

Lindsey Wilson College
Web Publishing Guidelines

Defining Official Pages

Official Web pages include the Lindsey Wilson College home page (www.lindsey.edu); academic department and program pages; office, administrative, and support unit pages; and news and information pages.

Official Web pages residing on the Internet are required to follow the Web Publishing Standards.

Designating a Departmental Web Editor

Each department, office, and academic center should designate a departmental Web editor (DWE). The DWE is responsible for making sure that his or her department, office, or academic center's Web site adheres to the college's Web Publishing Standards. The DWE may delegate the steps needed to maintain accordance with the standards, such as page and content creation, but should be prepared to serve as the primary informational contact for campus wide inquiries regarding the site.

Each area must designate a DWE to obtain space on the Internet server. In the absence of a designated DWE, the chair or director will be listed as the default DWE.

Using the Lindsey Wilson Style Guide

The College has developed a house editorial style guide, which content editors and contributors should use when creating pages and writing for the Web. Using the style guide lends editorial consistency to the college's Web pages by standardizing spelling, capitalization, punctuation, and usage.

Using the Official Lindsey Wilson Logo

Use only official versions of Lindsey Wilson College's logo on college Web pages. Web-ready versions of the college logo are available for download at <http://www.lindsey.edu/offices-and-services/public-relations/logos.aspx>. Electronic logos may not be edited or manipulated, and Web page contributors should not create new versions of the logo for use on the Web.

Keeping Content Current

Because content is so important, official Web pages must be maintained and up-to-date. For example, once an event, class, or deadline has passed, information about it should be removed from the Web page.

In addition to removing out-of-date information, "stale" content (old articles, news, and announcements) should be replaced on a regular basis.

Advertising on Official Web Pages

Commercial advertising for businesses not associated with the college is not permitted on any Web page residing on a Lindsey Wilson College server. Noncommercial advertising of a department or program event is, however, is permitted on official pages.

Understanding Copyright and Fair Use

In accordance with U.S. copyright law, material that carries a copyright may not be reproduced without express permission from the copyright owner. Permission, however, is not needed when utilization falls under what the U.S. Copyright Act of 1976 deems fair use. Additional information about copyright is available through the U.S. Copyright Office online at <http://lcweb.loc.gov/copyright>.

If a copyright complaint is filed with the college, the material in question will be removed from the college's Web site immediately—provided that the complainant sufficiently identifies the copyrighted material and asserts that use of the material is not authorized by the copyright owner, its agent, or the law.

Adhering to Best Practices

Web sites should be accessible, easy to use, and relevant. A clean, navigable site that features useful, up-to-date content will serve users whether they have low- or high-speed connections. To enhance usability, these best-practice guidelines should be followed:

1. Content

- Post relevant and up-to-date content.
- Convey text in short, scannable paragraphs.
- Avoid long, text-heavy pages.
- When creating a link to a page do not use the phrase *click here*. Rather, structure your sentence in a manner so that the link can be included as part of the sentence.

2. Site architecture

- Lowercase file names and directories (www.lindsey.edu/academics/mathematics, not www.lindsey.edu/academics/MATHEMATICS).
- Do not use spaces or underscores in file names. Instead, use hyphens if necessary for file names with two or more words (www.lindsey.edu/academics/ba-degrees, not www.lindsey.edu/academics/ba_degrees).
- Give each page a descriptive title.

Linking to Other Sites

Links to the Lindsey Wilson College Web site from appropriate institutions are encouraged. To increase traffic throughout the entire site, consider linking to other Lindsey Wilson College documents that might benefit site visitors (maps, course listings, contact information, etc.). Think efficiency; think community.

When linking to an external site or a PDF document residing within the institutions web site the page must open up in a new window.

Creative Rights to Website

Creative rights to the design, layout of content, color, usage of pictures, presentation of media (video, audio, graphics, picture galleries and etc.) belong solely to the web committee at Lindsey Wilson College. Creative variations of the website in any form that has not already been approved by the committee as a standard for the site must be approved by the committee before it is published.

Web Forms

Usage of forms on the web is encouraged. When the form is non-interactive i.e. is not a form that is filled out online and submitted to an individual or department, it should be saved as a PDF document. This eliminates issues regarding users having different versions of Microsoft Office and opening a document that is not compatible with their version.

If the document is interactive then you may contact the department of Information Systems for assistance in putting your form online.

Embedding Videos

When appropriate, embedding a video on your page is acceptable, however, only videos that are hosted by the institutions public relations YouTube video page may be used. When using videos the following guidelines must be adhered to:

1. Deselect the "include related videos" option. The institution cannot control the content that is displayed from related videos therefore it is necessary that this feature is disabled when embedding a YouTube video
2. Select the option to show a border around the video. The color of the border selected should be the black and gray border.
3. Always use the smallest screen resolution allowed by YouTube.
4. Copy and paste the information in the "Embed" box into the content area of your page where you want the video to be placed.

Picture Galleries

Picture galleries will be hosted by Lindsey Wilson College or by Picasa. Using pictures hosted by Flickr or any other media hosting site that has not been approved by the web committee will not be accepted.

Appropriate Content, Implementation, and Purpose

Official and unofficial pages must not violate state or federal law, or any college policy. Also, official and unofficial pages must not feature obscene, harassing, or discriminatory content or contain any other inappropriate information.

Examples of appropriate Web page content include up-to-date contact information (phone, fax, e-mail, mailing address); the latest department, office, or center news and events; original articles; commonly requested forms; and other resources. Official Web pages should convey professionalism and congruence with the college's mission.

Only active files should be kept on the Internet server.

Understanding the Web Page Review Process for Official Pages

Lindsey Wilson College Web Publishers will review submitted Web pages for consistency with the college's Web Publishing Standards. If pages do not agree with the standards, the content contributor will be informed that the pages were not approved, with reasons stated.

Every department, office, and center has direct access to the Internet server and may post pages at will; however, pages will not be published unless they comply with the college's Web Publishing Standards.

How to submit Web pages for review:

1. Create or edit your pages in accordance with the Web Publishing Standards.
2. Post your pages on the server.
3. Notify the content editor who is responsible for the pages in your area.
4. The editor will submit the pages to an appointed college Web Publisher for approval.

Lindsey Wilson College

Web Style Guide

As a service to college community, the Web Policies and Procedure Committee and Web Presence Committee have developed this *Lindsey Wilson College Style Guide*. Our goal was to produce a reference document that would help campus communicators adopt a style that is consistent and appropriate for college use when they write for an internet audience. In the final analysis, good writing "style" is determined not by consistently following rules but by making appropriate rhetorical choices for a given purpose and audience. We assume some mastery of that writing skill and offer this style guide as a way to fine tune your writing for Lindsey Wilson.

This guide is not intended to replace other writing style guides used for specific purposes or publications. Nor is it intended for use by students or faculty writing academic papers. Neither is this guide intended to be comprehensive, although we have tried to include some of the most frequently troublesome issues. For that reason, we have not included field-specific style issues, such as how to present mathematical equations in print. Specialists within departments are better authorities on such matters.

If you walk into any bookstore, you'll find several excellent style guides, including two of the most familiar and popular with communications professionals: *The Chicago Manual of Style (CMS)* and *The Associated Press Stylebook and Briefing on Media Law (AP Stylebook)*. You'll also find a variety of style guides written for general business and workplace writing.

Many Lindsey Wilson College writers are familiar with these books. However, because the typical college document is neither an academic book nor a newspaper, its writers often need guidelines that are more appropriate for general communication purposes.

This guide incorporates:

- *The Associated Press Stylebook.*
- *Webster's Collegiate Dictionary*
- *The Chicago Manual of Style*
- Strunk Jr., William and E. B. White. *The Elements of Style*

For items not covered in this guide, we recommend consulting these sources directly.

Reflecting the dynamic nature of the Lindsey Wilson campus as well as the English language itself, this guide will be updated continually. If you have a suggestion or correction, please contact one of the Lindsey Wilson College website publishers.

You may find it useful to supplement this guide with a specific style guide for your own department, office, or program, incorporating commonly used terms and names.

The Web Publishing Guidelines and Web Style Guide were adapted from the University of Colorado and Buffalo State University. The style preferences included in this guide were made after consulting the following sources: professional communicators on campus, style guides from other academic institutions, standard style guides for book and newspaper publishing, and standard business writing style guides.

A

a, an—"Before a pronounced *h*, a long *u* (or *eu*), or a word such as *one*, the indefinite article should be *a*." Sound, not spelling, dictates: a hotel, a historical event, a euphonious word, a union, an honor, an NFL team, a one-man band.

academic degrees—Use capital letters with periods: A.A., A.A.S., B.A., B.S., Ed.D., J.D., M.A., M.B.A., M.F.A., M.L.S., M.S., Ph.D., etc.; lowercase when spelled out: associate's degree, bachelor's degree, bachelor of arts degree, bachelor of science degree, master's degree. If mention of degrees is necessary to establish someone's credentials, the preferred form is to avoid an abbreviation and use instead a phrase such as: *John Jones, who has a doctorate in psychology*. Use *Dr.* in first reference as a formal title before the name of an individual who holds a doctor of dental surgery, doctor of medicine, doctor of osteopathy or doctor of podiatric medicine degree: *Dr. Jonas Salk*. If appropriate in the context, *Dr.* also may be used on first reference before the names of individuals who hold other types of doctoral degrees. However, because the public frequently identifies *Dr.* only with physicians, care should be taken to assure that the individual's specialty is stated in first or second reference. The only exception would be a story in which the context left no doubt that the person was a dentist, psychologist, chemist, history, etc. *Dr.* is not necessary if a person's title is also given, such as: *Professor of History Thomas A. Bailey*.

ache—Compounds with *ache* are closed: headache, toothache, stomachache.

acknowledgment (not acknowledgement)

addresses, college—The preferred style is building name and room number: Fugitte Science Center 224, J.L. Turner Building 105

addresses, street—Do not abbreviate in running text: 210 Lindsey Wilson Street, 157 West Main Street. It is acceptable to use abbreviations in a return address, a list, the back of a brochure, etc.: 210 Lindsey Wilson St.

Advanced Placement (AP)—Lowercase the words *test*, *credit*, etc.

adviser (not advisor)

African-American—The first letter of each word should be capitalized. Both words are joined with a hyphen. Use lowercase for *black*, whether used as a noun or adjective. The word *colored* is considered derogatory and should not be used. **(see Nationalities, race, and ethnic identity.)**

afterward (not afterwards)

ages—Use figures for ages of people and animals; hyphenate adjectival and noun forms: The woman, 37, had a 3-month-old puppy. The 6-year-old boy. Acting like a 2-year-old. Avoid *aged* in designating ages.

all—Adverbial phrases beginning with *all* are always open: going all out, painted all over. Adjectival phrases beginning with *all* are always hyphenated, either before or after a noun: all-out effort, all-American player, the book is all-encompassing.

all right (not alright)

alumnus (masculine singular), **alumna** (feminine singular), **alumni** (masculine plural), **alumnae** (feminine plural). Use the masculine plural (**alumni**) for groups composed of men and women.

a.m./p.m.—Lowercase with periods; use a single space between clock time and division of day: 10:00 a.m., 7:15 p.m.

ampersand (&)—Generally not used, except when it is part of a company's formal name: *Paskill, Stapelton & Lord*. Do not use in place of *and*.

ante- (prefix)—Generally closed, no hyphen: anteroom, antenatal.

anti- (prefix)—Generally closed, no hyphen: anticlerical, antihypertensive; but use the hyphen between repeated vowels or before a proper noun: anti-inflammatory, anti-intellectual, anti-Clinton.

artmaking (n.)

artwork

audiovisual

awards—Names of awards and prizes are capitalized, but some terms used with the awards are not: Nobel Prize in physics, Pulitzer Prize in fiction, Nobel Prize laureate, Emmy Award-winning director.

B

backward (not backwards)

benefit, benefited, benefiting

better and best—Compounds formed by combining adjectives or participles with the adverbs *better* and *best* are hyphenated before a noun and open after a noun: better-prepared scholar, best-loved music, a writer that is better known.

bi- (prefix)—Generally closed, no hyphen: bilingual, bimonthly, bipartisan.

black—Lowercase for African American.

board of directors—Lowercase always.

Board of Education

Board of Regents

Board of Trustees

book—Most compounds with *book* are closed. Consult the dictionary; if the entry is not listed, form as an open compound (two words): checkbook, notebook, textbook, pocketbook, coupon book, reference book, trade book.

books, parts of—Use arabic numerals with parts of books. Lowercase and spell out in running text: chapter 3, volume 11. Abbreviations also are set in roman type and may be used in parenthetical references: (chap. 3), (vol. 14, pp. 77–82).

Use the following abbreviations for parenthetical references: Plurals for all except page (pp.) and note (nn.) are formed by adding *s*.

(vol.) volume
(pt.) part
(no.) number
(bk.) book
(chap.) chapter
(p.) page
(n.) note
(app.) appendix
(pl.) plate
(fig.) figure

books, titles of—See **titles, composition**.

borne—Compounds formed with the suffix *borne* are generally closed but are “hyphenated after words ending in *b* and after words of three or more syllables: waterborne, foodborne, cab-borne, mosquito-borne.” (See **prefixes and suffixes**.)

building names — When referring to a campus building by name always use the official name on first usage. Reference the buildings common name on subsequent usages. The Business Department located in the J.L. Turner Leadership Center will be conducting a seminar this weekend. Any student needing to attend the seminar must register by this Friday in room 120 of the Turner Leadership Center. (See **Buildings, Official Names**.)

by (prefix)—Generally closed, no hyphen: bylaws, byline, byproduct. (See **prefixes and suffixes**.)

C

cancel, canceled, canceling, cancellation

capitalization—In general, capitalize the formal name of an office, department, or organization on first reference (as a proper noun) and lowercase its common-noun equivalent on subsequent reference: The Mathematics Department will hold a series of workshops in June. In November, the department will evaluate the success of the workshops. (See also **headline-style capitalization** and **titles, composition**.)

capitalization for emphasis—“Initial capitals, once used to lend importance to certain words, are now used only ironically. Capitalizing an entire word or phrase for emphasis is rarely appropriate.”
catalog (not catalogue)

centuries—Spell out; do not capitalize: twentieth century, eighteenth century. (See **century**.)

century—Compound adjectives with *century* are hyphenated: fourteenth-century scholar. When *early*, *mid*, or *late* is added to the compound, it, too, should be followed by a hyphen: mid-eighteenth-century poet, late-twentieth-century painter. (See **mid**.)

chair (not chairman, chairwoman, or chairperson)

clean up (v.), **cleanup** (n., adj.): She told him to clean up the mess. The cleanup is the worst part. She volunteered for the cleanup committee.

co- (prefix)—Generally closed, no hyphen: coauthor, coeducational, copayment. Use a hyphen between repeated vowels or if the omission of the hyphen causes confusion or ambiguity: co-chair, co-create, co-director, co-edition, co-opt, co-organize, co-teach, co-workers, co-wrote; *but*, coordinate, cooperate, cooperation. (See **prefixes and suffixes**.)

comma (serial)— Use a comma before the word *and* or *or* in a series: *He brought a sleeping bag, a flashlight and batteries*. When the elements of a series are simple and all are joined by conjunctions, no commas should be used: *She needs a math or science or history course*. A comma is not placed before the concluding conjunction in a series unless an integral element of the series requires a conjunction: *Our colors are red, white and blue*. *But: I had orange juice, coffee, toast, and ham and eggs for breakfast*.

committee—Do not capitalize unless part of a formal name: Commencement Committee.

compound modifiers—"When a compound modifier—two or more words that express a single concept—precedes a noun, use hyphens to link all the words in the compound except the adverb *very* and all adverbs that end in *ly*: a first-quarter touchdown, a full-time job, an easily remembered rule."

counter- (prefix)—Generally closed, no hyphen: counterclockwise, counterculture, countermeasures. (See **prefixes and suffixes**.)

course name/course prefix—Use the letter prefix before each course number; separate letters and numbers with a single space; repeat prefix with each reference: SCI 1003 and SCI 1013 (not SCI 1003 and 1013; not Science 1003 and Science 1013).

course titles—Capitalize the titles of academic courses. Do not italicize or enclose in quotation marks: Abnormal Psychology, Intermediate Photography II, Principles of Urban and Regional Planning.

coursework

court—Generic terms designating the courts are frequently used in place of full names. They are lowercased even when they refer to a specific court: traffic court, family court, juvenile court. The word *court*, when used alone, is capitalized only in reference to the U.S. Supreme Court.

courtesy titles—See **titles, courtesy**.

credit hours, credits—Use figures: 3 credit hours, 6 credits.

cross- (prefix)—Most compound adjectives with *cross* are hyphenated: cross-cultural, cross-grained, cross-listed. Compound nouns with *cross* can be open, hyphenated, or closed. Check the dictionary: cross product, cross section, cross-country, cross-purpose, cross-pollination, crosscurrent, crossroad, crosswalk. (See **prefixes and suffixes**.)

currency (American)—Use numerals and the symbol \$ or ¢: People paid \$5 to attend. The committee raised \$325. I gave him 50¢. Whole-dollar amounts are set with zeros after the decimal point only when they appear in the same context with fractional amounts: The price of gold rose from \$35 an ounce to \$375. Tickets sold for \$10.00 and \$15.50. (See **numbers**.)

curriculum (singular), curricula (plural) (but see **practicum**.)

curriculum vitae (singular), curricula vitae (plural)

D

dean's list

decades—Decades may be spelled out (the seventies and eighties) or expressed in numerals with apostrophes ('70s and '80s). Be sure to use an apostrophe (') and not a single open quotation mark ("): '70s and '80s, not `70s and `80s. (Notice, no apostrophe between the figure and the s. See **plural figures and letters**.)

decimal fractions—Use numerals. For amounts less than one, set with an initial zero: The average number of children born in 1991 dropped from 1.3 to 0.95.

degrees, academic—See **academic degrees**.

departments—Always spell out; do not abbreviate. Capitalize formal names of departments. Use English Department rather than Department of English.

dialogue (not dialog)

dietitian (not dietician)

directions and regions—"In general, lowercase north, south, northeast, northern, etc., when they indicate compass direction; capitalize these words when they designate regions: The cold front is moving east. A storm that developed in the Midwest is spreading eastward. It will bring showers to the East Coast by morning and to the entire Northeast by late in the day. She has a Southern accent." Capitalize these words when referring to widely known areas: Southern California, Western New York, Lower East Side of New York.

dissertation titles—Set in quotation marks with title caps. (See **titles, composition** and **headline-style capitalization**.)

divisions—To facilitate curriculum planning, program evaluation, and student access to faculty, the academic program is organized and functions within divisions of related areas as follows: Business & CIS, Human Services & Counseling, Human Services & Counseling Extended Programs, Education, Humanities & Fine Arts, Mathematics & Natural Sciences, Social & Behavioral Sciences, the Academic Success Center, and the Katie Murrell Library.

doctoral (adj.), **doctorate** (n.): He earned his doctoral degree in 1965. He has a doctorate in clinical psychology. *But*, juris doctor degree.

downtime

drop out (v.): I'm afraid she will drop out of school.

drop-out (adj.): The high school drop-out rate is rising.

dropout (n.): Though he was a high school dropout, he became a multimillionaire.

E

earth—Generally lowercase, except in context with other properly named planets: A solar eclipse occurs when the moon passes between the earth and the sun. They are studying the earth's atmosphere. The class is studying Mercury, Venus, and Earth.

editions—See **titles, composition**.

elect—Compounds with *elect*, meaning newly elected, are hyphenated, unless the office title comprises two or more words: president-elect, senator-elect, county assessor elect, vice president elect.

ellipsis (...)—Three dots used to indicate an omission in quoted material. Do not set off with a space on each side: "Four score and seven years ago our fathers brought forth on this continent a new nation...dedicated to the proposition that all men are created equal."

e-mail

em dash— The em dash (—) is used to set off parenthetical material or to signify an abrupt change in thought. The em dash can also replace the colon. It is the width of the capital M in the typeface used. The em dash should be used to: amplify or explain an element (*The chancellor – he had been awake half the night – came down in an angry mood.*); separate a subject from pronoun (*Consensus – that was the will-o'-the-wisp he doggedly pursued.*); indicate sudden breaks in thought or sentence structure or an interruption in dialogue (*"Will he – can he – obtain necessary signatures?" Mr. White asked.*); and used in place of a comma where a comma would ordinarily separate a dependent clause from an independent clause (*Because the data had not been fully analyzed – the reason for this will be discussed later – the publication of the report was delayed.*) A sentence should not contain more than two em dashes. In Web publishing, the em dash is set off with a space on either side: She considered the dwarves – all but Grumpy – fine company. He said he needed three things – lawyers, guns and money.

emeritus (masculine singular), **emerita** (feminine singular), **emeriti** (plural)

en dash—The en dash (–) is longer than the hyphen (-) and shorter than the em dash (—). Its principal use "is to connect continuing or inclusive numbers (ranges)—dates, times, or reference numbers." Do not set off with a space on each side: The report covered 1992–1998. Do not use the words *from* or *between* with the en dash: Wrong: from 1962–1972, between 1968–1970. Right: 1968–1972, from 1968 to 1972. "The en dash also is used in place of a hyphen in a compound adjective when one of the elements of the adjective is an open compound: post–Civil War, New York–London flight."

equator (not Equator)

ex- (prefix)—Generally closed, no hyphen: exclude, expose, extract. Note: Compounds with *ex* meaning *former* are not recommended in formal writing; *former*, without a hyphen, is preferable:

former president Gerald Ford, former senator. If used, hyphenate: ex-president, ex-husband. Use an en dash if the second part is an open compound: ex-vice president. (See **prefixes and suffixes**.)

exam—Use *examination* on first reference.

extended campus, extended site—Use community campus

extra- (prefix)—Generally closed, no hyphen: extraterrestrial, extrafine. (See **prefixes and suffixes**.)

F

fax (not Fax)

fieldwork

firsthand (adj., adv.)

foreign words and phrases—Words and phrases in a foreign language are set in italics: The sign on his door says *Qui docet discit* (He who teaches learns).

forward (not forwards)

fractions—Spell out common usages and use hyphens: More than two-thirds of those polled said they'd vote for him. Do not hyphenate the casual use *a half*: It rained for three and a half days. Mixed fractions (whole numbers combined with fractions) should be expressed in numerals: The note was written on 8½-by-11-inch paper.

freelance (v., adj.), **freelancer** (n.): He wants to freelance this summer. The company hired a freelance artist. She works as a freelancer.

full—Compound adjectives with *full* are hyphenated before the noun and open after the noun: full-length mirror, full-blown investigation, full-scale attack. The mirror was full length. The drawing was full scale. Almost all compound nouns with *full* are open: full house, full moon, full dress (*but* fullback). Consult the dictionary.

fundraiser (n.), **fundraising** (n., adj.): Our committee will hold a fundraiser. Fundraising is hard work. Our committee will hold a fundraising event.

G

grade point average (GPA)

grade, grader—Hyphenate both adjectival and noun forms: fourth-grade pupil, 12th-grade student, first-grader, 10th-graders.

grades, letter—Capitalize; do not italicize or use quotation marks. Form the plural with 's: He was sure he'd get straight A's and was shocked when he saw three B's and a C. Students must maintain a B average. (See **plural figures and letters.**)

gray (not grey)

H

half—Most compound adjectives with half are hyphenated: half-baked plan, half-time employee; some are closed: halfhearted attempt, halfway mark. Compound nouns with half can be open, hyphenated, or closed: half hour, half note, half sister, half-dollar, half-life, half-moon, halfback, halftone. Consult the dictionary.

hard copy

headline-style capitalization (also called title case)—Capitalize the first and last words and all nouns, pronouns, verbs, adjectives, and adverbs of titles and subtitles. Lowercase articles (a, an, the), coordinating conjunctions (and, but, for, nor, or, so, yet), and prepositions (to, toward, with, under, etc.), regardless of length, unless they are the first or last word of a title or subtitle. Lowercase the words *to* and *as* in any grammatical function. Lowercase the second part of a species name or parts of proper names that would be lowercased in text, such as *de* or *von*: *Esox lucius*, Alexis de Tocqueville.

Capitalize open and hyphenated compounds in titles as follows: "First elements are always capitalized; subsequent elements are capitalized unless they are articles, prepositions, coordinating conjunctions (and, but, for, nor, or, so, yet), or such modifiers as *flat*, *sharp*, and *natural* following musical key symbols. Second elements attached by hyphens to prefixes are lowercased unless they are proper nouns or proper adjectives." Second elements of spelled-out hyphenated numbers are lowercased (Twenty-one, Fifty-four). If a compound (other than one with a hyphenated prefix) comes at the end of a title, its final element, whatever part of speech, is always capitalized. (See **titles, composition.**)

health care (n.), **health-care** (adj.): Health care is a major issue with the candidates. Health-care reform is on the agenda.

HIV-negative, HIV-positive

honorable— See **reverend and honorable.**)

honors, academic—Academic degrees and honors following a personal name should be capitalized, whether abbreviated or spelled out: Steven Kiley, M.D.; Clyde M. Matthews, Doctor of Law.

Named professorships and fellowships are capitalized: Sherry Turkle, Abby Rockefeller Mauzé Professor of the Social Studies of Science and Technology; Katherine Stuart May, Mellon Fellow in Objects Conservation.

SUNY Distinguished Professor titles are capitalized: Steven D. Georgiou, SUNY Distinguished Teaching Professor.

honors classes—Capitalize when referring to the formal program: All College Honors Colloquium, All College Honors Program; lowercase elsewhere.

I

ID card, ID

ill—Compounds formed with *ill* are hyphenated before a noun, open after a noun: ill-fitting garment, the garment was ill fitting, ill-advised decision, the decision was ill advised.

impact—a noun, not a verb.

Inc., Co., etc.—Usually eliminated in running text; when included, do not set off a with a comma: Curtis Screw Co., Moog Inc.

include—Use include when what follows is only part of the total: The price includes breakfast. The zoo includes hippopotamuses and rhinoceroses.

initials—When two or more initials are used before a name, use periods and insert a space between each: J. L. Turner, V. P. Henry. No periods or spaces are used for people commonly referred to by their initials only: FDR, JFK, LBJ, MLK.

inpatient

in-service

inter- (prefix)—Generally closed, no hyphen: interrelated, intercontinental, intergenerational. (See **prefixes and suffixes**.)

intra- (prefix)—Generally closed, no hyphen: intranet, intracranial. (See **prefixes and suffixes**.)

italicized words—When italicized words that are singular in form are used in the plural, set the s or es in roman type: "She bought two *Chicago Tribunes* and three *Milwaukee Journals*." (See **titles, composition** and **punctuation**)

italics or quotation marks? See **titles, composition**, this section.

J

Jr., Sr., II, IV, etc.—Do not set off with commas: Martin Luther King Jr., Pope John Paul II, Benjamin O. Davis Sr.

judgment (not judgement)

The Juilliard School (not Julliard)

K

kick off (v.), **kickoff** (n., adj.): The event will kick off the week. The event is a kickoff to the week's activities. The kickoff event went smoothly.

L

Latin American (n., adj.) (no hyphen)

led—not lead, for the past tense of lead

legal cases—Italicize the names of legal cases. Abbreviate *v.* for *versus* in case names: *Miranda v. Arizona*, *Times v. Sullivan*. In discussion, retain the italics when the case name is shortened: the *Miranda* case. (See **versus**.)

letter grades—See **grades, letter**.

letters—Italicize individual letters and combinations of letters of the alphabet: the letter *q*, a lowercase *n*. Is the plural formed with *s* or *es*? In some idiomatic expressions, the distinction is ignored: Mind your *p*'s and *q*'s. Dot your *i*'s and cross your *t*'s. Notice that single letters take an apostrophe in the plural form. (See plural figures and letters and grades, letter, this section.) (See **plural figures and letters** and **grades, letter**.)

life—Compounds with *life* can be open, hyphenated, or closed. Consult the dictionary: life preserver, life raft, life span, life-form, lifeblood, lifeboat, lifesaver, lifestyle, lifetime.

-like (suffix)—Compounds formed with the suffix *like* are generally closed. Some exceptions: words ending in *l*, words of three or more syllables, compound words, proper nouns, or other forms difficult to read: childlike, catlike, sail-like, gull-like, Whitman-like. "Hyphenated compounds retain the hyphen both before and after a noun." (See **prefixes and suffixes**.)

Lindsey Wilson College — Spell out the name of the institution on first reference. Use the abbreviation LWC on all subsequent references, except when used at the beginning of a sentence.

M

macro- (prefix)—Generally closed, no hyphen: macroeconomics, macromolecular. (See **prefixes and suffixes**.)

mapmaker (n.)

mapping (n.)

measure, units of—Always use numerals: 5 feet, 6 inches, 12 miles. Abbreviations are generally avoided in running text, but may be necessary when space is limited, such as in tables, charts, or graphs. They are identical in the singular and plural. Abbreviate as follows:

in inch
ft foot
yd yard
mi mile
mph miles per hour
sq square
cu cubic
pt pint
qt quart
gal gallon
mg milligram
g gram
kg kilogram
sec second
min minute
hr hour
oz ounce
lb pound
mm millimeter
cm centimeter
m meter
km kilometer
km/h kilometers per hour
dB decibel
ml milliliter
L liter
J joule
kW kilowatt
kWh kilowatt hour
V volts
W watt
Hz hertz
MHz megahertz
°F degrees Fahrenheit
°C degrees Celsius (replaces centigrade)

medals and awards, military—“Specific names of medals and awards are capitalized: Bronze Star, Medal of Honor, Purple Heart, Silver Star.”

media (plural), medium (singular)

Methodist churches — Ordained individuals are known as *bishops* and *ministers*. *Pastor* applies if a minister leads a congregation. For first references to bishops use the word: *Bishop W. Kenneth Goodson of Richmond, Va.* For first reference to ministers, use *the Rev.* before the name of a man or woman. On second reference, use only the last name.

micro- (prefix)—Generally closed, no hyphen: micromanage, microwave. (See **prefixes and suffixes.**)

mid- (prefix)—Generally closed. Hyphenate if the second element is a proper noun: midweek, midterm, midlife, mid-Atlantic, mid-Victorian; but mid-nineteenth century. (See [century](#) and **prefixes and suffixes**.)

midnight—Use midnight, not 12:00 midnight or 12:00 a.m. (See **noon**.)

military terms—Full “titles of armies, navies, air forces, fleets, regiments, battalions, companies, corps, and so forth are capitalized.” The words army, navy, and so forth “are lowercased when standing alone, when used collectively in the plural, or when not part of an official title: United States Army, the army, the American army, United States Navy, the navy, the armed forces.”

millions, billions—Use figures with *million* or *billion* in all but casual uses (thanks a million). Retain the word *million* with the first figure in a range: The deal will be worth from \$2 million to \$4 million (not \$2 to \$4 million). Do not use a hyphen to join the figures and the word, even as an adjectival modifier: The president submitted a \$300 million budget. Do not go beyond two decimal places: 7.55 million people (7,546,500 people).

mini- (prefix)—Generally closed, no hyphen: minibike, minibus, minigrant, miniskirt. (See **prefixes and suffixes**.)

months—Do not abbreviate in running text; capitalize and spell out all months: October 1964; January 1, 2000; Mother’s Day is in May. Months may be abbreviated as follows when space is limited: Jan., Feb., March, April, May, June, July, Aug., Sept., Oct., Nov., Dec.

most—Compounds formed with *most* are usually open: most efficient method.

multi- (prefix)—Generally closed, no hyphen: multidisciplinary, multifaceted, multipurpose. (See **prefixes and suffixes**.)

N

names—On first reference, use first name and middle initial if possible; on subsequent reference, use surname only: Timothy A. Johnson, professor of mathematics, and Betty L. Smith, associate professor of english, won awards for their research. Johnson and Smith have worked together on several projects during the past five years.

Nationalities, race, religious, and ethnic identity—The proper names of nationalities, ethnic identities, and races should be capitalized. For example, African-American, Arab, Buddhist, Caucasian, Cherokee, Chinese, Japanese, Jew, Nordic, Swedish, etc. Writers should be sensitive to potential derogatory terms and references. The word *colored* is considered derogatory and should not be used. When in the slightest doubt about a national, racial, or ethnic reference, do not use the term. (see **African-American**.)

Native American (no hyphen)

newspapers, names of—Set the names of newspapers in italics. The article *the* is set in roman type and, unless it begins a sentence, is lowercased: I read it in the *New York Times*. I’m running an ad in the *Adair Progress*. (See **titles, composition**.)

nicknames—Set in quotation marks after middle name or initial and before last name: John Q. "Joe" Public.

non- (prefix)—Generally closed, no hyphen: noncredit, nonprofit, nontraditional, nonviolent, nonnuclear, nonnative, nonemployee. Hyphenate with a proper noun or a compound term: non-English-speaking immigrants, non-degree-seeking students. (See **prefixes and suffixes**.)

non-sexist language—Avoid using generic masculine markers such as mankind, the common man, chairman, congressman. Moreover, avoid using he, his, and him as a singular pronoun. When appropriate use words such as humanity, coordinator, congressional representative, one, you, or (sparingly) he or she.

noon—Use noon, not 12:00 noon or 12:00 p.m. (See **midnight**.)

numbers—In general, spell out numbers zero through nine in running text; use figures for numbers 10 and up. Ordinals follow the same rule: first, ninth, 27th, 110th. Use commas with four or more figures in a sequence: 1,467; 12,567. Exceptions: page numbers, addresses, standardized test scores (e.g., SAT, GRE), and years with four or fewer digits. (See **years**.)

figures or words?

Use words for:

- Cardinal numbers zero through nine. (Use figures for 10 and above.)
- Ordinals first through ninth. (Use figures for 10th and above.)
- Centuries: the twentieth century, the fifth century. (See **centuries**.)
- Fractions—use hyphens: one-fifth. (See **fractions**.)
- A number that begins a sentence; the only exception is a year:

Right: Fifteen people died when a tour bus collided with a tractor trailer.

Wrong: 15 people died when a tour bus collided with a tractor trailer.

Acceptable: 1978 was a great year for film.

When spelling large numbers, use a hyphen to connect a word ending in *y* to another word: eighty-seven, ninety-nine, one hundred seventy-two.

Use figures for:

- Ages of people and animals—Hyphenate adjectival and noun forms: 3-year-old boy, 10-month-old baby, 13-year-olds, 75 years old.
- Addresses: 1313 Mockingbird Lane, 3 Rolling Hills Court.
- Cardinal numbers 10 and above. (Spell out numbers zero through nine.)
- Measure, units of: 3 miles, 55 mph, 7 hours, 50 lb, 35 mm., 6 inches (See **measure, units of**.)
- Ordinals 10th and above. (Spell out ordinals first through ninth.)
- Credits and credit hours: 3 credit hours, 6 credits, 3-credit course.
- Currency (American)—See **currency**.
- Decimal fractions—See **decimal fractions**.
- Dimensions—Use figures and spell out inches, feet, yards, etc. to indicate height, length, depth, and width. Hyphenate adjectival forms before nouns: He is 5 feet 6 inches tall, the 5-foot-6-inch man, the 9-by-12 rug, the storm left 5 inches of snow.

- Numbers in a series—Use a figure with *no.*, not the symbol (#): no. 6, no. 15. Capitalize as the abbreviation for *number* with a figure adjectivally to indicate position or rank: No. 1 problem, No. 3 choice. Do not use in the names of public schools: School 32, School 17.
- Parts of a book, periodical, or manuscript: volume 3, chapter 6, page 12, plate 7, figures 23–29. (See **books, parts of.**)
- Parts of poems or plays—Lowercase and use figures: canto 2, stanza 4, act 3, scene 5.
- Percentages—Use the word *percent*, not the symbol (%), unless in tables or charts. Use decimals, not fractions: 4.5 percent. For amounts less than 1 percent, precede the decimal with a zero: 0.8 percent.
- Ratios: the ratio was 2-to-1, a ratio of 2-to-1, a 2-1 ratio. (See **ratios.**)
- Sizes: a size 9 dress, size 40 long.
- Time: 2:00 a.m., 11:17 p.m.
- Years: 1945, 1880, 1977. (Note: Years with five or more digits use commas: "Radiocarbon dating indicates that the campsite was in use by about 13,500 B.P.") (See **years.**)

Also use figures with symbols: 3", 36°, 9'.

O

outpatient

over, under—Compounds beginning with *over* or *under* are generally closed: overboard, overeager, overzealously, underreported, underhandedly.

P

part time (adv.), **part-time** (adj.): He works part time. She has a part-time job.

percentages—Use numerals. Use decimals, not fractions. Spell out the word *percent* (do not use the symbol [%] unless space is limited, as in tables or charts): 10 percent, 47 percent, 3.5 percent. For amounts less than 1 percent, precede the decimal with a zero: 0.8 percent. Repeat the word *percent* with each figure: He said between 10 percent and 30 percent of the class may fail.

periodicals, titles—Italicize. See **titles, composition** and **titles, articles and features.**

plural figures and letters—Add *'s* to single letters and to abbreviations with two or more internal periods; add *s* to multiple letters; add *s* to numbers:

- She received two A's and three B's. Mind your p's and q's.
- M.A.'s and Ph.D.'s
- The dorm had three RAs. The VIPs arrived early. Learn the dos and don'ts of Web page design.
- The school became coeducational in the 1960s. Among the scores were two 240s and three 238s. There were five size 7s.

p.m.—See **a.m./p.m.**

possessives—The general rule for forming the possessives of singular common nouns—add 's—covers most proper nouns as well, including most names ending in *s*, *x*, or *z*: Burns's poems, Jones's reputation, Marx's theories, Dickens's novels, Margaux's bouquet, Descartes's work.

Exceptions to the general rule that form their plurals with an *s'* only:

- Names of more two or more syllables that end in an *eez* sound: Euripides', Ramses', Xerxes', Aristophanes'.
- Nouns (common or proper) that are plural in form but singular in meaning or whose singular and plural forms are the same: economics', politics', species', College Relations', the United States'.
- *For...sake* expressions: for goodness' sake, for righteousness' sake.

post- (prefix)—Generally closed, no hyphen: postbaccalaureate, postdoctoral, postimpressionism, postmodern, posttraumatic, but post-Vietnam. (See **prefixes and suffixes**.)

practicum (singular), practicum (plural) (but see **curriculum**).

pre- (prefix)—Generally closed, no hyphen: predoctoral, preeminent, preempt, premajor, premedical, preprofessional, preschool, preservice. Hyphenate with a compound modifier: pre-latency-period episodes. (See **prefixes and suffixes**.)

prefixes and suffixes—Most words with prefixes such as *co-*, *pre-*, *un-*, *post-*, and *mini-* and suffixes such as *-borne-*, *-like*, and *-wide* are formed as closed compounds. Some exceptions:

- With proper nouns or numerals: mid-July, pre-Renaissance, pre-1920.
- As homographs: re-cover, re-create, un-ionized.
- In compounds in which the second element consists of more than one word: pre-latency-period, non-English-speaking, non-degree-seeking. When a prefix is added to an open compound, the hyphen becomes an en dash: pre–Civil War.
- With suspensive hyphenation: over- and underused, macro- and microeconomics.
- With some repeated vowels: anti-inflammatory, semi-independent.
- With misleading or awkward forms: pro-life, co-chair, co-worker, unit-wide.

Presidents Day (no apostrophe)

preventive (n., adj.)

prime meridian

printmaking (n.)

pro- (prefix)—Most compounds formed with *pro* that denote support for something are hyphenated. Some are closed. Consult the dictionary: pronuclear, pro-family, pro-democracy, pro-choice, pro-life, pro-American. (See **prefixes and suffixes**.)

programs—Academic disciplines within college are administratively structured as programs rather than departments. Programs are in the following areas: American Studies, Art, English, Humanities, Music, Religion, Reading, Christian Ministries (Humanities & Fine Arts Division); Biology, Chemistry, Engineering Mechanics, Health Science, Mathematics (Mathematics & Natural Sciences Division); Communication, Criminal Justice, History,

Psychology, Social Sciences (Social & Behavioral Sciences Division); Childcare Development, P-5 Elementary Education, 5-9 Middle Grades, 8-12 Secondary Education, P-12 Physical Education, P-12 PE & Health, P-12 Art Education, Recreation & Physical Education (Education Division); Human Services, Counseling & Human Development (Human Services & Counseling Division); Business Administration, Business Management, and CIS (Business & CIS Division).

punctuation—Generally, punctuation marks take the same style or font of type as the word, letter, character, or symbol immediately preceding them. Exceptions: A question mark or exclamation point that immediately follows an italicized title but is not part of the title should be set in roman type: When did she write *Out of Africa*? Plurals of italicized terms also set the s or es in roman type: She bought two *Christian Science Monitors*. Parentheses preceding or following italics are set in roman type: Hal Ashby films (*Harold and Maude*, *Coming Home*, and *Being There*). (See **italicized words**.)

push button (n.), **push-button** (adj.)

Q

quasi—Compound adjectives with *quasi* are always hyphenated: quasi-public corporation; compound nouns with *quasi* are always open: quasi contract, quasi union.

quotation marks, punctuation with—Commas and periods always go inside quotation marks. Other punctuation goes outside quotation marks, unless part of the quoted material: He asked, "Did you actually see him do it?" Did you read the article "Ten Simple Steps to Better Writing"?

R

ratios—"Use figures and hyphens: The ratio was 2-to-1, a ratio of 2-to-1, a 2-1 ratio. As illustrated, the word *to* should be omitted when the numbers precede the word *ratio*."

re- (prefix)—Generally closed, no hyphen: recover, reelect, reenact, reentry, reunify, reunite; but, include the hyphen if necessary to distinguish the word from its homograph: re-cover (to cover again), re-creation (another creation). (See **prefixes and suffixes**.)

recur, recurred, recurring (not reoccur)

references, first and subsequent—See **capitalization** and **names**.

Regents (Board of Regents)

request for proposals (RFP)

restroom

résumé

reverend and honorable—“The abbreviations Rev. and Hon. are used before a name when no *the* precedes the title. With *the*, such titles should be spelled out.” The title is dropped on second reference: the Reverend Martin Luther King Jr., Rev. Martin Luther King Jr., King; the Honorable Nancy Pelosi, Hon. Nancy Pelosi, Pelosi.

role-play (v.)

R.S.V.P.—Uppercase, use periods. “The abbreviation for the French *repondez s’il vous plait*, it means please reply.” The phrase “Please R.S.V.P.” is redundant.

S

school—Compounds with *school* are generally closed, with a few exceptions. Check the dictionary: school board, school bus, school-age, schoolchildren, schoolroom, schoolteacher, schoolwork.

schools, public—Use figures and capitalize *school*. Do not include the word *number*, the symbol #, or the abbreviation *no.*: School 96, School 76.

seasons—The four seasons are lowercased: fall 2008, the spring semester. Her favorite season was winter.

self—Most constructions with *self* are hyphenated, “except when *self-* is followed by a suffix or preceded by *un*”: self-conscious, self-reliant, self-righteous, self-restraint, selfish, selfless, unselfconscious. (See **suffixes**.)

semester—Lowercase: fall semester, spring semester.

semi- (prefix)—Generally closed: semiannual, semifinal, semiliterate, semicircle, but use the hyphen between repeated vowels: semi-independent, semi-indirect. (See **prefixes and suffixes**.)

series and editions—Titles of book series and editions are capitalized and set in roman type without quotation marks. The words *series* and *edition* are lowercase when they are not part of the title: Chicago History of American Civilization series, Modern Library edition, second edition.

setup (n.), **set up** (v.)—This is a setup. He set up the backdrop.

ships, trains, aircraft, spacecraft—“Names of specific ships, submarines, aircraft, spacecraft, and artificial satellites are italicized, but not abbreviations such as SS or HMS preceding them”: USS *SC-530*, *Voyager 2*, *Sputnik II*, CSS *Shenandoah*. “Designations of class or make, names of trains, and names of space programs are capitalized but not italicized”: DC-10, Concorde, Project Apollo. **shut**—Compound nouns with *shut* are generally hyphenated or closed: shut-in, shutdown, shutoff, shutout. Consult the dictionary. As verbs, they remain open: He shut down his computer. She shut off the light.

slash — The slash (/) also known as a virgule, solidus, slant, or forward slash, to distinguish it from a backward slash, or backslash (\) – is used to: signify alternatives (he/she); alternative spelling (World War I/First World War); or technical use to mean “and” (an insertion/deletion mutation).

so-called (adj.)

Social Security, Social Security number

socio- (prefix)—Generally closed, no hyphen: socioeconomic, sociopolitical. (See **prefixes and suffixes**.)

state names-

Spell out the names of the 50 states when they stand alone in textual material. Any state name may be condensed, however, to fit typographical requirements for tabular material. Use the state abbreviations below in datelines and in text when used with the city.

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

Eight states are never abbreviated: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas, Utah.

Writing tips:

- Use New York state to distinguish the state from New York City.
- Use state of Washington or Washington state to distinguish the state from the District of Columbia. (Be aware that Washington State is the name of a University.)

study abroad (adv.), **study-abroad** (adj.): She will study abroad. I joined a study-abroad program.

sub- (prefix)—Most constructions with *sub* are closed: subjacent, subbasement, substandard. Hyphenate when used with a proper noun: sub-Saharan, sub-Arctic. (See **prefixes and suffixes**.)

subtitles—Use a colon, not a semicolon or a dash, between titles and subtitles: *Working with Words: A Concise Handbook for Media Writers and Editors*.

suffixes—Most compounds formed with suffixes are closed: nationhood, selfish, senseless. Consult the dictionary.

T

telephone numbers—Enclose area code in parentheses for both toll and toll-free calls. Do not include the 1. Use a hyphen to punctuate, not a period or a space: (270) 384-8100, (800) 264-0138.

theater—Not theatre, unless part of the official name of an organization: Studio Arena Theatre.

time—Use numerals, with zeros for even hours: The workshop will begin at 2:00 p.m. Abbreviations for divisions of the day (a.m., p.m.) are set in lowercase with periods. Separate time and division of day with a single space. Use noon (not 12:00 noon or 12:00 p.m.) and midnight (not 12:00 midnight or 12:00 a.m.). See **a.m./p.m.**, **noon**, and **midnight**.

time zones—Lowercase, except for proper nouns. Capitalize abbreviations: eastern standard time (EST), central daylight time (CDT), Greenwich mean time (GMT).

titles, academic—In general, capitalize an academic title when it immediately precedes a "personal name and is thus used as part of the name (usually replacing the title holder's first name)." Lowercase a title when it stands alone, follows a name, or precedes the name but is used as an identifier or occupational descriptor rather than a title: President Luckey; William T. Luckey, president of Lindsey Wilson College; the provost; Judith A. Smith, professor of fine arts; Professor Smith; Harold Chasen, associate professor in the Psychology Department; associate professor of music Michael Timmins. (See **titles, courtesy**; **titles, military or civil**; and **honors, academic**.)

titles, articles and features—Titles of articles and features in periodicals and newspapers, chapter titles, short-story titles, essays, and individual selections in books are set in roman type and enclosed in quotation marks: "Talk of the Town" in last week's *New Yorker*. The author cited "Maternal Behavior and Attitudes," chapter 14 in *Human Development*.

titles, composition—Use title capitalization, also called headline style or title case. (See **headline-style capitalization**.)

Italicize:

Titles of books*, magazines*, newspapers*, scholarly journals*, movies, television or radio series, plays, long poetic works, exhibitions, paintings, sculptures, other works of art, operas and other long musical compositions, and musical scores: the *Christian Science Monitor*, the *New England Journal of Medicine*, Picasso's *Guernica*, *Le Nozze di Figaro*.

Set in quotation marks:

Titles of dissertations, theses, journal articles, chapters of books, short stories, poems, articles and features in periodicals and newspapers, song titles, specific radio programs and television shows within a series (single program or episode): PBS's *Masterpiece Theatre*; episode 122 of *Homicide: Life on the Street*, "Forgive Us Our Trespasses"; National Public Radio's *Talk of the Nation*, "Welfare Reform and Child Care."

*Note: The article *the* in newspaper and periodical titles is set in roman type and, unless it begins a sentence, is lowercased: I read it in the *New York Times*. We're running an ad in the *Adair County Progress*. With book titles, lowercase and set in roman type a book's edition: *Chicago Manual of Style*, 14th edition.

titles, courtesy (Mr., Ms., Mrs.)—In general, courtesy titles are not used on first or subsequent references in LWC publications. (See **names**.) Courtesy titles are sometimes used in special cases,

i.e., a list of donors, special invitations, etc. When a degree is indicated, it follows the name on first reference: Judith A. Smith, Ph.D.; John Q. Jones, M.A. Do not use both a title and a degree:

Preferable: Judith A. Jones, Ph.D.

Acceptable: Dr. Judith A. Jones

Wrong: Dr. Judith A. Jones, Ph.D.

titles, military or civil—Capitalize a military or civil title when it immediately precedes “a personal name and is thus used as part of the name (often replacing the title holder’s first name)”: President Buchanan, General Eisenhower, Prince Charles. Lowercase when used alone or in apposition to a name: Byron Brown, mayor of Columbia; the mayor; Berzelius Windrip, president. Spell out a military or civil title when used with a surname alone: General Washington, Lieutenant Colonel Smith, Governor Jones; abbreviate all but senator with a full name: Brig. Gen. Thornton W. Bluster, Col. William M. Rich, Senator Hillary Rodham Clinton. (See **titles, courtesy; titles, academic; and honors, academic.**)

toward (not towards)

trademark names—“Use a generic equivalent unless the trademark name is essential to the story. When a trademark name is used, capitalize it:” Frisbee, Jacuzzi, Jet Ski, Ping Pong, Popsicle, Q-Tip, Rollerblade, Scotch Tape, Touch-Tone, Velcro. Eliminate TM and ® in running text. Dictionaries indicate registered trademark names.

travel, traveled, traveling

U

un- (prefix)—Generally closed. Hyphenate with proper nouns: unfunded, unnatural, un-American. (See **prefixes and suffixes.**)

under- (prefix)—Most compounds with *under* are closed: undersea, underused, underreported, undersecretary. (See **prefixes and suffixes.**)

under way—“Two words in virtually all uses:” Preparations are under way. The process is under way. “One word (underway) when used as an adjective before a noun in a nautical sense meaning not at anchor or moored or aground: an underway flotilla.”

United States—Spell out when used as a noun. Acceptable to abbreviate (U.S.) as an adjective: He lives in the United States. He is a U.S. citizen. U.S. courts, U.S. dollars.

university names—Do not capitalize the article *the* as part of a university’s name: He attended the University of Kentucky. If a university has multiple campuses, follow the university’s preferred style, using the word *at*, a dash, a comma, etc., to specify: the University of Wisconsin–Madison; the University of California, Berkeley; the University of North Carolina at Chapel Hill.

Upward Bound program

U.S.—See **United States.**

U.S. Department of Education

V

versus—Spell out in running text. In short expressions, the abbreviation vs. (with period) is permitted: guns vs. butter. Abbreviate as v. (with period) in legal cases: *New York Times v. Sullivan*. (See **legal cases**.)

Veterans Day (no apostrophe)

videotape (n., v.)—Do you have a blank videotape? They will videotape the ceremony.

W

wars, battles—Full titles of wars, battles, and conflicts are capitalized. "The words *war* and *battle* are lowercased when used alone." The American Civil War, World War I, Second World War, the two world wars, Battle of the Bulge, Mexican Revolution. (See **World War I, World War II**.)

Web—Capitalize in references to the Internet. (See **Computer-Related Terms**.)

well—Compounds formed with *well* are hyphenated before a noun, open after: well-known story, the news was well received.

Western (adj.)—Western customs, Western dress, Western New York, Western Europe. (See **directions and regions**.)

white—lowercase for Caucasian.

-wide (suffix)—Generally closed except with proper nouns and words of three or more syllables: campuswide, collegewide, worldwide, campus-wide. "Hyphenated compounds retain the hyphen both before and after a noun." (See **prefixes and suffixes**.)

work—Most compound nouns with *work* are closed: workforce, workhorse, workload, workplace, workroom, work camp, work site. Consult the dictionary.

work-study (n., adj.)

World War I, World War II, the First World War, the Great War, the Second World War, World Wars I and II, the two world wars.

Writing Center—For the first reference, refer to the college's Writing Center as Lindsey Wilson College Writing Center. In second reference, refer to it only as the Writing Center. When referring to writing centers in general, it may be lower-case, i.e. "Does your college have a writing center?" At Lindsey Wilson College, the Writing Center is categorized as part of the English Program, and is therefore under the Humanities & Fine Arts Division.

X

x-ray (n., v., adj.): I think she should go for x-rays. The doctor will x-ray her arm. I saw the x-ray films.

Y

years—Use figures, without commas, for years with four or fewer digits: 1948, 1776. Use figures, with commas, for years with five or more digits: "Radiocarbon dating indicates that the campsite was in use by about 13,500 B.P." When designating eras with B.C. or A.D., the abbreviation A.D. precedes the year, and B.C. follows it: "Britain was invaded successfully in 55 B.C. and A.D. 1066."

- Use *s* (no apostrophe) to indicate spans of decades or centuries: the 1890s, the 1900s. (See **plural figures and letters.**)
- Set off a year with commas when it follows a month and date: The Senate approved the recommendation at its April 13, 2007, meeting.
- Do not use a comma to separate a month and a year: June 1988.
- Years are the sole exception to the rule of spelling out numbers that begin sentences. (See **numbers, figures or words?**)

Z

zero, zeros

Computer Related Terms

ASCII—American Standard Code for Information Interchange
BASIC—Beginners All-Purpose Symbolic Instruction Code
CAD—computer-aided design
CD-ROM—compact disc—read-only memory
COBOL—Common Business-Oriented Language
compact disc
CPU—central processing unit
database
data processing (n.)
data-processing (adj.)
desktop
domain name
DOS—disk operating system
dot-com (n., adj.)
download
e-commerce
e-mail
FORTRAN—Formula Translator
FTP—file transfer protocol
GB—gigabyte
GUI—graphical user interface
handheld (adj.)
high-tech
home page
HTML—hypertext markup language
http—hypertext transfer protocol
hyperlink
hypertext
information superhighway
Internet
intranet
KB—kilobyte
LAN—local area network
LCD—liquid crystal display
LexisNexis—computerized legal research system
LISTSERV—trademarked term; use *e-mail list, electronic mailing list, or distribution list* for general references.
MB—megabyte
offline
online
operating system (OS)
output
PC—personal computer
PDF—portable document format
RAM—random-access memory
ROM—read-only memory
real time (n.)
real-time (adj.)

shareware
spreadsheet
Telnet
URL—uniform resource locator
WAN—wide-area network
Web
webcast
webmaster
Web page
Web site
Windows 95
Windows 98
Windows NT
Windows Vista
word processing (n.)
word-processing (adj.)
workstation
WWW—World Wide Web

Abbreviations and Acronyms

A

A.A. – associate of arts

ABD – all but dissertation

ABT – all but thesis

ACE – American Council on Education

ADA – Americans with Disabilities Act

AFDC – Aid to Families with Dependent Children

AFSCME – American Federation of State, County, and Municipal Employees

ALA – American Library Association

B

B.A. – bachelor of arts

B.F.A. – bachelor of fine arts

B.Mus. – bachelor of music

B.S. – bachelor of science

B.S.Ed. – bachelor of science in education

C

CACREP - Council for Accreditation of Counseling and Related Educational Programs

C.A.S. – certificate of advanced study

CDC – Centers for Disease Control and Prevention

CPA – certified public accountant

CPE – Council on Postsecondary Education

C.S.W. – certified social worker

D

D.D.S. – doctor of dental surgery

DEC – Department of Environmental Conservation

E

Ed.D. – doctor of education

EEOC – Equal Employer Opportunity Commission

EPIC – Every Person Influences Children

F

FAFSA – Free Application for Federal Student Aid

FERPA – Family Educational Rights and Privacy Act

FOI – Freedom of Information

FWSP – Federal Work – Study Program

G

GAAP – generally accepted accounting principles

GPA – grade point average

GRE – Graduate Record Examination

H

HIPAA – Health Insurance Portability and Accountability Act

I

IPEDS – Integrated Postsecondary Education Data System

J

J.D. – juris doctor (doctor of law)

L

L.P.N. – licensed practical nurse

LSAT – Law School Admissions Test

LWC – Lindsey Wilson College

M

M.A. – master of arts

M.B.A. – master of business administration

MCAT – Medical College Admissions Test

M.D. – doctor of medicine

M.F.A. – master of fine arts

MLA – Modern Language Association

M.L.S. – master of library science

M.P.S. – master of professional studies

M.S. – master of science

M.S.Ed. – master of science in education

M.S.W. – master of social work

N

NAACP – National Association for the Advancement of Colored People

NAIT – National Association of Industrial Technology

NAST – National Association of Schools of Theatre

NCATE – National Council for Accreditation of Teacher Education

NEA – National Endowment for the Arts

NEH – National Endowment for the Humanities

NIH – National Institutes of Health

N.P. – nurse practitioner

NSF – National Science Foundation

O

O.T. – occupational therapist

P

P.A. – physician’s assistant

PEF – Public Employees Federation

Ph.D. – doctor of philosophy

PLUS – Parent Loan for Undergraduate Students

P.T. – physical therapist

R

R.N. – registered nurse

ROTC – Reserve Officer Training Corps

S

SACS – Southern Association of Colleges and Schools

SAT – “Use only the initials in referring to the previously designated Scholastic Aptitude Test or Scholastic Assessment Test.” (32)

SEFA – State Employees Federated Appeal

SEOG – (federal) Supplemental Educational Opportunity Grant

SGA – Student Government Association

STAP – Supplemental Tuition Assistance Program

T

TAP – Tuition Assistance Program

TDD – telecommunications device for the deaf

TESOL – Teachers of English to Speakers of Other Languages

TOEFL – Test of English as a Foreign Language

TTY – teletypewriter

U

USCIS – United States Citizenship and Immigration Services (formerly the INS – Immigration and Naturalization Services)

UUP – United University Professions

V

VESID – Vocational and Educational Services for Individuals with Disabilities

VSLC – Volunteer and Service – Learning Center

W

WHO – World Health Organization

WWW – World Wide Web

Buildings, Official Names

Athletics Offices
Baseball & Soccer Offices
Biggers Sports Center
Blue Raider Wellness Center
Career Services & Bonner Leaders
Catherine Wilson Center
College Hill Apartments
Cralle Student Union Building
Emily Hundley President's Home
Financial Aid Offices
Fitness Rooms
Goodhue Building
Grider Apartments
Guest House 1
Guest House 2
Henry & Mary Ellen Lilly Hall
Hilltop Apartments
Holloway Building (Katie Murell Library)
Horton Hall
Human Services - Durham House
Human Services - Ollestad House
J.L. Turner Leadership Center
Jim & Helen Fugitte Science Center
John B. Begley Chapel
L.R. McDonald Administration Building
Parrot Hall
Phillips Hall
Physical Plant Garage
Physical Plant Offices
Physical Plant Storage Building
Residence Life Offices
Richardson Hall
Roberta D. Cranmer Dining & Conference Center
School of Professional Counseling
Sue Cravens Stivers Alumni House
Sumner Campus Ministry
T.D. and Rowena Everett Building
Trabue Apartments
Tupman House
Upward Bound
Weldon Hall (Academic Success Center)
Wilkinson House