's disease drew nationwide attention.

Avoid descriptions that connote pity, such as *afflicted with* or *suffers from* and instead say the person has the condition.

Diseases

Do not capitalize general diseases or conditions such as arthritis, emphysema, leukemia, pneumonia, etc.

When a disease is known by the name of a person identified with it, capitalize only the individual's name.

Alzheimer's disease, Parkinson's disease, etc.

Avoid such expressions as: *He is battling cancer. She is a stroke victim.* Use neutral and precise descriptions: He has cancer. She is a stroke patient.

Dollar

Use numerals like \$3 rather than 3 dollars except in casual references or amounts without a figure. For amounts of more than \$1 million, use the \$ and up to two decimal places.

Drugs

Because the word drugs has come to be used as a synonym for narcotics in recent years, prescriptions or medicine is frequently the better word to specify that an individual is taking medication.

E

e.g.

Meaning *for example*, it is always followed by a comma

Email

One word, lower case. Acceptable in all references for *electronic mail*

My email address is jsmith@hiram.edu.

Emeritus, emerita, emeritae, emeriti

Not the same as retired

The titles emeritus (male) or emerita (female) are bestowed on many, but not all, retiring faculty. When used, emeritus follows the formal title.

professor emeritus of biology

president emeritus

When it's all-male or a mixed group, the correct term is *professors emeriti*.

F

Farther, further

Farther refers to physical distance. Further refers to an extension of time or degree.

Fewer, less

Fewer applies to numbers and modifies a plural noun. Less applies to quantities and modifies a singular noun.

She now eats fewer meals and less candy

Foreign students

The phrase “international students” is preferred.

Fractions

Spell out amounts less than one, using hyphens: two-thirds, seven-sixteenths. Use figures for precise amounts larger than one, converting to decimals whenever practical. In tabular material, use figures exclusively.

Fundraising, fundraiser

One word in all cases

G

Gay

Used to describe men and women attracted to the same sex, though lesbian is the more common term for women. Preferred over homosexual except in clinical contexts referencing sexual activity.

Gender

Avoid reference to gender unless it’s relevant to the topic of the piece. If a person’s gender is noteworthy for a particular reason, use “man” or “woman” for nonclinical contexts, rather than “male” or “female.”

To make your language inclusive, and to avoid the awkward “his or her” possessive, rephrase the sentence with a plural antecedent, whenever possible.

Students received their diplomas, rather than Each student received his or her diploma.

It’s acceptable to use “their” to mean “his or her” in a singular context when the gender of the person is unspecified or not known.

When writing about a specific person, be sure to use their preferred pronouns.

See alumna, alumnus, alumni; emeritus, emerita, emeritae, emeriti

Governmental bodies

Capitalize the full proper names of governmental agencies, departments and offices.

The U.S. Department of State, the Georgia Department of Human Resources, the Boston City Council, the Chicago Fire Department

All words that are capitalized when part of a proper name should be lowercased when they are used in the plural or do not refer to a specific, existing body.

All states except Nebraska have a state senate. The town does not have a fire department. The bill requires city councils to provide matching funds. The president will address the lower houses of the New York and New Jersey legislatures.

GPA

Acceptable in all references for grade-point average

H

Hispanic

Capitalize Hispanic. Use “Hispanic American.”

Homepage

One word when referring to a website

House of Representatives

Capitalize when referring to a specific governmental body.

The U.S. House of Representatives, the Massachusetts House of Representatives

Capitalize shortened references that delete the words of Representatives.

The U.S. House, the Massachusetts House.

When referencing several houses, lowercase and use as plural.

The Massachusetts and Rhode Island houses.

I

i.e.

Abbreviation for the Latin word *id est* or *that is* and is always followed by a comma.

Inc.

Abbreviate when part of a name; do not set off with commas.

Initials

Generally avoid using middle initials. When two initials are used together, omit the space in the middle.

T.S. Elliot

International students

The phrase “international students” is preferable to “foreign students.”

Internet

Do not capitalize “internet,” “the net” or “the web” when referring to the internet.

Internet Explorer

Microsoft Corp.'s Web browser

iPad

Use *iPad* when the word starts a sentence or headline. Use the generic *tablet* unless specifically referring to the iPad.

iPhone

Use *iPhone* when the word starts a sentence or headline.

iPod

Use *iPod* when the word starts a sentence or headline.

J**Junior, senior**

Abbreviate as *Jr.* and *Sr.* only with full names of persons. Do not precede by a comma.

Martin Luther King Jr.

The notation *II* may be used if it is the individual's preference. Note, however, that *II* is not necessarily the equivalent of *junior* – they often are used by a grandson or nephew.

To distinguish between father and son in second reference, use the *elder Smith* or the *younger Smith*.

L**Laboratory**

Spell out as part of an official name or in first reference. Lab is acceptable as a second reference.

Landmarks

Capitalize the main words in the official names of campus landmarks.

Latino

Often the preferred term for a person from – or whose ancestors were from – a Spanish-speaking land or culture or from Latin America. *Latina* is the feminine form. Follow the person's preference. Use a more specific identification when possible, such as *Cuban*, *Puerto Rican*, *Brazilian* or *Mexican-American*.

Legislature

Capitalize when preceded by the name of a state.

The Kansas Legislature

Retain capitalization when the state name is dropped but the reference is specifically to that state's legislature.

Lesbian

See gay

Lie, lay, lain, lying

Lie means a state of reclining (lie, lay, lain, lying). It can mean an untruth (lie, lied, lying). Lay means an action is being taken, and it requires an object (lay, laid, laying).

M**Magazine names**

Capitalize the initial letters of the name but do not place it in quotes. Lowercase the word magazine unless it is part of the publication's formal title.

Harper's Magazine

Newsweek magazine

Meter

The basic unit of length in the metric system.

It is equal to approximately 39.37 inches, which may be rounded off to 39.5 inches in most comparisons. It takes 100 centimeters to make a meter; it takes 1,000 meters to make a kilometer.

To convert to inches, multiply by 39.37 (5 meters x 39.37 = 196.85 inches); to convert to yards, multiply by 1.1 (5 meters x 1.1 = 5.5 yards).

Mid-

Use a hyphen only when a capitalized word follows or when connecting a word with a numeral.

mid-America

midterm

mid-70s

The geographic region Midwest is capitalized.

Middle initials

Use according to a person's preference.

Include middle initials in stories where they help identify a specific individual.

A middle initial may be dropped if a person does not use one or is publicly known without it: *Mickey Mantle* (not *Mickey C.*), *the Rev. Billy Graham* (not *Billy F.*).

Middle names

Use them only with people who are publicly known that way (*James Earl Jones*) or to prevent confusion with people of the same name.

Midwest region

As defined by the U.S. Census Bureau, the region includes Indiana, Illinois, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, and South Dakota and Wisconsin.

Milligram

One-thousandth of a gram; equal to approximately one-twenty-eight-thousandth of an ounce.

To convert to ounces, multiply by 0.000035 (140 milligrams x 0.000035 equals 0.0049 ounce).

Milliliter

One-thousandth of a liter; equal to approximately one-fifth of a teaspoon.

Thirty milliliters equals 1 fluid ounce.

To convert to teaspoons, multiply by 0.2 (5 milliliters x 0.2 equals 1 teaspoon).

Millimeter

One-thousandth of a meter

It takes 10 millimeters to make a centimeter.

To convert to inches, multiply by 0.04 (5 millimeters x 0.04 is 0.2 of an inch).

May be abbreviated as *mm* when used with a numeral in first or subsequent references to film or weapons: *35 mm film, 105 mm artillery piece.* (Note space after numeral.)

Millions, billions

Use figures with million or billion in all except casual uses.

I'd like to make a billion dollars.

I need \$7 billion.

Decimals are preferred to fractions where practical; do not go beyond two decimal places.

Do not drop the word million or billion in the first figure of a range.

He is worth from \$2 million to \$4 million. (Not \$2 to \$4 million, unless you really mean \$2.00.)

A hyphen is not used to join the figures and the word million and billion.

The president submitted a \$300 billion budget.

Months

Capitalize names in all uses.

When a month is used with a specific date, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov., Dec. Spell out when using alone or with a year alone.

On Wednesday, Aug. 10, the accident occurred.

Jan. 2 was the coldest day of the month.

September 1992 was a cold month.

More than, over

These words are not interchangeable. Do not use the word over unless you are referring to a spatial relationship.

Her plane flew over campus on her way home.

More than should be used when referring to figures and amounts.

The number of students taking his class rose to more than 200 after his book was published.

N

Names

In general, use only last names on second reference.

When it is necessary to distinguish between two people who use the same last name, as in married couples or brothers and sisters, use the first and last name.

Nationalities and races

Capitalize the proper names of nationalities, peoples, races, tribes, etc.

Arab, Arabic, African, American, Caucasian, Cherokee, Chinese (both singular and plural),
Eskimo (plural *Eskimos*), *French Canadian, Japanese* (singular and plural), *Jew, Jewish, Nordic, Sioux, Swede*, etc.

Nationwide

One word

Native American

Acceptable for those in the U.S. American Indian is also acceptable. Follow the person's preference and where possible, be precise and use the name of the tribe.

Newspaper names

Capitalize the word the in a newspaper's name if that is the way the publication prefers to be known. Do not place the name in quotes.

Non, non-

Do not use a hyphen when non is used as a prefix to create a compound that does not have a special meaning and can be understood if the word not is used.

Nonprofit

Nonentity

Use a hyphen before proper nouns or in awkward combinations.

Non-nuclear

Use a hyphen before proper nouns and in awkward constructions.

non-English speaking people; non-nuclear submarine.

None

Usually means no single one. When used in this sense, it always takes singular verbs and pronouns.

None of the seats was in its right place.

Use a plural verb only if the sense is no two or no amount.

*None of the consultants agree on the same approach.
None of the taxes have been paid.*

Nonprofit

One word

Numbers and numerals

Spell out numbers one through nine; use numerals for 10 or more and for fractions; spell out numbers that begin a sentence or rewrite the sentence.

They had three sons and two daughters.

They had a fleet of 10 cars and two busses.

They had 10 dogs, six cats and nine hamsters.

Spell out the word first, etc. Do not use 1st.

In running text, when referring to dollar amounts in millions, use the numeral and million, rather than zeros.

\$6 million (not \$6,000,000)

In text, express years in four numbers except when casually referencing someone's year of graduation

1985, not '85

John Smith '85

Use No. with a figure for showing rank

The department ranked No. 3 in the nation this year.

O

Online

One word, lower case

Organizations and institutes

Capitalize the full names of organizations and institutions.

the American Medical Association; First Presbyterian Church; General Motors Co.; Harvard College, Harvard College Medical School; the Procrastinators Club; the Society of Professional Journalists

Retain capitalization if Co., Corp. or a similar word is deleted from the full proper name.

P

Percent

One word, spelled out

It takes a singular verb when standing alone or when a singular word follows an *of* construction. Use figures for percent and percentages.

*The professor said 60 percent was a failing grade.
He said 50 percent of the membership was there.
1 percent*

For amounts less than 1 percent, precede the decimal with a zero.
The cost of living rose 0.6 percent.

PO Box

Do not use periods in the abbreviation when used in editorial copy.

p.m., a.m.

Lowercase with periods. Avoid redundancy

She arrived at 10 a.m. (not: She arrived at 10 a.m. this morning.)

Use noon or midnight rather than 12 p.m. or 12 a.m.

Post-

Follow Webster's New World College Dictionary. Hyphenate if not listed there.

*Postdoctoral, Postelection, Postgraduate
Postoperative, Post-mortem, Post-Baccalaureate*

R

Race

Identification by race is pertinent; in biographical and announcement stories that involve a feat or appointment not routinely associated with members of a particular race.

When it provides the reader with a substantial insight into conflicting emotions known or likely to be involved in a demonstration or similar event.

In some stories that involve a conflict, it is equally important to specify that an issue cuts across racial lines. If, for example, a demonstration by supporters of busing to achieve racial balance in schools includes a substantial number of whites, that fact should be noted.

Rankings

Do not use a hyphen when referring to a "top 10" or "top 25" program.

S

States

Spell out the names of the states in text when they appear alone.

Abbreviate them when they appear in conjunction with the name of a city, town, village or military base.

Do not abbreviate Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah (the two states that are not part of the contiguous United States and the states that are five letters or fewer).

When abbreviating U.S. states, do so as follows:

Ala.	Ga.	Mich.	N.J.	R.I.	Wis.
Ariz.	Ill.	Minn.	N.M.	S.C.	Wyo.
Ark.	Ind.	Miss.	N.Y.	S.D.	
Calif.	Kan.	Mo.	N.C.	Tenn.	
Colo.	Ky.	Mont.	N.D.	Vt.	
Conn.	La.	Neb.	Okla.	Va.	
Del.	Md.	Nev.	Ore.	Wash.	
Fla.	Mass.	N.H.	Pa.	W.Va.	

T

That/which

Use *that* and *which* in referring to inanimate objects and to animals without a name. Use *that* for essential clauses, important to the meaning of a sentence, and without commas.

I remember the day that we met.

Use *which* for nonessential clauses, where the pronoun is less necessary, and use commas.

The team, which finished last a year ago, is in first place.

Tip: If you can drop the clause and not lose the meaning of the sentence, use *which*; otherwise, use *that*. A *which* clause is surrounded by commas; no commas are used with *that* clauses

Temperature

Use figures for all except *zero*. Use a word, not a minus sign, to indicate temperatures below zero.

3-D

Hyphenated and capitalized

Ton

There are three types:

A *short ton* is equal to 2,000 pounds.

A *long ton*, also known as a *British ton*, is equal to 2,240 pounds.

A *metric ton* is equal to 1,000 kilograms, or approximately 2,204.62 pounds.

Transgender

Use the pronoun preferred by the individuals who have acquired the physical characteristics of the opposite sex or present themselves in a way that does not correspond with their sex at birth.

T-shirt

Use T-shirt. Acceptable to use tee on subsequent references.

U

United States, U.S.

Use United States as the proper noun, U.S. as the adjective.

URL

Uniform Resource Locator, an *internet* address.

http://politics.ap.org/states/mi.html

http: is the protocol, or method of transfer

// indicates a computer name follows

politics is the server

ap.org is the domain

/states is the folder

/mi.html indicates a file (*.html* is the file type)

When the *URL* does not fit entirely on one line, break it into two or more lines without adding a hyphen or other punctuation mark.

The *URL* should always be the last line on a story; other under-dash material, such as a list of contributors to the story, goes above the *URL*.

V

Versus

Abbreviate as *vs.* in all uses.

W

Web addresses

To save space, do not include *http://* if followed by *www*. If the *URL* does not fall under *www*, the *http://* is necessary to avoid confusion.

Always include a period at the end of a sentence even if a web address or email address appears at the end.

Website

One word, lowercase

Wi-Fi

Capitalized and hyphenated

World Wide Web

Three words, no hyphens, always all initial caps. On second reference, use "the Web" or "the Net."

Who, whom

In formal English "who" functions as a subject: Who was that?

Who's, whose

Who's is a contraction for who is: Who's up for pizza?

Y

Year

Use numerals and an apostrophe when abbreviating to indicate class year or shorten to the last two digits of the class year following by an apostrophe after the alumni's name.

Class of '63 (note capital C) or *John Doe '63*

Z

ZIP code

Use all-caps ZIP for zoning improvement plan, but always lowercase the word code.

Grammar and Punctuation

Ampersand (&)

Avoid using an ampersand unless it is part of an official title.

When referring to a College entity, do not use an ampersand in any instance.

When referring to outside entities, do not use an ampersand unless it is part of a formal name.

Institute for Health & Aging

Apostrophes

Make abbreviations plural by adding “s.” No apostrophe is needed for decades. For a singular noun ending in “s,” form the possessive by adding “’s”

Bulleted lists

Keep punctuation for bulleted lists at a minimum. Begin each item with an uppercase letter unless they are completing a sentence.

Omit periods after items unless one or more of the items are complete sentences. If the list completes a sentence begun in an introductory element, the final period is also omitted unless the items in the list are separated by commas or semicolons.

Ordinarily, commas are not used following a series of items. If the vertically listed items are phrases, especially long phrases, that grammatically complete the sentence containing them, commas may, but need not, be used. If commas are used, the last item is followed by a period.

Examples:

Topics of Interest:

- How to catch a thief
- Self-defense
- Working with local law enforcement

I am interested in learning how to:

- knit a sweater for my dog.
- take photographs that I can submit to local newspapers.
- prepare food that is as tasty as my local restaurant.

Commas

Use commas to separate elements in a series, but do not put a comma before the conjunction in a simple sentence (the final comma before “and,” “or,” or “nor”).

The flag was red, white and blue.

Put a comma before the concluding conjunction in a series, however, if an integral element of the series requires a conjunction.

I had orange juice, toast, and ham and eggs for breakfast.

Use a comma also before the concluding conjunction in a complete series of phrases.

The main points to consider are whether the athletes are skillful enough to compete, whether they have the stamina to endure the training, and whether they have the proper mental attitude.

If items in the series contain commas themselves, use semicolons between all items.

The letters she wrote are dated August 7, 1918; May 12, 1935; and January 4, 1965.

When following a person's name, qualifiers such as Ph.D. and M.D. are preceded by a comma. A second comma follows the qualifier in running text.

Ross Dalbey, Ph.D.

The opening remarks by Ross Dalbey, Ph.D., set the tone for the conference.

However, qualifiers such as Jr., Sr., and III are not set off by commas.

Martin Luther King Jr.

Set off the year when using dates with commas on both sides if a day of the month precedes it.

January 29, 2012, is the deadline.

January 2012 is the deadline.

Set off a parenthetical (nonrestrictive) expression with commas on both sides. Note that states following cities are parenthetical and require commas before and after.

The study, it was believed, had been falsified.

The members of the class from Columbus, Ohio, were happy to be there.

Commas appear after, not before, an expression in parentheses (like this), and they always go inside quotation marks, except when a quotation mark indicates inches.

"This is a day to remember," said Jack.

Ellipsis

Use the three-dot sequence to indicate that something has been left out of a sentence or passage. Leave a space before and after each dot. If a sentence ends (or is cut off) right before the ellipsis, leave in the punctuation that would have ended the sentence.

As the saying goes: When in Rome ... go to the museum.

Hyphens

Use as few hyphens as possible. Use hyphens in compound adjectives to prevent misreading.

I.e. versus e.g.

I.e. stands for *id est* and means roughly "that is." E.g. stands for *exempli gratia*, which means "for example."

The College supports a number of community initiatives (e.g., Education for Service).

The College has grown to include three colleges (i.e., College of Medicine, College of Pharmacy, and College of Graduate Studies).

Phone numbers

Use parentheses around the area code in running text and addresses. Otherwise, use periods to separate area codes and prefixes.

Possessives

For singular nouns ending in s, use s's to make it possessive.

Columbus's

Quotation marks

In regular text, commas and periods always go inside the end quotation mark. Colons and semicolons always go outside the end quotation mark. Exclamation marks and question marks can go inside or outside the quotation mark depending on usage; place inside if it applies to the quoted matter, outside if it applies to the whole sentence.

Semicolon

When semicolons are needed in a series to clarify individual elements requiring extra commas, then use the semicolon before the word and.

He is survived by a son, John Smith, of Chicago; three daughters, Jane Smith, of Wichita, Kan., Mary Smith of Denver, and Susan of Boston; and a sister, Martha, of Omaha, Neb.

Use a semicolon to connect two closely related sentences when a coordinating conjunction such as and, but or for is not present.

The package was due last week; it arrived today.