

WRIGHT STATE UNIVERSITY

EDITORIAL STYLE GUIDE

Revised December 2010

This style guide was prepared by the editors of the Office of Communications and Marketing. It is not intended to be a comprehensive guide to style or grammar; instead, it outlines some general rules and addresses some common grammatical problems to help promote consistency, accuracy, and correctness in university publications. Users of this style guide are strongly encouraged to consult the reference sources listed under “Reference Books.”

Many of the entries and corresponding examples are taken from the *Chicago Manual of Style, 15th Edition* © 1969, 1982, 1993, 2003 by the University of Chicago. All rights reserved. Reprinted with permission of the University of Chicago Press.

News Releases and other materials prepared for distribution to the media follow AP Style as outlined in *The Associated Press Stylebook and Libel Manual* ©1996 by The Associated Press. All rights reserved. Reprinted with permission of The Associated Press.

TABLE OF CONTENTS

Abbreviations	3
Affirmative Action Statement	6
Buildings and Facilities	7
Capitalization	9
Copyright Notice and Trademarks	14
Inclusive Language	15
Internet Terms (spelling)	16
Lists—Numbers and Bullets	16
Mail—Business Reply and Bulk Mail	18
Musical Terms in Publications	18
Names of Colleges and Universities	19
Non-English Words	20
Numbers	20
Punctuation	21
Apostrophes	21
Colons	22
Commas	23
Hyphenation	24
Periods	25
Quotation Marks	25
<hr/>	
Spelling	27
Telephone Numbers	28
Titles	28
Titles of Persons	28
Titles of Works/Headlines	31
<hr/>	
Word Choice	33
Historic/Historical	33
People/Persons	33
<hr/>	
Wright State University	33
Wright State University General Copy	34
Appendix—Reference Books	36

ABBREVIATIONS

When in doubt, spell the word out if it is in regular running text. However, abbreviations may be used more freely in websites, advertising, or tables where space or aesthetic considerations are a significant consideration.

Use of periods: Generally speaking, abbreviations require periods; acronyms do not.

Abbreviation: Mrs., Jr., Dr.

Acronyms: USA, NASA, GPA

- ▶ With abbreviations of a person's first two names, use periods and a space between the abbreviations.

H. L. Mencken

W. E. B. Du Bois

Do abbreviate:

- ▶ *Page* to *p.* or *pp.* in footnotes or bibliographical material; spell out when used in text material (*page*, not *Page*).
- ▶ *Eastern standard time* as *EST*, without periods.
- ▶ *RSVP* without periods.
- ▶ *Grade point average* without periods and all caps: *GPA*.
- ▶ *Saint* when used to refer to such cities as St. Louis, St. Paul, St. Marys, etc., or in copy set up in tables.
- ▶ *Certified Public Accountant* without periods: *CPA*. This is the preferred usage according to the accountancy department.
- ▶ The degrees Bachelor of Arts, Bachelor of Science, Master of Science, Master of Arts, Doctor of Philosophy, and Educational Specialist as B.A., B.S., M.S., M.A., Ph.D., and Ed.S., with periods. (See a more complete list of degrees on page 11.)
- ▶ **Note:** While the Master of Business Administration is traditionally abbreviated M.B.A. and the designation Registered Nurse is traditionally abbreviated R.N., Wright State University's Raj Sooin College of Business and College of Nursing and Health have expressed a preference for these to be abbreviated without periods (MBA, RN) in advertising and some of their promotional materials.

Do abbreviate (continued):

- ▶ The official subject matter designation and course number to identify a specific course, e.g., PHY 111. If you are in doubt about what these designations are, consult the Wright State University undergraduate or graduate catalog.

All undergraduate students are required to take ENG 101, Freshman Composition.

- ▶ Most acronyms upon their second usage in text; spell out for first usage.

First usage—National Center for Rehabilitation Engineering (NCRE); subsequent usage—NCRE

- ▶ The following titles when they precede a name: *Dr.*, *Mr.*, *Ms.*, and *Mrs.*
- ▶ Other titles, such as professor, only when they precede the first name or initials; spell out titles when they are used before the surname alone.

Prof. E. B. Holden

Professor Holden

Profs. E. B. Holden and J. T. Sykes

Professors Holden and Sykes

- ▶ *United States*, when *U.S.* is used as an adjective.

We consulted U.S. policy in making our decision.

Do not abbreviate:

- ▶ Wright State University as WSU
- ▶ *And* as an ampersand (&) in regular text. However ampersands may be used (or even be preferable) in print advertising, websites, tables, in informal names of some universities, or as part of a formal corporation name.

Texas A&M

Barnes & Noble

- ▶ Names of countries or political entities, other than *U.S.A.*, *U.N.*, and *U.K.*

Do not abbreviate (continued):

Note that European Union can also be abbreviated, but the accepted abbreviation is *EU* without periods.

- ▶ *United States*, except when *U.S.* is used as an adjective.

We live in the United States.

We consulted U.S. policy in making our decision.

- ▶ Parts of geographic names, except Saint in St. Louis, St. Paul, St. Marys, etc., unless used in tables, where space may be an issue.

Fort Wayne; North Dakota

- ▶ Names of states, when following names of cities and towns, except in footnotes. Use post office designations for states only in addresses on mailings.

Dayton, Ohio

- ▶ The words *avenue*, *boulevard*, *street*, etc., in text. They may be abbreviated in addresses.

- ▶ The words *association*, *department*, *institute*, *incorporated*, *corporation*, etc. unless abbreviated in the company's formal title.

Sodexo, Inc.

- ▶ Given names, such as *George*, *William*, and *Charles*.

- ▶ Names of months except in tables or in advertising.

- ▶ *Christmas* in the form of *Xmas*.

- ▶ The word *percent*. In general copy, use the word *percent*. In advertising, tables, scientific, technical, and statistical copy, use the symbol %.

Of this year's student enrollment, 60 percent are men and 40 percent are women.

Reports of spirocercosis in dogs vary from 2% to 100% of the canine population examined.

- ▶ *Assistant* and *associate* when used in a title, such as assistant professor of English.

AFFIRMATIVE ACTION STATEMENT

- ▶ This is the short version, which should be used on position advertisements:

Wright State is an equal opportunity/affirmative action institution.

- ▶ This is the long version, which should be used in catalogs and handbooks, etc. (It may be changed to third-person voice):

Wright State University is committed to achieving and maintaining equal opportunity in all aspects of university life. We are proud of the diversity of the university community and strive to make all members of the community feel welcome.

The university firmly rejects discrimination on the basis of race, sex (including gender identity/expression), sexual orientation, color, religion, ancestry, national origin, age, disability, veteran status, or military status because such discrimination both subverts academic freedom and inherently undermines the full utilization of abilities and potential on which the university's shared pursuit of excellence is based.

In addition, we take affirmative action to recruit and assist members of various racial or ethnic groups, women, Vietnam-era and other veterans, and persons with disabilities whose ability to achieve academic success might otherwise be unrecognized because of cultural barriers. Our policy is consistent with the various federal and Ohio statutes that prohibit discrimination.

Any questions or comments about the university's policy and any complaint about perceived discrimination may be directed to the director of Affirmative Action Programs, 436 Millett, (937) 775-3207.

The university's Affirmative Action Plan is maintained in the Office of Affirmative Action Programs. We are a public institution, and the plan is accessible to any member of the public.

In addition, Wright State University is a national leader in accommodating the needs of students with disabilities. Any questions or comments concerning an accommodation needed by a student may be directed to the director of the Office of Disability Services, 023 Student Union, (937) 775-5680.

BUILDINGS AND FACILITIES

The following are the proper names and abbreviations of campus buildings and facilities. The abbreviations are designated by the Office of Budget Planning for its space inventory and utilization system.

Main Campus

AL	Allyn Hall
BS1	Biological Sciences I
BS2	Biological Sciences II
BCH	Boston/Cedar/Hawthorn
BL	Brehm Laboratory
CC	Community Center
CM	Campus Ministry Center
CS	Campus Services Building
CD	Child Development Center
CP	College Park Apartments
CA	Creative Arts Center
DG	Diggs Laboratory (Matthew O. Diggs III Laboratory for Life Science Research)
DL	Dunbar Library, Paul Laurence
FH	Fawcett Hall
FB	Fine Arts Building
FL	Forest Lane Apartments (Aspen, Palms, Sequoia, Sycamore)
G	Garden for the Senses (Clara E. Weisenborn)
GL	Geology Field Equipment Base
HH	Hamilton Hall
HC	Honors Community
HS	Health Sciences Building
JC	Joshi Research Center, Krishan and Vicky

BUILDINGS AND FACILITIES (continued)

LJH	Laurel/Jacob/Hickory
LX	Computer Services Library Annex
MM	Mathematical and Microbiological Sciences Building
MS	Medical Sciences Building
MH	Millett Hall
NC	Nutter Center, Wright State University Ervin J.
OH	Oelman Hall
OMP	Oak/Maple/Pine
RK	Rike Hall
RC	Russ Engineering Center, Fritz and Dolores
SU	Student Union
SZ	Setzer Pavilion/Mills-Morgan Center
TV	Television Center
TS	Transportation Services Center
UA	University Park, Building A
UB	University Park, Building B
UC	University Park, Building C
UH	University Hall
UP	University Park Apartments
V	The Village Apartments
WH	White Hall (Boonshoft School of Medicine)

Lake Campus

AN	Andrews Hall
DH	Dwyer Hall (includes James F. Dicke Hall, which is an addition to Dwyer Hall)
TL	Trenary Lab (includes the Learning Center, formerly known as the Lake Campus Library)

CAPITALIZATION

Other than proper nouns, when in doubt, do not capitalize.

Do capitalize:

- ▶ Months, days of the week, but not the seasons unless referring to quarters or semesters.

The new policy goes into effect Fall Semester.

The fall 2010 schedule will be available in June.

- ▶ All words in the titles of books, plays, lectures, musical compositions, etc., except articles, conjunctions, and prepositions. Always capitalize the first word of a title or head, even if it is an article, a conjunction, or a preposition.

The Man Who Came to Breakfast

On the Response of the Timoshenko Beam to a Gaussian Stochastic Process

- ▶ All conferred and traditional educational, occupational, and business titles when used specifically in front of the name or in vertical lists and programs; do not capitalize these titles in the text when they follow the name, unless the title is a named or distinguished professorship. (See also **Titles**)

James L. Nelson, executive vice president and treasurer, or Vice President James L. Nelson

Prof. Henry Jones is head of the Department of English.

Charles N. Stewart, chief of the Analog Computation Branch, Wright-Patterson Air Force Base; or Chief Charles N. Stewart of the Analog Computation Branch, Wright-Patterson Air Force Base

Roger Siervogel, Brage Golding Distinguished Professor of Research

- ▶ The words *Army*, *Navy*, and *Air Force*, when referring to United States armed forces, whether or not preceded by the letters *U.S.*
- ▶ The word *Fellow* only when mentioned along with the Fellowship name.

This year, John Brown was chosen as the Phi Kappa Phi Fellow.

Every year, Phi Kappa Phi awards 60 fellowships of \$5,000 each.

Do capitalize (continued):

- ▶ The words *association, building, center, club, conference, department, division, hall, office, program, senate, street, university, etc.*, when used as part of a title; thereafter, do not capitalize the words *association, building, etc.*, when used alone to refer to that specific place or group.

the Alumni Association—thereafter, the association

the Faculty Senate—thereafter, the senate

the Department of Physics—thereafter, the department

the Lake Campus—thereafter, the campus

Board of Trustees—thereafter, the board (or the trustees)

University Honors Program—thereafter, the program

- ▶ A specific academic program, course, or subject.

Biomedical Sciences Ph.D. Program

ENG 525

Business Spanish

- ▶ Entire geographical names.

the Great Miami River

John Bryan State Park

- ▶ Geographical regions of the country, but not points of the compass.

the South, the Midwest, the East

northeast

- ▶ Names of athletic clubs and teams.

the Raiders, the Cincinnati Reds

- ▶ Proper names of all races and nationalities (except for designations based on size, habitat, or local usage).

Caucasian, Nigerian, Irish, Japanese, African American

pygmy, aborigine, bushman, highlander

Do capitalize (continued):

► Official college degrees when spelled out.

Bachelor of Science in Business

Doctor of Philosophy

Wright State University's Academic Degrees:

Associate of Applied Business/A.A.B.

Associate of Applied Science/A.A.S.

Associate of Arts/A.A.

Associate of Science/A.S.

Associate of Technical Study/A.T.S.

Bachelor of Arts/B.A.

Bachelor of Arts in Computer Science/B.A.C.S.

Bachelor of Fine Arts/B.F.A.

Bachelor of Music/B.M.

Bachelor of Science/B.S.

Bachelor of Science in Biomedical Engineering/B.S.B.E.

Bachelor of Science in Business/B.S.B.

Bachelor of Science in Clinical Laboratory Science/B.S.C.L.C.

Bachelor of Science in Computer Engineering/B.S.C.E.

Bachelor of Science in Computer Science/B.S.C.S.

Bachelor of Science in Education/B.S.Ed.

Bachelor of Science in Electrical Engineering/B.S.E.E.

Bachelor of Science in Engineering Physics/B.S.E.P.

Bachelor of Science in Industrial and Systems Engineering/B.S.I.S.E.

Bachelor of Science in Materials Science and Engineering/B.S.M.S.E.

Bachelor of Science in Mechanical Engineering/B.S.M.E.

Bachelor of Science in Medical Technology/B.S.M.T.

Bachelor of Science in Nursing/B.S.N.

Master of Accountancy/M.Acc.

Master of Arts/M.A.

Master of Business Administration/M.B.A.

Do capitalize (continued):

Master of Clinical Psychology/Psy.M.

Master of Education/M.Ed.

Master of Engineering, Innovation, and Entrepreneurship/M.E.I.E.

Master of Humanities/M.Hum.

Master of Information Systems/M.I.S.

Master of Music/M.M.

Master of Rehabilitation Counseling/M.R.C.

Master of Science/M.S.

Master of Science in Computer Engineering/M.S.C.E.

Master of Science in Engineering/M.S.Egr.

Master of Science in Leadership Development/M.S.L.D.

Master of Public Administration/M.P.A. (formerly Master of Science in Urban Affairs/M.U.A.)

Master of Public Health/M.P.H.

Master of Science in Teaching/M.S.T.

Master of Science in Nursing/M.S.

Educational Specialist/Ed.S.

Doctor of Medicine/M.D.

Doctor of Nursing Practice/D.N.P.

Doctor of Philosophy/Ph.D.

Doctor of Psychology/Psy.D.

- ▶ Treat the word “fax” as you would the word “phone”: use initial capital letters only where appropriate, but lowercase in regular running copy. All-capital letters for “FAX” has been so prevalent that it is an acceptable alternative to “Fax” when distinguishing phone numbers from fax numbers.

Do not capitalize:

- ▶ *University* or *college* when they appear alone, even if referring to a specific university or college.

The university will sponsor tomorrow’s event.

The college just earned a \$1.2 million grant for research.

Do not capitalize (continued):

- ▶ The word “brothers” when referring to the Wright brothers.
- ▶ Titles standing alone or in apposition.
 - The dean of the Raj Soin College of Business must approve the report.
 - Contact the vice president for student affairs for further information.
 - Helen Jones, professor of physics, will speak at the symposium.
- ▶ Names of fields of study, major or minor subjects, curricula, or programs, except names of languages, unless a specific course is being referred to.
- ▶ Organized groups or classes of students in a university or high school, or the words *freshman*, *sophomore*, *junior*, *senior*, or *graduate*, when they refer to the year in which a course is to be taken or to the classification of the student.
 - ENG 101 should be taken in the freshman year.
 - Jim Gerard is a junior in the School of Medicine.
 - The senior class will conduct its annual election tomorrow.
- ▶ Unofficial titles preceding the name.
 - guitarist Jim “Fingers” Malone
- ▶ Designations of officers of a class or social organization, seasons, etc.
 - Paula Johnson is president of the Inter Club Council.
 - She was elected freshman class secretary.
- ▶ These words:

government	state
master’s	federal
baccalaureate	doctorate
- ▶ The words *offices*, *schools*, and *departments* when referring to more than one individual office, school, or department
 - schools of Graduate Studies and Professional Psychology
- ▶ Time designations *a.m.* and *p.m.*

COPYRIGHT NOTICE AND TRADEMARKS

- ▶ The copyright notice must contain either the copyright symbol © (which is preferred) or the word *copyright*, along with the date of the first year of publication and the name of the owner of the copyright.

© 2001 Michelle Street
All rights reserved

Copyright 2001, Michelle Street
All rights reserved

- ▶ The ® or ™ symbols are used in the following ways:

® (Registered Trademark) is used only with trademark names that have been registered with the U.S. Patent and Trademark Office or the trademark offices of other countries.

™ (Trademark) is used with trademark names that are claimed by a company but not registered.

- ▶ For Wright State copy, the ® or ™ symbols only need be used when the product is being mentioned for profit-making purposes.
- ▶ Since trademark names identify particular brands of products, it is often more appropriate to use the generic product names without reference to particular brands. The following are commonly used trademark names and their corresponding generic names. (Some registered trademark names are indicated in dictionaries.)

Alka-Seltzer (antacid tablet)	Ping-Pong (table tennis)
Baggies (plastic bags)	Plexiglas (acrylic glass)
Coca-Cola/Coke (cola)	Scotch Tape (cellophane tape)
Jell-O (gelatin dessert)	Tylenol (acetaminophen)
Kleenex (tissue)	Vaseline (petroleum jelly)
Levi's (jeans)	Xerox (photocopy)

- ▶ When the trademark name is used, it should be considered a proper adjective and followed by the type of product it names, and not treated as a noun itself.

Jane Smith chose to buy the Kleenex® tissues because they were on sale.

INCLUSIVE LANGUAGE

According to Wright Way Policy 4001.23 Inclusive Language Policy, “As an equal opportunity institution, Wright State University shall refer to and portray all persons in nondiscriminatory ways.”

The following are just a few examples:

Exclusive Terms	Alternative Terms
common man	ordinary person
layman	average citizen, lay person, the nonspecialist, nonprofessional
“man” a project	staff a project, hire personnel, employ staff
man hours	worker hours, work hours, labor hours, staff hours, personnel hours
man/mankind	humanity, human beings, human race, people, persons, individuals, men and women, humankind, all of us, society
man-made	manufactured, simulated, hand-built, hand-made, machine-made, synthetic, artificial, constructed
manpower	work force, human power, human energy, personnel, labor, staff, staff power
spokesman	spokesperson, official, representative
chairman	chair (<i>note</i> : “chairman” is used when an off-campus organization, such as the U.S. Congress, uses that term as an official title within its organization)

- ▶ If you are using the formal title of the act, refer to it as the *Workmen’s Compensation Act*. If referring to it generically, refer to it as *workers’ compensation*.

Because of the accident, Joe was able to collect workers’ compensation.

According to the Workmen’s Compensation Act, people who are injured at work can receive some financial compensation while unable to work. (However, note that Ohio has a Bureau of Workers’ Compensation.)

INTERNET TERMS

The Wright State Web Team approves the spelling and usage of the following:

- ▶ email
- ▶ homepage—the initial or first page of a website.
- ▶ html—an acronym for hypertext markup language.
- ▶ http—an acronym for hypertext transport protocol.
- ▶ https—an acronym for hypertext transport protocol secure.
- ▶ internet
- ▶ online
- ▶ URL—an acronym for Universal Resource Locator, the computer or web address of a World Wide Web page.
- ▶ web—shortened version of “World Wide Web.”
- ▶ web address—If a web address falls at the end of a sentence, rewrite the sentence. “URL” is another name used for “web address.”
- ▶ web page—two words.
- ▶ website—one word, lowercase.
- ▶ World Wide Web—the unabbreviated version of “web.”
- ▶ **www.wright.edu**—don’t use an ending slash (/) for a web address.
- ▶ WSU Home—link from your website back to the university’s homepage (www.wright.edu).

LISTS—NUMBERS AND BULLETS

All items in a list should be parallel, i.e., single words, fragments, or complete sentences. (*Note:* Also see Punctuation: Colons)

- ▶ When items in a numbered or bulleted list are complete sentences, they should be punctuated as such.

Facts about Wright State

1. Wright State is a state-assisted university with more than 18,000 students.
2. Basketball is one of seven sports the university sponsors for men.
3. Connected by a unique tunnel system, the campus buildings are designed to be fully accessible to people with physical disabilities.

LISTS—NUMBERS AND BULLETS (CONTINUED):

- ▶ When numbered or bulleted lists are composed of dependent clauses, sentence fragments, or phrases, capitalize each listing; do not use periods.

The committee is responsible for the following projects:

1. The orientation of new students
2. The production of a new catalog
3. The implementation of the new departmental requirements

Topics Covered in the Workshop

- Hazardous materials
- Techniques for organizing on-scene activities
- Hospital disaster plans

Who Should Attend

- Physicians, nurses, paramedics, and other medical personnel involved in disaster preparedness and hospital response plans

- ▶ When items in a numbered or bulleted list complete a sentence started in the introductory sentence, each listing is lowercase and ends with a period.

Once admitted to the university, future students should:

1. check out possible majors and housing options online.
2. call to schedule a Math Placement test.
3. sign up for a first-year orientation session.

Writing workshop participants will learn how to:

- employ the tools, concepts, and techniques that foster creativity.
- recognize, define, and handle writers' block.

- ▶ If separating each listing with a period is not desired, use commas or semicolons before the final period. This is the least desired list format, but it implies that each item is part of a single idea.

After careful investigation the committee was convinced that:

1. Watson was guilty;
2. Holmes was scatterbrained;
3. the two friends were cohorts in crime.

MAIL

The words *zip code* are usually lowercase.

- ▶ United States Postal Service regulations regarding bulk mail and business reply mail are very exacting and require that the proper size, style, and location of type be used. Printing Services, 126 Campus Services Building, ext. 2117, has current information on U.S. Postal Service regulations for preparing mail for these special mailing categories. The Office of Communications and Marketing strongly recommends that any office or department on campus using bulk or business reply mail first consult with Printing Services.

MUSICAL TERMS IN PUBLICATIONS

Note: Because each musical group has its own style, always give the client's wishes priority. However, all programs adhere to some general guidelines, which are listed below.

- ▶ Titles of musical compositions are treated differently, according to where they are listed.

1. In general text:

Use italics for titles of long musical compositions like operas and musicals; use quotes around titles of individual songs or short compositions.

“On the Trail,” third movement from Ferde Grofe’s *Grand Canyon Suite*, is recognized by musical authorities as one of the most perfect transcriptions of a setting into music that has ever been composed.

2. In program listings:

Titles of musical scores, overtures, etc., are done in regular type. The exception is when a short piece or song is listed along with the larger work from which it originated. Then the larger work is printed in italics.

Overture in the Italian Style Franz Schubert in D Major

What I Did for Love Marvin Hamlisch from
A Chorus Line

- ▶ Capitalize or lowercase the following frequently used terms according to the client's wishes. They are usually lowercase.

Op. or op.

No. or no.

MUSICAL TERMS IN PUBLICATIONS (CONTINUED):

- ▶ A descriptive title enclosed in parentheses is in italics if the work is long and in quotes if the work is short. The client will have to determine which is appropriate for the work in question.

Symphony no. 41 (*Jupiter*); the *Jupiter* symphony

Air with Variations ("The Harmonious Blacksmith") from Handel's *Suite no. 5 in E*

- ▶ In subheads of member listings of the various orchestras and bands, the instruments are italicized and singular.

Coronet

Michael George

Triangle

Bill Herman

- ▶ List time as follows: six-eight time (not 6/8 time)
- ▶ In works on musical subjects where many keys are mentioned, it is common practice to use capital letters for major keys and lowercase for minors. If this practice is followed, the works *major* and *minor* are omitted:

the key of G

the e triad: E–G–natural–B

The second movement of Beethoven's Sonata in c (op. 13) is in the key of A-flat.

COLLEGE AND UNIVERSITY NAMES

- ▶ The correct name of Wright State's branch campus is the Wright State University–Lake Campus.
- ▶ Wright State University was established in 1964 and achieved full university status in 1967.
- ▶ When referring to a person's alma mater, the college/university should be listed according to the school's name at the time the student graduated.

Jane Deaux graduated from Wittenberg College in 1955. Her son, John Deaux, graduated from Wittenberg University in 1976.

- ▶ The Ohio State University and The Johns Hopkins University should begin with the word *The*.

NON-ENGLISH WORDS

- ▶ Commonly used Latin words, such as “vice versa,” are not italicized.
- ▶ Foreign words are italicized unless they have been fully naturalized.
- ▶ Italicize *in vivo* and *in vitro*.
- ▶ Genus and species names should be italicized. Also, genus names are capitalized and species names are lowercase.

In Europe the pike, *Esox lucius*, is valued for food as well as sport.

NUMBERS

- ▶ Do not begin a sentence with numerals; write out the figures or reword the sentence.
- ▶ Numbers below 100 should be hyphenated when they consist of two words.

thirty-nine

Use numerals for:

- ▶ Numbers one through nine, use the word.

He and his friend ordered two burgers, a soda, and a milkshake.
- ▶ Numbers 10 or over, use the numerals.

The football team’s order included 30 plates of spaghetti and 75 breadsticks.
- ▶ Ordinal numbers above “ninth,” using “st,” “nd,” “rd,” or “th” in regular (not superscript) type.

First, second, third, fourth, . . . ninth

21st, 22nd, 23rd, and 24th (not 21st, 22nd, 23rd, and 24th)

- ▶ Days of the month, omitting *rd*, *th*, *st*, *nd*: April 6, June 1.
- ▶ Degrees

Longitudinal 67° 03' 06" W

215°F below zero (In engineering and technical text, omit degree sign.) *No space between degree sign and F.*

NUMBERS (CONTINUED):

- ▶ Numbers within a series in order to maintain consistency if more than half of the numbers are 10 or over. Otherwise spell out numbers within a series.

23 hours, 12 minutes, 6 seconds

Twelve hats, five purses, five umbrellas, seven sweaters, and sixteen pairs of shoes were sold yesterday.

- ▶ Sums that are cumbersome to use the numeral, but spell out the words *million* and *billion*.

one million; 17.9 billion

- ▶ Hours of the day:

He couldn't remember if the concert started at 7 p.m. or 7:30 p.m.

Never use the “:00” notation of minutes if events start on the hour, unless used to preserve alignment of type (in vertical lists of events, etc.)

Cocktails 6:00 p.m.

Dinner 6:30 p.m.

Dancing 7:30 p.m.

- ▶ Amounts of money with the word cents or with the dollar sign: \$3 (not \$3.00); \$5.09 or 77 cents, unless tabulated in columns.

PUNCTUATION

Apostrophes:

- ▶ When abbreviating years of college classes, take care to punctuate with an apostrophe (which usually points downward), not an opening single quotation mark (which usually points upward). In some typefaces, the difference is especially noticeable.

Wrong: Class of ‘98

Right: Class of ’98

- ▶ Bachelor’s, master’s, and doctor’s degrees should always be written with an ’s. Never write masters’ degrees. *Exception:* It is the preference of the Lake Campus to use *associate degree* instead of *associate’s degree*.

Apostrophes (CONTINUED):

- ▶ Add 's to form the possessive of singular nouns, letters of the alphabet, and proper names ending in s.

A's, B's, and C's are all considered passing grades.

Tom Jones's 100-yard dash record was never broken.

Exceptions: Jesus', Moses', James', Euripides', Xerxes', and Ramses'

- ▶ Do not use apostrophes with plurals of years, numbers, or acronyms.

the late 1960s,

- ▶ Do use apostrophes to form the plurals of abbreviations with periods and lowercase letters of the alphabet.

Ph.D.'s

p's and q's

Colons:

- ▶ A colon may be used after an independent clause to introduce a list.

We borrowed three items: a pen, a pencil, and an eraser.

Students must complete the following courses: ENG 101, ENG 102, and SOC 123.

- ▶ A colon should *not* be used to separate a verb or preposition from the object, unless an independent clause precedes the colon or the object is displayed in a vertical list.

Wrong: We are going to: England, France, and Germany.

Right: We are going to England, France, and Germany.

We are going to:

England

France

Germany

Wrong: Return forms to: Wright State University, 3640 Colonel Glenn Hwy., Dayton, Ohio 45435-0001.

Right: Return forms to Wright State University, 3640 Colonel Glenn Hwy., Dayton, Ohio 45435-0001.

Return this form to:

David R. Hopkins, President

Wright State University

3640 Colonel Glenn Hwy.

Dayton, Ohio 45435-0001

Colons (continued):

- ▶ Follow a statement that introduces a direct quotation of one or more paragraphs with a colon.
- ▶ Use a colon after the words *as follows*.

Jim's assistant had scheduled his day as follows: morning meetings, lunch in the car on the way to until five, and then an hour workout before dinner.

Commas:

- ▶ Use a comma before the words *and* and *or* in a series of items, unless writing for the media.

May Daze will feature the following activities: student organization tables, a climbing wall, a pizza wagon, and a band.

- ▶ Place a comma after numerals signifying thousands

1,150 students

Commas are often omitted in scientific material when reference is made to high temperatures

4600°C.

- ▶ Use a comma to set off qualifying information.

David R. Hopkins, the president of Wright State University, will speak tonight.

- ▶ Countries or states that follow cities should be set off by commas.

Dayton, Ohio, is the birthplace of aviation.

We went to Paris, France, and London, England.

- ▶ Commas should precede and follow the year when the month, day, and year are used internally in sentences.

The conferences were held on Tuesday, December 13, 2008, and Saturday, January 11, 2009.

Do not place a comma between the month and year when the day is not mentioned.

The conferences were held in December 2008 and January 2009.

Commas (continued):

- ▶ Commas do not need to precede and follow Jr. and Sr. in proper names unless it is the strong preference of the people named (e.g., in a list of donors' names).

Roman numerals with names are never set off by commas.

The John W. Berry Sr. Room is located in the Ervin J. Nutter Center.

Victor P. Robinson III is now in charge of the company.

- ▶ Academic degrees are set off by commas in a person's name:

Jean Robinson, Ph.D., will chair the committee today.

- ▶ Introductory words such as *namely*, *i.e.*, and *e.g.* should be preceded by a comma or semicolon and followed by a comma.

The new contractor asked what was required of her, *i.e.*, what specific requirements she would be expected to satisfy by the deadline.

Hyphenation:

When in doubt, don't hyphenate.

- ▶ Do not hyphenate *vice president* and *vice chair*.
- ▶ Do not hyphenate words beginning with *non*, except with proper nouns.

non-German; nontechnical, nonprofit.

- ▶ Do not place a hyphen between the prefixes *pre*, *post*, *co*, *semi*, *anti*, etc., and nouns or adjectives, except proper nouns, but avoid duplicated vowels or triple consonants.

Predoctoral, postsecondary, cocurricular

Exceptions: co-editor, co-worker, co-op (but cooperative), Pre-College Program

- ▶ Do not place a hyphen between the prefix *sub* and the word to which it is attached.

Subtotal, substandard

- ▶ Use a hyphen to avoid ambiguity.

small-business profits, rather than small business profits

Hyphenation (continued):

- ▶ Hyphenate *part-time* and *full-time* when used as adjectives preceding the nouns they modify.

She is a full-time student.

Do not hyphenate *part time* and *full time* when used as adverbs modifying verbs.

He works full time at the university.

- ▶ Do not use a hyphen between an adverb ending in *-ly* and an adjective.

fully developed program

- ▶ Use the nonhyphenated spelling of a word if either spelling is acceptable.

Periods:

- ▶ Call letters of radio stations and alphabetical abbreviations of groups, organizations, or institutions such as WBAA, ROTC, USDA, MIT, or UCLA, should be capitalized and written without periods or spaces.
- ▶ Countries such as *U.S.A.* and *U.K.* are abbreviated with periods. However, note that European Union is generally abbreviated *EU*, without periods.
- ▶ Abbreviations of degrees such as B.S., M.S., and Ph.D. should be capitalized and written with periods and no spaces. Some of Wright State University's colleges, however, have expressed a preference for abbreviating MBA and RN without periods in advertising and some promotional materials.

Quotation Marks:

- ▶ Periods and commas stay inside quotation marks, whether it was in the original source or not.
- ▶ Colons, semicolons, question marks, and exclamation points go outside the quotation marks, unless the punctuation was in the quoted source.
- ▶ Use single quotation marks for quotations printed within other quotations.

“Lay on, Macduff,
And damn'd be him that first cries, 'Hold, enough!'”

- ▶ Use single quotation marks in headlines.

President Says 'Enough Taxes!'

Quotation Marks (continued):

- ▶ Place in quotation marks the titles of poems, songs, short stories, book series, chapters in books, magazine or journal articles, radio and television series episode titles, manuscripts in collections, dissertations and theses, lectures and papers read at meetings, and parts of volumes (chapters, titles of papers, etc.).

Italicize titles of books, essays, long musical compositions, motion pictures, television series and nonserial programs, pamphlets, periodicals, etc.

“The Trouble with Tribbles” is one of the most popular *Star Trek* episodes.

The Clan of the Cave Bear from the “Earth’s Children” series of novels

The New Yorker

“Sunrise, Sunset” from *A Fiddler on the Roof*

Chapter One, “I Am Born,” from Charles Dickens’s *David Copperfield*.

- ▶ If several paragraphs are to be quoted, use quotation marks at the beginning of each paragraph but only at the end of the last paragraph.

“Beginning of paragraph one.

“Paragraph two.

“Closing paragraph.”

- ▶ Set periods and commas inside quotations marks; set colons and semicolons outside quotation marks.

She said, “I’ll be right back,” then left to find the manager.

They call Judge Winston “the Hangman”; I wouldn’t expect leniency.

- ▶ Exclamation points and question marks go outside the quotation marks unless they are actually part of the quote.

Have you heard the proverb, “Do not climb the hill until you reach it”?

The child exclaimed, “I can’t wait until Christmas!”

- ▶ Do not use quotation marks to draw attention to a word or to justify an attempt at humor.

Wrong: People jump out of airplanes without parachutes “just for fun.”

- ▶ Words used in an ironic sense may be enclosed in quotation marks.

The “debate” resulted in three cracked heads and two broken noses.

Quotation Marks (continued):

- ▶ No quotation marks are necessary in printing interviews when the name of the speaker is given first, or in reports of testimony when the words *question* and *answer* or *Q* and *A* are used, such as:

Q: Who will benefit from the plan?

A: Full-time staff, students...

Smith: How do you plan your curriculum?

Wesson: A committee does that.

SPELLING

The following spellings are correct or preferred by the publications staff in the Office of Communications and Marketing (a list of internet terms is found on page 16):

advisor

alumna (feminine, singular)

alumnae (feminine, plural)

alumnus (masculine, singular)

alumni (masculine, plural; mixed masculine and feminine, plural)

amphitheatre

canceled

catalog

counselor

coursework (one word)

curriculum vitae (singular)

curricula vitae (plural)

dialogue

input/output

medieval

online

orthopedics (orthopaedics may be used on letterheads and business cards)

theatre

traveled

vita (singular, used alone)

TELEPHONE NUMBERS

- ▶ The area code should always be included in university publications that will be distributed off campus. The word *telephone* never precedes the number. *FAX* usually appears before a fax number listing.
- ▶ Toll-free numbers may be distinguished from other numbers by adding “Toll-free” before the number.

The following formats are accepted by the university:

(937) 775-3232 937.775.3232 ext. 3098

1-937-775-3232 FAX (937) 775-3235 x3092

Toll-free (877) 978-3243

(Note: When the area code is enclosed by parentheses, one space follows the closing parenthesis.)

TITLES

Titles of Persons:

- ▶ Do not identify individuals by race, religion, or national origin unless such identifications are essential to an understanding of the story.
- ▶ The heads of departments at Wright State are referred to as *chairs*, not chairmen or chairers.
- ▶ Do not hyphenate vice president and vice chair.
- ▶ Always include the first name or initials of persons the first time they appear in an article.
- ▶ Never use *Mr.*, *Mrs.*, *Miss*, or *Ms.* except in Music Department programs, formal invitations, and advertising when appropriate.
- ▶ Abbreviate courtesy titles, such as *Mr.*, *Mrs.*, and *Dr.*, when they precede a name; but do not use them in combination with any other title or with abbreviations indicating scholastic or academic degrees.

Paul Shore, Ph.D., not Dr. Paul Shore, Ph.D.

Carol Burns, M.D., or Roger Morefield, D.V.M.; not Dr. Carol Burns, M.D., or Mr. Roger Morefield, D.V.M.

- ▶ Use the title *Dr.* when referring to a doctor of medicine, dentistry, or veterinary medicine in formal context.

Titles of Persons (continued):

- ▶ Apply the title *professor* only before the name of a staff member of professional rank: professor, associate professor, or assistant professor. Do not qualify the title *professor* with associate or assistant before a person's name, but do qualify it after the name.

Professor Samuel Jones

Samuel Jones, associate professor of biology

For distinguished professors:

Cyrus Harding, Frederick A. White Distinguished Professor of Service and professor of environmental geoscience

- ▶ Military titles may be written as follows:

John D. Cadet, USAF, 2nd Lt.

Jayne D. Doe, USAF, Lt. Col.

Titles of retired military may be written with a comma and either “retired” or “Ret” after them, as follows:

Brigadier General Arthur Portnoy, USA, retired

- ▶ When a civil or military title is used with the surname only, the title must be spelled out. With full names, most such titles are abbreviated.

Brig. Gen. Thomas Tilney

Lieutenant Colonel Smith

Senator Finan

Sen. Tom Daschle

- ▶ The word *the* should be supplied before *Reverend* in formal publications. The abbreviation *Rev.* should never be used without the first name or initial(s). The use of clergy titles varies among religions and Christian denominations, and the protocols of the religion or denomination should be considered in formal communications.

Right: The Reverend Joseph L. Longham, thereafter, Father Longham (for a priest), Mr. Longham (in some denominations), or Pastor Longham (in some other denominations)

Rabbi Joseph Horowitz, thereafter, Rabbi Horowitz

Wrong: Rev. Longham, Reverend Longham, J. L. Longham, or Longham

Titles of Persons (continued):

- ▶ *The Rev. Dr.* can be used with a title to distinguish a clergy member with a doctoral degree from a professor or medical doctor.

The Reverend Dr. Oswald will join Professor Alloway and Dr. Milligan in a panel discussion entitled “The Role of the Chaplain in Health Care Advocacy.”

- ▶ The title *Honorable* is spelled out if preceded by the word *the*. In other instances, the title is abbreviated when used with the full name.

Hon. Frank Hawkins

- ▶ *The Honorable* is the preferred title in addressing most high-ranking officials in office or retired. These include presidential appointees, foreign diplomats, officials of the cabinet, charges d’affaires, federal and state elective officials, and mayors. As a general rule, other county and city officials are not so addressed.

The Honorable is not used in speaking to a person or in salutation, although it is sometimes used in platform introductions. It is never used before a surname only. When appearing in text or other communication, *the* is not capitalized.

A speech given by the Honorable Jayne Deaux held the audience spellbound.

- ▶ Avoid using long titles before the names of people.

John H. Hard, superintendent of public instruction

NOT Superintendent of Public Instruction John H. Hard

- ▶ In running text, capitalize titles of persons when they immediately precede a name (i.e., used as part of the name). Lowercase titles of persons when they follow a name.

The conference will feature President Hopkins as the main speaker.

David R. Hopkins, president of Wright State University, is the featured speaker for this year’s conference.

- ▶ However, titles used with other qualifying information (and therefore are not part of a title) are lowercase.

Wright State University’s president, David R. Hopkins, is this year’s featured speaker. (The name is used in apposition to the title; i.e., there is only one president of Wright State, so the name is not necessary to understand the meaning of the sentence.)

Special note: If you wish to capitalize the title, rewrite the sentence so that the title is a part of the name.

President David R. Hopkins, Wright State University, is the featured speaker.

Titles of Persons (continued):

- ▶ In address lines and program listings, capitalize the title when it is used after the name:

For more information, send the attached card to:

Cathy Davis, Director
Office of Admissions
Wright State University
3640 Colonel Glenn Hwy.
Dayton, Ohio 45435-0001

10–11 a.m. David R. Hopkins, President
Wright State University
“Looking to the Future”

Titles of Works/Headlines:

Do not change the spelling (including hyphenation) of original titles of works. Capitalization and punctuation may be changed for style purposes.

Use single quotation marks instead of double quotation marks.

- ▶ Titles of the following works are italicized:

books	plays
essays	official titles of class schedules
journals	official titles of catalogs
magazines	long musical compositions
movies	radio programs and series titles
newspapers	sculptures
pamphlets	television programs and series
paintings	

- ▶ Titles of these works are set off by quotation marks:

poems
songs
short stories
titles of book series
chapters in books
magazine or journal articles
radio and television series episode titles
manuscripts in collections
dissertations and theses
lectures and papers read at meetings
parts of volumes (chapters, titles of papers, etc.).

Titles of Works/Headlines (continued):

- ▶ Capitalize the initial letters of the following types of words when used in titles of works:

- the first word in the title

- the last word in the title

- nouns

- prepositions

- pronouns

- adjectives

- verbs

- adverbs

- subordinate conjunctions (e.g., as, because, before, if, since, though, when, while)

- ▶ Lowercase the following types of words, except when they appear as the first or last word or when they follow a colon in the title or a head.

- articles (a, an, the)

- coordinate conjunctions (and, or, for)

- prepositions

- to in infinitives

- Death of a Salesman* Debuts

- Traveling Through Time Is Possible Says Researcher

- President to Arrive on Monday

- ▶ Capitalize the first element of hyphenated compounds. The second element should be capitalized if it is a noun or proper adjective. The second element should not be capitalized if it is a participle that modifies the first element or if both elements together comprise a single word.

- Eighteenth-Century Literature

- Self-actualizing Experience

- Re-creating

- Non-French-speaking People

- Middle-sized City

- Twenty-five People

WORD CHOICE

- ▶ Be as clear and direct as possible. Avoid pompous, ambiguous, and meaningless words.

Less clear: *Individuals* who have access to the internet may *utilize* our electronic registration/application form

Better: *Those* with internet access may *use* our electronic application form

Note that the word *utilize* is often misused as a synonym for the more appropriate word *use*. *Utilize*, a more formal word, has the connotation of “practical, profitable, or creative use.”

Historic/Historical

- ▶ *Historic* is used to denote something memorable or famous; *historical* is used to indicate something that has to do with history.

This historic book changed the attitude of the Southern citizens.

Historical photographs of the battle reveal the great damage done to the orchards.

People/Persons

- ▶ *People* is used when referring to a large, indefinite group. *Persons* is used when referring to a small, specific group.

WRIGHT STATE UNIVERSITY

- ▶ *Wright State University* should be the first use; *Wright State* may be used thereafter.

- ▶ Do not refer to the university as WSU

- ▶ Do not capitalize *university* when it appears alone.

The university will sponsor tomorrow’s event.

- ▶ Wright State has one branch campus: the Wright State University–Lake Campus (*the* is not capitalized). The address should appear as follows:

Wright State University–Lake Campus
7600 Lake Campus Dr.
Celina, Ohio 45822-2952

- ▶ Do not capitalize the word campus when used alone or with the words Dayton, main, or branch. Do capitalize the word campus in the name of our branch campus, Lake Campus. The only exception to capitalizing the word campus when used with Dayton is when used nearby references to Lake Campus. Note: Dayton Campus is the preferred way of referring to the main campus in Lake Campus publications.

Wright State University's Dayton campus is known for its accessibility.

The main campus is located in Greene County, Ohio.

The university's branch campus is next to Grand Lake St. Marys.

Lake Campus students may continue on to earn a bachelor's degree at the Dayton Campus.

- ▶ When referring to the Wright State University Child Development Center, Wright State University must appear in the title.
- ▶ The formal name of the nursing college is:
Wright State University–Miami Valley College of Nursing and Health.

WRIGHT STATE UNIVERSITY

GENERAL COPY

This copy has been approved and should be used whenever possible in official university publications. If you use the complete version of this copy, you may use or if you need to use only a portion of the copy, use the first paragraph, then choose from the rest of the copy as needed for your intended audience.

About Wright State University:

Revised 1/27/09

Named after Orville and Wilbur Wright, Wright State University continues their tradition of innovation. A rich and dynamic community of more than 19,000 students, Wright State is a globally inspired, community-oriented university committed to transforming the lives of our students and the communities we serve.

Located 12 miles northeast of downtown Dayton, Ohio, Wright State is a nationally accredited state university with an impressive range of study. Its eight colleges and three schools, including schools of medicine and professional psychology, offer more than 100 undergraduate degrees and 76 Ph.D., master's, and professional degrees. The university's state-of-the-art facilities are located in a beautiful 557-acre wooded

setting. More than 190 student clubs and organizations give vibrancy to campus life. Nearly 3,000 students live in modern residence halls, complete with internet hook-ups, on or adjacent to campus.

Wright State is a national leader in accommodating the needs of students with disabilities. Most of the 25 campus buildings are connected by a unique underground tunnel system. The Wingerd Service Dog Park, reserved for the service dogs that assist Wright State students, is the first of its kind in the nation.

Most classes are small and taught by fully affiliated faculty members, 80 percent of whom hold the most advanced degrees in their fields. The faculty is dedicated to advancing the frontiers of knowledge, as well as applying it to real problems. Students gain hands-on experience through a variety of community-based programs, cooperative education, internships, service learning, and research projects. In fact, Wright State ranks as one of Ohio's top state universities in terms of federal research. It is one of an elite group of universities doing research in cutting-edge fields—making new discoveries that are improving the world around us.

The University Libraries (the Paul Laurence Dunbar Library and the Lake Campus Library), are linked through the OhioLINK system and internet to holdings of other major academic libraries in Ohio and to a wide range of databases for electronic research. The Dunbar Library is home to one of the world's most complete collections of the Wright brothers' papers and memorabilia. Other special collections include the U.S. Patents and Trademarks Depository Collection, an African American collection, the congressional papers of former Congressmen Tony Hall and Dave Hobson, as well as sections on local history, children's literature, and university history.

Wright State offers 16 Division I intercollegiate athletic programs, and many students participate in intramural sports programs. The Wright State University Ervin J. Nutter Center, a 11,000-seat entertainment and sports complex, and other recreational facilities are available to students on a daily basis.

The 173-acre Wright State University–Lake Campus, located between Celina and St. Marys on the north shore of Grand Lake St. Marys, offers associate and pre-baccalaureate degrees, and limited baccalaureate and master's degree programs.

Whether it's preparing students to take their place in our ever-changing world, conducting research that can improve our lives, or partnering with local communities and businesses, Wright State University is making an impact, both locally and globally. Visit our website at www.wright.edu for more information.

REFERENCES

- ▶ For style guidelines, refer to *Chicago Manual of Style, 15th Edition*, published by the University of Chicago Press. For items not found in *The Chicago Manual*, use *Words into Type*, published by Prentice-Hall.
- ▶ The dictionary used as the standard is *Webster's Third New International Dictionary*, published by G. and C. Merriam.
- ▶ *Webster's New World Speller/Divider*, in addition to the word division rules from *The Chicago Manual of Style*, is used as the criterion for word breaks.
- ▶ *The Elements of Style*, by William Strunk Jr. and E. B. White, *Fowler's Modern English Usage*, published by Oxford University Press, and *American Usage and Style, the Consensus*, by Roy H. Copperud, published by Van Nostrand Reinhold, are used as references for grammar and style.
- ▶ *Taber's Cyclopedic Medical Dictionary* is the standard for medical terms.
- ▶ *Wright State University Identity Standards Manual*, published by the Office of Communications and Marketing, is the standard for the use of Wright State University's official identity marks.
- ▶ *The Associated Press Stylebook*, revised edition, is the standard for sports and journalistic writing.
- ▶ For help with trademarks, contact the International Trademark Association, 655 Third Avenue, 10th Floor, New York, NY 10017-5617 USA; (212) 642-1700, www.inta.org