

## Curry College Editorial Style Guide

To achieve consistency in Curry College's written communications and publications, the Office of Marketing and Communications has developed an editorial style guide for the campus community. The Curry College Style Guide establishes the college's preferences in the punctuation and style of many commonly used words and phrases in our academic environment.

Curry College uses the Associated Press Stylebook as its primary style guide and our primary reference book on spelling is Webster's Collegiate Dictionary.

### Abbreviations / Acronyms

Many offices, departments, centers, student organizations, etc. come to be known by shortened names (e.g., the Program for Advancement of Learning becomes "PAL") These abbreviations can be useful, but be aware that readers might not automatically understand what they mean, especially if the readers or the organizations are new to the Curry community. Always use the full name on first reference, and introduce an abbreviation only if that abbreviation is going to appear later in the document.

### Academic Degrees

Capitalize degrees when they are spelled out: Bachelor of Science, Master of Arts. The area of study is generally lowercase, unless the area is part of the official degree title: Bachelor of Arts in history, Master of Public Health, Master of Fine Arts. Use the apostrophe and lowercase when using descriptive terms: bachelor's degree, master's degree in sociology.

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

When the abbreviation follows the name, it should be set off with commas. John Smith, Ph.D.

### Academic Titles

Capitalize a person's title when put before the name: "Associate Professor of Communication Jayson Baker"; alternatively: "Dr. Jayson Baker, associate professor of communication".

### Academic Years

Lowercase first-year, sophomore, junior, senior, e.g., senior John Smith, or John Smith '21. Avoid "freshman(men), upperclassman(men)" and instead use first-year student(s), or upper-class student(s) when referring to juniors or seniors.

### Alumni

alumna—singular female graduate.

alumnae—plural female graduates.

alumni—plural male graduates, or male and female graduates collectively.

alumnus—singular male graduate

The shortened, gender-neutral forms "alum" and "alums" can be used in less formal contexts.

### a.m./p.m.

Lowercase, periods between letters, e.g., 10 a.m. or 10:00 a.m.; noon or midnight, not 12 p.m. or 12 a.m. In time spans, use en dashes and no spaces between times, e.g., 10:30 a.m.–2:30 p.m.

**and / &**

In general, spell out the word “and” rather than using “&” (e.g., “Department of Politics and History”; “Department of Natural Sciences and Mathematics”). Exceptions are when the official title of an organization, product, business, book, film, etc. includes “&” (e.g., Procter & Gamble)

**Athletics department or Department of Athletics**

Athletics is plural, including Athletics Director Vinnie Eruzione

**Board of Trustees**

Uppercase formal name, but lowercase “the board.”

**College / the College**

Capitalize the C only within the full name of a specific college (e.g., Merrimack College) or in reference to Curry College as “the College.” Use a lowercase c when referring to colleges in general (e.g., “She will soon complete her college applications”; “He is the first member of his family to attend college”).

**Commas**

In most instances, we omit the serial comma when making a list within a paragraph (e.g.: “The workshop is open to students, faculty and staff” instead of “The workshop is open to students, faculty, and staff”).

**Building Names**

Capitalize the names of the College’s buildings, e.g., Learning Commons, the Student Center, Hafer Academic Building, Miller Field House, Kennedy Academic Building., etc.

**Class years**

Numerically present class years with apostrophe preceding last two digits of year and no comma between last name and class year, e.g., John Smith ’21.

Leave the word “class” lowercase (e.g., “the class of 1957”; “members of the class of 2003”; “the class of ’91”; “the most recent graduating class”). Also, note the direction in which the apostrophe curves. The apostrophe should face left prior to a date.

**Class years, parent**

See: parent of a student

**Cocurricular**

No hyphen. Cocurricular implies activities or initiatives which are complementary and go hand-in-hand with the curriculum, while extracurricular implies activities which are additional with no particular relationship to the curriculum.

**College Name**

“Curry College” should be used on all materials, legal documents, on formal publications, and in address blocks. In body text or press release, “Curry College” should be used on first reference, and the shortened “Curry” or “the College” may be used for subsequent references.

Note: the “CC” abbreviation is not to be used in any editorial or writing context, and is exclusively used as a logo for Athletics purposes.

### **Commencement**

This is the official name for the ceremony at which students graduate from Curry. Note the capitalization. (I.e., “More than 2,000 were in attendance for this year’s Commencement ceremony.”)

### **Course Titles**

Lowercase when making a general reference to courses, unless the subject includes a proper noun or adjective: He studies history, political science and English.

Uppercase when referring to a specific class or when the class name includes a proper noun or adjective: She took Introduction to Economics. Do not use course abbreviations in a sentence.

### **Composition Titles**

Put quotation marks around book titles, movie titles, song titles, play titles, poem titles, television program titles, and titles of lectures, speeches and works of art.

### **Dates**

Spell out months alone or with a year alone, e.g., November; December 2008. Abbreviate months when together with dates (except March, April, May, June, July), e.g., Nov. 7, 2008; June 25, 2008. Do not use ordinals in dates, e.g., Nov. 7, not Nov. 7th. For date spans, use en dash with no spaces between dates, e.g., Dec. 15–20. An academic year should be written as 2020-2021.

Here are examples of the various formats we use for dates:

- Tuesday, Aug. 18  
*Note the comma.*
- Aug. 18, 2020  
*Note the comma.*
- The deadline of Aug. 18, 2020, is strictly enforced.  
*Commas set off the year from the rest of the sentence.*
- August 2020  
*Do not abbreviate the month or use a comma when mentioning only the month and the year.*
- Aug. 18  
*In many contexts, the year is understood and does not need to be included.*
- March 18  
*Do not abbreviate the names of months that have five or fewer letters.*
- summer 2020  
*Do not capitalize the names of seasons.*
- the Fall 2020 semester  
*Do capitalize “Fall” and “Spring” when referring to academic semesters.*

### **Department Names**

Capitalize formal department names, e.g., Department of Education. Lowercase informal department names, except when it includes proper nouns, e.g., English department. “This event is sponsored by the Department of Psychology”; “They took many courses in the psychology department”).

Capitalize “program” only when they appear at part of an official name. (“Several students expressed interest in the Writing Program.”)

For official names of departments and programs, consult the most recent edition of the Curry College Catalog.

### **Em Dash**

A long dash that separates clauses within a sentence — one space on either side. (To access in Word tool bar, go to Insert, select Symbols, select Special Characters.)

### **En Dash**

A medium dash used to indicate duration, with no spaces on either side, e.g., 9:00 a.m.–5:00 p.m.; 7–10 years old; Jan. 3–7. Also used in phone numbers, no spaces on either side, e.g., 508-793–2300. (To access in Word tool bar, go to Insert, select Symbols, select Special Characters.)

### **Extracurricular**

No hyphen. Extracurricular implies activities which are additional with no particular relationship to the curriculum, while cocurricular implies activities which are complementary and go hand-in-hand with the curriculum.

### **GPA**

Grade point average, no periods.

### **Italics**

In a departure from Associated Press style (which does not italicize any words), we use italics for the titles of newspapers, magazines, books, plays, boats, newsletters, academic and literary journals, podcasts, radio shows, paintings, museum exhibitions, TV programs, music albums and movies. Words placed in *emphasis* should also be in *italics*, not in all caps.

Use quotation marks, rather than italics, for the titles of lectures, classes, short stories, news articles, songs and poems. Nothing should be underlined

### **Names of people**

In general, after first reference, identify a person by last name only (e.g., Jane Doe '21 becomes “Doe”; Associate Professor of Communication Dr. Jayson Baker becomes “Baker”). In some cases—such as when multiple people in an article have the same last name or the tone of an article is casual or personal—it might be best to use first names. In any case, be consistent within an article or publication; do not, for example, refer to faculty members by last names and students by first names.

### **Majors/Disciplines**

Majors and disciplines should be lowercase unless the word is a proper noun:

She is a politics and history major.

Jayson Baker is an associate professor of communication. John Murray is a professor of English.

For official names of major and minors, consult the most recent edition of the Curry College Catalog.

### **Months**

Spell out months alone or with a year alone, e.g., November; December 2008. Abbreviate months when together with dates (except March, April, May, June, July), e.g., Nov. 7, 2008; June 25, 2008. Do not use ordinals in dates, e.g., Nov. 7, not Nov. 7th.

### **Numbers**

Numbers less than 10 should be written out. Numerals may be used for figures 10 and greater. Any number that begins a sentence should be expressed in words.

### **Office Names**

Uppercase in formal form, e.g., Office of Admissions. Lowercase in informal form, e.g., admissions office.

### **Parent of Student**

No comma after last name, one space, then capital "P" and class year that student graduates/graduated without apostrophe and without space, e.g., Jane Doe P08. Use a comma to separate multiple parent years, listed in oldest-to-newest order, e.g., Jane Doe P10, P08, P05. If a parent is also an alum of the College, list first and use a comma to separate class year from parent year(s), e.g., Jane Doe '79, P10, P08, P05.

### **Percent**

Use the % sign when paired with a numeral, with no space. Don't spell out numerals, even when less than 10%, e.g., 8%. Use decimals, not fractions, e.g. 8.5%.

### **Phone Numbers**

When giving a phone number in a piece of writing, always include the area code in parentheses. Use en dashes rather than hyphens between parts of the phone number. E.g.: (508) 542–2927.

### **Publication Names**

In a departure from Associated Press style (which does not italicize any words), we use italics for the titles of newspapers, magazines, books, plays, boats, newsletters, academic and literary journals, podcasts, radio shows, paintings, museum exhibitions, TV programs, music albums and movies. Words placed in *emphasis* should also be in *italics*, not in all caps.

Use quotation marks, rather than italics, for the titles of lectures, classes, short stories, news articles, songs and poems. Nothing should be underlined

### **Seasons**

Lowercase spring, summer, winter, fall.

### **Student-athlete**

Hyphenate

### **state of Massachusetts**

Lowercase in state and commonwealth of constructions: the state of Massachusetts; the commonwealth of Massachusetts. Abbreviation in non-postal form: Mass., e.g., Located in Milton, Mass., Curry College offers both undergraduate and graduate programs. Postal address abbreviation: MA

### **Title Capitalization**

We follow the AP Style Guide's rules for title capitalization: Capitalize the first word of any title. Capitalize all words that are four letters or longer. Do not capitalize the article's "a," "an," and "the." Do not capitalize conjunctions or prepositions, unless they are four letters or longer.