

Arcadia University

# StyleBook



abbreviations	<p>Spell out the term the first time it is used, and follow it with the abbreviation.</p> <p><b>Example:</b> Student Government Organization (SGO) See also <i>degrees</i>.</p>
address	<p>Arcadia University 450 S. Easton Road Glenside, PA 19038-3295</p>
adviser	<p>Not “advisor.”</p>
age	<p>When ages of children or number of years married includes “1/2,” use only numerals. Do not mix numerals with spelled out numbers. Use numerals for all ages, even if less than 10:</p> <p><b>Correct:</b> 3 1/2 years old ages 12, 10, 9 and 5 1/2</p> <p><b>Incorrect:</b> three and 1/2 years old ages 12, 10, nine and five and one-half years old</p>
alumni, alumnae, alumna, alumnus	<p>Use “alumni” when referring collectively to graduates of Arcadia University or to only male graduates. Use “alumnae” when referring collectively to only female graduates of the University (i.e., during Arcadia’s earlier years). Use “alumnus” when referring to an individual male graduate of Arcadia University. Use “alumna” when referring to an individual female graduate of Arcadia University.</p>
<b>The Alumni Fund</b>	<p>Capitalize “The” and use boldface.</p>
<b><i>The Alumni Fund Walk of Pride</i></b>	<p>Capitalize “The” and use boldface and italics.</p>
a.m.	<p>Lowercase, with periods.</p>

and	Do not use an ampersand. <b>Correct:</b> Metals and Jewelry <b>Incorrect:</b> Metals & Jewelry	coauthor	One word, no hyphen.
apostrophe	Use an apostrophe before the year when abbreviating it. <b>Examples:</b> during the '80s and '90s; Kevin Hagan '00 <b>Correct:</b> '96 <b>Incorrect:</b> '96 Do not use an apostrophe when showing a range. <b>Example:</b> 1990–95 Use an apostrophe for master's and bachelor's degree. <b>Example:</b> She earned her master's degree in 1990.	comma	Use commas to separate elements in a simple series, but do not insert a comma before the conjunction. <b>Example:</b> Bob, Mary and Betty Lou attended the meeting. Put a comma before the concluding conjunction in a series if a part of the series requires a conjunction. <b>Example:</b> The children took classes in canoeing, mountain biking, and arts and crafts. Insert a comma before the concluding conjunction in a series if the series consists of complex phrases. <b>Example:</b> The Library Administration program was created in reply to forecasts of a shortage of children's librarians who hold state certifications, and a need in the community for a graduate program in library science. With adjectives: Use a comma to separate a series of adjectives equal in rank. (If the commas could be replaced by the word "and" without changing the sense, the adjectives are equal.) <b>Example:</b> our beautiful, tree-lined campus Do not use a comma when the last adjective before a noun outranks its predecessors, because it is an integral part of a noun phrase (equal to a single noun). <b>Examples:</b> the busy <u>University Relations</u> Office refreshing <u>spring water</u> With conjunctions: Use a comma to separate two clauses that could stand alone as sentences. <b>Example:</b> Early registration was low, and the course was nearly canceled. Introducing direct quotes: Use a comma to introduce a complete, one-sentence quote within a paragraph. <b>Example:</b> He said, "Grey Towers Castle is truly an American castle."
Center City	Initial capitals.		
chair, chairman, chairwoman, chairperson	Standard Arcadia University style is to use "chair." Do not capitalize when used in general text. Do not use "chairperson" unless it is an organization's formal title for an office. Capitalize as a formal title before a name, and put "Chair" before academic titles. <b>Examples:</b> Robert Mauro, Chair and Professor, Fine Arts Robert Mauro is chair of the Fine Arts Department.		
The Chat	Initial capitals.		
cities	Always follow the name of a city with the state in which it is located, unless the city is in Pennsylvania. See also <i>states</i> .		
co-	Use a hyphen to form nouns, adjectives and verbs that indicate occupation or status. <b>Examples:</b> co-chair, co-pilot, co-defendant, co-respondent, co-host, co-signer co-owner, co-star, co-partner, co-worker		

comma (continued) Before attribution of a direct quote:  
**Example:**  
 “Grey Towers Castle is truly an American castle,” he said.

Community Scholars Use a singular verb and singular pronoun.  
**Example:**  
 Community Scholars invites you to its 10th anniversary dinner.

credentials When listing the credentials of faculty members (for example, in a brochure) use the following format:  
**Example:**  
 Professor Steven Goldberg  
 Ph.D. University of Pennsylvania  
 J.D. Brooklyn Law  
  
 Lecturer Alma Alabilikian  
 B.F.A. Arcadia University  
 If corporate affiliations are also listed, use the following format:  
**Example:**  
 Lecturer Kenneth Shapiro  
 J.S. Boston University School of Law  
 President, WELCO Securities  
 In Board of Trustees or other credentials listings, use a hanging indent when continuing a line.  
**Example:**  
 Charles A. Hammond  
 Philadelphia  
 Minister  
 Presbyterian Church  
 of New Providence

dashes An “en dash” ( – ) may be used in place of the word “to” to indicate a range of numbers. Do not insert a space before or after the en dash.  
**Examples:**  
 on pages 18–28  
 during the week of May 15–21

dashes (continued) An “em dash” ( — ) most often serves in place of a comma, a semicolon, a colon or parentheses.  
 Use the dash sparingly. Do not insert a space before or after the em dash.  
**Example:**  
 The book—complete with photos, anecdotes and chronology—should be available by 2003.

dates When a phrase lists a month and year, do not separate them with commas.  
**Example:**  
 January 1993

dean’s list Lowercase.  
**Examples:**  
 He made the dean’s list.

degrees bachelor of arts, bachelor of fine arts, bachelor of science, master of arts, master of fine arts, master of science: Lowercase in general text. Use initial capitals when referring to a specific degree or degree program at Arcadia.  
**Examples:**  
 Bachelor of Science in Accounting  
 Bachelor of Arts in English degree program  
 Master of Arts in English program  
 Master of Arts in Humanities  
 Master of Arts in Education degree program  
 He earned his bachelor’s degree in 2001.  
 Abbreviate when used in an informal second reference.  
 Use periods.  
**Examples:**  
 B.A., B.S., Ph.D., Ed.D., M.Ed., M.A.

department Use an apostrophe for master’s and bachelor’s degree.  
**Example:**  
 She earned her master’s degree in 1990.  
 Initial capitals.  
**Examples:**  
 Education Department, Fine Arts Department

Dining Complex	Initial capitals. <b>Example:</b> Within the Dining Complex are The Chat, the Performance Area and the Dining Hall.
en dash, em dash	See <i>dashes</i> .
e-mail	Lowercase, with hyphen.
e-mail addresses	Italicize e-mail addresses. <b>Example:</b> <i>admiss@arcadia.edu</i>
emeritus	Use lowercase in press releases and in general text. Capitalize “Emeritus” in a formal title, in keeping with the general practice of academic institutions. <b>Examples:</b> Professor Emeritus Samuel Eliot Morison Dean Emeritus Courtney C. Brown The word emeritus denotes individuals who have retired and retain their rank or title.
exclamation point	Loses its force when overused, so avoid using it.
faculty	Singular. <b>Example:</b> The faculty votes on whether to pass the amendment.
full time (adv.)	Do not hyphenate when used as an adverb. <b>Example:</b> She works full time.
full-time (adj.)	Hyphenate when used as an adjective. <b>Example:</b> Only full-time faculty attended the meeting.
fundraising	One word. <b>Examples:</b> Fundraising is a challenge. They planned a fundraising campaign.

Grey Towers Castle	Initial capitals. Also capitalize “Castle” when referencing Grey Towers Castle. <b>Example:</b> The dance was held in the Castle.
Health Sciences Center	Initial capitals
honorary degrees	All references to honorary degrees should specify that the degree is honorary. Do not use “Dr.” before the name of an individual whose only doctorate is honorary.
hyphen	When a compound adjective comes before a noun, it is hyphenated. When it comes after a noun, it is not hyphenated. Words ending in “ly” are never hyphenated. <b>Examples:</b> You must take at least one 300-level course. The course you need is at the 300 level. See also <i>co-</i> ; <i>mid-</i> .
inch marks	See <i>quotation marks vs. inch marks</i> .
Internet	Initial capital.
Kuch Center	Initial capitals. Use Kuch Recreation and Athletic Center on first reference.
Library	All references should read Landman Library. Capitalize “Library” when referencing “Landman Library.”
majors	Use lowercase when referring to a major in general (except for languages). Capitalize when referring to a specific program at Arcadia University. <b>Examples:</b> He enrolled in the Education program. She majored in history and minored in Spanish.

majors (continued) Several business administration majors hosted a group of Danish students last weekend.

mid- No hyphen unless a capitalized word follows. Use a hyphen when “mid” precedes a numeral.  
**Examples:**  
 mid-America midsemester  
 mid-Atlantic midterm  
 mid-30s

money Do not use a decimal followed by zeros. Do not use the word “dollars” after an amount.  
**Correct:** \$150; \$10 million  
**Incorrect:** \$150.00; \$150.00 dollars

months Write out the month whenever possible. When a month is used with a specific date, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov., and Dec. Spell out when using alone, or with a year, and do not separate the month and year with a comma. When a phrase refers to a month, day and year, set off the year with commas.  
**Examples:**  
 January 1972 was a cold month.  
 His birthday is May 8.  
 February 14, 1987, was the target date.  
 In tabular material, use these three-letter forms without a period.  
**Examples:**  
 Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec

Mr., Mrs., Ms. To be used accordingly in second and subsequent references with adults who do not have a title that would replace the honorific.

multi No hyphen if used as multicolored, multicultural.

numbers Cardinal and ordinal numbers:  
 Spell out “one” through “nine” and “first” through “ninth.”

numbers (continued)

**Examples:**  
 We received eight job requests today.  
 It was the seventh call that the secretary took concerning renting the Castle.  
 Use numerals for numbers above “nine” and “ninth.”  
**Examples:**  
 We received 28 job requests today.  
 It was the 15th call that the secretary took concerning renting the Castle.  
 Use a comma to separate hundreds.  
**Example:**  
 Arcadia University has a student body of approximately 3,000.  
 Spell out figures in and above the millions.  
**Examples:**  
 9 million; 24 million  
 Write out numbers in casual expressions.  
**Example:**  
 A thousand times no!  
 Use numerals in headlines, decimal numbers, statistics, results of voting percentages, sums of money, times of day, day of the month, temperature, dimensions, sports scores and points, numbers that are parts of titles (Chapter V, Article 3).  
 For proper names, use words or numerals, depending on the organization’s practice.  
**Examples:**  
 5th Street Bar & Grill  
 Big Ten conference  
 Never start a sentence with a numeral. Instead, spell it out or reword it. (Exception: beginning a sentence with a year. See *years*.)  
**Incorrect:** 400 students applied for admission last year.  
**Correct:** Four hundred students applied for admission last year.  
**Correct:** 1991 was an internationally turbulent year.

numbers (continued)	<p><b>Examples:</b>  Act 3, Scene 1  a 25-year-old woman  the 1900s  a woman of the '90s  Student Council voted 35 to 20  4 cents, \$3.87, \$658,000, \$3.5 million  0.6 percent, 1 percent</p>
office	<p>Use "office" following the name of the department:  <b>Correct:</b>  Enrollment Management Office  <b>Incorrect:</b>  Office of Enrollment Management</p>
online	<p>One word, no hyphen.</p>
cross-references	<p><b>Correct:</b>  (See box, page 80)  <b>Incorrect:</b>  (Box, page 80)</p>
part time (adv.)	<p>Do not hyphenate when used as an adverb.  <b>Example:</b>  She works part time.</p>
part-time (adj.)	<p>Hyphenate when used as an adjective.  <b>Example:</b>  Only part-time faculty attended the meeting.</p>
percent	<p>One word. It takes a singular verb when standing alone or when a singular word follows an "of" construction:  <b>Example:</b>  The teacher said 60 percent was a failing grade.  Fifty percent of the membership attended.  It takes a plural verb when a plural word follows an "of" construction:  <b>Example:</b>  He said 50 percent of the members were there.  Use the percent sign (%) only in tabular material.</p>

period	<p>Use one space after a period.</p>												
Ph.D., Ph.D.s													
planning	<p>Avoid the redundant "future planning."</p>												
p.m.	<p>Lowercase, with periods.</p>												
program	<p>Use lowercase unless it is a proper name.  <b>Examples:</b>  the Health Administration program  the B<sup>2</sup>EST Program</p>												
publications	<p>When referring to publications, use italics.  <b>Examples:</b>  <i>The Athenium</i>  <i>The Tower</i>  <i>The Philadelphia Inquirer</i>  the <i>Herald</i></p>												
quotation marks vs. inch marks	<p>Use quotation marks around text. Use inch marks to indicate measurements.  <b>Correct:</b> "Hi"; 8" x 11"  <b>Incorrect:</b> "Hi"</p>												
re-	<p>The following exceptions to first-listed spellings in <i>Webster's New World Dictionary</i> are based on the general rule that a hyphen is used if a prefix ends in a vowel and the word that follows begins with the same vowel.  <b>Examples:</b></p> <table border="0" style="width: 100%;"> <tr> <td>re-elect</td> <td>re-enlist</td> </tr> <tr> <td>re-election</td> <td>re-enter</td> </tr> <tr> <td>re-emerge</td> <td>re-entry</td> </tr> <tr> <td>re-employ</td> <td>re-equip</td> </tr> <tr> <td>re-enact</td> <td>re-establish</td> </tr> <tr> <td>re-engage</td> <td>re-examine</td> </tr> </table>	re-elect	re-enlist	re-election	re-enter	re-emerge	re-entry	re-employ	re-equip	re-enact	re-establish	re-engage	re-examine
re-elect	re-enlist												
re-election	re-enter												
re-emerge	re-entry												
re-employ	re-equip												
re-enact	re-establish												
re-engage	re-examine												

re- (continued) For many other words, the sense is the governing factor:

**Examples:**  
 recover (regain) re-cover (cover again)  
 reform (improve) re-form (form again)  
 resign (quit) re-sign (sign again)

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

résumé Note accent marks.

rooms Capitalize the names of specially designated rooms.  
**Examples:**  
 Blue Room, Oval Office, Kuch Center, Room 516

seasons Do not capitalize the seasons of the year unless they are part of a formal name or portrayed as a person.  
**Examples:**  
 fall meeting summer session  
 fall semester spring 2002  
 Summer Olympics Old Man Winter

sports teams Capitalize Arcadia University's sports teams.  
**Examples:**  
 Men's Tennis Team; Women's Soccer Team

states Lowercase in all "state of" constructions.  
**Example:**  
 state of New Jersey

**Exception:** Kentucky, Massachusetts, Pennsylvania and Virginia are commonwealths and not states.  
**Example:**  
 The Commonwealth of Pennsylvania

**Abbreviations:**  
 The following eight states are never abbreviated in text or datelines:

Alaska	Maine
Hawaii	Ohio
Idaho	Texas
Iowa	Utah

states (continued) For other states, use the following abbreviations in text:

Ala.	Md.	N.D.
Ariz.	Mass.	Okla.
Ark.	Mich.	Ore.
Calif.	Minn.	Pa.
Colo.	Miss.	R.I.
Conn.	Mo.	S.C.
Del.	Mont.	S.D.
Fla.	Neb.	Tenn.
Ga.	Nev.	Vt.
Ill.	N.H.	Va.
Ind.	N.J.	Wash.
Kan.	N.M.	W.Va.
Ky.	N.Y.	Wis.
La.	N.C.	Wyo.

Use U.S. Postal Service abbreviations in addresses:  
**Examples:**  
 PA, VT, LA  
 Glenside, PA 19038-3295

state-of-the-art (adj.) It means the current level of sophistication. Do not use as a synonym for "high tech" or "fancy."

telephone numbers Use a hyphen between area code and prefix, and between prefix and the remainder of the number.  
**Correct:**  
 800-767-0031 555-555-1500, ext. 234  
**Incorrect:**  
 (800) 767-0031

theatre Use "re" spelling, unless referring to a specific theatre that uses the "er" spelling as part of its proper name.

time of day Use numerals for the time of day, and do not use zeros. Use "noon," not "12 noon."  
**Correct:**  
 11 a.m.  
 4-5 p.m.  
 10 a.m.-noon  
**Incorrect:**  
 11:00 a.m.  
 4:00-5:00 p.m.  
 10 a.m.-12 noon

titles Use initial capitals for titles when used with a name.  
**Examples:**  
 Arcadia University President Bette E. Landman  
 Education Professor Jeffrey Shultz  
 Dr. Janet Walbert, Vice President for Student Affairs and Dean of Students

Use lowercase for titles referred to in general terms.  
**Example:**  
 More than 25 professors attended the conference.

If the name precedes the title, set it off with a comma.  
 If the name follows the title, no comma is needed.  
**Examples:**  
 Jeffrey Shultz, Professor  
 Professor Jeffrey Shultz

On a *second* reference, if the subject holds a Ph.D., “Dr.” should precede the name.  
**Correct:**  
 Dr. Jeffrey Shultz  
**Incorrect:**  
 Dr. Jeffrey Shultz, Ph.D.

**dean:** Use lowercase in press releases or in general text. Capitalize when used as a formal title before a name.  
**Examples:**  
 Dean John Jones  
 John Jones, dean of the University  
 He was hired as dean of the University.

**trustee:** Use initial capitals when used with a name.  
**Examples:**  
 Arcadia University Trustee Rosemary Blankley attended the event.  
 The trustees attended the groundbreaking.

university Capitalize when referring specifically to Arcadia University.  
 Use lowercase for general references.  
**Examples:**  
 The University was founded in 1853.  
 Students from five area universities participated in the event.

Web Short for the World Wide Web. Initial capitals.  
**Examples:** Web site; Web address

Web address Do not underline Web addresses.  
**Example:** www.arcadia.edu

which vs. that Use “that” to introduce a clause that is essential to the meaning of a sentence. Use “which” to introduce a clause that is not essential to the meaning of a sentence. Clauses beginning with “which” are always set off with commas.  
**Examples:**  
 This is the house **that** Jack built.  
 The largest house in town, **which** Jack built, is also the newest.

World Wide Web Initial capitals.

years It is preferable to avoid beginning a sentence with a year. If necessary, use numerals.  
**Examples:**  
 The year 1968 has been an interesting one.  
 1968 has been an interesting year.  
 A year may be spelled out when used in a formal invitation.  
**Example:**  
 Presidential Evening of Appreciation Saturday, the Twentieth of November Nineteen Hundred and Ninety-Nine  
 Use an apostrophe before the year when abbreviating it.  
**Examples:**  
 during the '80s and '90s  
**Correct:** '96 **Incorrect:** '96

Do not use an apostrophe when showing a range.  
**Example:** 1990–95

When showing ranges from 19XX to 20XX, do not abbreviate the years.  
**Correct:** 1990–95 **Correct:** 1990–2002  
**Correct:** 2000–02 **Incorrect:** 1990–02

## Proofreader's Marks

ATLANTA (AP)-The organization	indent for paragraph
said Thursday. It was the first	paragraph
the last attempts.	
With this the president tried	no paragraph
the Jones Smith company is not	transpose
over a period of sixty or more years	use numerals
there were 9 in the group.	spell it out
Ada, Oklahoma is the hometown	abbreviate
The Ga. man was the guest of	don't abbreviate
prince edward said it was his	uppercase
as a result This will be	lowercase
the ac cuser pointed to them	remove space
Inthese times it is necessary	insert space
the order for the later devices	retain
The ruling a fine example	insert word
according to the this source	delete
By DONALD AMES	boldface, center
J.R. Thomas	flush right
J.R. Thomas	flush left

## Proofreader's Marks (continued)

insert comma
insert apostrophe
insert quotation marks
insert period
hyphen
en dash
em dash