

WRIGHT STATE UNIVERSITY

EDITORIAL STYLE GUIDE

Revised August 2016

This style guide was prepared by the editors of the Office of 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 and electronic communications. Users of this style guide are strongly encouraged to consult the reference sources listed under “Reference Books.”

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Newsroom articles and other materials distributed to the media by the Office of Communications follow AP Style as outlined in *The Associated Press Stylebook and Libel Manual* ©2014 by The Associated Press. All rights reserved. Reprinted with permission of The Associated Press.

The Office of Marketing largely follows the *Chicago Manual of Style*, with occasional modifications, some of which are derived from the *AP Stylebook*.

The goal of any style manual is to foster consistency between and within the institution’s printed and electronic communications, so the institution presents itself more coherently and professionally. We recommend this style guide as a tool to help your office, department, or college achieve the same professional and coherent voice.

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ABBREVIATIONS AND ACRONYMS

Generally speaking, abbreviations require periods, while acronyms do not have periods. Abbreviations may be used more freely in tables or charts, advertising, or websites.

Unfamiliar Abbreviations or Acronyms:

- ▶ When unfamiliar abbreviations or acronyms appear in running text (e.g., when referring to an organization with a cumbersome name), first use the full written version, followed by the acronym or abbreviation in parentheses. After that you may use the acronym or abbreviation.

Katharyn was elected to be a member of the Board of Zoning Appeals (BZA) for five years. She is one of three BZA members whose terms expire this year.

Common Acronyms:

- ▶ Wright State University uses many acronyms whose full spelling is not necessary.

GPA for grade point average

RSVP for répondez s'il vous plaît

CPA for Certified Public Accountant

Common Abbreviations:

- ▶ These abbreviations also don't require a spelled-out explanation.

U.S. for United States when used as an adjective (e.g., U.S. trade sanctions).

U.S.A., *U.N.*, and *U.K.*

Exception: *EU* (without periods) for European Union

AFFIRMATIVE ACTION STATEMENTS

(Approved by the Office of Equity and Inclusion June 16, 2015)

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

Wright State is an equal opportunity/affirmative action institution.

- ▶ The following is the updated required tagline for all job postings/ads (with the exception of job postings that have a line/word limit or pay per line/word pricing structure):

Wright State University, an equal opportunity/affirmative action employer, is committed to

an inclusive environment and strongly encourages applications from minorities, females, veterans, and individuals with disabilities.

- ▶ The following updated tagline should only be used for job postings/ads that have a line/word limit or pay per line/word pricing structure.

Wright State University: AA/EOE/M/F/Vet/Disability

- ▶ 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.

Wright State University does not discriminate on the basis of race, color, religion, age, national origin, national ancestry, sex, pregnancy, gender, gender identity or expression, sexual orientation, military service or veteran status, mental or physical disability, or genetic information in employment, admission, treatment, or access to its programs or activities.

Wright State University adheres to all applicable state and federal equal opportunity/affirmative action statutes and regulations.

Individuals with questions or concerns regarding this information or those who wish to file a complaint related to Wright State's non-discrimination policy may contact the Wright State University Office of Equity and Inclusion at oei@wright.edu or (937) 775-3207. Under this policy and federal regulations, individuals who participate in this complaint process with the Office of Equity and Inclusion are protected from retaliation resulting from their participation in this process.

Individuals with questions or concerns regarding Title IX of the Education Amendments of 1972 (Title IX) or those who wish to file a complaint related to Title IX may contact the Wright State University Title IX coordinator at oei-title9@wright.edu or (937) 775-3207. Under the Wright State University Gender Based Harassment and Violence Policy and federal regulations, individuals who participate in this complaint process at Wright State University are protected from retaliation resulting from their participation in this process.

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 Hall, (937) 775-3207.

The university's Affirmative Action Plan is maintained in the Office of Equity and Inclusion. 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, 180 University Hall, (937) 775-5680.

An employee or applicant who wishes to request a reasonable accommodation per the Americans with Disabilities Act, as amended, should contact the Wright State University Office of Equity and Inclusion at oei-ada@wright.edu or (937) 775-3207.

A student who wishes to request a reasonable accommodation per the Americans with Disabilities Act, as amended, should contact the Wright State University Office of Disability Services at disability_services@wright.edu (937) 775-5680 or (937) 775-5844 (TTY).

Matthew L. Boaz, Director of the Office of Equity and Inclusion, is Wright State University's Section 504/Title II Coordinator and Title IX Coordinator. Contact information is provided below.

Matthew L. Boaz
Director, Office of Equity and Inclusion
Section 504/Title II Coordinator
Title IX Coordinator
Office of Equity and Inclusion
Wright State University
436 Millett Hall
3640 Colonel Glenn Highway
Dayton, OH 45435

Phone: (937) 775-3207

Fax: (937) 775-3027

Email: oei@wright.edu

Office Location: 436 Millett Hall, Wright State University Dayton Campus (3640 Colonel Glenn Highway, Dayton, OH 45435)

Office Hours: Monday–Friday, 8:30 a.m.–5 p.m.

BUILDINGS AND FACILITIES

The following are the proper names and abbreviations of campus buildings and facilities. The abbreviations in the left column are designated by the Office of Budget, Planning, & Resource Analysis (BPRA) for its space inventory and utilization system, and also used by the registrar for class registration. The codes, reflected on official campus maps, cannot be changed by individual offices or departments.

Dayton Campus

AL	Allyn Hall
BS1	Biological Sciences I
BS2	Biological Sciences II
BCH	Boston/Cedar/Hawthorn (The Woods)
BL	Brehm Laboratory
CC	Community Center
CM	Campus Ministry Center/St. John Bosco Chapel
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
DP	Dog Park, Wingerd Service
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

BUILDINGS AND FACILITIES (continued)

HC	Honors Community
HS	Health Sciences Building
JC	Joshi Research Center, Krishan and Vicky
LX	Computer Services Library Annex
LJH	Laurel/Jacob/Hickory (The Woods)
MM	Mathematical and Microbiological Sciences Building
MS	Medical Sciences Building
MH	Millett Hall
NC	Nutter Center, Wright State University
OMP	Oak/Maple/Pine (The Woods)
OH	Oelman Hall
PB	Wright State Physicians Health Center
RK	Rike Hall
RC	Russ Engineering Center, Fritz and Dolores
RSC	Rinzler Student Sports Complex
SC	Student Success Center
SU	Student Union
SZ	Setzer Pavilion/Mills Morgan Center
TH	Tom Hanks Center for Motion Pictures
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

Capitalize sparingly! As a rule, only capitalize *proper nouns* (formal or official names of things), and don't capitalize common nouns (generic references to things). When in doubt, *do not* capitalize.

You Should Capitalize:

- ▶ Months and days of the week.
 - This year my birthday, March 3, was on a Thursday.
- ▶ Semester names (but not the four seasons on their own)
 - Spring Semester 2016 ends, ironically, in early spring.
- ▶ Titles are capitalized when they *precede* a person's name and thus become part of the proper name (but are lower cased alone, or when used generically).
 - City Manager Connie Landeu led the meeting. The mayor did not attend.

Wright State University named or distinguished professorships are always capitalized, whether the title precedes a name or not.

 - Professor Paul Lockhart is Wright State's Brage Golding Distinguished Professor of Research.
- ▶ University, College, School, Department, Campus: Capitalize *only* when part of a formal name; otherwise, lowercase.
 - Wright State University, Raj Soin College of Business, Department of Social Work, Lake Campus (but the school, the business college, social work department)
- ▶ The words *Army*, *Navy*, and *Air Force*, when referring to United States armed forces, whether or not preceded by the letters *U.S.*
- ▶ Geographical regions of the country, but not points of the compass.
 - Some people consider the South to be anything south of the Ohio River.
- ▶ Capitalize the name "Wright" in "Wright brothers," but not the word "brothers."

COPYRIGHT NOTICE AND TRADEMARKS

- ▶ The copyright notice must contain the copyright symbol © 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.
- ▶ Use trademark names as proper adjective and follow with the type of product it names; don't treat the product name as a noun itself.

Jane Smith buys Kleenex® tissues when they're on sale.

DEGREE NAMES, ABBREVIATIONS, AND INFORMAL REFERENCES

- ▶ This is a non-exhaustive list of some of Wright State's most common academic degrees as they should appear spelled out, abbreviated, and in informal references. Some colleges offer other bachelor's and master's degrees.

Formal Name of Degree	Abbreviation	Informal Reference
Associate of Arts	A.A.	associate degree
Associate of Science	A.S.	associate degree
Associate of Technical Study	A.T.S.	associate degree
Bachelor of Arts	B.A.	bachelor's degree
Bachelor of Science	B.S.	bachelor's degree
Bachelor of Fine Arts	B.F.A.	bachelor's degree
Bachelor of Music	B.M.	bachelor's degree

Bachelor of Science in Business	B.S.B.	bachelor's degree
Bachelor of Science in Education	B.S.Ed.	bachelor's degree
Bachelor of Science in Nursing	B.S.N.	bachelor's degree
Master of Accountancy	M.Acc.	master's degree
Master of Arts	M.A.	master's degree
Master of Science	M.S.	master's degree
Master of Business Administration	M.B.A.	master's degree
Master of Education	M.Ed.	master's degree
Master of Humanities	M.Hum.	master's degree
Master of Music	M.M.	master's degree
Master of Public Administration	M.P.A.	master's degree
Master of Public Health	M.P.H.	master's degree
Master of Rehabilitation Counseling	M.R.C.	master's degree
Master of Science in Engineering	M.S.E.	master's degree
Master of Public Health	M.P.H.	master's degree
Master of Science in Teaching	M.S.T.	master's degree
Educational Specialist	Ed.S.	post-master's degree
Doctor of Education	Ed.D.	doctorate
Doctor of Medicine	M.D.	doctorate
Doctor of Nursing Practice	D.N.P.	doctorate
Doctor of Philosophy	Ph.D.	doctorate
Doctor of Psychology	Psy.D.	doctorate

DOLLAR AMOUNTS

- ▶ Dollar amounts are written with the dollar sign. If writing an even dollar amount in a normal sentence, it is not necessary to include “.00”.

The three items were \$4.99 each plus tax, but they rounded my bill off to just \$15 even.

- ▶ For large sums in the millions or billions, use the dollar sign, but spell out the words *million* and *billion*.

The corporation earned \$17.9 million over the past three years.

- ▶ In tables or figures columns, it is better to use the same style for all amounts.

The tickets plus shipping and handling cost:

\$30.00

S&H: \$3.99

Total \$33.99

- ▶ Amounts that are less than \$1 can be written with the word “cents.”

I ended up with only 35 cents left in my pocket.

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.”

Thus text representing Wright State University should avoid gendered terms:

Exclusive Terms	Alternative Terms
chairman	chair
freshman	first-year student
layman	average person, lay person, nonspecialist
man/mankind	humanity, human beings, people, humankind
man hours	worker hours, work hours, labor hours, staff hours, personnel hours
man-made	manufactured, synthetic, artificial
manpower	workforce, human power, labor, staff power
spokesman	spokesperson, official, representative

Text representing Wright State University should also avoid wording that reinforces stereotypes about people with disabilities. A rule of thumb is: “See the person, not the disability.”

Stereotype Wording	Alternative Terms
suffers, invalid, victim	a person who has...
the deaf	persons who are deaf persons who are hearing impaired
the blind	persons who are blind persons who are visually impaired
in a wheelchair confined to a wheelchair wheelchair bound	uses a wheelchair, wheelchair user
afflicted, crippled	person with a disability, person who is physically limited

- ▶ 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 uses 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”
- ▶ **wright.edu**—don’t use “www” or an ending slash (/) for a web address
- ▶ WSU Home—link from your website back to the university’s homepage (wright.edu)

LISTS—NUMBERS AND BULLETS

Consistency is the key to good lists. All items in a list (bulleted or numbered) should have parallel construction (i.e., single words, phrases, or whole sentences), with verbs in the same form in each list (e.g., come, explore, discover; **or** coming, exploring, discovering), and punctuated consistently. Following are some of the most common situations and how to address them.

- ▶ **Complete sentences:** Capitalize and punctuated as a sentences.

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. Most campus buildings are connected by a unique tunnel system.

- ▶ **Finishing a sentence:** When the lists complete a sentence started in the introductory sentence, lowercase the first word and punctuate the end.

Once admitted to the university, future students should:

- check out housing options online.
- schedule a math placement test.
- sign up for an orientation session.

- ▶ **Phrases or sentence fragments:** Capitalize each listed item and do not punctuate at the end.

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

- ▶ **Lists in which all items together form a sentence:** Sometimes all items in the list complete a sentence together. In that case, end the items with a semicolon;

end the second-to-last item with a semicolon and “and”; and end the last item with a period.

After careful investigation, the police determined that:

1. Johnson was guilty;
2. Miller was complicit; and
3. the two business partners were guilty of theft.

- ▶ **Lists in advertising: an exception:** Advertising sometimes demands more flexibility in aesthetics. Therefore, in print or web advertising, billboards, etc., it is permissible to simplify lists, and use aesthetics that just “look right.”

TOPICS INCLUDE:

- Maximizing results
- Preventing injuries
- 6 rules for safety

MAIL

The words *zip code* are usually lowercase.

- ▶ United States Postal Service regulations regarding bulk mail and business reply mail are very exacting. Printing Services Consortium, 126 Campus Services Building, ext. 2117, has current information on U.S. Postal Service regulations for preparing mail for special mailing categories. The Office of Marketing strongly recommends that any office or department on campus using bulk or business reply mail first consult with Printing Services Consortium.
- ▶ Campus addresses and return addresses should not include specific room numbers and campus buildings because the United States Postal Service’s scanning technology can misread room numbers and building as part of the street address and send mail to the wrong location. This includes office mail and marketing materials listing contact information (if printed or electronic marketing materials are going to list the campus location, it must be separated from the postal mailing address.) The Mail Center will ensure that incoming mail is delivered to the right office or department. Therefore, address mail coming to or from Wright State University’s Dayton Campus as follows:

Office/Department/College
Wright State University
3640 Colonel Glenn Hwy.
Dayton, OH 45435

MUSICAL TERMS IN PUBLICATIONS

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

“Sunrise, Sunset” is a favorite from *A Fiddler on the Roof*.

- ▶ Descriptive titles enclosed in parentheses follow the same italic or quote rule.

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

Air with Variations (“The Harmonious Blacksmith”) from Handel’s *Suite no. 5 in E*

- ▶ In programs, listings of the titles of musical scores, overtures, etc., are typically done in regular type. Larger works may be in italics when a song or short piece is being performed from that larger work.

What I Did for Love Marvin Hamlisch from *A Chorus Line*

NUMBERS

- ▶ Spell out numbers one through nine; use numerals for numbers 10 and above.

He and his friend ordered five cheeseburgers, four sodas, and one milkshake.

The football team’s order included 30 plates of spaghetti and 75 breadsticks.

- ▶ The same rules apply for ordinal numbers (numbers that denote order in a series).

Medals were given to runners who came in first, second, and third place.

Welcome to the 21st century!

- ▶ NOTE: in ordinal numbers using numerals, *never* set “st,” “nd,” “rd,” or “th” in superscript.

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

- ▶ Days of the month are not set in ordinal numbers.

Let’s see how hot it gets by June 21. (*not* June 21st)

PROGRAMS, CERTIFICATES, MAJORS, MINORS, FIELDS OF STUDY

Generally, capitalization depends on whether the reference is to a proper name of a program or informal reference to it.

- ▶ **Programs’** formal names are capitalized, but informal references are lower cased. An exception is if the subject contains a proper name, such as a language name or

name of a country, continent, etc.

She decided to become a Spanish major, with a minor in international trade.

His favorite field is African American studies.

- ▶ **Certificate** program names are capitalized, but not the words “certificate” or “program”.

The African American and Gender Experience in Education certificate program examines the distinctive social, educational, familial, and racial dynamics shaping the worldviews and struggles of African Americans.

- ▶ **Major and minors** are lower cased unless the subject is a formal name, like a foreign language.

She decided to become a Spanish major, with a minor in international trade.

- ▶ **Fields of study** are lower cased unless the subject is a formal name.

She chose to major in anthropology with a minor in war and society.

PUNCTUATION

This section makes no attempt to exhaustively address punctuation rules, but rather addresses some recurring problems commonly encountered by the Office of Marketing’s writers and editors.

Apostrophes:

- ▶ When abbreviating years of college classes, be sure to use a true apostrophe (which points downward), not an opening single quotation mark (which points upward).

Wrong: Class of ‘98

Right: Class of ’98

- ▶ Bachelor’s, master’s, and doctor’s (do we ever use doctor’s?) degrees should always is an apostrophe-s (never an s-apostrophe).

The new transfer student has already earned three master’s degrees (not masters’ degrees).

- ▶ An exception is *associate degree* (which has no apostrophe-s).

She has two associate degrees, but now is working toward a bachelor’s degree.

- ▶ When abbreviating years or decades, use an apostrophe to replace the “19-” or “20-”. Do not use an apostrophe before the “s” to form a plural.

He was born in the 1980s, but has a fondness for ’60s music.

- ▶ 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

Commas:

- ▶ Use a comma before the *and* or *or* in a series of three or more items, which is often called a “serial comma” or “Oxford comma.” (Note that this style is consistent with the *Chicago Manual of Style*, but varies from Associated Press style.)

Students at May Daze will see student organization tables, a climbing wall, food wagons, and a live band.

- ▶ Countries or states that follow cities should be followed by a comma unless the word ends a sentence.

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 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 Wright State University Nutter Center.

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

Hyphenation:

When in doubt, don't hyphenate.

- ▶ Do not hyphenate words beginning with *non*, except with proper nouns.
- ▶ Do not hyphenate with the prefixes *pre*, *post*, *co*, *semi*, *anti*, *sub*, etc., and nouns or adjectives, except proper nouns, but avoid duplicated vowels or triple consonants.

Predoctoral, postsecondary, cocurricular, nontechnical, nonprofit, substandard
Exceptions: co-worker, co-op (but cooperative), Pre-College Program, non-German

- ▶ Do not hyphenate African American.

She found the African and African American Studies program stimulated her interest in history and foreign affairs.

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

fully developed program

- ▶ Hyphenate *part-time* and *full-time* used as adjectives before nouns they modify, but do not hyphenate *part time* and *full time* when modifying verbs.

She is a full-time student.

He works full time at the university.

- ▶ Do hyphenate “first-year students”.
- ▶ Do hyphenate “service-learning” and “Office of Service-Learning”.

Periods:

- ▶ 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.

Quotation Marks:

- ▶ Set periods and commas inside quotation marks; set colons, semicolons, exclamation points, and question marks outside quotation marks unless they are actually part of the quote.

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

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

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

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

- ▶ 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!'

SPACES

- ▶ Use only one space between sentences or after punctuation such as colons and question marks; do not use two spaces.
- ▶ Do not add spaces before or after en or em dashes.

TELEPHONE NUMBERS

- ▶ 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 1-800-555-3487 (877) 978-3243

TIME OF DAY

- ▶ Times before midday are designated with “a.m.” Times after midday are designated “p.m.” Keep a space between the number and the a.m. or p.m. If the a.m. or p.m. ends the sentence, do not add an extra period at the end. If the time given is on the hour, you may omit the “:00”.

The seminar started at 9 a.m. and ended at 4:30 p.m.

- ▶ The time 12:00 is neither a.m. nor p.m. Use “noon” and “midnight” instead.

The final morning breakout session went from 11 a.m. to noon.

TITLES

Titles of Persons:

- ▶ 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.

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

John H. Hard, superintendent of public instruction

NOT Superintendent of Public Instruction John H. Hard

- ▶ 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.

- ▶ Avoid using courtesy titles such as *Mr.*, *Mrs.*, and *Ms.* On citing a person for the first time, cite their academic degree, and thereafter refer to them by their last name.

Ronald Grant, M.D., is an expert on tropical diseases. Grant's lecture is free and open to the public.

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

- ▶ Capitalize names and main words in distinguished professorships:

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

- ▶ 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

Titles of Works/Headlines:

- ▶ 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

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

In headlines, 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.).

► 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
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

WRIGHT BROTHERS

- ▶ Only capitalize the name “Wright” in “the Wright brothers.” Do not capitalize “brothers.”

WRIGHT STATE UNIVERSITY

- ▶ *Wright State University* should be used for the first reference. *Wright State* may be used thereafter.
- ▶ Do not refer to *Wright State University* as WSU
- ▶ Do not capitalize *university* when it appears alone.

The university will sponsor tomorrow’s event.

- ▶ Wright State University has two campuses: the Dayton Campus, 12 miles northeast of downtown Dayton, Ohio; and the Wright State University–Lake Campus, Wright State’s branch campus between St. Marys and Celina, Ohio. It can be referred to by the simpler name “Lake Campus.” Do not refer to the Dayton campus as the “main campus.” Do not capitalize the word “campus” when used alone or generically, as in “branch campus” or “the campus.”

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

The Lake Campus, Wright State's branch campus, is located next to Grand Lake St. Marys.

- ▶ The Lake Campus's address should appear as follows:

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

- ▶ 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

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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 August 2016

Named after early aviation pioneers Orville and Wilbur Wright, Wright State University continues their tradition of innovation. A rich and dynamic community of nearly 18,000 students on two campuses, Wright State's mission is to transform the lives of its students and the communities it serves.

Located 12 miles northeast of downtown Dayton, Ohio, Wright State's main campus is a fully 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 121 graduate, master's, doctoral, and professional degree programs.

The university's state-of-the-art facilities are located in a beautiful 557-acre wooded setting. More than 250 student clubs and organizations give vibrancy to campus life. Approximately 3,000 students live in spacious on-campus residence halls and apartments and another 5,000 live in private housing near campus.

Most classes are small and taught by fully affiliated faculty members. A Carnegie-

classified research university, the faculty is dedicated to advancing the frontiers of knowledge, as well as applying it to real problems. The Carnegie Foundation for the Advancement of Teaching selected Wright State to receive its 2015 Community Engagement Classification. 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, and collaborating with corporations and businesses to create new jobs and provide qualified graduates for the workforce.

Wright State is a national leader in accommodating the needs of students with disabilities. Most of the 26 campus buildings are connected by a unique underground tunnel system, easing travel for students, faculty, and staff with physical disabilities. The Wingerd Service Dog Park is the first of its kind in the nation, dedicated for service dogs that assist Wright State students.

The University Libraries, consisting of the Paul Laurence Dunbar Library and the Lake Campus Library, are electronically linked through the OhioLINK system to holdings of other major academic libraries in Ohio and to a wide range of databases for 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 17 Division I intercollegiate athletic programs, and many students participate in intramural sports programs. The Wright State University Nutter Center, a 12,000-seat entertainment and sports complex, and other recreational facilities are available to students on a daily basis, including the Rinzler Student Sports Complex.

Our branch campus, Wright State University–Lake Campus, is located on the shores of Grand Lake St. Marys between Celina and St. Marys, Ohio. The recently remodeled campus serves more than 1,100 students, offering a number of undergraduate and graduate programs, many of which can be completed in their entirety at the Lake Campus. The university opened its first student housing at the Lake Campus in the fall of 2011, where students enjoy townhouse-style living on the lake.

Whether preparing students to take their place in our ever-changing world,

conducting research that can improve lives, or partnering with local communities and businesses, Wright State University is making an impact and transforming lives, locally, and globally.

REFERENCES

- ▶ For style guidelines, refer to *Chicago Manual of Style, 16th 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.
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