



Style Guide

*Prepared by the
Office of University Relations*

June 2019

Arcadia University Style Guide

University Relations is charged with setting Arcadia’s editorial style and keeping publications consistent so that all offices and departments present a positive, unified image of the University. These style guidelines, while flexible, are to be adhered to whenever possible in Arcadia-branded or official University communications to ensure consistency throughout printed, posted, and published materials.

If you have questions about or suggestions for the *Arcadia University Style Guide*, please contact Dan DiPrinzio (215-572-2191, diprinziod@arcadia.edu) or Jen Retter (retterj@arcadia.edu) in University Relations.

As a general style guide for communications, use the most recent edition of the *Associated Press Stylebook* and *Merriam-Webster’s Collegiate Dictionary*. For points of style specific to the University, use this manual.

Note: Not all standards in the *Associated Press Stylebook* and the Arcadia University Style Guide are uniform—i.e., the **series comma** (placing a comma in the last of a series such as “Tom plays the guitar, saxophone, and piano.”), which is not used in AP Style **but is followed in Arcadia’s Style Guide**.

Abbreviations and Acronyms

Spell out term on first reference, placing acronym or abbreviation in parentheses. After first reference, acronym or abbreviation is sufficient. If the term is only used once, the acronym in parentheses is not necessary, though may be used if it is popular enough to be recognized by most readers.

Example:

Student Government Organization (SGO)

Physician Assistant (PA)

Doctor of Physical Therapy (D.P.T.)

Academic degrees

In general, spell out and use lowercase when writing bachelor's degree, master's degree, doctor's degree, doctorate, or doctoral program. You can receive a doctorate, a doctor's degree, or a doctoral degree. When abbreviating degrees, use the article 'an' in front of degrees with an initial vowel sound, such as "an M.A." but "a Master of Arts in English." When listing in full a degree earned, capitalize degree. You do not need the word "degree" to follow.

Correct: He earned a bachelor's degree in Art History.

Correct: She earned a Bachelor of Science in Chemistry.

Correct: They awarded 10 doctor's, 27 master's, and 130 bachelor's degrees.

Correct: He earned a Bachelor of Arts.

Correct: M.A.s and Ph.D.s

Incorrect: He earned a Bachelor's of Arts degree.

Use periods after all the letters (with the exception of MBA on web site): B.A., M.S., D.P.T. (Doctor of Physical Therapy) except when appearing after a graduate's class year:

FULL DEGREE TITLE	ABBREVIATION (AFTER NAME, AS A TITLE)	AFTER GRAD YEAR
Bachelor of Arts	B.A.	'66 (nothing)
Bachelor of Fine Arts (spelled out on first reference and abbreviated with periods on second reference or in lists)	B.F.A.	'66 (nothing)
Bachelor of Science	B.S.	'66 (nothing)
Doctor of Education	Ed.D.	'66EdD
Honorary degrees [always indicate degree was honorary, ie "an honorary doctorate of humanities"; do not refer to person as Dr. if he/she has only an honorary degree]		'66H
Master of Education	M.Ed.	'66MEd
Master of Arts in Education	M.A.Ed.	'66M
Master of Arts in Humanities	M.A.	'66M

Master of Arts in Counseling	M.A.	'66M
Master of Arts in English	M.A.	'66M
Master of Arts in International Peace and Conflict Resolution	M.A.	'66M
Master of Arts in International Relations and Diplomacy	M.A.	'66M
Master of Fine Arts in Creative Writing	M.F.A.	'66MFA
Dual Degrees of Master of Fine Arts in Creative Writing and Master of Arts in English	M.F.A., M.A.	'66M
Dual Degrees of Master of Arts in Counseling and Master of Public Health	M.A., M.P.H	'66M, MPH
Dual Degrees of Master of Arts in International Peace and Conflict Resolution and Master of Arts in Counseling Psychology	M.A.	'66M
Dual Degrees of Master of Arts in International Peace and Conflict Resolution and Master of Arts in International Relations & Diplomacy	M.A.	'66M
Dual Degrees of Master of Arts in International Peace and Conflict Resolution and Master of Public Health	M.A., M.P.H.	'66M, MPH
juris doctor (which Arcadia does not offer) should not be capitalized)	J.D.	
Master of Science in Forensic Science	M.S.F.S.	'66M
Doctor of Physical Therapy	D.P.T.	'66DPT
Transitional Doctor of Physical Therapy (DPT)	T.D.P.T.	'66TDPT
Dual Degrees of Doctor of Physical Therapy and Master of Public Health	D.P.T., M.P.H.	'66DPT, MPH
Master of Science in Genetic Counseling	M.S.G.C.	'66M
Master of Medical Science—Physician Assistant	M.M.S.	'66M, PA
Dual Degrees of Master of Medical Science—Physician Assistant and Master of Public Health	M.M.S., M.P.H.	'66M, MPH
Master of Arts in Health Education	M.A.H.E.	'66M
Master of Science in Health Education	M.S.H.E.	'66M
Master of Public Health	M.P.H.	'66MPH
Master of Business Administration [an M.B.A. // a Master of Business Administration]	M.B.A. / online: MBA	'66MBA

Academic Departments

Full department titles are capitalized. Lowercase the word “department” when it stands alone.

Correct: She’s been with the Department of Physical Therapy for three years.

Correct: She’s been with the department for three years.

Academic Fields of Study (Undergraduate and Graduate)

Visit www.arcadia.edu/academics/registrar/university-catalogs for all undergraduate and graduate programs

Arcadia has more than 65 fields of study.

Academic subjects are capped when referring to the subjects at Arcadia. Always capitalize Gender and Women's Studies, Black Studies, Asian Studies, Chinese, English Literature, French, German, Japanese, Spanish, Latin American Studies, American Studies, regardless of institutional affiliation.

Correct: The English Department organizes the event.

Correct: She’s a professor in the Department of Physics.

Correct: He’s a Black Studies professor.

Correct: She majored in Physics.

Academic Titles

See *Professional Titles*

Act 101

Not “ACT 101”

Address of the University

Do not abbreviate “Road.”

Arcadia University
450 S. Easton Road
Glenside, PA 19038-3295

Administrative Offices

Capitalize the names of specific departments, divisions, and offices. Use lowercase for the words “department,” “division,” or “office” when used in a general sense.

Correct: She’s going to talk with the department’s staff.

Correct: She’s walking over to the Office of Enrollment Management.

See rolodex.arcadia.edu for complete list of departments and offices.

Admissions

Office of Enrollment Management, not Admissions Office Admissions staff Requirements for admission, not admissions requirements

Adviser

Not “advisor.”

Age

Do not mix numerals with spelled out numbers. Use numerals for all ages, even if less than 10:

Correct: ages 12, 10, 9, and 5

Incorrect: ages 12, 10, nine, and five

alma mater

Do not capitalize or italicize.

Alumni, Alumnae, Alumna, Alumnus

- 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 a singular male graduate.
- Use “alumna” when referring to a singular female graduate.
- When no gender is given, “graduate” or “graduates” is preferred.

Alumni Association

Always capped when referring to Arcadia’s Alumni Association.

Correct: Please join members of the Alumni Association at their annual meeting in July.

Acceptable: All Association members must report to the Mirror Room for registration.

Alumni Walk of Pride

and (&)

Do not use an ampersand unless it is part of an official title or phrasing.

Correct: Metals and Jewelry or Art and Design

Incorrect: Metals & Jewelry

Correct: *U.S. News & World Report*

Apostrophe

Use an apostrophe before the year when abbreviating it.

Examples: *during the '80s and '90s; Kevin Hagan '00*

Correct: '96

Incorrect: '96

Do not use an apostrophe when showing a range.

Example: 1990–95

Use an apostrophe for master's and bachelor's degree.

Example: *She earned a master's degree in 1990.*

Arcadia magazine

The title of the magazine is *Arcadia*. Do not capitalize magazine or include it in italics.

Correct: When you read Arcadia magazine, tell us what you think.

Refer to it as the magazine (lower case) in subsequent references.

Art and Design

Not Fine Arts. Do not use an ampersand. Course designation is AD, not FA.

Athletics

On first reference: *Department of Athletics and Recreation*

On second reference: *Department of Athletics*

Awards

When referencing an award, always refer to the full name of the award on first reference.

Capitalize the word 'Award' only when it is part of the name of the award.

Correct: Arcadia faculty may be awarded the Lindback Foundation Award for Distinguished Teaching. The sole criterion for the prize is distinguished teaching.

- Adjunct Faculty Award
- Professor of the Year Award
- Senior Golden Disc Award
- The Ira R. Kraybill Award for Full-Time Study
- The Ira R. Kraybill Award for Part-Time Study

Bachelor's degree

Lowercase, with apostrophe.

Bisexual

Describes people attracted to more than one gender. Some people prefer *pansexual*, which describes people attracted to others regardless of their gender.

Board of Trustees

The Board of Trustees is capitalized when referring to Arcadia University's Board. "Board" and "Trustees" by themselves on second reference are capitalized when referring to a specific Board member.

Correct: The Board of Trustees will meet in November.

Correct: The Board will meet in November.

Buildings

All proper names of buildings, such as Taylor Hall, should be capitalized.

Capitalization

Only capitalize titles if they precede the title holder's name.

Correct: Professor Richard Wertime

Correct: Dr. Richard Wertime, professor of English

Arcadia-specific capitalizations:

- University (Arcadia University)
- Convocation
- Commencement
- Dean's List
- Board

Capstone

Capitalize Senior Capstone or Senior Capstone Project.

Centuries

Centuries are spelled out and lowercase; follow rules for numerals

Correct: 21st century

Correct: Eighth and ninth centuries

Correct: 1800s (the 19th century)

Chair, Chairman, Chairwoman, Chairperson

Standard Arcadia University style is to use "chair," though alternatives are acceptable. List "Chair" before academic titles.

Example:

Carole Loeffler is chair of the Art and Design Department.

the Chat

Lowercase "t."

City, State

Place a comma between the city and the state name, and another comma after the state name, unless ending a sentence. When the state name stands alone, spell out.

Correct: They moved from Pittsburgh, Pa., to Trenton, N.J.

Correct: Washington, D.C., was the destination.

Class Year

Students

- “First Year” is hyphenated when used as a compound modifier

Example:

The first-year student is taking a First-Year Seminar before his First-Year Study Abroad Experience.

This is the first year Susannah attended Arcadia.

- Do not capitalize freshman, first year, sophomore, junior, or senior unless it is used as a class designation or formal title.

Example:

He’s a senior Creative Writing major.

The Senior Class Gift was a clock.

- Always capitalize Class when it occurs as part of a class year designation.

Examples:

Barbara Smith gave a gift in memory of the Class of 1967.

- Class Officer is capitalized before a person’s name but not in any other context, other than Class Officer Award; class meeting is not capped.

Example:

Class Officer Jane Smith called together the class meeting to discuss Class Officer Award nominees.

Parents and Families

To denote a parent of an Arcadia student or alumna/us, include a “P” before the apostrophe and class year that the student will graduate or has graduated. Make sure there is a space between the name and the “P.”

Example: *Teresa Jaffe P ’08.*

- If the parent is an Arcadia alumna/us, add a comma after the alum’s class year and then include a P before the apostrophe and class year of the student or alum.

Example: *Glenn Scott ’64, P ’96.*

- This notation will be used in specific communications as noted by the Office of University Advancement. It will not be included in *Arcadia* magazine’s Class Notes or other general communications.

Classes and Courses

Use lowercase when you refer to classes and courses, unless you use the specific (and complete) title or the name carries a proper noun or numeral; quotation marks or italics are not necessary.

Correct: I had a class in Environmental Studies.

Correct: I’m taking Drawing I.

Correct: I’m taking Advanced Shakespeare and Calculus.

co-

Use a hyphen to form nouns, adjectives, and verbs that indicate occupation or status.

Examples:

co-chair, co-pilot, co-defendant, co-respondent, co-host, co-signer, co-owner, co-star, co-partner, co-worker

Exceptions:

coed, coeducational, coequal, coexist, coexistence, cooperate, cooperative, coordinate, coordination

Collective Nouns

The collective nouns “faculty” and “staff” are singular nouns. If you wish to use a plural construction, use “members of the faculty and staff” or “faculty and staff members.”

Correct: The faculty is represented by the Faculty Council.

Incorrect: The faculty are represented by the Faculty Council.

Correct: Faculty members are dedicated researchers and teachers.

Correct: Staff members disagree among themselves about the best benefits options.

College

When referring to Arcadia University, capitalize University.

When referring to Beaver College, capitalize College.

Comma

Use commas to separate elements in a simple series.

Example: *Bob, Mary, and Betty Lou attended the meeting.*

- Insert a comma before the concluding conjunction in a series if the series consists of complex phrases.

Example:

The Library Administration program was created in response to forecasts of a shortage of children’s librarians who hold state certifications, a growing awareness of the literacy needs of young children, 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.)

Example: *... 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).

Example:

a cheap fur coat

- The noun phrase is fur coat; therefore there is no comma between cheap and fur)

Commencement

Use upper case “Commencement” when referring to Arcadia University’s Commencement exercises.

Correct:: John Smith spoke at Commencement.

Incorrect: This year’s graduation exercise was on June 4.

- Refer to Arcadia’s January or May ceremonies as Commencement.

Composition Titles

Capitalize the principal words, including prepositions and conjunctions of four or more letters. Italicize the names of book titles, computer game titles, newspaper titles, magazine titles, movie titles, opera titles, play titles, album titles, works of art, and radio and television program titles. Put quotes around poem titles, TV episodes, articles in academic journals titles, song titles, titles of lectures, and blog posts. Names of most websites and apps are capitalized without quotes.

Contractions

Use consistently, when at all.

Convocation

Capitalize when referring to Honors Convocation.

Courses

200-level course

Courses at the 200 level

Coursework

One word.

Credentials

When listing credentials of faculty members, use the following format:

Dr. Manny Curotto, professor and chair of Chemistry and Physics, and students **Gabrielle DiEmma '19** and **Shane Kalette '19** had their paper, "Classical and quantum simulations of a lithium ion solvated by a mixed Stockmayer cluster," accepted for publication in *Chemical Physics Letters* and *OA Mirrors*.

Also acceptable: Manny Curotto, Ph.D., professor and chair of Chemistry and Physics.

Cross-references

Correct:

(See box, page 80)

Incorrect:

(Box, page 80)

Cultural Background

Use specific identification when possible, and consider an openness to discussions with others of diverse backgrounds about how to frame coverage or what language is most appropriate, accurate, and fair. When referring to specific individuals, make every attempt to use the term they prefer. Common references to American heritage:

- African American/black: Barack Obama was the first black president in the United States. Dr. Loury oversees the Black Male Development Symposium.
- American Indians, Native Americans: Both are acceptable terms in general references for those in the U.S. when referring to two or more people of different tribal affiliations. For individuals, try to use the name of the tribe (He is a Navajo commissioner. She is a citizen

of the Cherokee Nation of Oklahoma.) First Nation is the preferred term for native tribes in Canada. Do not use Indian as a shorthand for American Indians.

- Asian, Asian American: Acceptable for an American of Asian descent. When possible, refer to a person's country of origin or follow the person's preference (e.g., Filipino American or Indian American).
- Biracial, multiracial: Acceptable, when clearly relevant, to describe people with more than one racial heritage. Avoid *mixed-race*, unless a subject prefers that term.
- Caucasian: Avoid as a synonym for white.
- Indigenous: Used to refer to original inhabitants of a place. (Aboriginal leaders welcomed a new era of indigenous relations in Australia.)
- Latino/Latina: The preferred noun or adjective for a person from, or whose ancestors were from, a Spanish-speaking land or culture or from Latin America. Some prefer the gender-neutral term *Latinx*, for individuals who request it. *Hispanics* is also generally acceptable for those in the U.S. When possible, use specific identification (Cuban, Puerto Rican, Brazilian, or Mexican American).
- People of color: Generally acceptable to describe people of races other than white in the U.S.

cum laude

See *Latin Honors*

Dashes

An "en dash" (–) may be used in place of the word "to" to indicate a range of numbers.

Examples:

on pages 18–28

during the week of May 15–21

- An "em dash" (—) most often serves in place of a comma, semicolon, colon, or parentheses.
- Use the dash sparingly. There should be no space between the em dash and the other words, unlike the AP Style Guide's directions.

Example:

The book—complete with photos, anecdotes, and chronology—should be available by 2003.

Dates

Follow AP style. When a month is used with a specific date, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov., and Dec. The variance is on formal or single date invitations, a calendar of upcoming events, advertising copy, and with event announcements, when all months should be spelled out. Within a sentence or in a dateline, the month is not spelled out.

Spell out when using a month alone or with a year.

When a phrase refers to a month, day, and year, set off the year with commas.

Examples:

October is a good month.

October 1918 was a good year.

Oct. 7 is my birthday.

Oct. 7, 1918, is my birthday.
I was born on Oct. 7, 1918.
I was born in October 1918.

- Never abbreviate days of the week.

Dean's List

Capitalize.

Decimals

Place a 0 before decimals less than 1.

Example: 0.27.

- In describing quantities of millions, use one decimal place at most.

Example: \$2.7 million.

- In describing billions, use no more than two decimal places, such as \$7.68 billion.

Dollars

Abbreviate with a dollar sign (\$) when used to describe an amount (\$4.50). Spell out only when discussing the type of currency itself (I got paid in Canadian dollars). Do not hyphenate adjectival phrases.

Correct: A \$5 million bonus

Dr.

When possible, say the person's full name, then a comma, and then the degree. After first reference, use Dr. and last name.

Correct: Dr. Jo Ann Weiner, associate professor of English, taught a class in American literature. Dr. Weiner included *The Sun Also Rises* on the reading list.

e.g.

See *i.e.*

Ellipses

Ellipses points are three spaced periods. They must always appear together on the same line of text and there should be no space between the ellipses and the words.

For print or web, four periods mark the omission of a full sentence or sentences; three periods mark the omission of words within a sentence or indicate a pause in speech or thought.

Correct: "The spirit of American radicalism is destructive and aimless.... On the other side, the conservative party...is timid, and merely defensive of property.... It does not build, nor write, nor cherish the arts, nor foster religion, nor establish schools."

en dash, em dash

See *dashes*

Email

One word, no hyphen.

Emeritus

Capitalize “Emeritus” in a formal title, in keeping with the general practice of academic institutions. Alone it should not be capped, unless it refers to a specific person.

Examples:

Professor Emeritus Norman Johnston

eSports

Varsity Athletics program introduced for fall 2019 academic year. Write as eSports unless it begins a sentence, when it should be Esports.

Exclamation point

Avoid using it! (When necessary, use one.)

Extracurricular

No hyphen, one word.

Facility names

Following are formal Arcadia facility names:

- Alumni Gymnasium
- Alumni Walk of Pride
- Art Studio
- Blackbox Theater
- Blankley Alumni House
- Blankley Field
- Boyer Hall of Science
- Brubaker Hall
- Commons
- Dilworth Hall
- Dining Hall
- Easton Hall
- Easton Café
- Grey Towers Castle
- Great Room
- Haber Green
- Health Sciences Center
- Heinz Hall
- Jean Lenox West Field
- John V. Calhoun Amphitheatre
- Knight Hall
- Kistler Hall

- Kuch Athletic and Recreation Center
- Landman Library
- Larsen Hall (1601 Church Road)
 - The College of Global Studies
- MainStage Theater
- Murphy Hall
- Oak Summit Apartments (310 S. Easton Road)
- President's Residence (330 Bickley Road)
- Spruance Fine Arts Center
- Taylor Hall
- Templeton Campus Store
- Thomas Hall
- Weiss Tennis Courts/The Dome
- 2059 Church Road
 - Information Technology Services
- 2053 Church Road
 - Information Technology Services
- 2035 Church Road
 - Human Resources
- 2550 Church Road
 - University Advancement
- 777 Limekiln Pike
- University Administrative Center
- 16 Forsythe Avenue
 - University Relations

First, Second, Third Person

In ads, letters, and outreach pieces, make it personal. Use first and second person.

In editorial, especially those that may be read by more than one audience, use third person.

Examples:

In a letter to a prospective student: *We'll give you special attention.*

In a brochure or on the Website: *Arcadia gives each student special attention.*

Firsthand

One word, no hyphen.

First Year/First-Year

See *Class Year*

Full time (adv.)

Do not hyphenate when used as an adverb.

Example: *She works full time.*

Full-time (adj.)

Hyphenate when used as a compound modifier.

Example: *Only full-time faculty attended the meeting.*

Fundraising

One word in all cases.

Examples: *Fundraising is a challenge. They planned a fundraising campaign.*

Fractions

When making reference to a portion such as “one-third of the faculty,” always hyphenate and spell out the fraction.

Gender

Not synonymous with sex. Refers to a person’s social identity, while sex refers to biological characteristics.

See *Pronouns*.

Gender-nonconforming

Acceptable in broad references as a term for people who do not conform to gender expectations. Not synonymous with *transgender*.

Grey Towers Castle

Initial capitals. Also capitalize “Castle” when referencing Grey Towers Castle.

Example: *The dance was held in the Castle.*

Headlines and Subheads

For Headlines: Capitalize nouns, pronouns, adjectives, adverbs, and subordinating conjunctions (before, when, if, because, as, that, etc.). Lowercase articles (a, an, the), coordinating conjunctions (and, but, or, for) and prepositions shorter than five letters.

For Subheads: News releases and athletic news stories use sentence case (first word and proper nouns capitalized). Informational pages use title, or headline, case.

Health Sciences

Initial capitals.

We will defer to the industry’s preferred style in conjunction with a department to determine how certain words and phrases should be formatted: Parkinson Disease, not Parkinson’s Disease, as the American Medical Association style is to avoid possessives when it comes to diseases.

Health care

Two words.

Honorary degrees

Do not use “Dr.” before the name of an individual whose only doctorate is honorary.

Hyphenation

Do not hyphenate word combinations in which the first word ends in -ly, such as “newly renovated.”

In general, many two-word phrases are two separate words when used as a noun, verb, or adverb but take a hyphen when used as an adjective.

- decision maker (noun)
- decision making (verb)
- decision-making (adjective)

Check the way the words are being used in your sentence. As a rule, phrases after the verb are not hyphenated. To hyphenate in a series, follow this example: He wrote 10- and 20-page papers.

i.e./e.g.

Use “i.e.” to replace the words “that is.” Use “e.g.” to replace the words “for example.” Always follow each with a comma.

Job Titles

See *Professional Titles*

Kuch Center

Use Kuch Athletic and Recreation Center on first reference (no “the” in front).

LGBTQ

Acceptable in references for lesbian, gay, bisexual, and transgender, or lesbian, gay, bisexual, transgender, and questioning and/or queer. Other forms, such as LGBTQIA, are also acceptable with the other letters explained (I for *intersex*, A for *asexual* or *ally*, or both).

Last Names

Form plurals of family names that end in “s” by adding “es.”

Correct: The Jameses live in Edgewood.

Correct: The James family lives in Edgewood.

Form plurals and possessives of proper names that end with “s,” “x,” and “z” like this:

Correct: Burns’ poems

Correct: Marx’s theories

Correct: Savitz’s holdings

Plural possessives combine the above rules:

Correct: The Jones family’s reputation

Correct: The Joneses’ reputation.

Latin Honors

Use lower case and italicize *cum laude*, *magna cum laude*, and *summa cum laude*.

Library

All references should read Landman Library. Capitalize “Library” when referencing “Landman Library.”

MAC

Middle Atlantic Commonwealth Conferences (MAC). See www.arcadiaknights.com for more information.

Magazines

See *Publication Names*

magna cum laude

See *Latin Honors*

Majors

Capitalize when referring to a specific program at Arcadia University.

Measurements

Spell out inches, feet, square feet, miles, pages, pounds, and yards. Do not use “ for inches or ‘ for feet.

Correct: a 12-inch ruler; a 10-foot pole.

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

More than/over

Both “more than” and “over” may be used to indicate greater numerical value, though “more than” is preferred.

Correct: More than 25 professors participated.

Correct: Over 25 professors participated.

multi

No hyphen if used as multicolored, multicultural.

MyArcadia

One word with capital "A."

None

It usually means no single one. When used in this sense, it takes singular verbs and pronouns; however, you can use a plural verb if the sense is no amount.

Examples:

None of the seats was in its right place.

- (No single seat was in its right place.)

None of the consultants agree on the same approach.

- (No two consultants agree on the same approach.)

None of the taxes have been paid.

- (No portions/amount of any of the taxes have been paid.)

Numbers

Spell out "one" through "nine" and "first" through "ninth."

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.

- (The "th" should not be smaller.)

Use a comma to separate hundreds.

Example: *Arcadia University has a student body of approximately 4,000.*

Spell out figures in and above the millions.

Examples: *9 million; 24 million*

Write out numbers in casual expressions.

Example: *We must have told them a thousand times.*

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

Avoid starting sentences with numerals. Spell it out or reword it. (Exception: beginning a sentence with a year.)

Incorrect: 400 students applied for admission last year.

Correct: Four hundred students applied for admission last year.

Correct: 1991 was an internationally turbulent year.

Examples:

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

In numbered lists, bullet points are preferred unless the exact order or the exact number of items is significant.

See ***Bulleted Lists***

Use the # sign, rather than No. when listed rankings: *Open Doors 2018 ranks Arcadia #1 in study abroad participation.*

Note: *exceptions to the above rules may be made for advertising copy.*

online

One word, no hyphen, lowercase.

Part time (adv.)

Do not hyphenate when used as an adverb.

Example: *She works part time.*

Part-time (adj.)

Hyphenate when used as an adjective.

Example: *Only part-time faculty attended the meeting.*

Pennsylvania Turnpike

Spell out as Pennsylvania Turnpike—**not** PA Turnpike.

Percent

One word. It takes a singular verb when standing alone or when a singular word follows an “of” construction:

Example:

The teacher said 60 percent was a failing grade.

Fifty percent of the membership attended.

Use the percent sign (%) in tabular or financial material; also accepted in specialized works (advertisements, internal communications, etc.).

Period

Use one space after a period.

Personalize it

Personalize whenever possible. Use people words (staff, faculty, professors) instead of place words (office, center, department).

Correct: Staff members help answer questions. Professors work with students.

Incorrect: The center provides answers. The department works with students.

Phone numbers

Do not put parentheses around the area code. Use hyphens throughout the number.

Correct: 309-341-7000

Incorrect: 309.341.7000

Incorrect: (309) 341-7000

Plurals and Possessives

Form plurals of the following by adding “s” alone:

Examples:

I got three Bs

the early 1920s

in twos and threes

Exception: Form plurals of the following by adding “s.”

Examples:

S’s, A’s and I’s (to avoid confusion with the words “As” or “Is”).

x’s and o’s

SOS’s

For use in names see *Last Names*

p.m.

Lowercase, with periods.

Postal Abbreviations

Do not use postal abbreviations in your text unless it is a postal address. Follow AP style.

Correct: He’s from New Castle, Pa.

Incorrect: Arcadia University is located in Glenside, PA.

See *Addresses*

Professional Titles

- In general, confine capitalization to formal titles used directly before an individual's name. Lowercase and spell out titles when they are not used with an individual's name: "The president issued a statement." "The pope gave his blessing."
- Lowercase and spell out titles in constructions that set them off from a name by commas: "The vice president, Mike Pence, visited campus yesterday."
- Capitalize formal titles when they are used immediately before one or more names: "Governor Tom Wolf, Secretary of State Mike Pompeo, Senator Pat Toomey."
- Capitalize and spell out formal titles such as chancellor, chairman, president, etc., when they precede a name. Lowercase elsewhere.

Program

Use lowercase unless it is a proper name.

Examples:

the Health Administration program

Pronouns

Construct sentences to avoid gender-specific terms by using plural pronouns (they, their). For clarity with plural subjects and singular objects, use each: "Each applicant must submit a personal statement" rather than "Applicants must submit a personal statement" or "Applicants must submit personal statements."

Correct: Good reporters protect their sources

Incorrect: A good reporter protects his or her sources.

Correct: If you have a student going to the conference, please send me the titles of your student's papers.

Incorrect: If you have a student going to the conference, please send me the title of their paper.

Publications

See *Composition Titles*.

Examples:

The Philadelphia Inquirer

U.S. News & World Report

The title of an academic paper or journal article should be put inside quotation marks. Use italics for the journal name.

Correct: His paper, "The Rhetoric of Neo-Classic Poets," was published in *Classical Literature Quarterly*.

Do not capitalize "magazine" unless it's part of the publication's title or masthead.

Correct: *Time* magazine, *Arcadia* magazine, *U.S. News & World Report*.

Capitalize the word "the" only if it's part of the periodical's title.

Correct: *The New York Times*, *The Wall Street Journal*

When listing several publications or periodicals, use lower case on "the" or eliminate it.

Correct: We read the *New York Times*, *Onion*, and *Wall Street Journal* every morning.

Q&A

All caps with no spaces between the letters.

Quotation marks

Use quotation marks around text. Use inch marks to indicate measurements.

Correct: "Hi"; 8" x 11"

Incorrect: "Hi"

The period and comma go inside quotation marks.

Example:

He said, "I'm going to the store."

Incorrect: He said, "I'm going to the store".

Correct: She told us "stay in school," which was good advice.

The dash, colon, semicolon, exclamation point, and question mark go inside the quotation marks when they apply to the quote only. When they apply to the whole sentence, they go outside the marks.

Correct: The president said the plan needed "a few minor adjustments"; however, he did not reject it entirely.

When including a quote or "highlighted" word inside another quotation, use single quotes (') instead of double (").

Correct: In his charge to the committee, the chair said, "I have often told you, 'don't give up the ship.' Thanks to your efforts, we've been able to reach our goal."

In running quotations, each new paragraph should begin with open quotation marks (no closing marks). Only the final paragraph should contain the closing quotation mark.

Correct: "Welcome, ladies and gentlemen. I have a few points to make today. The first is to thank you for this honor. My accomplishments are noteworthy only in so far as they help to advance this important field of human endeavor.

"First, I'd like to say"

Race

See *Cultural Background*

re-

The following exceptions to first-listed spellings in *Merriam's Collegiate Dictionary* 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.

Examples:

re-elect, re-enlist, re-election, re-enter, re-emerge, re-entry, re-emplo, re-equip, re-enact, re-establish, re-engage, re-examine

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*.

Real-world experiences

Hyphenate real-world when used as a compound adjective.

Regions

Region names are capitalized when they stand alone and are widely understood to designate a specific geographic and/or cultural area:

Correct: Western Illinois, the West Coast, the Midwest; the East Coast, South Jersey

Correct: the east coast of Florida, the Midwestern United States

Religious/Ethnic Holidays

Use "holiday party" rather than "Christmas party," and "winter break" rather than "Christmas break."

Residence Halls

Do not use the word dorm or dormitory to refer to the buildings on campus where students live. Always use residence hall. Names of residence halls:

- Kistler
- Dilworth
- Heinz
- Taylor
- Thomas
- Knight
- Oak Summit Apartments

Rooms

Capitalize the names of designated rooms. List the Hall, then a comma with Room and then number.

Examples:

Kuch Center, Room 516

Brubaker Hall, Room 101

- Capitalize when used with a number, letter, or name. In combination with a building name, use the number only.

Correct: We'll be in Brubaker 100.

The Rosemary and Walter Blankley Endowed Chair in the School of Education

Official title includes "The" with a capital T.

RSVP

RSVP—no periods

Seasons

Do not capitalize the seasons of the year unless they are part of a title.

Examples:

fall meeting, summer session

The Summer Olympics were in Seoul, South Korea.

Social Security

Always capitalize Social Security Number and Social Security Administration. Do not use the acronym “SSN” in formal or public documents.

Correct: Fill in your name and Social Security Number.

Correct: The forms will be forwarded to Social Security.

Spacing at End of Sentence

Use single space at the end of a sentence and after colon.

Sports teams

Do not capitalize Arcadia University’s sports teams.

Examples:

the men’s tennis team; women’s soccer

States

Uppercase 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

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

Strategic Plan

Always capitalize Strategic Plan and use 'the' in front of it. After initial reference, "the Plan" is acceptable.

Correct: In May, the Plan was reviewed by the Board of Trustees.

Student Body

Do not refer to "student body." Use "student" or "students" instead.

Student Classifications

See *Class Year*

Student Organizations

See the Arcadia website for a complete list of [student organizations](#).

Student teaching

student teaching (noun)

student-teaching experience (adj)

Study abroad

Study abroad – no hyphen as noun or adjective.

Examples:

study abroad programs

Study abroad is a global experience.

Theater

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

Examples:

Arcadia University Theater

Theater students

They, Them, Their

In most cases, a plural pronoun should agree in number with the antecedent. They/them/their is acceptable as a singular or gender-neutral pronoun.

Time of day

Use numerals for the time of day, not zeros. Use “noon” and “midnight,” not “12 noon,” “12 p.m.,” or “12 a.m.” Use “from” and “to” together, or only use a dash between the numbers. Lowercase a.m. and p.m., with periods. When it is in a sentence and the date is right next to it, write out to and from: “The event will be held on August 27 from 5 to 7 p.m. However, use - with events calendars and postcards, etc.

Correct:

11 a.m.
4–5 p.m.
10 a.m.–noon
from 10 a.m. to noon
10 a.m.–4 p.m.

Incorrect:

11:00 a.m.
4:00–5:00 p.m.
from 4-5 p.m.

Transgender

Describes people whose gender identity does not match the sex they were identified as having at birth. Does not require what are often known as sex reassignment or gender confirmation procedures. Trans is acceptable on second reference or in headlines. Avoid using as a noun, referring to someone as a *transgender*.

Correct: Gene is a transgender man. Jeanne is transgender.

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.

Upperclass

One word, not capitalized: upperclass students.

U.S./United States

Use U.S. as an adjective, but not as a noun, for United States.

Correct: He is a U.S. citizen.

Correct: He is a citizen of the United States.

Always spell out “United States” when writing or addressing an international audience.

Web

Examples: *website, web address, webmaster, webcam, webpage, and webcast*

Web address

When writing out web addresses, http:// is not necessary.

Whether to italicize websites is a stylistic choice. **Example:** *arcadia.edu*

Website Navigation

Website titles can be in italics or not, depending on conventions. The tabs/toolbars should not be italicized or in quotes. They should be capped.

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 often set off with commas.

Examples:

*This is the house **that** Jack built.*

*The largest house in town, **which** Jack built, is also the newest.*

Work study

When referring to the Work Study program, capitalize; when used as a compound modifier (work-study students), hyphenate; when used as a noun, lowercase (“I qualify for work study.”)

Years

When possible, avoid beginning a sentence with a year. If necessary, use numerals.

Examples:

The year 1968 was interesting.

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

When showing ranges from 19XX to 20XX, do not abbreviate the years.

Correct: 1990–95

Correct: 1990–2002

Correct: 2000–02

Incorrect: 1990–02