



Colby-Sawyer  
College

**Style Guide**  
2003/2004

## Colby-Sawyer College Style Guide

To achieve consistency in Colby-Sawyer College's written communications and publications, the Communications Office has developed an editorial style guide for the campus community. The *Colby-Sawyer College Style Guide* establishes the college's preferences in the punctuation and style of many commonly used words and phrases in our academic environment. In addition, the style guide offers general editorial guidelines in a number of other troublesome areas for writers and editors.

College style guides have as their foundation one or two widely used editorial style manuals and dictionaries. Colby-Sawyer College uses *The Associated Press Stylebook* as its primary style guide. For style issues not addressed in this guide, we turn to *The Chicago Manual of Style*. Our primary reference book on spelling is *Webster's Collegiate Dictionary*. Additionally, we recommend a number of other helpful reference books, including *The Elements of Style*, *The Elements of Grammar*, and *The Gregg Reference Manual*.

For scholarly research, faculty members should use the style guides appropriate for their particular areas of study. Academic style guides include, but are not limited to, the following: *American Psychological Association (APA) Style Guide*, *Chicago Manual of Style*, and *Modern Language Association (MLA) Style Guide*.

For further assistance, please contact the Communications Office at (603) 526-3728/3647 or [kslover@colby-sawyer.edu](mailto:kslover@colby-sawyer.edu). We welcome your suggestions for additions to the *Colby-Sawyer College Style Guide*.

## Index for Style Guide

<b>Abbreviations/acronyms</b>	<b>5</b>	<b>Apostrophe</b>	<b>8</b>
<b>Academic courses</b>	5	<b>Board of Trustees, Board of Directors (also see Advisory bodies)</b>	9
<b>Academic degrees</b>	5	<b>Buildings, facilities</b>	9
<b>Academic departments, programs</b>	5	<b>Bulleted series</b>	10
<b>Academic majors, minors</b>	6	<b>Business letters</b>	10,24,25
		<b>Capitalization</b>	11
<b>Academic titles</b>	6	<b>Chairman, chairwoman, chairperson</b>	11
		<b>Classes, courses</b>	11
<b>Addresses (Also see College addresses)</b>	6	<b>Clubs, committees, councils</b>	12
<b>Admissions</b>	7	<b>Coed, coeducational</b>	12
		<b>College, college addresses</b>	13
<b>Advisor</b>	7	<b>Commas</b>	12
		<b>Committees, councils (See Clubs, committees, councils)</b>	13
<b>Advisory bodies</b>	7	<b>Compose, comprise</b>	13
		<b>Composition titles</b>	13
<b>Affect, effect</b>	7	<b>Courseload, coursework</b>	13
		<b>Coworker</b>	14
<b>Allude, elude</b>	7	<b>Currently, presently</b>	14
		<b>Curriculum</b>	14
<b>Alma mater</b>	7	<b>Dash</b>	14
		<b>Data, datum</b>	14
<b>Alumni</b>	8	<b>Dates</b>	14
		<b>Departments, offices (Also see Academic departments, programs and offices)</b>	15
<b>Ampersand</b>	8	<b>E-mail</b>	15
<b>Anybody, any body, anyone, any one</b>	8	<b>Emerita, emeritus, emeriti</b>	15

<b>Events, initiatives</b>	<b>15</b>	<b>President</b>	<b>19</b>
<b>Faculty</b>	<b>15</b>	<b>Programs</b>	<b>19</b>
<b>Foreign words or phrases</b>	<b>16</b>	<b>Publications (see Composition titles)</b>	
<b>Fund raising, fund-raiser, fund-raising</b>	<b>16</b>	<b>Quotation marks</b>	<b>19</b>
<b>Home page</b>	<b>16</b>	<b>Regions</b>	<b>20</b>
		<b>Residence halls</b>	<b>20</b>
<b>Hyphenated words</b>	<b>16</b>	<b>Scholastic Aptitude Test</b>	<b>20</b>
<b>Internet</b>	<b>17</b>		
		<b>Semester</b>	<b>20</b>
<b>It's, its</b>	<b>17</b>	<b>Semicolon</b>	<b>20</b>
<b>Italics</b>	<b>17</b>		
		<b>States</b>	<b>20</b>
<b>Graduate</b>	<b>17</b>	<b>Students</b>	<b>21</b>
<b>Jr., Sr., II, III</b>	<b>17</b>		
<b>Logos</b>	<b>17</b>	<b>Student-athlete</b>	<b>21</b>
		<b>Temperature</b>	<b>21</b>
<b>Majors, minors, programs</b>	<b>18</b>		
<b>(Also see Academic majors, minors and academic departments, programs)</b>		<b>Telephone numbers</b>	<b>21</b>
<b>Money</b>	<b>18</b>	<b>That, which</b>	<b>22</b>
<b>Names</b>	<b>18</b>	<b>Time</b>	<b>22</b>
<b>Nondiscrimination</b>	<b>18</b>	<b>Title, entitle</b>	<b>22</b>
<b>Numbers (Also see Money)</b>	<b>18</b>	<b>Titles</b>	<b>22</b>
<b>Offices</b>	<b>19</b>	<b>(Also see Academic titles and Composition titles)</b>	
		<b>Undergraduate</b>	<b>22</b>
<b>On campus, on-campus</b>	<b>19</b>		
<b>Over, More than</b>	<b>19</b>	<b>United States</b>	<b>22</b>
<b>Percentages</b>	<b>19</b>	<b>Web terms</b>	<b>22</b>
		<b>Who, whom</b>	<b>23</b>

### **Abbreviations/acronyms**

Abbreviations and acronyms should be used sparingly and only after spelling out the words on first usage.

Students who earned a 3.5-grade point average (GPA) or above and maintained at least 12 credit hours were named to the Dean's List last spring. They need to maintain a GPA of at least 3.5 each semester to remain on the Dean's List.

Exceptions can be made for widely understood acronyms such as FBI, CIA and GOP.

### **Academic courses**

Capitalize the proper names of individual courses: First-year students take Writing I, a required humanities course.

Lowercase fields of study in general, unless they include a proper noun or adjective: She studies biology, but her brother is interested in American history and English.

### **Academic degrees**

Abbreviations of academic degrees require a period after each element in the abbreviation but no internal spaces: Ph.D., M.A., B.A., B.S.

When academic degrees follow a person's name in the middle of a sentence, the degree is set off by commas: Joseph Carroll, Ph.D., was the featured speaker.

Capitalize full and formal names of specific degrees: Bachelor of Science, Bachelor of Arts, Doctor of Philosophy. When referring to academic degrees in general, lowercase the first letter of the degree and use an apostrophe: bachelor's and master's degrees, never bachelors and masters degrees.

Lowercase "baccalaureate" degree, a synonym for bachelor's degree. Baccalaureate also refers to sermons delivered to graduating classes and to the services at which these sermons are delivered.

"Doctoral" is an adjective and "doctorate" is a noun: They all earned doctoral degrees. They all earned doctorates.

The most common degrees include B.A. (Bachelor of Arts), B.S. (Bachelor of Science), B.F.A. (Bachelor of Fine Arts), M.A. (Master of Arts), M.S. (Master of Science), Ed.D. (Doctor of Education), Ph.D. (Doctor of Philosophy).

Do not use a courtesy title such as "Dr." and "Mrs." when including an individual's academic degree: Dr. Arnold Robinson or Arnold Robinson, Ph.D., *not* Dr. Arnold Robinson, Ph.D. List only the highest degree a person has received: Tammy Smith, Ph.D., *not* Tammy Smith, B.A., M.A., Ph.D.

### **Academic departments, programs**

According to the college's preference, capitalize the name of a department and the words "department," and "program" *only* when they appear as part of an official name: Department of Humanities, Humanities Department. On subsequent references, do not capitalize "department," or "program" when standing alone.

She is a faculty member in the Department of Nursing. Each month she attends the department's faculty meeting.

Several first-year students expressed strong interest in the college's Exercise and Sport Sciences Program. The program is housed in Mercer Hall.

For official names of departments and programs, consult the most recent edition of the *Colby-Sawyer College Catalog*.

### **Academic majors, minors**

Capitalize the college's majors and minors *only* when referring to the official names of Colby-Sawyer's specific academic programs (when including the word "program") or when the subject contains a proper noun or adjective. Lowercase majors and minors when referring to a subject area or academic field of study in general.

She declared the college's Biology Program as her major due to her intense interest in biology.

With a major in English and a minor in business administration, he intends to work for a publishing house in New York.

### **Academic titles**

Capitalize a person's title when put before the name.

Academic Dean Deborah Taylor

Do not capitalize titles when listed after a name or titles that do not include a name.

Laura Alexander, director of the Dan and Kathleen Hogan Sports Center, led the discussion.

Let's invite the vice president to the event.

*Courtesy titles:* The preferred use in periodicals and news writing is to drop the courtesy title in text material: "Smith" rather than "Mr. Smith." Omit the courtesy titles "Miss," "Mr.," "Mrs.," or "Ms." and use first and last names in the first reference. Use only the last name in subsequent references. Do not use "Mr." in any reference to a married couple unless it is combined with "Mrs": Mr. and Mrs. John Smith or Mr. and Mrs. Smith. Do not use courtesy titles and academic degrees together: Dr. John Jones, *not* Dr. John Jones, M.D. (These rules do not apply to correspondence such as business letters.)

### **Addresses (Also see College addresses)**

To receive address information for various college constituencies, please contact the following offices:

#### **Alumni/friends/donors/former faculty and staff**

Office: Office of Advancement  
Phone number: 526-3727  
E-mail address: [Alumni@colby-sawyer.edu](mailto:Alumni@colby-sawyer.edu)

#### **Faculty and staff (current)**

Office: Human Resources  
Contact person: Christine Staub  
Phone number: 526-3740  
E-mail address: [welcome@colby-sawyer.edu](mailto:welcome@colby-sawyer.edu)

### **Students**

Office: Student Development  
Contact person: Susan Tosh  
Phone number: 526-3408  
E-mail address: [stosh@colby-sawyer.edu](mailto:stosh@colby-sawyer.edu)

### **Trustees**

Office: President's Office  
Contact person: Linda Varnum  
Phone number: 526-3738  
E-mail address: [lvarnum@colby-sawyer.edu](mailto:lvarnum@colby-sawyer.edu)

### **Admissions**

“Admissions” is plural and has no apostrophe.

### **Advisor**

Use “advisor” and not “adviser.”

### **Advisory bodies**

Capitalize references to a specific body of advisors, including the Alumni Council, Board of Trustees, President's Advisory Council. When using “board” or “council” alone in subsequent references, use lowercase.

The Colby-Sawyer College Board of Trustees meets three times each year. The board's meetings take place in February, May and October.

### **Affect, effect**

Each is used as a verb and a noun. In practice, however, “affect” is used most often as a verb and usually means to influence or change: Many drugs affect the nervous system. “Affect” as a verb can also mean to feign or simulate: He affected poor grades to gain sympathy. When used as a noun, “affect” means a feeling or emotion (as distinguished from thought or action).

“Effect” is used most often as a noun and means a result or outcome: Many drugs have serious effects on the nervous system. His complaints had no effect on the dean.

When used as a verb, “effect” means to cause or bring about: To effect change in the patient's condition, physicians had to use drugs.

### **Allude, elude**

To “allude” is to make an indirect reference to something. To “elude” someone or something is to avoid, evade or escape from the person or thing.

### **Alma mater**

As a familiar and commonly used foreign word, “alma mater” should *not* be capitalized or italicized.

## **Alumni**

Class years should appear after a graduate's name in college publications. Identify Colby-Sawyer alumni by their class year(s) with an apostrophe before the year. The apostrophe should slant to the right.

Lisa Owens '74 plans to attend Reunion Weekend next summer.

If a person has more than one degree from the college, place a comma and space between the class years:

Anne Winton Black '73, '75

Identify alumni in the following manner:

alumna: feminine singular

alumnae: feminine plural

alumnus: masculine singular

alumni: masculine plural or masculine and feminine plural

She is a Colby-Sawyer alumna.

Abbey Hall alumnae gathered during Reunion 2002.

The alumni held their Reunion Banquet in Wheeler Hall.

## **Ampersand**

Use an ampersand in corporate titles only when it is part of the official title: Sherman, Cooper & Leeds. Don't use an ampersand with courtesy titles in text: (incorrect) Mr. & Mrs. Sanford. Never use an ampersand instead of the word "and" in text: Department of Exercise and Sport Sciences.

## **Anybody, any body, anyone, any one**

Use "anybody" or "anyone" (one word) when making an indefinite reference: Anyone can do it. Use "any body" or "any one" (two words) when emphasizing or singling out one element of a group: Any one of them can do it.

## **Apostrophe**

Use apostrophes in contractions or to show possession: It's time for class to begin. The student's books. Do not use an apostrophe when forming plurals of dates or acronyms: 1890s, 1920s, 1990s, M.D.s, Ph.D.s. Names of people and other proper nouns form the plural in the usual way by adding -s or -es: The Danforths attended the ceremony, but the Joneses could not attend.

Follow these guidelines for possessives:

Plural nouns *not* ending in s: add 's

The alumni's contributions, women's rights

Plural nouns ending in s: add only an apostrophe

The girls' books, states' rights

Nouns plural in form, singular in meaning: add only an apostrophe

mathematics' rules, the United States' population

Nouns spelled the same in singular and plural meaning: treat as plural nouns

A corps' location, two corps' troops

Singular nouns *not* ending in s: add 's

The student's notebook

Singular nouns ending in s sounds such as ce, x, and z: add 's (stylebooks vary on this rule)

Marx's theories, the justice's decision

Singular nouns ending in s: add 's unless the next word begins with an s

The hostess's invitation, the hostess' seat  
Singular proper names ending in s: use only an apostrophe  
Achilles' heel, Dickens' novels, Williams' plays

**Board of Trustees, Board of Directors** (Also see **Advisory bodies**)

Capitalize when using these official names, both with and without "Colby-Sawyer College."  
(This rule also applies to the college's other committees, councils, clubs and organizations.) In  
subsequent references, lowercase the "board" and "trustees" when the word stands alone:

The Board of Trustees began the meeting. The board members discussed funding for the  
new science center.

Uppercase "Trustee" and "Director" when it precedes a person's name. Lowercase when the title  
follows the person's name.

Trustee Jean Harding Pierce '47 is a Colby-Sawyer alumna.  
Peter Danforth, trustee, lives in the New London area.

**Buildings, facilities**

In text, use the full name of the college's facilities in the first reference and the shortened version  
in subsequent mentions within shorter documents. In longer documents, the full names will need  
to be mentioned more often; introduce the full name in each new chapter or section of long texts.  
The college's facilities are listed below, along with their full name and acceptable abbreviated  
versions (when applicable).

*Full Names*

*Abbreviated Names*

Baker Communications Center	Baker Communications Center
Cleveland, Colby, Colgate Archives	archives
Colgate Hall	Colgate
Curtis L. Ivey Science Center	Ivey Science Center
Dan and Kathleen Hogan Sports Center	Hogan Center
David L. Coffin Field House	field house
Harrington Center	Harrington Center
Elizabeth Kind Van Cise Fitness Center	fitness center
James House	James House
Kelsey Athletic Fields	Kelsey Fields
Mercer Field	Mercer Field
Mercer Hall	Mercer Hall
Patricia D. Kelsey Tennis Courts	Kelsey Courts
President's House	President's House
Reichhold Science Center	Reichhold
Sawyer Fine Arts Center	Sawyer Center
Marian Graves Mugar Art Wing	art wing
Marian Graves Mugar Art Gallery	gallery
Frances Lockwood Bailey Graphic Design Studio	graphic design studio
Seamans Alumni House	alumni house
Susan Colgate Cleveland Library/Learning Center	library
Ware Campus Center	Ware
William T. Baird Health and Counseling Center	Baird Health Center
Windy Hill School	Windy Hill

The college's residence halls should be referred to by their full names.

Abbey Hall  
Austin Hall  
Best Hall  
Burpee Hall  
Colby Hall  
Lawson Hall  
McKean Hall  
New Hall  
Page Hall  
Rooke Hall  
Shepard Hall

### **Bulleted series**

A bulleted series is one that typically includes bullets (•), with each item in the series on a separate line. In these series, introductory sentences ending in verbs should *not* have colons; introductory sentences that do not end in verbs *should* have colons. Items in the series should begin with capital letters *only* in the case of proper names. All items should end with semicolons. The next to the last item should include a semicolon and a conjunction (such as “and,” “or,” or “but”). The last item should end with a period. Examples:

On Main Street, you will find these buildings:

- Seamans Alumni House;
- London House; and
- the original Colby Academy building.

When you meet with your advisor, bring

- your course schedule;
- your portfolio; and
- your grades for the last semester.

### **Business letters**

In formal letters written by Colby-Sawyer College faculty and staff for internal and external audiences, the Block-Style Letter is the preferred format. In Block-Style, the contents of the letter are placed flush left on the page. (See example on page 24.)

The second choice format for college correspondence is the Modified Block-Style Letter. In this format, the date and the closing begin at the midpoint (a tab usually set at 3”), while all other elements are set flush left. (See example on page 25.)

## **Capitalization**

According to the college's preference, capitalize the following words or phrases: the formal or full names of the Colby-Sawyer College's departments, events, initiatives, offices, organizations, programs and publications.

Capitalize people's titles only when they precede the individual's names. In general, capitalize proper nouns (English Channel) and popular names of events, places, etc. (World Series, Ivory Tower).

Below follow a sample list of words and phrases that are commonly used (or that have recently come into use) at Colby-Sawyer College. According to the capitalization guidelines mentioned above, most of these words/phrases require capitalization (uppercase initial letter in each word/phrase). Those that do not require capitalization refer to initiatives or programs in general rather than to a specific Colby-Sawyer initiative or program.

Academic Atmosphere Committee  
Across-the-College Committee  
Capstone  
Digital Literacy Proficiency  
Exploration courses  
First-Year Seminar  
liberal education curriculum  
liberal education model  
Liberal Education Program  
Mathematics Proficiency  
Pathway  
Pathways Program  
Pathways Program faculty  
Proficiencies  
Sophomore Seminar  
Stepping Stones courses  
Student Success Initiative  
the Proficiencies  
Writing Proficiency

## **Chairman, chairwoman, chairperson**

"Chair" is preferred: She is the department chair.

Use "chair" unless a particular individual expresses another preference. (Anne Winton Black '73, '75, who became the head of the Board of Trustees in May 2003, has expressed a preference for "chairman." She should be referred to as Chairman Anne Winton Black.)

## **Classes, courses**

Lowercase when making a general reference to courses, unless the subject includes a proper noun or adjective: He studies history, political science and English. Uppercase when referring to a specific class or when the class name includes a proper noun or adjective: She took PSY 101: Introduction to Psychology and SPA 101: Elementary Spanish.

Do not use course abbreviations in a sentence:

(Correct) He took Spanish and psychology classes.

(Incorrect:) He took SPA and PSY classes.

She is a sophomore biology major, yet her younger brother would like to study English.

### **Clubs, committees, councils**

The full and official names of clubs, committees, and other college organizations and groups should be capitalized. In subsequent references, when referring to the “club” or “team,” lowercase the word.

### **Coed, coeducational**

No hyphen. Use “coeducational” in print rather than the informal “coed.” Coeducational residence halls house students of both sexes. Never use “coed” to refer to a female college student.

### **Commas**

Following are the *Associated Press Stylebook’s* preferences for comma placement.

- Dates*: Do not use a comma between month and year or season and year: April 1993; fall 1994. Use a comma between specific date and year: April 3, 1994. A comma should follow the year when a specific date is mentioned in mid-sentence: Feb. 8, 1990, was the date of the party.
- Dependent clauses*: If the second half of a compound sentence does not contain its own subject and verb, do not separate the clauses with a comma: The Box Office is located in the Sawyer Fine Arts Center and opens before major campus events.
- Independent clauses*: Use a comma between the two independent clauses of a compound sentence (preceding the conjunctions “and,” “but,” “or,” “nor,” “for,” “so,” and “yet”). The second half of the sentence must contain its own subject and verb: Wheeler Hall is located in the Ware Campus Center, and it is often used for college events.
- Introductory elements*: Use commas after introductory elements, interjections, and direct addresses: If the research grant is awarded, we will begin the project at once. In addition, we will write the article.
- Locations*: When using a city name with a state or country name, place a comma after each element: She is a Huntsville, Alabama, native.
- Series*: Use commas to separate items in a series, but do *not* put a comma before the conjunction in a simple series: The flag is red, white and blue.
- Do* put a comma before the concluding word or phrase in the following instances: if an element requires a conjunction (We had orange juice, toast, and ham and eggs for breakfast); or if the conjunction concludes in a complex series of phrases (The main issues to consider are whether the students have attended the class regularly, whether they have completed the required assignments each week, and whether they have engaged in classroom discussions).
- With equal adjectives*: Use commas to separate series of adjectives equal in rank. (If the commas could be replaced by the word “and” without changing the meaning, the adjectives are equal: a dark, dangerous street.) Use no comma when the last adjective before a noun outranks its

predecessors because it is an integral element of a noun phrase, which is the equivalent of a single noun: a cheap fur coat, a private liberal arts college. (The noun phrases are *fur coat* and *liberal arts college*.)

### **College**

Use the full name of Colby-Sawyer College in the first reference. In subsequent references, use “Colby-Sawyer” or the “college.” Use “CSC” only in circumstances in which space is tight, such as in captions and on hats/caps. Capitalize the word “college” only when used with Colby-Sawyer. Always lowercase “college” when the word stands alone.

He graduated from Colby-Sawyer College in 1995.

When he’s visiting New Hampshire, he often visits the college.

### **College addresses**

The college’s address should appear as follows:

Colby-Sawyer College  
541 Main Street  
New London, NH 03257

When including the name of the department or building, use the style shown below:

Department of Humanities  
Colby-Sawyer College  
541 Main Street  
New London, NH 03257

When citing Colby-Sawyer e-mail and Web addresses in text:

E-mail: [jdoe@colby-sawyer.edu](mailto:jdoe@colby-sawyer.edu)

Web site: <http://www.colby-sawyer.edu> or [www.colby-sawyer.edu](http://www.colby-sawyer.edu)

Do not italicize, bold, underline or capitalize letters to emphasize Web addresses or place periods at the end of the address.

### **Committees, councils (See Clubs, committees, councils)**

### **Compose, comprise**

Compose means to create or put together and can be used in both active and passive voices:

She composed a song.

The United States is composed of 50 states.

Comprise means to contain, to include all or embrace and is followed by a direct object.

The United States comprises 50 states.

### **Composition titles**

Italicize titles of books, journals, magazines, newspapers, newsletters and long poems published as books. When the surrounding text is already italicized, set the title or word in regular type (no italics).

Place in quotation marks the names of articles, exhibitions, films, lectures, plays, songs and television shows.

### **Courseload, Coursework**

One word.

**Coworker**

No hyphen. (Also see **Hyphenation**)

**Currently, presently**

“Currently” means now; “presently” means in the near future.

**Curriculum**

Use “curricula” or “curriculums” in plural form.

**Dash**

There are several types of dashes: the hyphen, the en dash, the em dash, the 2-em dash, and the 3-em dash. The following are the most common uses:

- En dash* (-): Use to indicate continuing or inclusive numbers or time periods. Do not insert spaces before and after the dash: 1964-1965; March-June 1991.
- Em dash* (—): Use to indicate a sudden break to inject explanatory or qualifying material into a sentence. Do not insert spaces before and after the dash: The people—the ones who were the most interested—made a special effort to attend the meeting.
- 2-Em dash* (—): Use to indicate missing letters. Do not place a space between the existing part of the word and the dash, but do add a space where the dash represents the end of the word: I read the s— section of the newspaper.
- 3-Em dash* (——): Use to indicate a missing word or words to be supplied. Add a space before and after the dash: The express truck was bound for —— and would arrive late.

**Data, datum**

“Datum” is singular, and “data” is its plural form.

**Dates**

*Days*: Always spell out days of the week.

*Months*: Always spell out the months with fewer letters: March, April, May, June, July. Never abbreviate any months when they do not immediately precede a date. When followed by a number, abbreviate Jan., Feb., Aug., Sept., Oct., Nov., Dec.: April 5 and Dec. 25. Consecutive dates can be written in one of two ways.

The workshop will be held Jan. 2 to 25.

The workshop will be held Jan. 2-25.

Use “through” when event duration extends to next month.

Rehearsals will run from March 25 through April 5.

*Years*: Use figures without commas: 1995. Use an –s without an apostrophe to indicate spans of decades or centuries: the 1990s, the 1800s.

For expressing students’ or graduates’ class years, use an apostrophe after the name and the decade of graduation.

Sarah Weiner ’96 and Ed Johnson ’97 attended the wedding of Jodie Marston ’98.

*Decades:* Use numerals to indicate decades of history: He began college in the '90s.  
Use an apostrophe to indicate numerals that are missing and add an –s to indicate the plural: the '90s, the Gay '20s.

*Centuries:* Lowercase century, spelling out numbers less than 10: the first century, the 21st century.

**Departments, offices** (Also see **Academic departments** and **Offices**)

Capitalize the words “department” and “office” when they appear with official divisional names.  
The Department of Humanities will host a poetry reading.  
The Admissions Office holds Open Houses in the fall and spring.

**E-mail**

Hyphenate and use lowercase “e” in e-mail, unless the word begins a sentence. E-mail addresses for publication should be written out as follows: jsmith@colby-sawyer.edu

In printed texts, do not italicize, bold, underline or use all capital letters to emphasize e-mail or Web addresses.

**Emerita, emeritus, emeriti**

These honorary titles are formally designated to specific individuals who have retired from their positions, and should be used in conjunction with these individuals’ formal titles. Similar to the word “alumni,” the endings used with emeriti vary according to gender and singular/plural references. *Do not use italics for these commonly used words.*

emerita: single feminine  
emeritus: single masculine  
emeriti: plural masculine/feminine/both

The emeriti honorary title is used in conjunction with the formal title and can precede or follow the person’s name. Titles that precede a formal name are capitalized, and those that follow are lowercased. When standing alone, titles are always lowercased.

John Smith, professor emeritus, attended Commencement this year.  
Dean Emerita Joan Baez retired in 1968.

**Events, initiatives**

Capitalize the full names of formal events and special services held at the college: Commencement, Convocation, Family Weekend, Reunion, Reunion Weekend, Student Orientation. Lowercase abbreviated versions of the formal event:

The new students must attend Student Orientation.  
They receive orientation materials at the registration desk.

**Faculty**

A plural noun that refers to the college’s teachers and instructors. Lowercase “faculty” unless the word is part of a specific name or title: The Colby-Sawyer faculty are members of the Faculty Senate.

### **Foreign words or phrases**

Foreign words and phrases may be set off in italics if they are likely to be unfamiliar to readers. Many foreign phrases used in academe, including Latin honors such as “cum laude” and the honorary title “emeritus” have become established parts of the English language and should be set in regular type. Additionally, foreign phrases that have been adopted as names of national honor societies and fraternities/sororities do not require italics: Alpha Chi, Sigma Chi. (If the word or phrase appears in an English dictionary, it’s safe to assume it’s a familiar word and does not require italics.)

### **Fund raising, fund-raiser, fund-raising**

Fund raising (as a noun) is *not* hyphenated: fund raising involves detailed planning.

Fund-raiser (as a noun) *is* hyphenated: the event is a fund-raiser for the swim team.

Fund-raising (as an adjective) is hyphenated: Fund-raising events were critical to the college’s effort to increase the size of its endowment.

### **Home page**

Do not capitalize home page unless it begins a sentence.

### **Hyphenated words**

When in doubt about whether to hyphenate a word, consult your dictionary. Below is a list of commonly used words in academe that often cause confusion about whether to hyphenate and guidelines for hyphen use.

cochair  
cocurricular  
codirect  
coequal  
cofacilitated  
nonprofit  
nonverbal  
nonviolent  
online

Use a hyphen to avoid ambiguity and in the following situations:

•*Compound modifiers*: In general, when two or more words modify a noun, use hyphens: a three-year-old child, a well-known physician. *Do not* hyphenate compounds that include “very” or adverbs ending in “-ly”: a very delicate procedure, an expertly performed operation. Most compound modifiers are *not* hyphenated when they appear after a noun. The exception to this is modifiers that follow forms of the verb “to be”: The program, well known for its success, is part of the School of Education. The program is world-renowned. However, compounds with the prefix “well” are usually *not* hyphenated when they follow forms of “to be.”

•*Compound words*: Avoid hyphenating compound words whenever possible, unless hyphens are necessary to avoid confusing the reader or to avoid an awkward junction: coworker, freelance, inpatient, statewide, nonresident, noncredit, posttraumatic *but* co-opt, anti-utopian. Check a current dictionary for specific words. Certain compounds should be spelled as two words when used as adverbs or nouns (full time, part time, fund raising, off campus) but hyphenated when used as adjectives: She has a part-time job in order to attend school full time. On-campus housing

is limited, and many students live off campus. Use a hyphen when the base word begins with a capital letter: non-American.

•*Breaks*: If a word already contains a hyphen, do not break it at the end of a line: self-knowledge *not* self-knowl-edge. Do not allow a single letter of a word to stand alone at the beginning or end of a line: *Not* E-gyptian, *not* a-lone.

### **Internet**

Always capitalize.

### **It's, its**

“It's” is a contraction that means it is, or it has. “Its” means “belonging to it.”

It's going to be a great year.

The dog wagged its tail.

### **Italics**

Italicize the names of college publications, both print and online, including, but not limited to, the following: *Colby-Sawyer College Catalog*, *Colby-Sawyer College Student Handbook*, *Colby-Sawyer College Alumni Magazine*, *Colby-Sawyer Currents*, *Strategic Plan*, *Student Orientation Chapbook*.

In general, italicize titles of films, books, journals, magazines, newspapers, newsletters and long poems published as books.

Use quotation marks for articles, exhibitions, lectures, plays, short poems, songs and television shows.

Italicize foreign language words and phrases if they are likely to be unfamiliar to readers. When the surrounding text is already italicized, set the title, word or phrase in regular type (no italics). (Also see **Foreign words or phrases**)

### **Graduate**

Lowercase when referring to the general status of a “graduate.”

Tom Reynolds is a graduate of the college.

### **Jr., Sr., II, III**

Do not precede “Jr.” and “Sr.” or numerals with a comma unless the named individual has indicated a preference for it.

John Smith Sr. is a newly appointed trustee.

### **Logos**

To gain access to copies of Colby-Sawyer's official logo, as well as other logos in current use, including the Chargers logo for athletic teams and the *Confidently Colby-Sawyer: Succeeding Together* campaign logo guide, please contact the Communications Office at (603) 526-3728/3647 or kslover@colby-sawyer.edu.

**Majors, minors, programs** (Also see **Academic majors, minors** and **Academic programs**)

Capitalize the full and official names of the college's academic majors, minors and programs: Wesson Honors Program, Liberal Education Program, American Studies Program, Annual Fund.

When referring to broad, general subject areas rather than the specific academic program, use lowercase: He would like to study biology. He has a strong interest in Colby-Sawyer's Biology Program.

**Money**

Use the dollar sign and numbers when representing money in text. Do not use a decimal and two zeros unless the number of cents must be specified.

She spent \$25 on her psychology textbook and \$8.50 on new stationery.

For amounts of \$1 million or more, use the \$ sign and numerals up to two decimal points. In general, avoid long numbers with lots of zeroes, as in 7,000,000,000. Do not link the numerals and the word by a hyphen: The benefactor established a new \$1.5 million endowment. The building will cost \$3,500,500.

**Names**

With the first reference in formal prose, use a person's full name and title; in the second reference, use the title and last name of the individual *when* the title is significant with the context. Otherwise, use the person's last name only in subsequent references. With students, use their full name in the first reference and only their last name in subsequent references. (In some informal texts or correspondence, the person may be referred to by their first name in subsequent references.)

John Callewaert, director of the Institute for Community and Environment, attended a conference on sustainable agriculture. Afterward Director Callewaert presented a report to fellow faculty members.

Joe Samson '07 met with his advisor for the first time this week. Joe discussed his interest in adding another course to his schedule.

**Nondiscrimination**

Colby-Sawyer College's communications should reflect our commitment to equal opportunity and nondiscriminatory practices in all aspects of employment and education. Respect and a balanced representation should be given regarding gender, race, ethnic group, age and ability. Nondiscriminatory principles apply to all written materials.

**Numbers** (Also see **Money**)

In text, write out numbers one through nine. Write as figures the numbers 10 and above. Write as figures all numbers with dollar signs (unless it's the first word in sentence). A decimal point with two zeros is not necessary with even numbers. In amounts less than a dollar, write as figures and spell out the word "cents": 85 cents. With percentages, use figures and write out "percent": 25 percent.

There are seven women and 11 men in the group.

The residence hall is 50 percent male.

A small cup of coffee costs 85 cents at the bookstore.

### **Offices**

Capitalize the word “office” when used with the official name of a work unit: Admissions Office, Business Office. In subsequent references, lowercase “office” when it stands alone.

Capitalize Admissions, Advancement, Human Resources and other offices whose names are recognizable even without the word “office.”

### **On campus, on-campus**

“On-campus” is used as an adjective to modify a noun: Students live in on-campus housing. “On campus” is used to modify a verb: She works on campus.

### **Over, More than**

“Over” refers to spatial relationships: The shelf is over my head.

“More than” refers to numbers or amounts: The group raised more than \$60. More than 50 people attended. *Incorrect:* Over 50 people attended.

### **Percentages**

Spell out the word percent except in scientific, technical and statistical copy, and express the amounts as numerals, except when it begins the sentence. In tables use the % symbol.

Eighty percent of the faculty attended the meeting.

More than 90 percent of the class passed the test.

### **President**

Capitalize when preceding a name: President Anne Ponder. Lowercase in all other uses.

### **Programs**

Capitalize “program” only when used as part of the official name of a work unit or established activity/event/program: Wesson Honors Program, Expeditions Leadership Program. (Also see **Academic departments, programs.**)

### **Publications (see Composition titles)**

### **Quotation marks**

The period and comma always go inside the quotation marks: He said, “I’m leaving,” *or* “I’m leaving,” he said. The dash, semicolon, question mark and exclamation point go inside the quotation marks only when they apply to the quoted matter: He yelled, “Stop!” Can you believe he actually yelled, “Stop”?

•*Direct quotation:* When reporting the exact words of speakers or writers, surround their words with quotation marks: “I have no intention of staying,” he said. For dialogue or conversation, place each person's words in a separate paragraph, with quotation marks at the beginning and the end of each person's speech. If a person speaks continuously for more than one paragraph, place quotation marks at the beginning of every paragraph in the speech, but do not place quotation marks at the end of paragraphs until the final paragraph in the speech.

•*Single quotation marks:* Use only when quotes appear inside a quotation: “He told her, ‘I don’t need this class.’” There are no spaces between the single and double quotations.

**Regions**

Capitalize names of distinctive regions: the East Coast, the South, the Northeast, Central New Hampshire.

**Residence halls**

Residence hall, not dorm or dormitories, is the preferred phrase for on-campus housing for students.

**Scholastic Aptitude Test**

Capitalize each word. Use the acronym "SAT" on second reference.

**Semester**

Capitalize the semester or term when used with the year: Fall 2003, Spring 2004.

**Semicolon**

Use a semicolon to separate multiple phrases when some of the phrases contain commas: The library has an extensive microfilm collection; an audiovisual department; facilities for typing, photocopying and studying; and archives, exhibits and special collections. Use a semicolon to join main clauses not joined by coordinating conjunctions: The new house is almost complete; the interest rate is 9 percent.

**States**

When standing alone, write out state names. When states appear in text with a town or city, write out the state or abbreviate according to the Associated Press (AP) style. Use U.S. Postal (PO) abbreviations as mailing addresses only.

<i>State Name</i>	<i>AP</i>	<i>PO</i>
Alabama	Ala.	AL
Alaska	Alaska	AK
Arizona	Ariz.	AZ
Arkansas	Ark.	AR
California	Calif.	CA
Colorado	Colo.	CO
Connecticut	Conn.	CT
Delaware	Del.	DE
District of Columbia	D.C.	DC
Florida	Fla.	FL
Georgia	Ga.	GA
Hawaii	Hawaii	HI
Idaho	Idaho	ID
Illinois	Ill.	IL
Indiana	Ind.	ID
Iowa	Iowa	IA
Kansas	Kan.	KS
Kentucky	Ky.	KY
Louisiana	La.	LA
Maine	Maine	ME
Maryland	Md.	MD
Massachusetts	Mass.	MA

Michigan	Mich.	MI
Minnesota	Minn.	MN
Missouri	Mo.	MO
Mississippi	Miss.	MS
Montana	Mont.	MT
Nebraska	Neb.	NE
Nevada	Nev.	NV
New Hampshire	N.H.	NH
New Jersey	N.J.	NJ
New Mexico	N.M.	NM
New York	N.Y.	NY
North Carolina	N.C.	NC
North Dakota	N.D.	ND
Ohio	Ohio	OH
Oklahoma	Okla.	OK
Oregon	Ore.	OR
Pennsylvania	Pa.	PA
Rhode Island	R.I.	RI
South Carolina	S.C.	SC
South Dakota	S.D.	SD
Tennessee	Tenn.	TN
Texas	Tex.	TX
Utah	Utah	UT
Vermont	Vt.	VT
Virginia	Va.	VA
Washington	Wa.	WA
West Virginia	W.Va.	WV
Wisconsin	Wis.	WI
Wyoming	Wyo.	WY

**Students**

“First-year student” or “entering student” is preferable to “freshman.” “Returning student” is preferable to “upperclassman.” Do not capitalize first-year, freshman, sophomore, junior or senior unless the word begins a sentence.

He is a senior communications studies major.

Do not capitalize class designations: The senior class sponsored the lecture.

**Student-athlete**

Use hyphen rather than a slash to refer to student-athletes.

**Temperature**

Use figures unless the temperature is zero: It's minus 5 degrees. I hope it warms to 9 or 10.

**Telephone numbers**

Telephone numbers should be written as follows:

On campus: ext. 2371

Off campus: (603) 526-3000

**That, which**

There is a difference between *that* and *which*. Use *that* for restrictive clauses—clauses that are essential to the meaning of the sentence. Use *which* for nonrestrictive clauses—clauses that, if removed, would not change the meaning of the sentence. Set off the nonrestrictive clause with commas. (If a sentence has two *thats* in it, and the reader may be confused, it's OK to substitute a *which* for one of the *thats*.)

The book that she wanted was not in the library.

The books, which are on the kitchen table, are overdue at the library.

**Time**

Times should be written without a colon or double zeros, unless listing a specific time after the hour: The reception begins at 7 p.m., with dinner at 7:45 p.m. In prose, the “a” and “p” and “m” in “a.m.” and “p.m.” should always be lowercased and followed by periods. The words “noon” and “midnight” should be lowercased. (Styles may vary for invitations and event listings.)

**Title, entitle**

*Entitle* means to give title to; *title* means to provide a title for or call by a title: The author entitled the book last week; the book, titled *How to Write Well*, is here.

**Titles (also see Academic titles and Composition titles)**

Capitalize a person's title when put before the name.

Academic Dean Deborah Taylor

Do not capitalize titles when listed after a name, or titles that do not include a name.

Christine Riley, director of Human Resources, led the discussion.

Let's invite the vice president for Academic Affairs to the event.

*Courtesy titles:* The preferred use in periodicals and news writing is to drop the courtesy title in text material: “Smith” rather than “Mr. Smith.” Omit the courtesy titles “Miss,” “Mr.,” “Mrs.,” or “Ms.” and use first and last names in the first reference. Use only the last name in subsequent references. Do not use “Mr.” in any reference to a married couple unless it is combined with “Mrs”: Mr. and Mrs. John Smith or Mr. and Mrs. Smith. Do not use courtesy titles and academic degrees together: Dr. John Jones, *not* Dr. John Jones, M.D.

**Undergraduate**

Lowercase when referring to a student classification.

**United States**

Spell out when used as a noun. Use U.S. only as an adjective.

She lives in the United States and carries a U.S. passport.

**Web terms**

Capitalize Web in terms such as Web site, Web page, and Webmaster. In text, it's *not* necessary to enclose Web site or e-mail addresses in brackets, parentheses, or carets. Web sites and e-mail addresses should *not* be bolded, underlined or italicized.

Other Web terms, and their correct spellings, include:

dot com (noun): He returned to academe after a brief stint with a dot com.

dot-com (adjective): The city continues to feel the effects of the dot-com bust.

e-mail

home page

HTML: Hypertext markup language

HTTP: hypertext transfer protocol  
Internet  
login  
logon  
offline  
online  
Web  
Webcast  
Web page  
Web site  
World Wide Web

**Who, whom**

An easy way to determine which to use is to turn a clause into a sentence. *Who* is a nominative and therefore would match *she* or *he*, for example, in usage terms. *Whom* would match *her*.

Alice, who had been with the company for 30 years, was eligible for retirement.

[She (not her) had been with the company for 30 years.]

Whom should I ask? [Should I ask her (not she)?]

*Preferred Format - Block-Style Letter*

June 30, 2003

¶  
¶  
¶

Mr. John Smith, Vice President  
ABC Company  
876 West End Avenue, Suite 205  
Chicago, IL 60611-2846

¶

Dear Mr. Smith:

¶

This is an example of a block-style letter with mixed punctuation. Based on the size of the letter, the top margin should be anywhere from 1 inch to 1.5 inch to accommodate the letterhead logo and address, but our preference is that the document be centered vertically. The side margins should be 1 inch.

¶

Letters are usually keyed in single-spacing, with a double space between paragraphs. Block paragraphs begin at the left margin with no indentations. Every letter should begin with the date on which *it will be sent*.

¶

Mixed punctuation means including the colon after the salutation and the comma after the complimentary closing.

¶

Sincerely,

¶

¶

¶

Arthur Harmon  
Editor

¶

AH:ri

¶

Enclosure

¶

c Nancy Salem

*Second Choice Format - Modified Block-Style Letter*

June 30, 2003

¶  
¶  
¶

Mr. John Smith, Vice President  
ABC Company  
876 West End Avenue, Suite 205  
Chicago, IL 60611-2846

¶

Re: Modified Block-Style Letter

¶

Dear Mr. Smith:

¶

This is an example of a modified block-style letter with mixed punctuation. Based on the size of the letter, the top margin should be anywhere from 1 inch to 1.5 inch to accommodate the letterhead logo and address, but our preference is that the document be centered vertically. The side margins should be 1 inch.

¶

Letters are usually keyed in single-spacing, with a double space between paragraphs. Every letter should begin with the date *on which it is being sent* at the midpoint (a tab usually set at 3"). Block paragraphs begin at the left margin with no indentations. Note that the complimentary closing and sender's signature is typed at the midpoint.

¶

Mixed punctuation means including the colon after the salutation and the comma after the complimentary closing.

¶

Sincerely,

¶  
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Arthur Harmon  
Editor

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AH:ri

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Enclosure

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c Nancy Salem