



2018 Editorial Style Guide

This guide was created for those who write and edit St. Joseph's College publications, marketing material and other forms of print and digital communication to maintain a greater consistency of editorial style throughout all offices and departments. In addition to addressing particular usage and style issues relating to St. Joseph's, it offers easy reference to some widely used and troublesome words and terms, as well as guidelines on punctuation. Much of the material included here was drawn from *The Associated Press Stylebook* and *Merriam-Webster's Collegiate Dictionary*.

This manual is updated periodically to reflect revisions, additions and changes, and to keep it current, relevant and useful. Some sections were updated in June 2018. We welcome your comments and suggestions. For your convenience, the guide can also be found on the St. Joseph's College website at **sjcny.edu/editorialstyleguide**.

If you have questions about SJC style and usage, please call or email us.

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Aa

a, an Use the article *a* before consonant sounds: *a historic event*, *a one-year term* (sounds as if it begins with a *w*), *a united stand* (sounds like *you*). Use the article *an* before vowel sounds: *an energy crisis*, *an honorable man* (the *h* is silent), *an homage* (the *h* is silent), *an NBA record* (sounds like it begins with the letter *e*), *an 1890s celebration*, *an M.B.A.*, *an M.S. in Nursing*, *an SJC program*.

abbreviations A few universally recognized abbreviations are required in some circumstances. Some others are acceptable depending on the context. But in general, refrain from using abbreviations unless necessary. Do not use abbreviations or acronyms that the reader would not quickly recognize. Do not use *A&S* to abbreviate *School of Arts and Sciences*.

It is not necessary to spell out the most common abbreviations on first reference. Frequently used standard abbreviations include the following:

ACT
A.D.
a.m.;
p.m. B.C.
GNP
GPA
Mr.; Mrs.; Ms.
NASCAR
NBA
NFL
PGA
R.N.
SAT
SJC

Consult *Merriam-Webster's Collegiate Dictionary* for an extensive list of standard abbreviations. Some names are usually abbreviated on first reference, including the names of government agencies, associations, service organizations and unions: *AFL-CIO*, *CIA*, *NAACP*, *U.N.*, *YMCA*.

For most two-letter abbreviations, such as degrees, use periods: *Eric earned a B.A. in English*.

If it is a three- or more-lettered abbreviation that spells a word, use periods.

academic degrees See **degrees, academic**.

acronyms Acronyms are abbreviations that spell out pronounceable words: *Alcoa*, *ARCO*, *NATO*, *radar*, *scuba*.

If the acronym could be unfamiliar to your readers, or if it spells out an existing word, always first spell out the full name and put an acronym in parentheses on first reference, unless it is commonly known: *Residents of the South East (R.O.S.E.)*, *FBI*.

Some acronyms do not have a spelled-out version; they are referred to only by the acronym: *Amtrak*.

For three-letter acronyms, only use periods if it spells out a word: *C.A.B.*, *L.I.E.*

acting, former Always lowercase, but capitalize any formal title that may follow before a name: *acting Dean Doris Stratmann*, *former Dean S. Margaret Buckley*.

A.D. Acceptable in all references for *anno Domini*: in the year of the Lord.

Because the full phrase would read *in the year of the Lord 96*, the abbreviation *A.D.* goes before the figure for the year: *A.D. 96*.

Do not write: *The fourth century A.D.* *The fourth century* is sufficient. If *A.D.* is not specified with a year, the year is presumed to be *A.D.* See **B.C.**

addresses Spell out and capitalize *avenue, boulevard, building, court, lane, parkway, place, road, square, street* and *terrace* when they are part of an address or name. Lowercase them when they stand alone or are used collectively following two or more proper names: *James and State streets*. The abbreviations *Ave., Blvd., and St.,* may be used when space is limited and a street number is given, but never in running text: *123 West Main St., Patchogue, NY 11772.*

Do not abbreviate any St. Joseph's College addresses.

Capitalize, and spell out building when it is part of a proper name, but not when it stands alone or is used collectively: *the State Tower Building, the Empire State and Chrysler buildings*. See **building names, SJC.**

Capitalize, but do not spell out, the two-letter abbreviations used in some city addresses after the street name: *1600 Pennsylvania Avenue NW* (do not use periods). Capitalize each letter of the acronym *ZIP* (Zoning Improvement Plan) in *ZIP code*.

Use the two-letter Postal Service abbreviations only with full addresses, including ZIP code. See **state names and abbreviations.**

Building numbers are always given as figures: *9 Highland Terrace, 1 Terry Street.*

While it is necessary to make distinctions between telephone numbers and fax numbers, it is no longer necessary to call special attention to an email or Internet address. For consistency, use these terms in the same order throughout the document. Use *fax* to distinguish from a telephone

number. It is unnecessary to indicate *telephone, email* or *website* with these elements. The correct form of address for most general usages is as follows:

Office of Institutional Advancement
St. Joseph's College
1 Terry Street, Suite 2
Patchogue, NY
11772 631.687.2650
Fax: 631.286.2526
advancement@sjcny.edu
sjcny.edu

adviser Not *advisor*.

affect, effect *Affect*, as a verb, means to influence: *The game will affect the standings.*

Affect, as a noun, is best avoided. It occasionally is used in psychology to describe an emotion, but there is no need for it in everyday language.

Effect, as a verb, means to cause: *He will effect many changes in the company.*

Effect, as a noun, means result: *The effect was overwhelming. He miscalculated the effect of his actions. It was a law of little effect.*

African-American Acceptable for an American black person of African descent. Also acceptable is *black*. The terms are not necessarily interchangeable. People from Caribbean nations, for example, generally refer to themselves as *Caribbean-American*. Follow a person's preference.

after-school, after school
Hyphenate when used to describe a program: *Children participate in after-school activities.* Otherwise, two words: *She went to work after school.*

ages Always use figures. *The girl is 15 years old; the law is 8 years old; the 101-year-old house.* When the context does not require *years* or *years old*, the figure is presumed to be *years*.

Use hyphens for ages expressed as adjectives before a noun or as substitutes for a noun. Examples: *A 5-year-old boy*, but *the boy is 5 years old. The boy, 7, has a sister, 10. The woman, 26, has a daughter 2 months old. The race is for 3-year-olds. The woman is in her 30s* (no apostrophe).

airfare One word.

alma mater No caps or italics.

alphabetizing Use the letter-by-letter method, alphabetizing up to the first comma that is not part of a series. Spaces, hyphens, apostrophes and slashes and the letters that follow them are considered part of one word. For example:

left
left, far
left, radical
left-bank
left field
left-hand
leftism
leftism and the
1980s leftover
left, right, and
ambidextrous left wing
lefty

In personal names, an initial or initials used in place of a given name come before any name beginning with the same letter:

Smith, A. Tiffany
Smith, Andrew
Smith, B.D.

Smith, Barbara

Alphabetize acronyms by letter. Alphabetize numbers as if they were spelled out. Accented or other specially treated letters — such as those with umlauts — should be alphabetized as though unaccented.

Personal names containing particles such as *de, la, di, la, von, van* and *saint* should be treated on a case-by-case basis, because spacing after such elements varies according to personal preference. Consult a biographical dictionary. Alphabetize *M'*, *Mc* or *Mac* letter by letter — not as though the *M'* or *Mc* were an abbreviation for *Mac*.

alumni class years In running text, use the following forms for class year: *Josephine Skeeter, a 1927 St. Joseph's College graduate; 1927 graduate Josephine Skeeter.*

When *alumnus* status is obvious from the context, use two-digit class-year contractions: *Frances Oliveri Baicich '37.*

For alumni who have earned multiple degrees from St. Joseph's College, list both class years, but include the abbreviation of the graduate degree(s) only: *Bryan Gill '06, M.B.A. '10.*

For dual degrees, list both abbreviations followed by the class year: *Juan Carlos Pocasangre, M.S., E.M.B.A. '05.*

For alumni who have earned doctoral or other advanced degrees from outside institutions, list those abbreviations after the class year: *S. Elizabeth A. Hill '64, C.S.J., J.D.; Kaye M. Reid Lombardo '94, M.D.; Christopher R. Carroll '88, Esq.*

Class-year contractions may also be used for current students who are pursuing a four-year degree: *Sophomore Jackie Poppo '15.*

When crediting an accomplishment to two or more alumni, list the name of the

earlier graduate first. *Jack Spellbinder '71 and Steven Aron '75 recently received a patent for a new kind of heat pump.*

When two people are listed as a couple and only one is a graduate, the class year is listed after the graduate's last name: *Joseph and Mary Jones '52.*

When two alumni are married, the class year is listed after the first name of whoever is listed first and after the last name of whoever is listed second: *Michael '00 and Paula Barretta '02, Dawn '87 and Tom Stephens '87.*

In instances of two or more alumni from the same family, refer to alumni with full names and dates of graduation following each name. *Siblings Kevin Jones '89, Joe Jones '91 and Mary Jones Smith '93 were involved in the community food drive.*

Note the direction of the apostrophe when used with class years. It faces the same direction as an apostrophe used to show possession: the apostrophe in *St. Joseph's College* is the same as that in *Joe Jones '07.*

Include the maiden names of married alumnae whenever possible: *Paige Napoli Carbone '02.*

Capitalize *Class* when referring to a specific class: *Class of 2012, Class of '64.*

alumnus, alumni, alumna, alumnae

Use *alumnus* (*alumni* in the plural) when referring to a man who has attended a school.

Use *alumna* (*alumnae* in the plural) for similar references to a woman.

Use *alumni* when referring to a group of men and women.

Do not use *alum* unless it is in a quote.

Joan is an alumna of St. Joseph's College. Joan and Linda are alumnae. Henry is an alumnus. Joan, Henry and George are alumni.

a.m., p.m. Lowercase, with periods. Avoid the redundant *10 a.m. this morning*. See **times**.

ampersand (&) Use the ampersand when it is part of a company's formal name or composition title: *House & Garden, Procter & Gamble, Wheeling & Lake Erie Railway.*

The ampersand should not otherwise be used in place of *and*, except for some accepted abbreviations: *B&B, R&B.*

apartment On College forms, abbreviate as *Apt.* Do not write *Apt. number* or *Apt. No.*, as units are often designated by letters instead of numbers.

apostrophe (') Be sure to use smart apostrophes (‘ and ’) instead of dumb apostrophes ('). Also, ensure they are facing the correct direction. Whenever an apostrophe is being used as a substitute for a letter or letters, the wide part of the apostrophe must be on top: *Spirit of '76; fish 'n' chips; Keepin' the Faith.*

Use an apostrophe to indicate that a noun is possessive. If a noun does not end in an *s*, add *'s*. *Joan's mother lives in New York City.*

In most cases, if a noun is singular and ends in *s*, add only an apostrophe. *I went to dinner with Phyllis' sister.*

If a noun is plural and ends in *s*, add only the apostrophe. *Both actresses' parts were humorous.*

Joint possession and closely linked proper names may be treated as a unit in forming the possessive; use an apostrophe with the last noun only: *Rodgers and Hart's musicals; Jack and Jill's house. Have you seen Jo and Mary's biochemistry lab?*

To show individual possession, make all nouns possessive. *Helen's and George's jobs go to different designers.*

As a general rule, if a noun ends in -ez or -eez when pronounced and s when written, use only an apostrophe after the s.

For most singular proper names ending in s, use only an apostrophe:

Achilles'
Descartes'
Dickens'
Hercules'
Jesus'
Jones'
Kansas'
Moses'
Ramses'
Socrates'
Williams'

An exception is *St. James's Palace*.

Arts and Sciences Do not use A&S to abbreviate *Arts and Sciences*. Instead, spell out the entire proper term.

as, because Don't interchange *as* with *because*. *As* refers to time: *As I was walking down the trail I spotted John rummaging through the dumpster.*

Because indicates a casual relationship: *The truck crashed because its brakes failed.*

athletic teams *The Bears, the Lady Bears, the Golden Eagles.*

attribution Attribute all quotes and facts obtained from other sources. In general, name the speaker before inserting *said* or *says*. *"Pass the chips," the man said.* The inverted order is acceptable when the speaker is identified with a long title. *"Pass the chips," said Bill Smith, vice president of Couch Potatoes International.* Don't use unnatural expressions such as *Said the man, "Pass the chips."*

awhile, a while Use *awhile* as an adverb: *My in-laws plan to stay awhile.*

Use *a while* with prepositions such as *for, in* or *after*: *My in-laws plan to visit us for a while.*

Bb

baccalaureate See **degrees, academic**.

backslash (\) Not to be confused with a *slash* or *forward slash (/)*, which is commonly used in Internet addresses, fractions and dates.

See **slash**.

bar Avoid capitalizing unless used when part of a proper name. *He was admitted to the bar last spring. She is president of the Oregon State Bar.*

barbecue Not *barbeque* or *BBQ*.

B.C. Acceptable in all references to a calendar year in the period *before Christ*.

Because the full phrase would be *in the year 43 before Christ*, the abbreviation *B.C.* is placed after the figure for the year: *43 B.C.*

best-seller, best-selling
Hyphenate in all uses.

between, among *Between* refers to two persons or things, *among* to more than

two. *The conversation was between Frank and Ellen. We chose among State Farm, Mutual of Omaha and Fidelity insurance companies.*

As with all prepositions, any pronouns that follow these words must be in the objective case: *among us, between him and her, between you and me.*

bi- Hyphens are generally not used with *bi-*: *bilateral; bilingual; bipolar; biweekly; bimonthly.*

biannual, biennial *Biannual* means twice a year and is a synonym for the word *semiannual*.

Biennial means every two years.

black See **African-American**.

board of trustees Capitalize only when using with formal or full title of an organization on the first reference; *the board* or *the trustees* thereafter. *The St. Joseph's College Board of Trustees. The Board of Trustees of the Longwood School District determines policy issues. The board decided to reduce salaries.*

book titles See **titles of works**.

brackets [] Use brackets to add explanations or corrections to quoted material. *"Before I knew what happened," the coach said, "he [Devlin] had scored." Cramer wrote, "Jones scored his first touchdown in the Notre Dame game of '73 [the year was 1972]."*

Use brackets as parentheses within parentheses. *"The game has been immortalized in articles and a book (Harry Walters, *The Game That Went Down in History* [New York: Good Sports Press, 1987]).* See **parentheses**.

Use the Latin word *sic* (which means intentionally so written) in brackets to indicate that an error in the quoted material is being reproduced exactly. See **sic**.

building, room and conference center names, SJC The following are the official names and addresses of College buildings, with rooms and conference centers:

Burns Hall

245 Clinton Avenue
Brooklyn, NY 11205-3688

- Administrative offices
- Board room
- Chapel
- Formal dining room
- The Parlors

Business Technology Center

32 Audubon Avenue
Patchogue, NY 11772-2327

- Classrooms
- Department offices
- Office of Technology and Information Services
- Videoconference room

Callahan Library

25 Audubon Avenue
Patchogue, NY 11772-2327

- Library
- Classrooms

Clare Rose Playhouse

155 West Roe Boulevard
Patchogue, NY 11772-2399

- Theater

Dillon Child Study Center

239 Vanderbilt Avenue
Brooklyn, NY 11205-4104

- Department of Child Study

- Library
- Observation rooms
- Preschool rooms
- Testing and speech offices

Founders Hall
232 Clinton Avenue
Brooklyn, NY 11205-3601

- Faculty residences

Great River Complex
3500 Sunrise Highway
Suite 200
Great River, NY 11739

- Office of Financial Aid
- Office of the Registrar
- Office of the Bursar
- Information technology services

The Hill Center
212 Vanderbilt Avenue
Brooklyn, NY 11205-4103

- Fitness room
- Gymnasium
- Multipurpose room

John A. Danzi Athletic Center
155 West Roe Boulevard
Patchogue, NY 11772-2399

- Fitness room
- Gymnasium
- Multipurpose room
- Swimming pool
- Weight training room

Lorenzo Hall
265 Clinton Avenue
Brooklyn, NY 11205-3602

- Administrative offices
- Department of English
- Meeting rooms

McEntegart Hall Library
222 Clinton Avenue
Brooklyn, NY 11205-3697

- Academic Center
- Cafeteria
- Chapel
- Classrooms
- College bookstore
- Computer laboratories
- Department offices
- Library
- Student lounge
- Videoconference room

O'Connor Hall
155 West Roe Boulevard
Patchogue, NY 11772-2399

- Academic Center
- Administrative offices
- Art studio
- Biology and chemistry laboratories
- Board Room
- Campus Activities Board
- Campus Ministry
- Chapel
- Classrooms
- College bookstore
- Computer laboratories
- Department offices
- Eagle's Nest Cafeteria
- McGann Conference Center
- The Muriel and Virginia Pless Center for Performing Arts (formerly the D'Ecclesiis Auditorium)
- Music Room
- Shea Conference Center
- Student Government Association
- Student publications office
- Student lounges
- Videoconference room

Office of Institutional Advancement
1 Terry Street, Suite 2
Patchogue, NY 11772-1720

- Administrative offices

Office of Transfer Admissions
319 West Roe Boulevard
Patchogue, NY 11772-2333

Outdoor Field Complex
246 Sunrise Highway
East Patchogue, NY 11772-1818

- Danzi Stadium
- Gregg Alfano Field
- Softball stadium
- Tennis courts

St. Angela Hall
286-296 Washington Avenue
Brooklyn, NY 11205-4201

- Art studio
- Auditorium
- Classrooms
- Department offices
- Marygrace Calhoun
Dunn Academic Center
(ACES Program)
- Meeting room
- Office of Campus Ministry
- Student lounge
- Student publications office
- Videoconference room

St. George Hotel
100 Henry Street
Brooklyn, NY 11201-1713

- Off-campus housing

St. Joseph's Hall
256 Clinton Avenue
Brooklyn, NY 11205-3601

- Bloodgood Garden

- Office of Institutional Advancement
- Department offices

Thomas E. Molloy Memorial
256 Clinton Avenue
Brooklyn, NY 11205-3601

- Outdoor theater

Tuohy Hall
245 Clinton Avenue
Brooklyn, NY 11205-3688

- Administrative offices
- Alumni room
- Art studio
- Auditorium
- Biology laboratories
- Chemistry laboratories
- Classrooms
- Game room
- Gymnasium/exercise area
- Physics laboratories
- Student Government Association
- Student lounges

bullets In bulleted lists, capitalize the first word following the bullet. Use a period at the end of each section if it is a full sentence. If it is not a full sentence, use no punctuation.

Do not combine complete sentences and fragments in a particular bulleted list. If it is a mix, change it to either fragments or complete sentences for consistency.

To accomplish this mission, St. Joseph's College has established the following goals:

- *To offer curricula that foster the knowledge and intellectual skills associated with the liberally educated person*
- *To encourage students to develop personal value systems and responsible self-direction*

- *To foster committed participation in the local and global communities*
- *To help students develop as whole persons by providing individual*

attention, interactive teaching and opportunities for active participation in academic and extracurricular programs

Cc

campus Lowercase unless used with *Brooklyn* or *Long Island*: *The event was held at the Brooklyn Campus. The campus is beautiful.* Lowercase when combining campuses in a sentence: *the Brooklyn and Long Island campuses.*

capitalization Only capitalize pronouns. Never capitalize an entire word unless it is part of a company or organization's name. If there is no listing in this style guide for a particular word or phrase, consult *The Associated Press Stylebook* and *Merriam-Webster's Collegiate Dictionary*.

Do not capitalize *the*, *a* or *an* when they appear within a sentence unless they are part of a formal title. *I visited the First Baptist Church on Sunday. The class enjoyed the artwork showcased in The Frick Collection.*

Do not use capital letters for St. Joseph's College majors, minors, programs of study, departments or offices, unless referring to an official title: *Cara is a child study major. The Department of Child Study is part of the School of Arts and Sciences.* See **majors, titles of works**.

On forms, capitalize only the first word for each entry. Depending on the usage, an exception may be made when slashes are placed between words in an entry: *First name, Home phone, Social Security number, Date paperwork was filed, City/State/ZIP.*

captions In general, follow the Associated Press formula for photo captions.

The first sentence should describe who is in the photograph and what is going on within the photo in the present tense, followed by the location and date.

Names should always be listed in order, left to right, unless it is impossible for the caption to read normally otherwise. With multiple people identified within the caption, enough representations to placement are necessary so there is no confusion as to each subject's identity.

The second sentence is used to give context to the news event or describes why the photo is significant. There may be some instances when a second sentence is not needed. Many sports photos taken during a game or match, for example, do not require a second sentence; nor do photos from some ongoing news events.

Whenever possible, try to keep captions to no more than two concise sentences, while including the relevant information. Try to anticipate what information the reader will need.

For online publications such as SJCNY, credit the photographer in parentheses at the end of the caption

Sample photo caption: *Brian Lynch '96, Christina King '01, Angela Chiarella Campagna '96, Michael Reichert '04 and Timothy Trava '04 display their plaques after their induction to the Golden Eagles Athletic Hall of Fame on October 5. Also inducted were the 1993 women's tennis team and the 1994 baseball team. (Photo by Kathy Stanley)*

catalog, cataloged, cataloger, cataloging, catalogist Not *catalogue*.

center on, revolve around Not *center around*.

century Lowercase, spelling out numbers less than 10: *the first century, the 20th century*.

For proper names, follow the organization's practice: *20th Century Fox, Twentieth Century Fund, the Century Fund*.

chair, chairman, chairwoman, chairperson Capitalize as a formal title before a name: *company Chairman Henry Ford; department Chairperson Gail C. Lamberta, Ph.D.*

Do not capitalize as a casual, temporary position: *meeting chairman Robert Jones*.

At St. Joseph's College, use *chair, chairman, chairwoman* or *chairperson* depending upon the preference of the person who holds the position.

checklist One word.

child care Two words, no hyphen, in all cases. *Child care is a growing industry*.

cities and towns Capitalize them in all uses.

Capitalize official titles, including separate political entities such as *East St. Louis, Ill.*, or *West Palm Beach, Fla.*

The preferred form for the section of a city is lowercase: *the west end, northern Los Angeles*. But capitalize widely recognized names for the sections of a city: *South Side* (Chicago), *Lower East Side* (New York).

Always spell out the names of cities. Do not use terms such as *L.A.* and *Philly*.

civic titles and offices The following list offers examples of how various civic titles and offices might appear in running text: *Barack Obama, president of the United States; President Obama; the president; Hillary Rodham Clinton, secretary of state; Secretary of State Clinton; the secretary of state; Andrew M. Cuomo, governor of the state of New York; Governor Andrew M. Cuomo; the governor of New York*.

Abbreviate *Honorable* unless it is preceded by *the*: *Hon. Joan B. Carey '61; the Honorable Tim Bishop*. This formality is not required in running text.

class year For general College publications, combine the class years of students with their college: *Meghan Nolan, a senior in the School of Arts and Sciences*. For College-specific publications, lowercase terms designating the academic years *freshman, sophomore, junior* and *senior*: *Paul Torpey, a junior in marketing; Victoria Janes, a second-year M.B.A. student*.

co- Retain the hyphen when forming nouns, adjectives and verbs that indicate occupation or status: *co-chair, co-author, co-worker*.

Use no hyphen in most other combinations: *coed, coeducation, coexist*. At St. Joseph's, *co-curricular* is an exception.

Cooperate, coordinate and related words are exceptions to the rule that a hyphen is used if a prefix ends in a vowel and the word that follows begins with the same vowel.

coed The preferred term as a noun is *female student*, but *coed* is acceptable as an adjective to describe coeducational institutions. No hyphen.

coeducational No hyphen.

collective nouns See **subject-verb agreement**.

College Capitalize in all specific references to St. Joseph's College. *The College accepted 450 new freshmen this year.*

Also, *School of Arts and Sciences; School of Professional and Graduate Studies.*

colleges and universities Use the full name of the college or university on first reference: *St. Joseph's College, University of Notre Dame*. In subsequent references, use the name of the college or university alone, or use an abbreviation if one exists: *Wisconsin, RPI*. Lowercase *college* or *university* when plural: *St. Joseph's and Loyola colleges*.

colon (:) The most frequent use of a colon is at the end of a sentence to introduce lists, tabulations, texts, etc.

Use a colon to introduce a list or series. *The dean mentioned three likely candidates for the award: Shriver, Gomez and O'Bannon.*

Do not use a colon between a verb and its complement or object. *The three candidates are Shriver, Gomez and O'Bannon.*

Capitalize the first word after a colon only if it is a proper noun or the start of a complete sentence: *He promised this: The company will make good all the losses.* But:

There were three considerations: expense, time and feasibility.

The colon often can be effective in giving emphasis: *He had only one hobby: eating.*

Use a colon for dialogue. In coverage of a trial, for example:

Bailey: What were you doing the night of the 19th?

Mason: I refuse to answer that.

Q AND A: The colon is used for question-and-answer interviews:

Q: *Did you strike him?* A: *Indeed I did.*

Use a comma to introduce a direct quotation of one sentence that remains within a paragraph. Use a colon to introduce long quotations within a paragraph and to end all paragraphs that introduce a paragraph of quoted material.

Colons go outside quotation marks unless they are part of the quotation itself.

comma (,) Do not use the final comma when using *and* or *or* in a series. *Now he had taken exams in algebra, trigonometry and calculus.*

Use a comma to separate independent clauses that are joined by *but*, *for*, *nor*, *because* or *so*. *You should congratulate her, for she has performed splendidly.*

If the clauses themselves contain commas, use a semicolon instead of a comma. *The dean, Dr. John Smith, gave a persuasive presentation; but the faculty, weary of the issue, remained unconvinced.*

Use a comma after a long introductory word group. *After completing his most difficult examination, he went to a movie.*

If the introductory element is short (typically five words or fewer), don't use a comma. *After the examination he went to a movie.*

But use the comma if the sentence would be confusing without it. *The day before, he spent six hours reviewing his notes.*

Use a comma to set off a word group that isn't essential to the sentence. *Coyotes, which have always fascinated me, differ totally from dogs. In the early days, when things were different, SJC only had one building in a thick forest.*

Use a comma to set off transitional words such as *however* and *moreover*. *John was satisfied. Mary, however, did not like the dinner.*

Don't use commas if the word group is essential to the meaning of the sentence. *Cheetahs live in various regions in Africa and Asia where they are able to find deer and antelope.*

Use a comma to introduce a complete, short quotation. *Henry said, "I know the killer's name."* But use a colon to introduce longer quotations.

Do not use a comma at the start of an indirect or partial quotation. *He said his victory put him "firmly on the road to a first-ballot nomination."*

Use a comma in direct address: *Nancy, please hand me the newspaper.*

Use a comma between proper names and titles. *Jane Barker, president of Zenith, chaired the meeting.*

Use a comma to separate elements of an address. *Barker comes from Jacksonville, Fla., and now lives in Hartford, Conn.* See **addresses**.

When a phrase lists only a month and a year, do not separate the year with commas. When a phrase refers to a month, day and year, set off the year with commas: *January 1972 was a cold month. January 2 was the coldest day of the month. His birthday is May 8. February 14, 1987, was the target date. She testified that it was Friday, December 3, when the accident occurred.*

Commas always go inside single and double quotation marks.

See **semicolon**.

commencement Uppercase the formal ceremony; lowercase the generic usage. *Commencement will be held at the Nassau Veterans Memorial Coliseum. The Brooklyn Campus holds two commencements.*

committee Capitalize only when part of a formal name: *Web Advisory Committee*. Lowercase when shortened versions are used.

compared to, compared with Use *compared to* when asserting a similarity between two essentially different things. *She compared his head to a billiard ball.*

Use *compared with* to assert a difference between two or more similar things. *The state's largest public university enrolls 10,040 students, compared with its largest private university's 1,580.*

compose, comprise, constitute *Compose* means to create or put together. It commonly is used in both the active and passive voices: *She composed a song. The United States is composed of 50 states. The zoo is composed of many animals.*

Comprise means to contain, to include all or embrace. It is best used only in the active voice, followed by a direct object: *The United States comprises 50 states. The jury comprises five men and seven women. The zoo comprises many animals.* Never use *comprised of*. Remember, the whole comprises the parts.

Constitute, in the sense of form or make up, may be the best word if neither *compose* nor *comprise* seems to fit: *Fifty states constitute the United States. Five men and seven women constitute the jury. A collection of animals can constitute a zoo.*

Use *include* when what follows is only part of the total: *The price includes breakfast. The zoo includes lions and tigers.*

connote, denote *Connote* means to suggest or imply something beyond the explicit meaning: *To some people, the word "marriage" connotes too much restriction.*

Denote means to be explicit about the meaning: *The word "demolish" denotes destruction.*

consensus It means agreement of opinion. *Consensus of opinion* is therefore redundant.

contractions Contractions are verb forms in which apostrophes are substituted for one or more letters of the standard spelling: *can't, you're, I'm, don't, they've.*

Avoid excessive use of contractions.

Contractions listed in the dictionary are acceptable, however, in informal contexts where they reflect the way a phrase commonly appears in speech or writing.

controversial issue Avoid this overused, redundant expression. For example: *They'll debate the issue of abortion. This class will discuss the controversy over abortion.*

convocation Capitalize when used as part of a formal name: *St. Joseph's College Honors Convocation.* Otherwise, keep lowercase.

corporate titles and offices The following list offers examples of how various corporate titles and offices might appear in running text: *Carly Fiorina, president and chief executive officer, Hewlett-Packard; the president and chief executive officer, David Teiger, chairman and chief executive officer, United Research Corporation; the chairman of the corporation.*

On first reference, *CEO, CFO, COO, CIO* and other abbreviations of titles should be spelled out: *chief executive officer, chief financial officer,* etc. On second reference, the abbreviation is acceptable.

couple When used in the sense of two people, the word takes plural verbs and pronouns: *The couple were married Saturday and left Sunday on their honeymoon. They will return in two weeks.*

In the sense of a single unit, use a singular verb: *Each couple was asked to give \$10.*

course names Do not italicize or place course names in quotation marks. Capitalize the principal words, including prepositions and conjunctions of four or more letters.

course numbers and titles When a course number and title are given together, give the alpha symbol and number followed directly by the title. There is no intervening punctuation, nor should there be any abbreviation or words in the title: *ART 183 Drawing I, CS 320 Educational Assessment, COM 200 Computer Science: An Overview.*

Do not use alpha symbols when speaking generally of a department or program's courses or of an academic discipline. Incorrect: *Students may count up to 18 hours in SOC, PSY, HIS toward the major.* Correct: *Students may count up to 18 hours in sociology, psychology or history toward the major.*

coursework One word.

CPA Spell out *certified public accountant* on the first reference. When the abbreviation is used as a suffix (on first reference only), set it off from a person's name with a comma: *Christopher Smith, CPA.*

credit hours The term is redundant; use *credits*. Use numerals for credits, no matter how small the number. However, if the number begins a sentence, headline or title, it should be spelled out. *SJC 100 is a 1-credit course. Eighteen credits are required for the women's studies minor.*

criterion, criteria *Criterion* is singular; *criteria* is plural. *A decision can be based on a single criterion or on several criteria.*

cross section, cross-section Use *cross section* as a noun. *The survey represents a cross section of the population.* Use *cross-section* as a verb. *Canals cross-section the city.*

C.S.J. Stands for *Congregation of St. Joseph*. Always use periods between the letters. Use this suffix after the name of a congregation member, separated by a comma: *S. Margaret Buckley, C.S.J.*

It precedes the person's doctoral title: *S. Suzanne Franck, C.S.J., Ph.D.*

If a congregation member is also a St. Joseph's College alumna, the class year

should immediately follow the person's last name: *S. Elizabeth A. Hill '64, C.S.J.* See **alumni class years**.

On subsequent references, refer to members of this congregation as *S. Elizabeth, S. Margaret*, etc.

See **Sister**.

curriculum Use *curricula* for plural. *Curriculums* is also acceptable.

curriculum vitae Usually longer and more detailed than a résumé. Abbreviate as **CV**.

Dd

dash (—) Also called an em dash, it should be equal in length to two hyphens. Put a space on both sides of a dash in all uses. Follow these guidelines:

ABRUPT CHANGE: Use dashes to denote an abrupt change in thought in a sentence or an emphatic pause: *We will fly to Paris in June — if I get a raise. Smith offered a plan — it was unprecedented — to raise revenues.*

SERIES WITHIN A PHRASE: When a phrase that otherwise would be set off by commas contains a series of words that must be separated by commas, use dashes to set off the full phrase: *He listed the qualities — intelligence, humor, conservatism, independence — that he liked in an executive.*

ATTRIBUTION: Use a dash before an author's or composer's name at the end of a quotation: *"Who steals my purse steals trash." — Shakespeare.*

HOW TO TYPE A DASH: Use Shift + Option + [hyphen] in Mac OS and Alt+0151 in Windows.

data Technically a plural noun that takes plural verbs and pronouns. *The data show that average pay has risen.* It becomes a collective noun taking a singular verb when the quantity or group is a unit. *The data is sound.* The true singular is *datum*.

dates Always spell out dates. Numerical dates are only accepted on the College website. Correct: *January 7, 2013*. Incorrect: *1/7/13*.

Do not use ordinal numbers such as *1st, 2nd, 3rd, 4th, etc.*

When a phrase lists only a month and a year, do not separate the year with commas. When a phrase refers to a month, day and year, set off the year with commas: *January 1972 was a cold month. January 2 was the coldest day of the month. His birthday is May 8. February 14, 1987, was the target date. She testified that it was Friday, December 3, when the accident occurred.* See **comma**.

days of the week Capitalize them. Do not abbreviate, except when needed in a

tables or outlines: *Sun, Mon, Tue, Wed, Thu, Fri, Sat* (three letters, without periods).

decades Use Arabic figures to indicate decades of history. Use an apostrophe to indicate numerals that are left out; show plural by adding the letter *s* with no apostrophe: *the 1890s, the '90s, the 1920s, the mid-1930s*.

decision-making Hyphenate in all uses.

degrees, academic Use an apostrophe in *bachelor's degree, a master's*, etc., but there is no possessive in *Bachelor of Arts* or *Master of Science*. Also: an *associate degree* (no possessive).

Refer to degrees as *a bachelor's*, doctoral or master's degree, or *an associate degree*, not *his* or *her* associate, bachelor's, master's or doctoral degree. *He received an associate degree in art. She is pursuing a bachelor's degree in elementary education.*

Do not use *degree* combined with a degree name, e.g. *Bachelor of Arts degree*. It is redundant.

Cum laude, magna cum laude and *summa cum laude* are not in italics or set off with commas. *Joan received a B.S. summa cum laude in speech pathology.*

Use periods with all degree abbreviations: *A.A., B.A., Ed.D., M.A., M.B.A., M.S., Ph.D., R.N.* Use periods in and capitalize the titles of academic degrees: *B.S. in Business Administration, E.M.B.A., M.S. in Management*. See **acronyms**.

Use these abbreviations only after a full name — never after just a last name.

When used after a name, an academic abbreviation is set off by commas: *Francis Antonawich, Ph.D., spoke at the event.*

Do not precede a name with a courtesy title, such as *Dr.*, for an academic degree and

follow it with the abbreviation for the degree in the same reference.

departments and offices, SJC

Capitalize when referring to official department or office names: *Office of Institutional Advancement, Department of Fine Arts*. Lowercase when unofficial names are used: *members of the child study department*.

Following are the academic departments of St. Joseph's College, with class types under the direction of each department.

Department of Accounting and Business Administration
Department of Biology
Department of Chemistry
Department of Child Study
Department of Community Health and Human Services
Department of Education
Department of English
Department of Fine Arts
Department of General Studies
Department of Health Administration
Department of History
Department of Hospitality and Tourism Management
Department of Journalism and New Media Studies
Department of Mathematics and Computer Science
Department of Modern Languages
Department of Nursing
Department of Philosophy
Department of Physical Education
Department of Physical Sciences
Department of Psychology
Department of Recreation
Department of Religious Studies
Department of Social Sciences
Department of Speech Communication

Following are the administrative offices of St. Joseph's College. Offices are active on both campuses unless otherwise noted.

Office of the President

Office of Academic Affairs

- Academic Center
- Offices of Admissions and Enrollment Management
- Callahan Library (L.I.)
- Dillon Child Study Center (B)
- McEntegart Hall Library (B)
- Office of Registration and Records
- Office of Technology and Information Services

Office of Business Affairs

- Physical plant
- Office of Security

Office of Student Life

- Counseling and Wellness Center
- Office of Athletics
- Office of Campus Ministry
- Office of Career Development and Engagement
- Office of Financial Aid Office of Global Studies
- Office of Multicultural Student Life (L.I.)
- Student Accessibility Services
- Student Health Services

Office of Institutional Advancement

- Office of Advancement Services
- Office of Alumni Relations
- Office of College Advancement
- Office of Grants and Planned Giving
- Office of Print and Digital Communications

- Office of Public Relations
- Office of Special Events

directions and regions In general, lowercase *east, west, southwest, etc.*, when they indicate a compass direction. *The cold front is moving east.* Capitalize only when designating regions. *The North is cold in winter. The storm system that developed in the Midwest is spreading eastward.*

Capitalize widely known and legendary names; do not place them within quotation marks: *the Bay Area; the Big Apple; the Delta; the Lone Star State; the Twin Cities; the West Side; the Tri-State area; the New York Metropolitan area; metropolitan New York; Long Island's East End; the east end of Long Island.*

With states and cities, the preferred form is to lowercase directional or area descriptions when referring to a section of a state or city: *western Montana, southern Atlanta.*

disabilities Phrases such as *the handicapped* and *the retarded* should never be used as nouns. In general, phrases such as *persons with severe disabilities* and *children with autism* are appropriate, emphasizing the person first, rather than the disability.

Avoid descriptions that connote pity, such as *afflicted with* or *suffers from multiple sclerosis*. Rather, *has multiple sclerosis*.

Refer to the most recent edition of the *Associated Press Stylebook* for information regarding the discussion of disabilities.

District of Columbia Abbreviate as *D.C.* when used with *Washington*. Spell out when used alone. In subsequent references, use *the district*, not *D.C.*

Ee

e.g. Meaning *for example*, it is always followed by a comma. See **i.e.**

either Use it to mean one or the other, not both.

Right: *She said to use either door.*

Wrong: *There were lions on either side of the door.*

Right: *There were lions on each side of the door. There were lions on both sides of the door.*

either ... or, neither ... nor The nouns that follow these words do not constitute a compound subject; they are alternate subjects and require a verb that agrees with the nearer subject:

Neither they nor he is going.

Neither he nor they are going.

ellipsis (...) In general, treat an ellipsis as a three-letter word, constructed with three periods and two spaces, as shown here. Leave one regular space on both sides of an ellipsis.

Use an ellipsis to indicate the deletion of one or more words in condensing quotes, texts and documents. Be especially careful to avoid deletions that would distort the meaning.

An ellipsis also may be used to indicate a thought that the speaker or writer does not complete. Substitute a dash for this purpose, however, if the context uses ellipses to indicate that words actually spoken or written have been deleted.

If the words that precede an ellipsis constitute a grammatically complete sentence, either in the original or in the condensation, place a period at the end of the last word before the ellipsis. Follow it

with a regular space and an ellipsis: *I no longer have a strong enough political base. ...*

When the grammatical sense calls for a question mark, exclamation point, comma or colon, the sequence is word, punctuation mark, regular space, ellipsis: *Will you come? ...*

When material is deleted at the end of one paragraph and at the beginning of the one that follows, place an ellipsis in both locations.

In writing a story, do not use ellipses at the beginning and end of direct quotes:

"It has become evident to me that I no longer have a strong enough political base," Nixon said.

Not *"... it has become evident to me that I no longer have a strong enough political base ... ,"* Nixon said.

email Acceptable in all references for *electronic mail*. Present email addresses in lowercase: *bsutch@sjcny.edu*.

Avoid breaking email addresses. If the address will not fit on a line, break the line before the address. Don't add a hyphen or other punctuation.

Also, *emailed, emailing*. Use a hyphen with other e- terms: *e-book, e-business, e-commerce*.

See **URL**.

emeritus This word often is added to formal titles to denote that individuals who have retired retain their rank or title. When used, place *emeritus* after the formal title: *Professor Emeritus Samuel Eliot Morison*.

Emeritus is the singular, masculine form. For references to women, use *emerita* (singular) or *emeritae* (plural). *Emeriti* may serve as the plural for a group that is

composed of men only or of men and women together. All references follow the noun:
professor emerita of music; professors emeriti; faculty emeriti; president emerita.

entitled Use it to mean a right to do or have something. Do not use it to mean *titled*.
Right: *She was entitled to the promotion.*
Right: *The book was titled “Gone With the Wind.”*

ensure, insure, assure Use *ensure* to mean guarantee: *Steps were taken to ensure accuracy.*

Use *insure* for references to insurance: *The policy insures his life.*

Use *assure* to mean to make sure or give confidence: *She assured us the statement was accurate.*

Esse non videri St. Joseph’s College’s motto (not its mission) should be italicized when using the Latin version. Also, use a dash to separate the Latin version and its translation, with quotations around the translation: *Esse non videri* — “To be, not to seem.”

et al. A Latin abbreviation meaning *and others*. It is most appropriate in formal and academic styles. There is a period after *al.* but not after *et*, which is a complete word. Italicize.

etc. A Latin abbreviation for *et cetera*, used in English to mean *and so on*. It should be used only when readers can continue the thought or series for themselves. *My birthday will be celebrated each day of the week — Monday, Tuesday, etc.* If you must

use *etc.* in running text, place a comma before and after it and do not italicize it. It is always followed by a period.

ethnic and racial designations Use a hyphen to designate dual heritage: *Italian-American, Mexican-American*. Exceptions are *French Canadian* and *Latin American*.

Use the preferred ethnic designations — *African-American, Asian* and *Latino/Latina* — instead of other identities. *Native American* is preferred over *American Indian*.

Lowercase *black* and *white* when using them as racial designations.

exclamation point (!) Follow these guidelines:

EMPHATIC EXPRESSIONS: Use the mark to express a high degree of surprise, incredulity or other strong emotion.

AVOID OVERUSE: Use a comma after mild interjections. End mildly exclamatory sentences with a period.

PLACEMENT WITH QUOTES: Place the mark inside quotation marks when it is part of the quoted material: *“How wonderful!” he exclaimed. “Never!” she shouted.*

Place the mark outside quotation marks when it is not part of the quoted material: *I hated reading Spenser’s “Faerie Queene”!*

MISCELLANEOUS: Do not use a comma or a period after the exclamation mark:

Wrong: *“Halt!” the corporal cried.*

Right: *“Halt!” the corporal cried.*

extracurricular One word, no hyphen

Ff

faculty When used as a collective noun, *faculty* becomes singular. *The faculty decides.* When members act as individuals, *faculty* becomes plural and requires plural verbs and pronouns. See **subject-verb agreement**.

faculty rank In formal lists of faculty members and in course catalogs, always denote rank and be sure the rank is correct: *David T. Sullivan, professor of biology; Barbara Gross, assistant professor of English.* On second reference, use a person's last name alone.

Refer to adjunct faculty members as *instructors* on second reference.

fall See **seasons; semesters**.

farther, further *Farther* refers to physical distance: *He walked farther into the woods.*

Further refers to an extension of time or degree: *She will look further into the mystery.*

Father Use *the Rev.* in first reference before the names of Episcopal, Orthodox and Roman Catholic priests: *The Rev. Francis Pizzarelli.* Use *Father* or *Fr.* before a name only in subsequent references: *Fr. Frank.*

fax Never *FAX*. *Fax* is a shortened, altered form of *facsimile*, not an acronym. See **telephone numbers**.

federal Capitalize only when part of an official name: *Federal Reserve Bank, Federal Trade Commission.*

Lowercase when used as an adjective to distinguish something from state, county,

city, town or private entities: *federal assistance, federal court, the federal government, a federal judge.*

Also: *federal District Court* (but *U.S. District Court* is preferred) and *federal Judge Ann Aldrich* (but *U.S. District Judge Ann Aldrich* is preferred).

feel, think Do not use *feel* and *think* interchangeably. *Feel* refers to a sensation and *think* to a thought process.

fewer, less In general, use *fewer* for individual items, *less* for bulk or quantity.

Wrong: *The trend is toward more machines and less people.* (People in this sense refers to individuals.)

Wrong: *She was fewer than 60 years old.* (Years in this sense refers to a period of time, not individual years.)

Right: *Fewer than 10 applicants called.* (Individuals.)

Right: *I had less than \$50 in my pocket.* (An amount.) But: *I had fewer than 50 \$1 bills in my pocket.* (Individual items.)

fields of study Do not capitalize names of fields of study, majors or minors. Do not capitalize the words *major, minor* or *program*—only the program name if it is a formal title. *He was studying history at St. Joseph's College. The College offers the business administration major. The nursing program has undergone changes. There are various degree options within the Graduate Management Studies program.*

fieldwork One word.

flier, flyer *Flier* is the preferred term for an aviator or a handbill.

foreign words and phrases Some foreign words and abbreviations have been accepted universally into the English language: *bon voyage*; *versus*, *vs.*; *et cetera*, *alma mater*, *boutique*, *cum laude*, *debris*, *magna cum laude*, etc. They may be used without explanation if they are clear in the context. Do not italicize.

foreword Used at the beginning of a book or report. Not *forward* or *foreward*.

fractions Spell out amounts less than 1 in stories, using hyphens between the words: *two-thirds*, *four-fifths*, *seven-sixteenths*, etc.

Use figures for precise amounts larger than 1, converting to decimals whenever practical.

When using fractional characters, remember that most newspaper type fonts can set only 1/8, 1/4, 3/8, 1/2, 5/8, 3/4 and 7/8 as one unit; for mixed numbers, use 1 1/2, 2 5/8, etc. with a full space between the whole number and the fraction.

freshman, freshmen Use *freshman* when writing of one first-year student,

freshmen when writing of more than one. Use *freshman* as a modifier. *ENG 103 is generally considered a freshman course. She is one of 450 incoming freshmen. She is a member of the freshman class.*

See **class year**.

from In a construction indicating range or extent, do not use a hyphen or dash if the word *from* has been used. *He served as head of the department from 1995 to 1997. In 1995-1997, she served as vice president. The lecture is scheduled for June 19, 2:30-5 p.m.*

full time, full-time Hyphenate when used as a compound modifier. *He works full time. She has a full-time job.*

fundraising, fundraiser One word in all cases.

further, farther *Further* refers to an extension of time or degree: *She will look further into the mystery.*

Farther refers to physical distance: *He walked farther into the woods.*

Gg

GPA All caps, no periods. Use this abbreviation for *grade point average*. Use figures to at least one decimal point: 3.0, 2.4, 2.75.

governmental bodies Capitalize all specific references to governmental legislative bodies: *the U.S. Senate*; *the Senate*; *state Senate*.

graduate As a noun, use *graduate* instead of the colloquial *grad*.

As a verb, *graduate* is correctly used in the active voice: *She graduated from the university.*

It is correct, but unnecessary, to use the passive voice: *He was graduated from the university.*

Greek Capitalize when referring to social organizations, honor societies or

similar groups. *Roughly 20 percent of SJC students belong to Greek organizations.*

Always uppercase when referring to the culture, nation, people or language of Greece or ancient Greece.

groundbreaking One word, whether used as a compound modifier (*SJC held a groundbreaking ceremony for the new Brooklyn gym.*) or as a synonym for

innovative (She was honored for her groundbreaking work in nuclear physics.)

gut-wrenching, heart-rending To wrench is to twist, to rend is to tear. Upsetting events can be *stomach-* or *gut-wrenching* (agonizing) or *heart-rending* (heartbreaking, making you feel terribly sad), but many people confuse the two and come up with *heart-wrenching*.

Hh

he or she, him or her Use these rather than *he/she* or *him/her*.

headlines Capitalize the principal words, including prepositions and conjunctions of four or more letters. Capitalize an article — *the, a, an* — or words of fewer than four letters if it is the first or last word in a title.

health care Two words.

highway designations Use these forms, as appropriate in the context, for highways identified by number: *U.S. Highway 1, U.S. Route 1, U.S. 1, state Route 34, Route 34, Interstate Highway 495, Interstate 495*. On second reference only for *Interstate: I-495*.

When a letter is appended to a number, capitalize it but do not use a hyphen: *Route 1A*.

historic, historical A *historic* event is an important occurrence, one that stands out in history. Any occurrence in the past is a *historical* event. Do not use *an* before either word.

home page Two words. The “front” page of a particular website.

honorary degrees See **alumni year**.

honors program Do not capitalize.

hyphen (-) Hyphens are joiners. Use them to avoid ambiguity or to form a single idea from two or more words.

Use of the hyphen is far from standardized. It is optional in most cases, a matter of taste, judgment and style sense. But the fewer hyphens the better; use them only when not using them causes confusion. (*Small-business owner*, but *health care center*.) See individual entries in this book. If not listed here, use the first listed entry in *Webster’s New World College Dictionary*.

Some guidelines:

AVOID AMBIGUITY: Use a hyphen whenever ambiguity would result if it were omitted: *The president will speak to small-business men.* (*Businessmen* normally is one word. But *the president will speak to small businessmen* is unclear.)

Others: *He recovered his health.*
He re-covered the leaky roof.

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 bluish-green dress, a full-time job, a well-known man, a better-qualified woman, a know-it-all attitude, a very good time, an easily remembered rule.*

Many combinations that are hyphenated before a noun are not hyphenated when they occur after a noun: *The team scored in the first quarter. The dress, a bluish green, was attractive on her. She works full time. His attitude suggested that he knew it all.*

But when a modifier that would be hyphenated before a noun occurs instead after a form of the verb *to be*, the hyphen usually must be retained to avoid confusion: *The man is well-known. The woman is quick-witted. The children are soft-spoken. The play is second-rate.*

The principle of using a hyphen to avoid confusion explains why no hyphen is required with *very* and *-ly* words. Readers can expect them to modify the word that follows. But if a combination such as *little-known man* were not hyphenated, the reader could logically be expecting *little* to be followed by a noun, as in *little man*. Instead,

the reader encountering *little known* would have to back up mentally and make the compound connection on his own.

TWO-THOUGHT COMPOUNDS:
serio-comic, socio-economic.

COMPOUND PROPER NOUNS AND ADJECTIVES: Use a hyphen to designate dual heritage: *Italian-American, Mexican-American.*

No hyphen, however, for *French Canadian* or *Latin American.*

PREFIXES AND SUFFIXES: See prefixes and suffixes, and separate entries for the most frequently used prefixes and suffixes.

AVOID DUPLICATED VOWELS, TRIPLED CONSONANTS: Examples: *anti-intellectual, pre-empt, shell-like.*

WITH NUMERALS: Use a hyphen to separate figures in **ratios**, **scores**, some **fractions** and some **vote tabulations**. See examples in entries under these headings.

When large numbers must be spelled out, use a hyphen to connect a word ending in *-y* to another word: *twenty-one, fifty-five*, etc.

SUSPENSIVE HYPHENATION: The form: *He received a 10- to 20-year sentence in prison.*

i

i.e. Abbreviation for the Latin *id est* or *that is*. It is always followed by a comma. See **e.g.**

imply, infer Writers or speakers *imply* in the words they use. A listener or reader *infers* something from the words.

incorporated Abbreviate and capitalize as *Inc.* when used as a part of a

corporate name. Set off with commas according to the company's own usage: *Vigon International, Inc.*

initials Use periods and no space when an individual uses initials in place of a name: *J.K. Rowling, George R.R. Martin.*

Do not give a name with a single initial (*J. Jones*) unless it is the

individual's preference or a first name cannot be learned.

Use middle initials according to a person's preference: *S. Elizabeth A. Hill*.

in order to This is never necessary. Don't write: *In order to write a clear sentence, do this*. Instead write: *To write a clear sentence, we do this*.

instructor *Instructor in*, not *instructor of*.

international student Use instead of *foreign student*.

Internet A decentralized, worldwide network of computers that can communicate with each other. In later references, *the Net* is acceptable.

The World Wide Web, like email, is a subset of the Internet. They are not synonymous and should not be used interchangeably in stories.

Internet addresses See **URL**.

investiture *St. Joseph's College held its investiture on September 18*. Capitalize when used as part of a formal name. *The St. Joseph's College Investiture was held on September 18*.

irregardless A double negative. *Regardless* is correct.

italics Use italics for emphasis and for more obscure foreign words and phrases. Italicize words used as words. *The word sensitivity connotes responsiveness*.

See **titles** for rules regarding italics and titles.

If the text is already italicized, do not italicize words or phrases that would be italicized if they stood alone. *This was not true of King Lear though*.

it's, its *It's* is a contraction for *it is* or *it has*: *It's up to you. It's been a long time*.

Its is the possessive form of the neuter pronoun: *The company lost its assets*.

Jj

Jr., Sr. Abbreviate as *Jr.* and *Sr.* only with full names of persons or animals. Do not precede with a comma: *Martin Luther King Jr.*

The notation *II* or *2nd* may be used if it is the individual's preference. Note, however, that *II* and *2nd* are not necessarily the equivalent of *junior* —

they often are used by a grandson or nephew.

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

junior See **class year**.

Kk

kickoff, kick off One word as a noun; two words as a verb. *Kickoff will be at 1 p.m. The tour will begin with a kickoff party. The candidate will kick off his campaign with a speech.*

kindergarten The preferred spelling for a kindergarten student is *kindergartner*.

Kwanzaa A seven-day celebration, based on African festivals, from December 26 through January 1. The name comes from the Swahili for “first fruits.”

Ll

lady Do not use as a synonym for *woman*. *Lady* may be used when it is a courtesy title or when a specific reference to fine manners is appropriate without patronizing overtones.

last, past Use *last* to refer to something that won't happen again or hasn't recurred. *I took the last train to New York last night. The last time I saw Jack was in 1989.* Use *past* to refer to something that might continue. *He's gone to school here the past three years.*

The word *last* is not necessary to convey the notion of most recent when the name of a month or day is used:

Preferred: *It happened Wednesday. It happened in April.* Correct, but redundant: *It happened last Wednesday.*

But: *It happened last week. It happened last month.*

Latino/Latina See **ethnic and racial designations**.

LCSW Spell out *licensed clinical social worker* on the first reference.

When the abbreviation is used as a suffix (on first reference only), set it off from a person's name with a comma: *Denise Dicupe, LCSW.*

letter grades Do not italicize letter grades. Do not use apostrophes for the plurals, except with the letter A to avoid being confused with the word *as*: *Maria received five A's. Bob received two Bs.*

lifelong One word.

lifetime One word.

Long Island Use *L.I.* (with periods) when abbreviating.

Long Island Expressway Use *L.I.E.* (with periods) when abbreviating.

long-standing Hyphenated.

long term, long-term Hyphenate when used as a compound modifier: *We will win in the long term. He has a long-term assignment.*

long time, longtime *They have known each other a long time. They are longtime partners.*

lower-class

Mm

magazines and newspapers

Do not capitalize *the* or *magazine* if those words do not appear in the official title: the Daily News, TIME magazine, The New Yorker, Forbes magazine, U.S. News & World Report. Do not put magazine or newspaper titles in italics or quotes. **(updated 12.8.17)**

major, minor Avoid overusing *major* in place of *student majoring in*. Also: *double major* (n.); *double-major* (adj.); *double-major* (v.)

majors Lowercase except *English* and *Spanish*, except when listed (as on a postcard or other recruitment piece). As for the degrees with the word *major* in them, follow this format for consistency purposes:

M.S. with a major in Nursing
Business Administration with a major in Accounting

The word *major* is lowercase, but the major itself is capitalized because it is part of the degree title. When referring to the formal degree (*B.S. in Biology*), capitalize. But *bachelor's in biology* or *master's degree in business* would stay.

master's program Plural is *master's programs*. Also, *master's degree*; *master's degrees*. See **degrees, academic**.

MasterCard

me, myself Use *me* unless you're emphasizing or referring back to a

pronoun mentioned previously in the sentence. Correct: *The panelists included Hillary Clinton, Elizabeth Dole and me. I myself am to blame. I wore myself out.* Incorrect: *The award was quite an honor for Dan and myself.*

media, medium *Media* is the preferred plural form of *medium*; it should be used with a plural verb. *The media are always under scrutiny.*

midnight Do not put a 12 in front of it. It is part of the day that is ending, not the one that is beginning.

See **noon** and **times**.

military-connected students Use this term to describe SJC students who are active-duty service members or veterans of the armed forces.

military titles Capitalize a military rank when used as a formal title before an individual's name. Spell out and lowercase a title when it is substituted for a name: *Gen. John Jones is the top U.S. commander in Afghanistan. The general endorsed the idea.*

In some cases, it may be necessary to explain the significance of a title: *Army Sgt. Maj. John Jones described the attack. Jones, who holds the Army's highest rank for enlistees, said it was unprovoked.*

Refer to the *AP Stylebook* for a complete list of abbreviations for military titles.

minors Lowercase in all uses, except in lists.

minority and minorities Also acceptable: *traditionally underrepresented*.

money Use figures in reference to money: \$9.50; \$1,300; \$20,000; \$3 million; \$1.5 billion.

A dollar value with no cents is always set without the decimal point and zeros. *Admission is \$5 on Sundays.*

For cents, spell out the word cents and lowercase, using numerals for amounts less than a dollar: *5 cents, 12 cents*. Use the \$ sign and decimal system for larger amounts: *\$1.01, \$2.50*.

monsignor Capitalize only when used as a formal title before an individual's name. On first reference, precede with *the Rev.* On subsequent

references, you may abbreviate as *Msgr.*, followed by the individual's last name: *The Rev. Monsignor John J. Strynkowski, Msgr. Strynkowski.*

months Capitalize the names of months in all uses. When a month is used with a specific date, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov. and Dec. Spell out when using along or with a year alone.

When a phrase lists only a month and a year, do not separate the year with commas. When a phrase refers to a month, day and year, set off the year with commas.

EXAMPLES: *January 2013 was a cold month. His birthday is July 7. Oct. 15, 2012, was the target date. She testified the incident occurred on Friday, Nov. 16.*

more than, over

Either is acceptable in all uses to indicate greater numerical value: *Taxes went up more than 20 percent. Salaries went up over 20 percent.*

Nn

names Refer to both men and women by first and last name, without courtesy titles, on first reference: *Susan Smith* or *Robert Smith*. Use middle initials according to a person's preference (*S. Elizabeth A. Hill*) and in personal names used as the titles of buildings and professorships (*the John A. Danzi Athletic Center, the Thomas A. Doherty Scholarship*).

Refer to both men and women by last name, without courtesy titles, in subsequent references. Use the courtesy titles *Mr., Miss, Ms., Mrs.* or *Dr.* only in

direct quotations or after first reference when a woman specifically requests it: for example, where a woman prefers to be known as *Mrs. Smith* or *Ms. Smith*.

If applicable, academic or religious abbreviations should be included only on first reference, and set off by commas: *Frank Antonawich, Ph.D.; S. Mary Ann Cashin, C.S.J.* In subsequent references: *Antonawich; S. Mary Ann.*

Use *Jr., II, 3rd*, etc. only with the person's complete name. The abbreviations are not preceded or

followed by a comma: *Martin Luther King Jr.*

When persons are referred to by initials only, no periods are used: *JFK, FDR.*

Use a maiden name when a woman prefers usage; do not use hyphens unless specified: *Hillary Rodham Clinton*. Include the maiden name in alumni publications whenever possible: *Erin McGuire Carden '57.*

When it is necessary to distinguish between two people who use the same last name, as in married couples or brothers and sisters, use the first and last name, without courtesy title.

In cases where a person's gender is not clear from the first name or from the story's context, indicate the gender by using *he* or *she* in subsequent reference.

Native American See **ethnic and racial designations.**

New York Spell out the state name when it stands alone in textual material.

Use the two-letter Postal Service abbreviation (NY) only with a full address, including ZIP code: *245 Clinton Avenue, Brooklyn, NY 11205.*

Use *N.Y.*, separated by a comma, in conjunction with the name of a city, county, town, village or military base: *Patchogue, N.Y.* (*note: **spell out New York when used in conjunction with a city name in website news articles and magazine stories.**)

Use *New York state* (lowercase) when necessary to distinguish the state from *New York City* (capital).

See **state names.**

Nicolls Road This is the correct spelling of Suffolk County Road 97, which runs from Patchogue to Stony Brook. It is not to be confused with *Old Nichols Road*, or simply *Nichols Road*, which is located in

in Hauppauge and Islandia.

No. Use as the abbreviation for *number* in conjunction with a figure to indicate position or rank: *No. 1 man, No. 3 choice.*

Do not use in street addresses, with this exception: *No. 10 Downing St.*, the residence of Britain's prime minister.

Do not use in the names of schools: *Public School 19.*

Spell out *number* on College forms: phone number, *Social Security number* — not *phone No.* or *Social Security No.*

nonprofit, not-for-profit *Nonprofit* (adj. and n.) refers to tax-exempt charitable organizations. *Not for profit* may vary under state laws, but generally means the company must forego dividends or other cash payments from the operating net. It is hyphenated as an adjective.

nonsexist language In general, remember that *persons*, *people* and *humankind* are substitutes for *man*, *men* and *mankind* when both genders are intended. Use substitutes for the — *man* words: *businessperson*, *firefighter*, *police officer*, *letter carrier*, *line worker*.

Use *homemaker* rather than *housewife*. *Chair* is preferred, not *chairman*, *chairwoman* or *chairperson*. Use *news anchor*, not *anchorperson*.

noon Do not put a *12* in front of it. See **midnight** and **times.**

not only This should be followed by *but also*. *Jessica decided not only to buy the dress but also to purchase a pair of shoes*

numbers In general, spell out one through nine: *The Yankees finished second. He had nine months to go.* Use figures for 10 or above and whenever preceding a unit of measure or referring to ages of people, animals, events or things.

Follow the same rule for round numbers in the millions and billions: *eight billion people, 11 million people.* When the numbers are not round, use decimals: *2.5 million people.*

Use a hyphen between the tens and units number when writing out the numbers twenty-one to ninety-nine in words: *two hundred fifty-six.* Use a hyphen between the numerator and denominator when a fraction is written out in words and the fraction is an adjective. *Two thirds of the Senate overrode the veto. A two-thirds majority overrode the veto.*

Always use numerals in scores, dollar amounts, court decisions, legislative votes and percentages: *a 5-4 victory; a Senate vote of 64-36.*

Spell out a numeral at the start of a sentence: *Forty years was a long time to wait. Fifteen to 20 cars were involved in the accident.* The only exception is years: *1992 was a very good year.*

Spell out casual expressions involving numbers. *I told him a hundred times. He walked one half-mile. Thanks a million.*

Use figures for ages. *A 6-year-old girl, an 8-year-old law, the 7-year-old house.* Use hyphens for ages expressed as adjectives before a noun or as substitutes for a noun. *A 5-year-old boy, but the boy is 5 years old. The boy, 5, has a sister, 10. The race is for 3-year-olds. The woman is in her 30s. 30-something, but Thirty-something to start a sentence.*

Use figures for hours of the day: *7 p.m. or 7:30 p.m. (never 7:00 p.m.), 4 o'clock.*

Use figures for addresses: *210 Main Street.* Spell out numbered streets nine and under: *5 Sixth Avenue; 3012 50th Street.*

Use commas for numbers more than 1,000. See **Social Security number.**

Oo

off campus/off-campus, on campus/on-campus Standard hyphenation rules apply to these terms. When used as a modifier, either term must be hyphenated. When *campus* is used as a noun, drop the hyphen. *At SJC, the on-campus fitness center is state of the art. Students who work on campus find it convenient. Off-campus fitness centers range in cost from \$100 to \$200 per month. That building is located just off campus on Waverly Avenue.*

office, department, division, institute, center Capitalize formal titles such as *the Office of the Dean of Students; the Department of Chemistry; the Office of Institutional Advancement; the Institute for Research and Technology.*

Lowercase informal forms: *the dean's office, the alumni office, the chemistry department, the center, the school.*

See **departments and offices, SJC** for a complete listing.

OK, OK'd, OK'ing, OKs Do not use *okay*.

on Do not use *on* before a date or day of the week when its absence would not lead to confusion, except at the beginning of a sentence: *The meeting will be held Monday. He will be inaugurated Jan. 20. On Sept. 3, the committee will meet to discuss the issue.*

Use *on* to avoid an awkward juxtaposition of a date and a proper name: *John met Mary on Monday. He told Reagan on Thursday that the bill was doomed.*

Use *on* also to avoid any suggestion that a date is the object of a transitive verb: *The House killed on Tuesday a bid to raise taxes. The Senate postponed on Wednesday its consideration of a bill to reduce import duties.*

online One word.

organizations and institutions

Capitalize the full names of organizations and institutions: *the American Medical Association; First Presbyterian Church; General Motors Co.; Harvard University, Harvard University Medical School; the Procrastinators Club; the Society of Professional Journalists.*

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

SUBSIDIARIES: Capitalize the names of major subdivisions: *the Pontiac Motor Division of General Motors.*

INTERNAL ELEMENTS: Use lowercase for internal elements of an organization when they have names that are widely used generic terms: *the board of directors of General Motors, the board of trustees of Columbia University, the history department of Harvard University, the sports department of the Daily Citizen-Leader.*

Capitalize internal elements of an organization when they have names that are not widely used generic terms: *the General Assembly of the World Council of Churches, the House of Delegates of the American Medical Association, the House of Bishops and House of Deputies of the Episcopal Church.*

FLIP-FLOPPED NAMES: Retain capital letters when commonly accepted practice flops a name to delete the word of: *Harvard School of Dental Medicine, Harvard Dental School.*

ABBREVIATIONS AND

ACRONYMS: Some organizations and institutions are widely recognized by their abbreviations: *Alcoa, GOP, NAACP, NATO.*

Pp

page numbers Use figures and capitalize *page* when used with a figure. When a letter is appended to the figure, capitalize it but do not use a hyphen: *Page 1, Page 10, Page 20A.*

parentheses () Parentheses are jarring to the reader. The temptation to use parentheses is a clue that a sentence is becoming contorted. Try to write it another way. If a sentence must contain

incidental material, then commas or dashes are frequently more effective. Use these alternatives whenever possible.

There are occasions, however, when parentheses are the only effective means of inserting necessary background or reference information. When they are necessary, follow these guidelines:

PUNCTUATION: Place a period outside a closing parenthesis if the material inside is not a sentence (*such as this fragment*).

(An independent parenthetical sentence such as this one takes a period before the closing parenthesis.)

When a phrase placed in parentheses (*this one is an example*) might normally qualify as a complete sentence but is dependent on the surrounding material, do not capitalize the first word or end with a period.

INSERTIONS IN A PROPER NAME: Use parentheses if a state name or similar information is inserted within a proper name: *The Huntsville (Ala.) Times*. But use commas if no proper name is involved: *The Selma, Ala., group saw the governor*.

people, persons Use *person* when speaking of an individual: *One person waited for the bus*.

The word *people* is preferred to *persons* in all plural uses. For example: *Thousands of people attended the fair. What will people say? There were 17 people in the room.*

Persons should be used only when it is in a direct quote or part of a title as in *Bureau of Missing Persons*.

People also is a collective noun that takes a plural verb when used to refer to a single race or nation: *The American people are united*. In this sense, the plural

is *peoples*: *The peoples of Africa speak many languages*.

percent One word. It takes a singular verb when standing alone or when a singular word follows an *of* construction: *The teacher said 60 percent was a failing grade. He said 50 percent of the membership was there*.

It takes a plural verb when a plural word follows an *of* construction: *He said 50 percent of the members were there*.

Use figures for percent and percentages: *1 percent, 2.5 percent* (use decimals, not fractions), *10 percent, 4 percentage points*.

For a range, *12-15 percent, or between 12 and 15 percent*.

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

periods (.) Follow these guidelines:

END OF DECLARATIVE

SENTENCE: *The style guide is finished*.

END OF A MILDLY IMPERATIVE

SENTENCE: *Shut the door*.

Use an exclamation point if greater emphasis is desired: *Be careful!*

END OF SOME RHETORICAL QUESTIONS: A period is preferable if a statement is more a suggestion than a question: *Why don't we go*.

END OF AN INDIRECT QUESTION: *He asked what the score was*.

MANY ABBREVIATIONS: For guidelines, see **abbreviations** and **acronyms**.

INITIALS: *John F. Kennedy, T.S. Eliot* (No space between *T.* and *S.*, to prevent them from being placed on two lines in typesetting.)

Abbreviations using only the initials of a name do not take periods: *JFK, LBJ*.

ELLIPSIS: See **ellipsis**.

ENUMERATIONS: After numbers or letters in enumerating elements of a summary: *1. Wash the car. 2. Clean the basement.* Or: *A. Punctuate properly. B. Write simply.*

PLACEMENT WITH QUOTATION MARKS: Periods always go inside quotation marks. See **quotation marks**.

SPACING: Use a single space after a period at the end of a sentence.

Ph.D., Ph.D.s The preferred form is to say a person *holds a doctorate* and name the individual's area of specialty. See **degrees**.

phone numbers See **telephone numbers**.

places See **directions and regions**.

please Avoid using excessively in text: *please call, please reply, please return* should be phrased to *call, reply, return*.

p.m. See **a.m., p.m.; times**.

postdoctoral, postsecondary

prefixes Generally do not hyphenate when using a prefix with a word starting with a consonant.

Three rules are constant: 1.

Except for *cooperate* and *coordinate*, use a hyphen if the prefix ends in a vowel and the word that follows begins with the same vowel.

2. Use a hyphen if the word that follows is capitalized.

3. Use a hyphen to join doubled prefixes: *sub-subparagraph*.

presently Use it to mean *in a little while* or *shortly*. Use *currently* to mean *now*.

preschool, prekindergarten Both one word, but *pre-K*.

preventive This is preferred to *preventative*; the extra syllable is unnecessary.

problem-solving

Professional and Graduate Studies Use *PGS* on second reference. Spell out the proper name on first reference. The term *School of Professional and Graduate Studies* is no longer in use as of October 2013.

professorships, named Titles of named professorships and fellowships are always capitalized. *He holds the Thomas J. Watson Professorship*.

programs Lowercase all programs, majors and minors, except English and Spanish: *honors program, child study, computer information systems*.

prove, proved, proving Use *proven* only as an adjective: *a proven remedy*.

punctuation In all cases, use only one space after punctuation.

Qq

Quad *The Quad* is the area of the Long Island Campus surrounded by O'Connor Hall and the Callahan Library. While *Quad* is short for *Quadrangle*, the shortened form is acceptable. Use *College Mall* when referring to the lawn area on the Brooklyn Campus that is bordered by the Thomas E. Molloy Outdoor Theater, the Dillon Child Study Center and Founders Hall (232 Clinton Avenue).

quantities In nontechnical text, physical quantities are expressed according to the rules for numbers entry: *two square feet, 20 miles, 240 volts, nine meters, 300 acres.*

Quantities consisting of whole numbers and fractions should be expressed in figures: *8 1/2 x 11-inch paper.*

If an abbreviation is used for the unit of measure, use figures: *3 mi., 9 rpm, 7 hrs., 55 mph, 20 sq. ft.* See **numbers**.

quotation marks (“ ”) The basic guidelines for open-quote marks (“) and close-quote marks (”):

Be sure to use smart quotes (“ and ”) instead of dumb quotes ("). Also ensure they are facing the correct direction.

FOR DIRECT QUOTATIONS: To surround the exact words of a speaker or writer when reported in a story:

“I have no intention of staying,” he replied.

“I do not object,” he said, “to the tenor of the report.”

Franklin said, “A penny saved is a penny earned.”

A speculator said the practice is “too conservative for inflationary times.”

RUNNING QUOTATIONS: If a full paragraph of quoted material is followed by a paragraph that continues the quotation, do not put close-quote marks at the end of the first paragraph. Do, however, put open-quote marks at the start of the second paragraph. Continue in this fashion for any succeeding paragraphs, using close-quote marks only at the end of the quoted material.

DIALOGUE OR CONVERSATION: Each person's words, no matter how brief, are placed in a separate paragraph, with quotation marks at the beginning and the end of each person's speech:

“Will you go?” “Yes.”

“When?”

“Thursday.”

NOT IN Q-and-A: Quotation marks are not required in question-and-answer formats that identify questions and answers by Q: and A:.

COMPOSITION TITLES: See **titles of works** for guidelines on the use of quotation marks in book titles, movie titles, etc.

IRONY: Put quotation marks around a word or words used in an ironical sense: *The “debate” turned into a free-for-all.*

AVOID UNNECESSARY FRAGMENTS: Do not use quotation marks to report a few ordinary words that a speaker or writer has used:

Wrong: *The senator said he would “go home to Michigan” if he lost the election.*

Right: *The senator said he would go home to Michigan if he lost the election.*

PARTIAL QUOTES: When a partial quote is used, do not put quotation marks around words that the speaker could not have used.

Suppose the individual said, *"I am horrified at your slovenly manners."*

Wrong: *She said she "was horrified at their slovenly manners."*

Right: *She said she was horrified at their "slovenly manners."*

Better when practical: Use the full quote.

QUOTES WITHIN QUOTES:

Alternate between double quotation marks ("or") and single marks ('or'):

She said, "I quote from his letter, 'I agree with Kipling that "the female of the

species is more deadly than the male," but the phenomenon is not an unchangeable law of nature,' a remark he did not explain."

Use three marks together if two quoted elements end at the same time:
She said, "He told me, 'I love you.'"

PLACEMENT WITH OTHER PUNCTUATION: Follow these long-established printers' rules:

— The period and the comma always go within the quotation marks.

— The dash, the semicolon, the question mark and the exclamation point go within the quotation marks when they apply to the quoted matter only. They go outside when they apply to the whole sentence.

Rr

racial designations See **ethnic and racial designations**.

range For constructions indicating a range (of time, for example or other inclusive numbers) use a hyphen: *7-10 p.m., 1995-1997, A-F, pages 211-215.*

Other examples: *\$12 million to \$14 million.* Not: *\$12 to \$14 million.* Also: *A pay increase of 12-15 percent.* Or: *A pay increase of between 12 and 15 percent.*

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*.

Always use the word *ratio* or a phrase such as *a 2-1 majority* to avoid confusion with actual figures.

re- re- The rules in **prefixes** apply. The following examples of exceptions to first-listed spellings in *Webster's New World College Dictionary* are based on the general rule that a hyphen is used if a prefix ends in a vowel and the word that follows begins with the same vowel:

re-elect re-
enlist re-
election re-
enter re-
emerge re-
entry re-
employ re-
equip re-
enact re-
establish
re-engage
re-examine

For many other words, the sense is the governing factor:

recover (regain), re-cover
(cover again)
reform (improve), re-form
(form again)
resign (quit), re-sign (sign again)

Otherwise, follow *Webster's New World College Dictionary*. Use a hyphen for words not listed there unless the hyphen would distort the sense.

regions See **directions and regions**.

registrar See **titles, business and professional**.

religious references The basic guidelines:

DEITIES: Capitalize the proper names of monotheistic deities: *God, Allah, the Father, the Son, Jesus Christ, the Son of God, the Redeemer, the Holy Spirit*, etc.

Lowercase pronouns referring to the deity: *he, him, his, thee, thou, who, whose, thy*, etc.

Lowercase *gods* in referring to the deities of polytheistic religions.

Capitalize the proper names of pagan and mythological gods and goddesses: *Neptune, Thor, Venus*, etc.

Lowercase such words as *god-awful, goddamn, godlike, godliness, godsend*.

LIFE OF CHRIST: Capitalize the names of major events in the life of Jesus Christ in references that do not use his name: *The doctrines of the Last Supper, the Crucifixion, the Resurrection and the Ascension are central to Christian belief*.

But use lowercase when the words are used with his name: *The ascension of*

Jesus into heaven took place 40 days after his resurrection from the dead.

Apply the principle also to events in the life of his mother: *He cited the doctrines of the Immaculate Conception and the Assumption*. But: *She referred to the assumption of Mary into heaven*.

rites: Capitalize proper names for rites that commemorate the Last Supper or signify a belief in Christ's presence: *the Lord's Supper, Holy Communion, Holy Eucharist*.

Lowercase the names of other sacraments.

Capitalize *Benediction* and the *Mass*. But: *a high Mass, a low Mass, a requiem Mass*.

HOLY DAYS: Capitalize the names of holy days.

OTHER WORDS: Lowercase *heaven, hell, devil, angel, cherub, an apostle, a priest*, etc. Capitalize *Hades* and *Satan*.

religious titles The following list offers examples of how various religious titles and offices may appear in running text.

Pope Francis, the pope, the papacy
The Most Rev. Timothy Dolan,
archbishop of New York;

Archbishop Dolan; the archbishop

The Most Rev. William Murphy,
bishop of Rockville Centre; Bishop
Murphy; the bishop

S. Elizabeth A. Hill, C.S.J., J.D.
former president of St. Joseph's
College; S. Elizabeth

Rabbi Gary Bretton-Granatoor,
the rabbi

The Rev. Monsignor John J.
Strykowski, Ph.D.; Monsignor
Strykowski

The Rev. Francis Pizzarelli, S.M.M.;
Father Pizzarelli

C.S.J. (which stands for *Congregation of St. Joseph*) and other religious orders always precede a doctoral title: *S. Suzanne Franck, C.S.J., Ph.D.* However, they follow a class year: *S. Elizabeth A. Hill '64, C.S.J.*

research associate *Research associate in*, not *research associate of*.

resume, résumé *Jim will resume counting the sheep. John sent his résumé to the human resources office.*

room numbers Capitalize *Room* when it is followed by a number.

route numbers Do not abbreviate *route*. Use figures and capitalize *route* when used with a figure: *New York state Route 27, county Route 97.*

RSVP No periods. The abbreviation for the French *repondez s'il vous plait*, it means *please reply*. It is therefore redundant to say *please RSVP*.

Ss

SAT scores Do not use commas: *a 1200-combined score.*

scholar Capitalize *scholar* in named scholarships: *Remembrance Scholar, Presidential Scholar.*

scholar-athlete

scholarships Lowercase except when used with proper names. *Amy applied for the Presidential Scholarship. Jay received a scholarship.*

scholarships, SJC The College has more than 50 endowed scholarships. Here's a partial list of them in alphabetical order:

Gregg Alfano '93 and JoAnne Alfano Scholarship
Agnes Woods Gill Allen Scholarship
Dion Arroyo Memorial Scholarship
Sheila Baird Scholarship
Richard Barry Fund
H. Joseph Bauch Scholarship
Elaine Siwiec Beckwith Scholarship

S. Margaret Buckley '55 Scholarship
Mary Butz '69 Scholarship
Louis Calder Scholarship
Rosemary S. Chapman Memorial Scholarship
Class of 1964 Scholarship
Con Edison Math and Science Scholarship
Dr. Frances Partridge Connor '40 Scholarship
Debellis Family Scholarship
Thomas A. Doherty Scholarship
Marygrace Calhoun Dunn '46 ACES Scholarship
Patricia A. Dyon Scholarship
S. Marie Clotilde Falvey '37 Scholarship
James and Margaret Farrell Scholarships
Mary E. McLoughlin Farrell '35 Scholarship
Drs. James Aloysius Gibson and Patricia Brozinsky Scholarship
Elizabeth M. and Denis F. Gimblet Memorial Scholarship
Sheila and Barry Gornick '87 Scholarship

Emilia Longobardo Govan '58
Scholarship
Graduate Management Studies
Leadership Scholarship
S. Joseph Damien Hanlon '46
Scholarship
Laura W. Heiden '95 Memorial
Scholarship
S. Elizabeth A. Hill '64 Scholarship
Hurricane Sandy Student Relief
Fund
Dr. Mary J. Huschle '22 Scholarship
Dorothy Bloodgood Kennedy '48
and Bernard Kennedy Scholarship
Anne Serena Klemmer '50 and
Raymond Klemmer Scholarship
King Kullen Grocery Company
Scholarship
Professor Norma Mallia Cultural
Award for Honors Students
Olga Marzano Scholarship
Anne Buckley McAssey '57
Scholarship
Margaret Welch McDermott
Nursing Scholarship
Elizabeth McKaigney Award
Linda Morgante Nursing Scholarship
Morris Family Scholarship
Eileen Mulcahy Scholarship
Edith And Frances Mulhall Achilles
Foundation Scholarship
Edna Hall Murray '41 Scholarship
New York Newspapers Foundation
Scholarship
S. George Aquin O'Connor
Scholarship
Rosemary O'Halloran '42
Scholarship
Annie O'Rourke '71 Scholarship
Kathleen Dorothy Beck Panoff '50
Scholarship
Roseanne and Richard Pergolis First
Generation Scholarship
Doris Oshinski Powers '53
Scholarship

Erminia Rivera Scholarship
Gilbert Rivera Scholarship
Marion Russo Scholarship
S. Joseph Immaculate Schwartz '38
Scholarship
Nicholas Scoyni Scholarship
Daniel and Margaret Smythe and
Elaine Smythe '52 Scholarship
Stanley and Grace Russo Spinola '36
Scholarship
Kathleen and Ted Sorensen
Scholarship
Taylor Fund
Town of Brookhaven Industrial
Development Agency Scholarship
Janet Prendergast Vickrey '31
Memorial Scholarship
Thomas J. Wendt '88 Alumni
Scholarship

school names On first reference use proper names: *University of Connecticut, Boston College, Stony Brook University* (not *SUNY Stony Brook*). Such colloquialisms as *Pitt, UConn*, and *BC* may be used on a second reference.

In a sports context, team nicknames may be used as a second reference: *the Bears, the Golden Eagles, the Lady Bears*.

seasons Lowercase *spring, summer, fall, winter* and derivatives such as *springtime* unless part of a formal name: *Dartmouth Winter Carnival, Winter Olympics, Summer Olympics*.

Seasons in publication issue names are not capitalized: *the fall 2013 issue of SJCNY: St. Joseph's College Magazine*.

semesters Lowercase references to semesters: *the spring 2011 semester*.

semicolon (;) In general, use the semicolon to indicate a greater

separation of thought and information than a comma can convey but less than the separation that a period implies.

The basic guidelines:

TO CLARIFY A SERIES: Use semicolons to separate elements of a series when the items in the series are long or when individual segments contain material that also must be set off by commas:

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

Note that the semicolon is used before the final *and* in such a series.

See **dash** for a different type of connection that uses dashes to avoid multiple commas.

TO LINK INDEPENDENT CLAUSES: Use semicolon when a coordinating conjunction such as *and*, *but* or *for* is not present: *The package was due last week; it arrived today.*

If a coordinating conjunction is present, use a semicolon before it only if extensive punctuation also is required in one or more of the individual clauses: *They pulled their boats from the water, sandbagged the retaining walls, and boarded up the windows; but even with these precautions, the island was hard-hit by the hurricane.*

Unless a particular literary effect is desired, however, the better approach in these circumstances is to break the independent clauses into separate sentences.

PLACEMENT WITH QUOTES: Place semicolons outside quotation marks.

senior See **class year**.

senior thesis Lowercase.

sic Use *sic* (which means intentionally so written) in parentheses to indicate that an error in quoted material is being reproduced exactly. *He writes that he is a strong admirer of President Brush (sic).* Italicize *sic*.

Sister Abbreviate as *S.* instead of *Sr.* when referring to a religious: *S. Elizabeth A. Hill, C.S.J.; S. Elizabeth.* See **C.S.J.**

Sisters of St. Joseph of Brentwood The founders and administrators of St. Joseph's College.

SJC No periods. Acceptable on second reference to the College.

slash (/) Also called a *forward slash*, it is acceptable in descriptive phrases such as *24/7* or *9/11*, but otherwise confine its use to special situations, as with fractions, Internet addresses or denoting the ends of a line in quoted poetry.

Use the slash to indicate alternatives, not combined ideas.

Correct: *and/or*. Incorrect: *scholar/athlete* (should be *scholar-athlete*, using a hyphen to combine the terms).

Do not confuse a slash with a **backslash**.

See also **he or she, him or her**.

slideshow

Smart Board A brand name.

smart classrooms

so called (adv.) **so-called** (adj.)

Use sparingly. Do not follow with quotation marks. Example: *He is accused*

of trading so-called blood diamonds to finance the war.

Social Security number *Number* is not capitalized unless used in a title. Never use SS# or the redundant SSN#.

sophomore See **class year**.

spacing Use a single space after a period at the end of a sentence.

spring See **seasons** and **semesters**.

St. Joseph's College Magazine

The official title of the College magazine is *SJCNY: St. Joseph's College Magazine*. It was rebranded in fall 2012 to create consistency between the print and digital versions. The magazine is published in the spring and fall.

Italicize this proper title on first reference. Call it *SJCNY* (italicized) or *the magazine* (not italicized) in subsequent references.

When referencing the digital magazine, be sure to include its URL, *magazine.sjcny.edu*.

state names The names of the 50 U.S. states should be spelled out when used in the body of a story, whether standing alone or in conjunction with a city, town, village or military base.

Use the two-letter Postal Service abbreviations below only with full addresses, including ZIP code.

Alabama — AL
Alaska — AK
Arizona — AZ
Arkansas — AR
California — CA
Colorado — CO
Connecticut — CT

Delaware — DE
District of Columbia — DC
Florida — FL
Georgia — GA
Hawaii — HI
Idaho — ID
Illinois — IL
Indiana — IN
Iowa — IA
Kansas — KS
Kentucky — KY
Louisiana — LA
Maine — ME
Maryland — MD
Massachusetts — MA
Michigan — MI
Minnesota — MN
Mississippi — MS
Missouri — MO
Montana — MT
Nebraska — NE
Nevada — NV
New Hampshire — NH
New Jersey — NJ
New Mexico — NM
New York — NY
North Carolina — NC
North Dakota — ND
Ohio — OH
Oklahoma — OK
Oregon — OR
Pennsylvania — PA
Rhode Island — RI
South Carolina — SC
South Dakota — SD
Tennessee — TN
Texas — TX
Utah — UT
Vermont — VT
Virginia — VA
Washington — WA
West Virginia — WV
Wisconsin — WI
Wyoming — WY

PUNCTUATION: Place one comma between the city and the state name, and another comma after the state name, unless ending a sentence or indicating a dateline: *He was traveling from Nashville, Tennessee, to Austin, Texas, en route to his home in Albuquerque, New Mexico. She said Cook County, Illinois, was Mayor Daley's stronghold.*

MISCELLANEOUS: Use *New York state* (lowercase) when necessary to distinguish the state from *New York City (capital)*.

State University of New York
See **SUNY**.

States, the *He returned to the States after the trip abroad.* See **United States, U.S.A., U.S.**

student-athlete

SUNY State University of New York on first reference, though the multiple campuses are sometimes initially called the state universities of New York. *SUNY* is acceptable on all subsequent references.

Local campuses include *Stony Brook University* (not *SUNY Stony Brook*), *Farmingdale State College* and *University at Albany*.

Always check a campus' website for its proper name.

syllabus, syllabuses

symposium, symposia

Tt

telephone numbers Use figures. The form: *718.940.5300*. St. Joseph's College always uses periods in place of hyphens.

If extension numbers are needed, use a comma to separate the main number from the extension: *212.621.1500, ext. 2*.

For internal College correspondence, extensions may be written as *x5583*.

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

Right: *The day's low was minus 10.*

Right: *The day's low was 10 below zero.*

Wrong: *The day's low was -10.*

Right: *The temperature rose to zero by noon.*

Right: *The day's high was expected to be 9 or 10.*

Also: *5-degree temperatures, temperatures fell 5 degrees, temperatures in the 30s* (no apostrophe).

Temperatures get *higher* or *lower*, but they don't get *warmer* or *cooler*.

Wrong: *Temperatures are expected to warm up in the area Friday.*

Right: *Temperatures are expected to rise in the area Friday.*

textbook

that, which (pronouns) Use *that* and *which* in referring to inanimate objects and to animals without a name. Use *that* for essential clauses, important to the meaning of a sentence, and without commas: *I remember the day that we met.* Use *which* for nonessential clauses, where the pronoun is less

necessary, and use commas: *The team, which finished last a year ago, is in first place.*

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

theater Use this spelling unless the proper name is *Theatre*: *Shubert Theatre*.

their, there, they're *Their* is a possessive pronoun: *They went to their house.*

There is an adverb indicating direction: *We went there for dinner.*

There also is used with the force of a pronoun for impersonal constructions in which the real subject follows the verb: *There is no food on the table.*

They're is a contraction for *they are*.

time element Use the days of the week, not today or tonight, in print copy.

Use Monday, Tuesday, etc., for days of the week within seven days before or after the current date.

Use the month and a figure where appropriate. See months for forms and punctuation.

Avoid such redundancies as last Tuesday or next Tuesday. The past, present or future tense used for the verb usually provides adequate indication of which Tuesday is meant: He said he finished the job Tuesday. She will return Tuesday.

Avoid awkward placements of the time element, particularly those that suggest the day of the week is the object of a transitive verb: The police jailed Tuesday. Potential remedies include the use of the word **on** (see the **on** entry),

rephrasing the sentence, or placing the time element in a different sentence.

times Use figures except for *noon* and *midnight*. Use a colon to separate hours from minutes: *11 a.m.*, *1 p.m.*, *3:30 p.m.*, *9-11 a.m.*, *9 a.m. to 5 p.m.*

For a time range, use a hyphen with no spaces between the numbers.

Incorrect: *9 a.m. – 5 p.m.*

Correct: *9 a.m.-5 p.m.* or *9 a.m. to 5 p.m.*

Do not repeat a.m. or p.m. when they refer to the same period.

Incorrect: *9 a.m. to 11 a.m.*

Correct: *9-11 a.m.*

If there are no minutes involved, do not include a colon and two zeroes.

Incorrect: *3:00 p.m.* Correct: *3 p.m.*

Avoid such redundancies as *10 a.m. this morning*, *10 p.m. tonight* or *10 p.m. Monday night*. Use *10 a.m.* or *10 p.m. Monday*, etc., as required by the norms in **time element**.

The construction *4 o'clock* is acceptable, but time listings with *a.m.* or *p.m.* are preferred.

See **midnight**; **noon**; and **numerals**.

titles, academic See **faculty rank**.

titles, business and personal

Capitalize before a name. Lowercase when used after name. *Manager of Web Technology Justin Hansen presided over the meeting. Brian Sutch is editor-in-chief.*

titles of works (or composition titles) Apply the guidelines listed here to books; computer and video games; comic strips; movies; radio, podcast and TV program titles (and episodes); albums and songs; operas and plays; poems; speeches; works of arts; named exhibitions; and lectures.

- Capitalize the first letter of each word in titles except articles (*the, a, an*), conjunctions (*and, but, for, nor, or, so, yet*) and prepositions (*at, in, to, etc.*). Capitalize principal words, including prepositions and conjunctions of four or more letters.

- Capitalize the articles *the, a* and *an*, and prepositions and conjunctions of fewer than four letters if they come at the beginning or end of a title.

- Put quotation marks around the names of all such works – except the Bible, the Quran and other holy books, and books that are primarily catalogs of reference material (inc. almanacs, directories, dictionaries, encyclopedias, handbooks). Quotation marks should not be used for such software title as WordPerfect or Windows.

- Names of most blogs, websites and apps are capitalized without quotes: Facebook, Twitter.

Examples:

“All in the Family,” “The Star-Spangled Banner,” “Gone with the Wind,” “How I Met Your Mother,” “Sgt. Pepper’s Lonely Hearts Club Band,” “Single Ladies,” the NBC-TV “Today” program, “The Great Gatsby,” Robert Frost’s “The Road Not Taken.”

Reference works:

Webster’s New World
Dictionary, Encyclopedia Britannica

(section updated 12.8.17)

toward Not *towards*.

trademark A trademark is a brand, symbol, word, etc., used by a manufacturer or dealer and protected by law to prevent a competitor from using it: *AstroTurf*, for a type of artificial grass, for example.

In general, use a generic equivalent unless the trademark name is essential to the story.

When a trademark is used, capitalize it.

Examples of registered trademarks include: *Band-Aid*, *Fiberglas* (note the single s), *Frisbee*, *Kleenex*, *Photoshop*, *Ping-Pong*, *Post-it*, *Velcro*, *Wite-Out*, *Xerox*

trustees See **board of trustees**.

T-shirt

Uu

underrepresented

underway One word in all uses.

United States Use periods in the abbreviation, *U.S.* within texts, but no periods in *USA*.

unique It means one of a kind. Do not describe something as *rather unique*, *most unique* or *very unique*.

upper-class

URL *Uniform Resource Locator*, an Internet address. An example: *http://www.sjcny.edu*

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

In general, write out only the server and domain (*sjcny.edu*) using all lowercase letters, and omit the protocol (*http://*) and *www*.

Keep URLs as short as possible. Do not use long, confusing URLs in printed materials (such as *https://alex.sjcny.edu/WebAdvisor/WebAdvisor?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=9784208794*).

Contact **webmaster@sjcny.edu** for information on how to shorten your Web page's URL.

Vv

versus Spell it out in ordinary speech and writing: *The proposal to revamp Medicare versus proposals to reform Medicare and Medicaid at the same time* ... In short expressions, however, the abbreviation *vs.* is permitted: *The issue of guns vs. butter has long been with us.*

For court cases, use *v.*:
Marbury v. Madison.

videoconference,
videoconferencing One word.

Visa Use *Visa*, not *VISA*, when referring to the credit card. Lowercase

when referring to an immigration document.

voice mail Two words.

vote tabulations Always use figures for the totals.

Spell out below 10 in other phrases related to voting: *by a five-vote majority, with three abstentions, four votes short of the necessary two-thirds majority.*

For results that involve fewer than 1,000 votes on each side, use these forms:
The House voted 230-205, a 230-205 vote.

Ww

Web Short form of *World Wide Web*, it is a service, or set of standards, that enables the publishing of multimedia documents on the Internet. The Web is not the same as the Internet, but is a subset; other applications, such as email, exist on the Internet.

Also, *website, webcam, webcast* and *webmaster*. But as a short form and in terms with separate words, *the Web, Web page* and *Web feed*. See **Internet**.

which See **that, which**.

white See **ethnic and racial designations**.

who Do not use *which* to refer to persons. Use *who* instead. *That* is generally used to refer to things, but may also be used to refer to a group or class of people. *He wondered how a man who ate so many sweets could stay as trim as Bob. The team that scores the most points will go to the playoffs.*

who, whom *Who* is the pronoun used for references to human beings and to animals with a name. It is grammatically the subject (never the object) of a sentence, clause or phrase: *The woman who rented the room left the window open. Who is there?*

Whom is used when someone is the object of a verb or preposition: *The woman to whom the room was rented left*

the window open. Whom do you wish to see?

winter See **seasons**; **semesters**.

work-study, Federal Work-Study Program, work-study

students Use work-study as an adjective, not a noun.

workers' compensation Not *workmen's compensation*.

workforce, workplace

Xx

X-ray (n., v. and adj.) Use for both the photographic process and the radiation particles themselves.

Yy

years Use figures, without commas: 1975. When a phrase refers to a month, day and year, set off the year with a comma: *September 30, 2013, is the target date*. Use an s without an apostrophe to indicate spans of decades or centuries: *the 1890s, the 1800s*.

Years are the lone exception to the general rule in numerals that a figure is

not used to start a sentence: *2007 was a very good year*.

For a range of years, use the full four digits for both the start and end: *the 2012-2013 academic year*.

See **A.D.**; **B.C.**; **century**; **numbers**.

you're, your *You're* is a contraction that means *you are*. *Your* is a possessive pronoun. *Your mother wants to know if you're going*.

Zz

ZIP code Use all-caps *ZIP* for *Zoning Improvement Plan*, but always lowercase the word *code*.

Run the five digits together without a comma, and do not put a comma

between the state name and the ZIP code. Use only once space: *Brooklyn, NY 11205*.

Do not use the ZIP+4 codes for SJC building addresses.

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