

A black and white photograph of a college campus. In the foreground, there is a paved area with a curved curb. In the middle ground, there are several trees with light-colored blossoms, possibly cherry trees. Behind the trees, a multi-story building is visible, and an American flag flies on a tall pole. The sky is bright with some clouds.

*Editorial
Style Guide*

*ST. JOSEPH'S COLLEGE,
NEW YORK*

Preface

THIS GUIDE was created for those who write and edit St. Joseph's College publications, ads and other print and electronic communications in an effort to maintain a greater consistency of editorial style College-wide. 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* (AP) and *Merriam-Webster's Collegiate Dictionary*.

Entries in the guide are organized alphabetically. You will notice that some entries – catalog, Smart Classrooms and Web site, for example – stand by themselves, with no explanation. In cases such as these, the entry represents the preferred spelling or usage of the word or words in SJC publications.

We will be updating this manual from time to time to reflect revisions, additions and changes and to keep it current, relevant and useful. We welcome your comments and suggestions. For your convenience, the guide can also be found on the St. Joseph's College Web site (www.sjcny.edu/styleguide). If you have questions about SJC style and usage, please call or e-mail us.

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We are especially grateful to our former intern, Meaghan Ginnetty, who developed the first draft of this guide, and to current intern Joseph Macellaro, who expanded and completed this project with sustained enthusiasm and careful attention to detail.

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in the course of
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 investiture
 irregardless
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 Kwanzaa
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 military titles
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 multicultural
 names of organizations
 names of people
 Native American
 Nicolls Road
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 nonsexist language
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 institute, center
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preventive
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proved, proven
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symposium
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temperature
textbook
that, which
that, who
that is (i.e.)
theater
the fact that
they're, their
time
titles, academic
titles, business and personal
titles of works
toward
trademarks
Trustees, Board of
try to
T-shirt
underrepresented
under way
United States, U.S.A., U.S.
unique
upper-class
URLs
versus
Visa
voice mail
Web
Web page
Web site
webmaster
which
white
who
who, whom

winter
work-study, Federal Work-Study Program,
work-study students
worker's compensation
workforce
workplace
X-ray
years
you're, your
ZIP codes

Aa

a, an Use *a* before consonant sounds: *a historic event; a one-year term*. Use *an* before vowel sounds: *an energy crisis; an honorable man* (the *h* is silent); *an NBA record; an 1840s plantation; an M.B.A.; an M.S. in Nursing; an SJC program*.

abbreviations Use standard abbreviations when it is customary to do so. Frequently used standard abbreviations include the following:

ACT
A.D.
a.m.; p.m.
athletic associations: ECAC, HVWAC,
USLAA, etc. (no periods)
B.C.
GNP
GPA
Mr.; Mrs.; Ms.
NBA
NFL
R.N.
SAT
School of A&S
School of P&GS
SJC
Social Security no.

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; UN; YMCA*. Increasingly, periods are omitted from abbreviations. If an abbreviation can be used without a period, use it without. If

periods are used, add only *s* to make the abbreviation plural.

academic degrees Degrees should always be abbreviated when they follow a name: *John Smith, Ph.D.; S. Mary John, Ph.D.*

Form the plurals and possessives of abbreviated degrees by adding *s*: *B.A.s; M.B.A.s*, etc.

Do not capitalize academic degrees when they are spelled out. *He earned his master of business administration in 1994.*

Master and *bachelor* take the *'s* only when used in place of *master of* or *bachelor of*: *master of fine arts; master's in sculpture*. Both plural and singular forms take the *'s*: *master's degree; master's degrees*.

Do not combine courtesy titles and academic degrees. Do not use *Mr. John Smith, Ph.D.*; instead use *John Smith, Ph.D.*

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, first spell out the full name and put an acronym in parentheses on first reference: *Residents of the South East (ROSE)*.

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

Acronyms usually do not employ periods and are pluralized by simply adding *s*.

acting, former Don't capitalize these words, but capitalize a formal title that may follow one of them before a name. *He said acting Dean Tim Forrestal will be there. She wants former President S. George Aquin O'Connor to make the presentation.*

A.D. Acceptable in all references for *anno Domini*: in the year of the Lord. Generally not necessary, unless used with an early date. Both *A* and *D* should be followed by a period. An exception, used in some instances, is if *AD* is typed in small caps. *A.D.* always precedes the year. 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*. An exception may be made for the abbreviation of *avenue, boulevard, etc.*, when space is limited and a street number is given, but never in running text: *123 West Main St., Patchogue, NY 11772*.

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* in *ZIP code*.

Use postal abbreviations in most references to states. See **state names and abbreviations**.

Building numbers are always given as figures: *9 Highland Terrace*.

While it is necessary to make distinctions between telephone numbers and fax numbers, it is no longer necessary to call special attention to an e-mail 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, e-mail* or *Web site* with these elements. The correct form of address for most general usages is as follows:

Office of Institutional Advancement
St. Joseph's College
319 West Roe Boulevard
Patchogue, NY 11772
631.447.3384
Fax: 631.447.8261
advancement@sjcny.edu
www.sjcny.edu

adviser Not *advisor*.

affect Affect, as a verb, means to influence. *The president's decision will affect the cost of insurance*. Affect, as a noun, is best avoided. It is occasionally used in psychology to describe an emotion. Using *affect* (to influence) for *effect* (to bring about) is an old error, especially common in the phrase to *effect change*. See **effect**.

African-American, black The preferred term is *black*. Use *African-American* only if a group (or individual) refers to itself as such.

afterschool One word when used to describe a program. *Children participate in afterschool activities*. Otherwise, two words. *She went to work after school*.

ages Always use numerals. *He has a 3-year-old son. He is 3 years old. He is in a class of 3-year-olds.*

airfare

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 Use the correct word for gender and number. Refrain from using *alum*.

Alumna is the feminine singular form. *Alumnae* is the feminine plural form.

Alumnus is the masculine (or mixed-gender) singular form. *Alumni* is the masculine (or mixed-gender) plural form.

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

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 class-year contractions: *Tom Jefferson '03; Tom Jefferson '03, M'05*. The letter *M* is used to denote a graduate degree; *H* is used to denote an honorary degree: *Tom Jefferson '03, M'05, H'07*.

When a publication does make distinctions among graduate degrees, the class year precedes the degree: *Tom Jefferson '03, '05 M.S., '07 Ph.D.*

Use full years for alumni who graduated from other schools in the early 1900s and late 1800s: *Mary E. Smith 1893, Joanne Jones 1901*. All St. Joseph's College graduates are identified by two-digit abbreviated years: *Mary E. Smith '20*.

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 each individual's last name: *Mary '52 and Joseph Jones '53*.

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*.

a.m. See **time**.

ampersand Use the ampersand (&) only when it is an official part of a name or title: *AT&T; Simon & Schuster; Proctor & Gamble Company; School of A&S; School of P&GS.*

apostrophes 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.*

The plural of a word referred to as a word, without regard to its meaning, is indicated by adding 's. *I used too many and's.*

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'
Agnes'
Ceres'
Descartes'
Dickens'
Euripides'
Hercules'
Jesus'
Jones'
Jules'
Kansas'
Moses'
Ramses'
Socrates'
Surteess'
Williams'
Xerxes'

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

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.* See **time**.

attribution 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 like *for, in* or *after*. *My in-laws plan to visit us for a while.*

Bb

baccalaureate See **degrees, academic**.

barbecue Not *BBQ*.

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.*

B.C. Acceptable in all references to a calendar year in the period *before Christ*. Both *B* and *C* should be followed by a period. An exception, used in some instances, is if *BC* is typed in small caps. *B.C.* always follows the year. See **A.D.**

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.*

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

black See **African-American, black**.

biannual, biennial *Biannual* means twice a year and is a synonym for *semiannual*; *biennial* means every two years. Because these terms can be confusing, consider whether the context makes your meaning clear. *We conducted our last biennial dental exam last week; my insurance covers two exams each year.*

board of trustees Capitalize only when using with formal or full title of organization. *The Board of Trustees of the Longwood School District determines policy issues. The board decided to reduce salaries.*

book references Follow this model for book citations in SJC publications: *Theodore T. Kozlowski '39 co-wrote The Physiological Ecology of Woody Plants*

(Harcourt Brace Jovanovich, San Diego, \$69.95). Book titles are italicized.

brackets Use brackets to add explanations or corrections to quoted material. *"Before I knew what happened," said the coach, "he [Devlin] had scored." Cramer writes, "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

John A. Danzi Athletic Center

- 155 West Roe Boulevard
Patchogue, NY 11772-2399
- fitness room
 - gymnasium
 - multipurpose room
 - natatorium
 - weight training room

Lorenzo Hall

- 265 Clinton Avenue
Brooklyn, NY 11205-3602
- administrative offices
 - Department of English
 - meeting rooms
 - School of Professional and Graduate Studies

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
- chapel
- classrooms
- college bookstore
- computer laboratories
- D'Ecclesiis Auditorium
- department offices
- Eagle's Nest Cafeteria
- McGann Conference Center
- Music Room
- School of Arts and Sciences
- School of Professional and Graduate Studies
- Shea Conference Center
- Student Government Association
- student publications office
- student lounges

Office of Institutional Advancement

319 West Roe Boulevard
Patchogue, NY 11772-2333

Parking Garage

210 Vanderbilt Avenue
Brooklyn, NY 11205-4103

St. Angela Hall

286-296 Washington Avenue
Brooklyn, NY 11205-4201

- art studio
- auditorium
- classrooms
- department offices
- Marygrace Calhoun Dunn Center (ACES Program)
- Meeting Room
- Office of Campus Ministry
- student lounge
- student publications office
- videoconference room

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 (formerly Sister Vincent Thérèse 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
- School of Arts and Sciences
- Student Government Association
- student lounges

Abbreviate street names when space is a factor: *St.*; *Blvd.*; *Dr.*; *Ave.*

bullets Bulleted items in running text (magazine articles, newsletter stories, etc.) should begin with a capital letter and end with a period, even if it is a fragment. In other cases, such as postcards, flyers and other advertising materials, keep the initial capital letter but drop all ending punctuation.

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.

capitalization Avoid the unnecessary use of capital letters. If there is no listing in this style guide for a particular word or phrase, consult *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; Social Security number; Date paperwork was filed; City/State/ZIP code.*

captions A caption may be a complete sentence or a tagline (name only, or name and title). Do not use a period

with a tagline. Write captions in the present tense.

If there are only two persons in a photo, it is not necessary to use both *left* and *right*. *Susan Kane, left, and Chris Mullaney review plans for this year's St. Joseph's College Magazine.* A caption should never begin with spot directions.

catalog

CD-ROM

century Lowercase and spell out numbers less than 10: *the first century; the 21st century; 19th century art.*

chairman *Chair* is used as a verb and as a noun. *She chaired the meeting. The chair recognizes the senator.* Use *chair*, *chairman* or *chairperson* depending upon the preference of the person who holds the position.

check list

child care Two words, unhyphenated in all cases. *Child care is a growing industry.*

circumlocution A circumlocution is a roundabout or redundant way of saying something. Instead of *12 noon*, use *noon*. Instead of *12 midnight*, use *midnight*. Lowercase *noon* and *midnight*.

cities and towns Always spell out the names of cities. Avoid such forms 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: *George W. Bush, president of the United States; President Bush; the president; Madeleine Albright, secretary of state; Secretary of State Albright; the secretary of state; George E. Pataki, governor of the state of New York; Governor George E. Pataki; the governor of New York.*

Abbreviate *Honorable* unless it is preceded by *the*: *Hon. James Walsh; the Honorable Amo Houghton.*

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- Keep the hyphen when forming nouns, verbs and adjectives indicating job status: *co-chair; co-author; co-worker.* Don't use a hyphen in most other cases: *coed; coeducation; cooperation; cooperate; coexist.*

coeducational

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

college Uppercase 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 A&S on second reference); School of Professional and Graduate Studies (School of P&GS on second reference).*

colleges and universities Use the full name of the college or university in a

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.*

coed Do not use *coed* as a noun, except in a quote. Use *female student.*

colon The colon is a mark of anticipation. It indicates that what follows the mark will complete or amplify what came before it.

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.*

Use a colon to introduce word groups that begin with *for example, for instance, that is* and *namely.* *The campaign established some important principles: for example, the concept of "one person, one vote."*

Semicolons and commas are the usual link between independent clauses. But a colon may be used when the second clause explains or amplifies the first. *Her achievement remains etched in memory: It has not been surpassed in 50 years.*

If a complete sentence follows a colon, capitalize the first letter of the first word. If the phrase following a colon is not a complete sentence, don't capitalize the first letter of the first word. See **comma; semicolon.**

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 unpersuaded.*

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 (rule of thumb is five words), 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 like *however* and *moreover*. *John was satisfied; however, Mary 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, Florida, and now lives in Hartford, Connecticut.* See **addresses**.

Commas always go inside single and double quotation marks. See **semicolon**.

commencement Uppercase the formal ceremony; lowercase the generic usage. *Commencement will be held in Nassau 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 You can write *composed of*, but not *comprised of*: *the United States is composed of 50 states*. *Comprised* means *consists of or includes*. *The whole company comprises its parts.*

connote, denote *Connote* means to suggest something beyond the obvious meaning. *"Mother" connotes "loving and caring."*

Denote means to indicate or refer to something explicitly. “*Mother*” denotes “*female parent*.”

consensus *Consensus* 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*.

Contractions are appropriate in an informal style or direct quotations.

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 office 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.

course names Do not italicize or place course names in quotation marks.

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.*

course work

credit hours The term is redundant; use *credits*. Use numerals for credit hours, no matter how small the number. However, if the number begins a sentence, headline or title, it should be spelled out. *Freshman Seminar 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.*

cultural periods, movements, styles Such terms are usually capitalized when they derive from proper nouns. For all others, see the current edition of *Merriam-Webster's Collegiate Dictionary*. The following list includes some popular terms.

Age of Reason
 antiquity; ancient Greece; ancient Rome
 art deco
 art nouveau
 Baroque
 Beaux Arts
 Bronze Age
 classical; classics
 cold war (Cold War only when referring to
 the U.S.-U.S.S.R. conflict)
 colonial period (U.S.)
 Dark Ages
 Elizabethan period; Elizabethan drama,
 literature, poetry
 Enlightenment
 existentialism; existentialist
 fin de siècle
 Gothic
 Gregorian chant
 humanism
 idealism
 impressionism, impressionist
 industrial revolution (Industrial Revolution
 only in rare, specific instances)
 information age
 Iron Age
 Middle Ages; High Middle Ages; Late
 Middle Ages

miracle play
 modern; but Modernist poets
 morality play
 naturalism
 neoclassic, neoclassicism
 Neolithic, Paleolithic
 nuclear age
 Pre-Raphaelite
 Realism
 Reconstruction (U.S. Civil War contexts)
 Reformation; Counter-Reformation
 Reign of Terror (French Revolution contexts;
 lowercase in all others)
 Renaissance
 Restoration
 Roaring Twenties
 Rococo
 Romance language
 Romanesque
 Romantic poets
 space age
 Stone Age; Old Stone Age
 surrealism
 symbolism
 Victorian studies, poetry, literature

curriculum See **plurals, Latin**.

Dd

dash Always use an em-dash (—) when necessary in running text. Use a dash to emphasize what follows, which may be dramatic, ironic or humorous. *I'll marry you — when hell freezes over!*

Use dashes to enclose a word or word group that interrupts the main structure. *It takes a cataclysm — an invasion, a plague or some other disaster — to move them to action.*

A dash can be used to replace a colon. *The company was awarded the largest privatization contract ever for a*

prison — a 3,000-bed minimum-security facility in Taft, CA.

See **em dash, en dash**.

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 Do not use letter suffixes: *May 1*, not *May 1st*. Avoid the following forms: *6/1/06*; *6-1-06*; *1 June 2006*. When a date consists of only a month and year, use no comma between them: *March 2000*. When writing a date, place a comma between the day (if given) and the year, and after the year. *November 9, 1969, is the date of Erica's birth*.

days of the week Don't abbreviate in straight text; where space is limited, as in tables or outlines, abbreviate as follows: *Sun.*; *Mon.*; *Tues.*; *Wed.*; *Thurs.*; *Fri.*; *Sat.*

decades Use either words or numbers, but be consistent throughout. *He graduated in the '80s, but in the '90s he had his true education. The seventies and eighties were times of tremendous change.*

There is no apostrophe before the *s*. Use a hyphen when *mid-* precedes a figure: *mid-80s*.

D'Ecclesiis Auditorium

degrees, academic Capitalize the names and abbreviations of academic degrees whether they follow personal names or stand by themselves: *Clyde Haverstick, Doctor of Law*; *Mary Peterson, D.Eng.* *She recently received a Ph.D.*

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 capitalize *doctorate*, *doctoral*, *bachelor's*, *master's* and other degrees. The plural form of a degree is the same as the singular. *They received master's degrees.*

Cum laude, *magna cum laude* and *summa cum laude* are not in italics or set off with commas. *Joan received a B.S. degree 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.* If a degree is pluralized, add *s* at the end. 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**.

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 history 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 (ACC, BUS, HRM, MGT, OM)
Department of Biology (BIO)
Department of Child Study (CS, CSL)
Department of Community Health and Human Services (CHA, CHS)
Department of Education (EDU)
Department of English (ENG)
Department of Fine Arts (ART, DAN, MUS)
Department of General Studies (GS)
Department of Health Administration (CHA, HA, HCM)
Department of History (CLA, HIS)
Department of Mathematics and Computer Science (COM, MAT)
Department of Modern Languages (ARA, FRE, ITL, RUS, SPN)
Department of Nursing (NU)
Department of Philosophy (PHI)
Department of Physical Education (PE)
Department of Physical Sciences (CHE, ESC, PHY, SCI)

Department of Psychology (PSY)
Department of Recreation (REC)
Department of Religious Studies (RS)
Department of Social Sciences (ANT, ECO,
HR, POL, SOC)
Department of Speech Communication
(SPC)

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
Office of Admissions and Enrollment
Services
Callahan Library (Long Island)
Dillon Child Study Center (Brooklyn)
McEntegart Hall Library (Brooklyn)
Office of Registration and Records
School of Arts and Sciences
School of Professional and Graduate
Studies
Office of Technology and Information
Services

OFFICE OF BUSINESS AFFAIRS

Physical Plant
Office of Security

OFFICE OF STUDENT LIFE

Office of Athletics
Office of Campus Ministry
Office of Counseling, Career and
Disability Services (Long Island)
Office of Counseling and Career
Development (Brooklyn)
Office of Financial Aid
Office of Global Studies
Office of Multicultural Student Life
Wellness Center (Long Island)

OFFICE OF INSTITUTIONAL
ADVANCEMENT

Office of Alumni Relations

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.*

Some nouns and adjectives referring to regions within states are capitalized; others are not: *Upper Michigan; the Upper Peninsula; central New York; northern Michigan; Central New York; western New York; the South; the Southwest; the Northeast; southern; southwestern.* When in doubt, use lowercase.

disabilities Words 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.

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

District of Columbia Abbreviate as *DC* (no periods in state abbreviations) when used with *Washington*. Spell out when used alone. In subsequent references, use *the district*, not *DC*.

Ee

effect 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.* See **affect**.

e.g., i.e. These two abbreviations are often confused. *i.e.* is an abbreviation for the Latin words meaning “that is,” while *e.g.* is an abbreviation for the Latin phrase meaning “for example.” Use *e.g.* to illustrate something that has already been stated. Use *i.e.* to clarify a statement that has just been made.

either, neither Use singular forms. *Neither of them enjoys dancing.*

either ... or; neither ... nor When one element of a compound subject joined by *either ... or* or *neither ... nor* is singular and the other plural, the verb agrees with the subject that stands closest to it. *Neither he nor his children are healthy.*

ellipsis (. . .) In general, treat an ellipsis as a three-letter word, constructed with three periods and two spaces, as shown here.

Use an ellipsis to indicate the deletion of one or more words in condensing quotes, texts and documents.

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 space and an ellipsis. *I*

no longer have a strong enough political base. . . .

When the grammatical sense calls for a questions mark, exclamation point, comma or colon, the sequence is word, punctuation mark, 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.

An ellipsis also may be used to indicate a pause or hesitation in speech, or 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.

em dash, en dash An *em dash* is used to introduce an explanatory or emphatic element; to indicate a sudden break on thought or speech; to create a break in continuity greater than that suggested by the comma; and to set off multiple nouns, when the nouns are the referents of a pronoun that is the subject of a summarizing clause. Except where space is limited, place a space on either side of the em dash. (Some fonts provide small spaces preceding and following the dash; in this case, additional spaces are not necessary.) *Mary proofed the brochure copy – copy that would help recruit a generation of SJC students – for the fourth time.*

An *en dash* is used to indicate duration: 1976–78. The en dash is also

used to separate the elements of a hyphenated compound in which at least one of the elements is composed of two or more words or both elements are hyphenated compounds. See **hyphens** for clarification.

e-mail and URL addresses Capitalize *e-mail* when it starts a sentence. Present e-mail and URL addresses in lowercase: *jsmith@sjcny.edu*; *www.sjcny.edu*. A few systems are case-sensitive in the name field (the part of the address that falls before @). When in doubt, check with the owner of the e-mail address.

In publications, exclude the *http://* tag. All Web site URLs include this tag, so it is redundant. Use a period at the end of the URL if it ends a sentence.

Avoid breaking e-mail and URL addresses. If the address will not fit on a line, don't add a hyphen or other punctuation. Break before existing punctuation, such as periods, hyphens, slashes, double slashes, "at" symbols or tildes. *Visit our home page at www.sjcny.edu for more information.*

emerita, emeritae, emeriti, emeritus

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*.

ensure, insure, assure These words are often used interchangeably; add an extra measure of clarity by making these

distinctions. Use *ensure* to mean guarantee. *To ensure each student the best chance for success, we offer the services outlined below.* Use *insure* when referring to insurance. *The famous pianist insured each of his hands for \$1 million.* Use *assure* to suggest the removal of doubt or worries from a person's mind (as in reassurance). *She assured me Mrs. Jones was an experienced editor.*

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 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.

ethnic and racial designations National-origin identities such as *Irish American*, *Polish American* and *Japanese American* are appropriate. Do not hyphenate these words even when they are used as adjectives: *The Polish American Hour*, *a Japanese American newspaper*.

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.

extracurricular

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.*

In running text all faculty members are referred to as *professors*. Refer to adjunct faculty members as *instructors*.

fall See **seasons; semesters**.

farther, further *Farther* refers to linear distance, *further* to extent or degree.

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

federal Do not capitalize unless part of an official name, such as *Federal Reserve Bank*.

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

female, male When possible, replace with “women” or “men.”

fewer, less Use *fewer* for individual items and *less* for quantity. Correct: *She has fewer than 10 students. He is less than*

five years old. Incorrect: *She made less than 15 trips to the store. Jack has fewer than six months to live.*

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

foreign words and phrases Do not italicize words and phrases that are commonly used and familiar to readers: *alma mater, boutique, cum laude, debris, magna cum laude*, etc.

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

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.*

from In a construction indicating range or extent, do not use a hyphen (or en dash) if the word “from” has been used. *He served as head of the department from 1995 to 1997. In 1995-97, 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 *Farther* refers to linear distance, *further* to extent or degree.

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, graduated from Use *graduate* instead of the colloquial *grad*. Avoid the

archaic expression *was graduated from*. *He is an SJC graduate. He graduated from SJC in 1976.*

Greek Uppercase 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.

Hh

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

highway destinations 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 use *I-495*.

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

historic, historical An event that makes history is *historic*. Something that is based on history is *historical*. Use *a*, not *an*, before *historic* or *historical*.

home page Not *homepage*.

honorary degrees See **alumni year**.

honors program

health care, health-care Two words, unless used as an modifier. *He is in favor*

of health-care reform. *Health care is a major concern.*

hyphen, hyphenated words In current usage, the trend is away from hyphenation.

Even when a prefix ends and a root word begins with the same vowel, words tend to be written solid:

cooperate
cooperative (but co-op)
nonprofit
preeminent
reelect
reevaluate

See the current edition of *Merriam-Webster's Collegiate Dictionary* for further examples.

COMPOUND NOUNS

Many noun compounds are hyphenated, including the following:

brother-in-law
ex-president
follow-up
one-half
well-being
18-year-old

Many noun compounds are not hyphenated, including the following:

day care
decision making
health care
lowest common denominator
problem solving
student athlete
vice president

Many compounds are written as one word, including the following:

bestselling
copyediting
coursework
database
statewide
workforce

workplace
workstation
worldwide

An exception is *World Wide Web*. See **ethnic and racial designations**.

COMPOUND NUMBERS

Hyphenate the written form of fractions and compound numbers from twenty-one to ninety-nine. *One-fourth of my income goes toward housing. Five hundred and twenty-three people attended the gathering.*

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.*

COMPOUND ADJECTIVES

Some compound adjectives are hyphenated:

10-foot pole
6-foot-2-inch guard
17th-century philosophy
225-pound tackle
all-inclusive standards
blue-green eyes
best-selling book
cost-effective procedures
decision-making process
high-level job
long-lived species
matter-of-fact statement
problem-solving techniques
two-thirds majority
well-known man

Some compound adjective forms are not hyphenated:

central European countries
day care center
food service industry
health care plan

Some compound adjective forms are written as one word:

catlike movements
tenfold increase
statewide referendum

ADVERB AND A VERB,
HYPHENATED WHEN THE ADVERB
DOESN'T END IN -LY:

an ill-favored hero
a plainly marked trail
a well-marked trail

WORDS WITH PREFIXES

When a prefix stands alone, it
carries a hyphen:

over- and underused
macro- and microeconomics

Words formed with *co-* also are
usually spelled without a hyphen, but
note some exceptions:

co-author
co-chairman

co-editor
co-host
co-op
co-opt
co-worker
co-wrote

BETWEEN A PREFIX AND A PROPER
NAME

mid-Atlantic
pre-Cambrian
pro-Doonesbury

CAPITALIZATION

When hyphenated words appear in
headlines and titles, capitalize both
words:

Blue-Green
Non-Christian
Seventeenth-Century Literature
Tool-Maker



if, whether In formal writing, don't
substitute *if* for *whether*. *I don't know
whether I'll dress as Superwoman for the
costume party.*

imply, infer The speaker implies; the
listener infers. *Are you implying that I'm
a liar? From your comments, I infer that
you don't plan to give me a raise.*

initials There is no space between them:
C.S. Lewis, J.K. Rowling.

in memoriam Not *in memorium*.

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.*

in the course of This is never necessary.
Use *during*.

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

international student Use instead of
foreign student.

Internet

Internet addresses See **e-mail and URL
addresses**.

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 This is redundant: both the prefix *-ir* and the suffix *-less* are negative. The correct word is *regardless*.

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 of works** 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.*

its, it's *Its* is a possessive pronoun. Like the other possessive pronouns (*his, her, our, your* and *their*), *its* has no apostrophe. *A book can't be judged by its cover.*

It's is the contraction for *it is* and *it has*. *It's a long book. It's all been done before.*



Jr., III, 3rd, IV Use no comma between the name and the abbreviation: *Harry Jones Jr.*

junior See **class year**.



kindergarten

kickoff One word as a noun; two words as a verb. *Kickoff will be at 1 p.m. The*

candidate will kick off his campaign with a speech.

Kwanzaa



lady Use *woman* when referring to a female 18 years of age or older.

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.*

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

letter grades Don't 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

lifetime

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

long-standing

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

longtime



magazines Italicize. If *the* does not appear in the official title, don't italicize or capitalize: *the* St. Joseph's College Magazine, *The* New Yorker.

MasterCard

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.**

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.*

military titles The following list offers examples of how various military titles and offices might appear in running text:

Gen. Henry H. Shelton, chairman of the U.S. Joint Chiefs of Staff; General Shelton; the general.

Adm. John Paul Jones; the chief of naval operations; Admiral Jones; the admiral.

Col. David B. Berg, U.S. Army (ret.); director of the Army Comptrollership Program; Colonel Berg; the colonel.

Sgt. John Macy; a non-commissioned officer (NCO); the sergeant.

Abbreviate military titles when they are used with full names: *Brig. Gen. Robert Tellius, Pvt. Mildred Madigan.*

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 usually set without the decimal point and zeros. *Admission is \$5 on Sundays.*

months Always capitalize the names of months. Do not abbreviate the names of months in running text. Never abbreviate *March, April, May, June* or *July*. Do not use a comma between the month and the year. *He graduated in May 2006.* If you must abbreviate for space limitations in a table, shorten as follows: *Jan.; Feb.; Mar.; Apr.; May; June; July; Aug.; Sept.; Oct.; Nov.; Dec.*

more than, over *More than* expresses quantity. *More than 100 alumni responded.* *Over* is an adverb expressing direction. *He threw salt over his shoulder.*

ms. The abbreviation for manuscript. Plural is *mss.*

multicultural

Nn

names of organizations On first reference to a company or other organization, use the company's full formal name. On second reference, a short form may be used. *Ford Motor Company's earnings exceeded expectations. As a result, Ford plans to raise its dividend.*

For full, formal names, the most authoritative source is the corporate Web site, where you should look for the name used in the copyright notice at the

bottom of the home page, and not the logo.

The formal titles of organizations and their departments and divisions are capitalized. Shortened versions of those titles (*school, company* and *departments*) are lowercased: *General Motors Corporation; General Motors; the corporation; the New York Stock Exchange; the stock exchange; Smithtown High School; the high school; the Department of Psychology; the psychology department.*

names of people Individuals are entitled to be identified in the manner they prefer.

Use the middle initial whenever an individual prefers it and to add formality (*S. Elizabeth A. Hill*) and in personal names used as the titles of buildings and professorships (*The John A. Danzi Athletic Center*).

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 if it is known: *Erin McGuire Carden '57*.

If a nickname is used following a person's name, place it in quotation marks; familiar nicknames are not placed in quotation marks: *Geraldine Estelle "Geri" Halliwell; Babe Ruth*.

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

Nicolls Road This is the correct spelling of Suffolk County Road 97, which runs from Patchogue to Stony Brook. *Old Nichols Road*, or simply *Nichols Road*, is located in Hauppauge and Islandia.

nonprofit, not-for-profit Interchangeable adjectives with the same meaning. New York State law uses *not-for-profit*; usage varies from state to state.

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; chairperson*.

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

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 If using only one number, spell out *one* through *nine* and *first* through *ninth*, and use numerals for higher numbers: *the third man; the 21st victory of the year; first-grade teacher; first grade*.

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*.

If using more than one number, treat numbers consistently in a given context. If the largest number in a sentence is more than 9, use figures for all. *There are 8 graduate students in philosophy, 6 in math and 17 in business. I will be there in 5 to 10 minutes*.

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

Spell out a numeral at the beginning of a sentence. If necessary, recast the sentence. There is one exception—a numeral that identifies a calendar year. *Three hundred students attended the rally. On Friday, 300 students attended the rally. 1976 was the bicentennial.*

Spell out casual expressions involving numbers. *I told him a hundred times. He walked one half-mile. She walked two and one-half miles.*

Use figures for ages. *The average student is 26. The student's child is 4 years old. That 14-year-old graduate student has genius.*

Use figures for hours of the day: 7 p.m. or 7:30 p.m. (never 7:00 p.m., unless used in lists of events, or when indicating length of program, such as 7:00 p.m.–7:30 p.m., in listing to preserve alignment of type).

Use commas for numbers 1,000 and over. 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, program, institute, center Capitalize formal titles

such as *the Office of the Dean; the Department of Chemistry; the Office of Institutional Advancement; the Undergraduate Research Program; the Institute for Research and Technology.*

Lowercase informal forms: the dean's office; the alumni office; the chemistry department; the program; the center; the center; the school.

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

OK This is preferred to okay.

online

Pp

parentheses Use parentheses to add useful information for the reader. *Gresham's Law (that bad money drives out good) applies as usual in this case.*

However, em dashes are preferred in these cases. See **em dash, en dash**.

Use parentheses to enclose letters or figures that mark items in a list. *The*

additions may include (1) illustrations, (2) definitions or (3) information thrown in for good measure. Parentheses give the listed items more emphasis. See **brackets**; **dash**.

PUNCTUATION WITH PARENTHESES

A sentence in parentheses that does not stand within another sentence has the end punctuation before the closing parenthesis.

When a complete sentence in parentheses comes within a sentence (notice the punctuation of this one), it needs neither a capital letter nor a period.

Periods and commas in the main sentence always follow the closing parenthesis (as they do here and in the preceding sentence).

Exclamation points and question marks belong inside the parentheses if they are part of the parenthetical material; otherwise, they go outside. *Once again, Beckett's play (a dialogue performed in trash cans!) proved to be the top box office draw. Who could have foreseen Ibsen's appeal (especially after the failure of The Lady from the Sea two seasons ago)?*

people, persons *People* refers to nameless masses, as in "We, the people. . . ." When referring to more than one person whose names are, or could be, known, use *persons*: *missing persons*; *persons with disabilities*; *American Association of Retired Persons*; *persons with AIDS*.

percent, percentage Use percent in running text and the percent sign (%) in scientific and statistical copy.

The noun in the *of* phrase determines whether the verb is singular or plural. *Twelve percent of the members*

were present. A small percentage of the membership was present.

period Use a period, even when a URL or e-mail address ends the sentence.

periodicals Identify issues of periodicals in the following manner: *the Spring 2005 issue of the St. Joseph's College Magazine*. If *the* does not appear in the official title, don't capitalize it: *the St. Joseph's College Magazine*.

In the first reference, include the name of the city of publication, even if it is not part of the official name: *New York Daily News*.

When the city name is not widely known, the abbreviation of the state should be given in parentheses: *The Oneida (NY) Daily Dispatch*. Do not use periods in state abbreviations.

If running text appears in italics, place titles and other words usually in italics in Roman type: *Jane Austen wrote Sense and Sensibility*; *the Spring 2005 issue of the St. Joseph's College Magazine*; *she reads The New York Times*.

Ph.D.

phone numbers Use periods; do not use hyphens or parentheses: *631.447.3200*. Omit the *1* in all long-distance numbers, including toll-free numbers: *800.555.1234*.

places See **directions and regions**.

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

plurals, Anglicized

SINGULAR	PLURAL
appendix	appendixes (of a book)
colloquium	colloquiums

index	indexes (of a book)
memorandum	memorandums
prospectus	prospectuses

plurals, Latin

SINGULAR	PLURAL
addendum	addenda
analysis	analyses
consortium	consortia
criterion	criteria
datum	data
medium	media
millennium	millennia
phenomenon	phenomena
syllabus	syllabi
symposium	symposia
thesis	theses

plus Do not use as a substitute for *besides, and, also, or in addition.*

p.m. See **time.**

postdoctoral

presently *Presently* means soon; *currently* means now.

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

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

proved, proven Both are correct forms of the past participle of *prove*, but *proved* is preferred. *Her conclusions have proved correct.*

punctuation It is standard procedure to leave two spaces after punctuation and before the next sentence. *Erica was first. Christa and Anna were next. We don't know who follows.*



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

Use quotation marks to enclose a direct quotation. *He said, “I’m doing my best.” “I’m doing my best,” he said. He stated, “He meant it when he said ‘I was doing my best.’”*

Notice that the comma goes before the quotation marks in the first example, but inside them in the second.

See **titles of works** for rules regarding quotation marks and titles.

Capitalize the names of courses, but do not italicize or place in quotation marks. *All students must take ENG 103 Writing for Effective Communication.* Make sure there is a space between the number of the course and the name of the course.

Enclose a word in quotation marks to show that the speaker or writer is using it in an ironic and not a conventional sense. *Their "dialogue" resulted in a boisterous free-for-all.*

PUNCTUATION WITH QUOTATION MARKS

Place semicolons outside quotation marks. *Brian bored his friends with memories of long-forgotten "triumphs"; yet his friends were understanding.*

Colons go outside quotation marks unless they are part of the quotation. *The dean promised "never to relent until we have proved ourselves": that is, not before our three goals have been achieved.*

Place question marks inside or outside quotation marks, depending on the meaning. *The pupil said, "What did you ask me?"* *Who wrote "The Book of Love"?*

quotations In running text, quoted words, phrases and sentences are enclosed in quotation marks. *Baker observed, "The lessons of the past are a warning."*

He says and all its variations are set off by commas from the quoted text. *"The lessons of the past," said Baker, "are a warning."*

Quoted matter may stand by itself (as in the examples above) or be worked into a sentence. *Baker said that "the lessons of the past are a warning."*

Use single stroke quotation marks for quotations within quotations. *Baker said, "It was an Inca who observed, 'The lessons of the past are a warning.'"*

When a quotation is longer than one paragraph, use quotation marks at the beginning of each paragraph but only at the end of the last paragraph.

BLOCK QUOTATIONS

Material set off from the rest of the text as a block quotation is indented, left and right, and not enclosed in quotation marks. Quoted matter included within a block quotation should be enclosed in double quotation marks. See **quotation marks**.

Rr

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

range For constructions indicating a range (of time, for example, or other

inclusive numbers) use an en dash, not a hyphen: *7–10 p.m.*; *1995–1997*; *A–F*; *pages 211–15*.

rank, academic See **degrees, academic; chairman; civic titles and offices; faculty rank; military titles; religious titles; titles.**

re- See **hyphens, hyphenated words.**

regions See **directions and regions.**

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

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

Pope John Paul II; the pope; the papacy.
Edward Cardinal Egan; Cardinal Egan; the cardinal.

the Most Reverend William Murphy, Roman Catholic bishop of Rockville Centre;
Bishop Murphy; the bishop of Rockville Centre

Rabbi Joel Levinson, Temple Beth-El; the rabbi.

the Reverend Molly Blythe Teichert, minister of First Presbyterian Church; Mrs. Teichert; Rev. Molly Blythe Teichert; the minister/First Presbyterian Church.

S. Elizabeth A. Hill, College president; the president.

The Reverend James Arnold Rinehart, rector of Saint Paul's Church; Father Rinehart; the rector.

Do not use Reverend without using the person's first name.

Abbreviate *Reverend* when it is not preceded by *the*: *Rev. Nancy L. Bauer.*

C.S.J. (which stands for *Congregation of St. Joseph*) precedes a doctoral title: *S. Suzanne Franck, C.S.J., Ph.D.*

See **faculty rank; academic titles; civic titles and offices; faculty rank; military titles; titles.**

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.*

reunions and classes Do not capitalize: *25th reunion class; the class of 1977's 25th reunion.*

room numbers There is no need to capitalize *room* when it is followed by a number, unless it is the first word in a sentence.

R.S.V.P. It is redundant to say *please R.S.V.P.*

Ss

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

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

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

scholarships, SJC

Academic Achievement Scholarships

Blanche A. Knauth Scholarship
Board of Trustees Scholarship
Presidential Scholarships
The Right Rev. William T. Dillon
Scholarships
St. Joseph's College Alumni Grants
Scholastic Achievement Awards
Sister George Aquin O'Connor Scholarship

school names On first reference use proper names: *University of Connecticut*; *Boston College*. 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 Eagles*.

seasons Lowercase unless part of a formal name: *Winter Olympic Games*. Seasons in publication issue names are also capitalized: *the Winter 2007 issue of the St. Joseph's College Magazine*.

semesters Lowercase references to semesters: *the spring 2007 semester*.

semicolon Use a semicolon when you want to separate two main clauses but keep them more tightly linked than they would be as two sentences. *She achieved every objective; we all were impressed.*

Use semicolons to separate elements in a series when they are punctuated internally. *I can't remember whether the opinion was expressed by Sundstrum, the chair; Cline, the presiding officer; or Romero, the secretary.*

Use a semicolon to link independent clauses connected by *however*, *moreover*, *therefore*, *consequently*, *nevertheless* and *otherwise*. *That legendary race seems as vivid as yesterday; however, it took place 50 years ago. She excelled in all that she did; therefore, she attained the highest honors.* See **colon**; **comma**.

senior See **class year**.

senior thesis Lowercase.

sic Use *sic* (which means intentionally so written) in brackets to indicate that an error in the 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.

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

slash Use the slash to indicate alternatives, not combined ideas. Correct: *He was the 1999 Student-Scholar of the Year*. Incorrect: *He was the 1999 Student/Scholar of the Year*.

Smart Classrooms

so-called When *so-called* is used with a word or phrase, it implies that something is popularly or mistakenly given that designation: *the so-called champion*.

The designation itself should not be enclosed in quotation marks or set in italics.

Social Security number, no. *Number* is not capitalized unless used in a title. *Social Security no.* or the acronym *SSN* may be used if sufficient space is not available on a form or similar publication. Avoid *SS#* or the redundant *SSN#*.

somebody, someone *Somebody*, *someone* take singular verbs. However, *they* or *their* are both acceptable second references. *Somebody needs to drive their car to the store. Someone should tell their version of the story.*

sophomore See **class year**.

spring See **seasons; semesters**.

St. Joseph's College Magazine *Magazine* is part of the official title. *When you read the St. Joseph's College Magazine, tell us what you think.* Call it *the magazine* (lowercase) in subsequent references.

state names and abbreviations

Capitalize the names of states.

Lowercase the word *state* in most usages: *the state of New York*. Capitalize *state* when it follows *New York* or *Washington* when differentiating from the cities of the same name: *New York State*.

Postal abbreviations are used in most references to states. *The program was conducted in NC last August*. Postal abbreviations are as follows (no periods used):

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

subject-verb agreement Generally, singular subjects should be paired with singular verbs, and plural subjects with plural verbs. *Bob enjoys golf.* (*Bob* is the subject and *enjoys* is the verb; both are singular.) *Newspapers are printed on thin paper.* (*Both newspapers* and *are printed* are plural.)

When two nouns in a subject are linked by *and*, the verb is plural. *Nancy and Susan work in the Office of Institutional Advancement.*

When two nouns in a subject are linked by *or* or *nor*, the verb is singular. *Corri or Carrie answers the phone up front.* When the subject contains both a singular and a plural noun or pronoun joined by *or* or *nor*, the verb should agree with the part of the subject that is nearer the verb. *The boy or his friends run every day.*

If an additional phrase follows the subject, remember to consider the subject when choosing a verb. *Gertrude, as well as an army of other helpers, enjoys maintaining the community garden. The street in front of the homes of the Smiths and Joneses is unpaved.*

Indefinite pronouns such as *someone, somebody, each, either one, everyone* and *anyone* are considered singular and need singular verbs although they convey plural meaning. *Anyone who wants to pursue higher education has to pass entrance exams.* However, indefinite pronouns including *both, few* and *several* always take plural verbs. *Both are acceptable choices.*

A number as the subject of a sentence always takes plural verbs. *A number of tenants are in the building.*

Some nouns ending in *s* appear to be plural but are actually singular. *The news is on at 5 p.m. Measles is a dangerous disease for pregnant women.* Other examples include *civics* and *mathematics*.

Nouns such as *scissors, tweezers, pants* and *shears* require plural verbs. (There are two parts to these things.)

When the subject is a fraction or a word such as *half, part, plenty* or *rest*, its intended number is suggested by the object of the prepositional phrase that follows it. *Three-fourths of the enemy's army is wounded.* (Army is the object and is singular, so *is* is used.) *Three-fourths of the enemy's soldiers are wounded.*

COLLECTIVE NOUNS

Use singular verbs with singular collective nouns when the nouns refer to a group or quantity as a unit. *The faculty of St. Joseph's College is in first place in the nationwide competition.* (The faculty, working as a team or unit, is in first place in a nationwide competition. The individual members of the faculty are

not in first place on their own.) *The jury has decided.* (A jury reaches one decision collectively.) *My family is going out to eat.* (It is implied that the family is going together, as a unit, to one eatery.) *His class is meeting in the Quad.* (It is implied that that class, as a unit, will be meeting together.)

Additionally, use singular verbs with plural collective nouns when the nouns refer to a group or quantity as a unit. *A thousand bushels is a good yield.* (A thousand bushels, although a plural noun phrase, is the size of the yield and is therefore regarded as a singular unit.) *The data is sound.* (Data, although a plural noun, is considered a unit that is sound and is therefore regarded as singular.)

However, in rare cases, use plural verbs with singular collective nouns when the nouns refer to individual persons or items. *The faculty are each going to different seminars.* (Each member of the faculty is going to a different seminar. Faculty refers to a group of individuals, not a unit acting together.) *The jury are still debating issues.* (The jury as a unit is not debating issues with another group, but individual members are debating amongst themselves.) *My family have never been able to agree.* (Members of the family do not agree with each other. In this sense, the family is not a unit.)

Additionally, use plural verbs with plural collective nouns when the nouns refer to individual persons or items. *A thousand bushels were created.* (The bushels were not created as a unit, but individually.) *The data have been carefully collected.* (It is implied that the data was not collected in a moment, as a unit, but over time in individual pieces.)

TEAM NAMES

Because they are traditionally plural in nature, team names should be paired with plural verbs, even if they sound singular. *The New York Mets are in first place. The Red Sox consider the World Series their goal. The Avalanche are headed to the championship.* If referring to a team by their home city, consider the city a singular subject. *Dallas is favored to win.* See **team names**.

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.**

summer See **seasons; semesters**.

SUNY State University of New York's 64 campuses are geographically dispersed. See <http://www.suny.edu/student/campuses.cfm> for more information.

CENTERS

Legal documents refer to these centers as the *State University of New York at ...*; however, these colleges prefer and have approval to use the following names in publications:

ALBANY: University at Albany

BINGHAMTON: Binghamton University

BUFFALO: University at Buffalo or UB

STONY BROOK: State University of New York at Stony Brook

COLLEGES

With one exception, each name is preceded by the words *State University College at*.

Spell out the entire name on first reference and use SUNY in subsequent references: *SUNY Oswego; SUNY Oneonta.*

Empire State College

State University College at Brockport
State University College at Buffalo
State University College at Cortland
State University College at Fredonia
State University College at Genesco
State University College at New Paltz
State University College at Old Westbury
State University College at Oneonta
State University College at Oswego
State University College at Plattsburgh
State University College at Potsdam
State University College at Purchase

HEALTH SCIENCE CENTERS

SYRACUSE: Upstate Medical University

BROOKLYN: Downstate Medical Center

UNIVERSITY COLLEGES OF TECHNOLOGY

State University College of Technology at Alfred

State University College of Technology at Canton

State University College of Technology at Cobleskill

State University College of Agriculture and Technology at Delhi

State University College of Agriculture and Technology at Morrisville

SPECIALIZED COLLEGES

Farmingdale State College (although not a part of the official name, Farmingdale is a technology college)

Maritime College

College of Optometry

Institute of Technology at Utica-Rome

College of Environmental Science and Forestry (ESF on second reference)

STATUTORY COLLEGES

New York State College of Ceramics at Alfred

New York State College of Agriculture and Life Sciences at Cornell

New York State School of Industrial and
Labor Relations at Cornell
New York State College of Human
Ecology at Cornell
New York State College of Veterinary
Medicine at Cornell

COMMUNITY COLLEGES

Few campuses use the word *county* in their name. Unless the word *county* is indicated in the listing, do not use it with the name. Each name is followed by the words *Community College*. (Locations are listed in parentheses for information only and are not part of the official names.)

Adirondack Community College (at
Glens Falls)
Broome Community College (at
Auburn)
Cayuga Community College (at
Auburn)
Clinton Community College (at
Plattsburgh)
Columbia-Greene Community College
(at Hudson)
Corning Community College (at
Corning)
Dutchess Community College (at
Poughkeepsie)
Erie Community College (at
Williamsville, Buffalo and Orchard
Park)
Fashion Institute of Technology (at New
York)
Finger Lakes Community College (at
Canandaigua)
Fulton-Montgomery Community
College (at Johnstown)
Genesee Community College (at
Batavia)

Herkimer County Community College
(at Herkimer)
Hudson Valley Community College (at
Troy)
Jamestown Community College (at
Jamestown)
Jefferson Community College (at
Watertown)
Mohawk Valley Community College (at
Utica)
Monroe Community College (at
Rochester)
Nassau Community College (at Garden
City)
Niagara County Community College (at
Sanborn)
North Country Community College (at
Saranac Lake)
Onondaga Community College (at
Syracuse)
Orange County Community College (at
Middletown)
Rockland Community College (at
Suffern)
Schenectady County Community
College (at Schenectady)
Suffolk County Community College (at
Selden, Riverhead and Brentwood)
Sullivan County Community College (at
Lock Sheldrake)
Tompkins Cortland Community
College (at Dryden)
Ulster County Community College (at
Stone Ridge)
Westchester Community College (at
Valhalla)

syllabus See **plurals, Latin.**

symposium See **plurals, Latin.**

telephone numbers In running text and most other usages, use two periods, not dashes, to separate the area code, exchange and number: 718.636.6868. For internal correspondence at the Long Island Campus, extensions may be written as x3384. See **addresses**.

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

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

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

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

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

Correct: *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*.

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

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

When the symbol for degrees (°) is used, abbreviate Celsius and Fahrenheit as C and F.

textbook

that, which Use *that* to refer to an inanimate object and to introduce an essential clause. *I like to do needlework that has intricate designs.*

Which is the only acceptable pronoun to introduce a nonessential clause that refers to an inanimate object. *The introductory German course, which the school initiated only last fall, has been cancelled.*

that, who Use *that* for objects and *who* for people. Correct: *He is the man who*

married my sister. Incorrect: *He is the man that married my sister.*

that is (i.e.) See **e.g., i.e.**

theater Not *theatre*, except when part of a proper noun: *Schubert Theatre.*

the fact that Use *because*. See **circumlocution**.

they're, their *They're* is a contraction that means *they are*. *They told their mother that they're going.*

time 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.* Use a space between *11* and *a.m.*, and periods for *a.m.* and *p.m.* See **circumlocation**.

Avoid such redundancies as *10 a.m. this morning, 10 p.m. tonight* or *10 p.m. Monday night*. Use *10 a.m. today, 10 p.m. today* or *10 p.m. Monday*, etc. It is preferred to use repeat *a.m.* or *p.m.* when a time span is given: *9 a.m. – 10 a.m.*

titles, academic See **faculty rank**. At SJC, the preferred title is *Dr. Ginnetty*, rather than *Professor Ginnetty, Ph.D.* Use a formal title (*Dr., Mr.* or *Prof.*) when referring to a faculty member, administrator, trustee or visiting guest. For students and alumni, use a first name. For a sister who is a Ph.D., use *S. John Raymond McGann, Ph.D.*

titles, business and personal Capitalize before name. Lowercase when used after name. *Director of Co-Curricular Programs Marian Russo presided over the meeting. Susan Kane is the editorial director.*

In the first reference to an individual, use the individual's

complete name, and title if appropriate. If a student, alumna/us or a young person is being referenced, only the first name may be used on second reference, except in cover story. In this case, use formal title (*Dr., Mr., Ms., Mrs.*). For all others (faculty, experts, other sources), use formal titles after first reference throughout.

Registrar, when it stands alone, is not capitalized.

titles of works 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, with, etc.*). Capitalize the 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.

Italicize the names of books, long works and compositions, works of art and art exhibitions, legal cases, magazine, pamphlets, plays, movies, television programs, symphonies and operas. Titles of songs are in quotation marks, album names in italics. *Have you heard the hip hop version of "Sweet Sue" on the Takin' It to the Streets album?* If running text appears in italics, place titles (as shown above) and other words usually in italics in roman type. See **italics**.

PARTS OF BOOKS

Spell out and lowercase references to parts of a book; do not use italics or quotation marks: *part I; page vii; chapter 3*.

QUOTATION MARKS IN TITLES

Use quotation marks to enclose the titles of short poems, articles, stories, chapters of books, TV show episodes and other short works. *His favorite episode of I Love Lucy was "The Candy Factory."*

HYPHENS IN TITLES

Capitalize both parts of a hyphenated compound in headlines if both are actual words: *Cease-Fire; Able-Bodied; Sit-In; Make-Believe; Non-Matriculate*.

toward Use *toward* instead of *towards*.

trademarks Trademarks are proper nouns and should be capitalized; they should not be used in the possessive form; they are never verbs. Examples of registered trademarks include Fiberglass, Frisbee, Heimlich Maneuver, Jeep, Kleenex, Liquid Paper, Listserv, Ping-Pong, Velcro, Walkman, Xerox and Zip drives. For more information on trademarks, see the International Trademark Association's Web site at <http://www.inta.org/>. Another Internet resource for information is the U.S. Patent and Trademark Office at <http://www.uspto.gov/tmdb/>, which lists all 800,000-plus registered trademarks and 200,000 pending trademarks in the United States.

Trustees, Board of Capitalize on first mention; *the board* or *the trustees* thereafter.

try to Not *try and*. *She will try to pass the test*.

T-shirt

Uu

underrepresented

under way Two words in virtually all uses. *The project is under way.* It is one word only when used before a noun in a nautical sense: *an underway flotilla.*

United States, U.S.A., U.S. Use *United States* and *U.S.A.* as nouns and *U.S.* as an adjective. *Many opponents of the United States applauded the U.S. vote in the United Nations.*

unique The word *unique* means “one of a kind”: There are no degrees of uniqueness. Something cannot be “more unique” or “the most unique”; it is either unique or it is not.

upper-class

URLs See **email, URLs.**

Vv

versus Should be spelled out in general text but may be abbreviated to *vs.* in narrow lists. Use *v.* in legal cases: *Johnson v. Robinson.*

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

voice mail

Ww

Web Capitalize in reference to the World Wide Web when it stands alone or as part of a phrase. *Our manager of Web communications handles our information on the Web.*

Web page

Web site

webmaster

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 to stay as trim as Bob. The team that scores the most points will go to the play-offs.*

who, whom *Who* is a nominative pronoun, used as the subject of a verb (*It was Mike who rescued the cat.*) or as the predicate nominative complement of a

linking verb (*I know who you are.*). *Whom* is the object of a preposition. *She is the person to whom we owe our thanks.*

winter See **seasons; semesters**.

work-study, Federal Work-Study Program, work-study students Use work-study as an adjective, not a noun.

worker's compensation Not *workmen's compensation*.

workforce

workplace



X-ray Always use a capital X.



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

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.*



ZIP codes ZIP is an acronym for Zoning Improvement Plan and all three letters

should be capitalized. ZIP is a trademark of the United States Postal

Service. ZIP codes must be accompanied by a two-letter state or territory designation. Two spaces are traditionally used between the state designation and the number.

For the ZIP + 4 codes used on the campuses, see **buildings, SJC**.