

## **Macalester College Style Guide**

*Should a book title be italicized or put in quotes?*

*What's the official name of the Leonard Center?*

*When do I write out numbers and when do I use numerals?*

There is a distinction between style and grammar. Grammar involves rules that we rarely (if ever) break, but style often is a matter of choice. The key to adopting an effective style is to choose one prevailing style and apply it consistently.

Macalester College uses primarily the Chicago Manual of Style, 15th edition, which is published by the University of Chicago Press and is the preferred style guide for most academic institutions and academic presses. We follow Merriam-Webster's Collegiate Dictionary, 11th edition, on questions of spelling, hyphenation, capitalization, and foreign words. An abridged version is available at [merriam-webster.com](http://merriam-webster.com). An online version of the Chicago Manual of Style is available at [chicagomanualofstyle.org](http://chicagomanualofstyle.org).

Below we have identified some items that frequently come into question. In addition, we have listed some Macalester-specific terms and style choices. This style guide is intended to evolve, as language does, to reflect current usage and to embrace new terms as they come into common use. Please contact Communications with any suggestions to make this guide more useful.

### **7.29.09**

#### **abbreviations**

- \* Generally, no periods with abbreviations: IQ, IOU, VCR, HMO  
Exceptions: U.S., U.N. (see **United States**)
- \* Form the plural by adding an s (no apostrophe): VCRs, HMOs, CD-ROMs.

#### **academic degrees**

- \* Abbreviations: BA, PhD, MD, RN, MBA, MFA. (See Chicago 15.21 for a more complete list.)
- \* Use lowercase and, where appropriate, possessive in text: "master's degree in business administration"; "doctorate in political science."
- \* A degree takes the indefinite article a: "He earned a PhD."
- \* Form the plural by adding s: BAs, PhDs, MBAs.
- \* An exception may be made to include periods in more formal documents and certificates, "Ph.D."

#### **academic departments and programs**

\*For a current list of department and program names: [macalester.edu/academics](http://macalester.edu/academics)

### **acronyms**

\*No period, use all caps: CARE, VISTA, AIDS.

### **advisor**

\* Not adviser

### **African American, Japanese American, Indian American**

\* No hyphen

### **ages**

\*Spell out one through nine; use numerals for 10 and up: “a six-year-old boy,” “a 47-year-old man.” For consistency’s sake, use all numerals if otherwise mixed: “a 6-year-old boy and a 47-year-old man.”

### **all caps**

\*Avoid using except when necessary in acronyms, etc.

### **alumni names with class year**

\*Example: Ruth Stricker Dayton '57 P'88

\*Quote (in the proper direction) before each number, no comma between, and no space between P and '88. There is a space between name & class year and between class year & "P".

### **Alumni Relations**

\*Use lowercase for informal usage (alumni office); capitalize formal name only: Alumni Relations. For postal address, always use Alumni Relations.

### **Annual Fund**

\* Capitalize for clarity.

## **Alumni Board**

- \* Capitalize.

## **alumnus/alumna/alumni**

- \* Alumna is a female graduate; the plural is alumnae. Alumnus is a male graduate; the plural is alumni. However, alumni is considered to be gender-inclusive, so we use it for a group including both males and females. Alum and alums are appropriate in casual use. An alumnus is anyone who attended Macalester for at least two semesters.

## **birth name**

- \* Do not set off a birth name in parentheses or quotation marks: Jane Doe Smith. In publications with alumni as the primary audience, use a female graduate's birth name followed by her married name: Andy Steiner Manning '89.

## **Board of Trustees**

- \* Capitalize when it refers to Macalester's governing body: "the Board of Trustees." But: "the board." Trustee, however, is lowercase: "trustee chair Timothy Hart-Andersen." (See also **titles, personal.**)

## **brackets**

- \* Use square brackets, not parentheses, to add words to quoted material (see Chicago 6.104).

## **campus names**

- \* When a college or university has more than one campus, separate the campus name from the institution's name with an en dash: University of California–Berkeley, Cal State–Fullerton, State University of New York–Buffalo.

## **capitalization**

- \* See **Annual Fund; Board of Trustees; class year; college; departments; reunion; titles, personal;** and **titles of works.**
- \* Don't cap the words college, department, committee, etc., when used alone. Ex: "This is history professor John Doe. He is a member of the committee."

## **captions/cutlines**

- \* End with a period if caption/cutline is a complete sentence. No period if it is not a complete sentence. Length is not the determining factor.

## **cities**

\*The following cities do not require the state to be listed following them: Atlanta, Baltimore, Boston, Chicago, Cincinnati, Cleveland, Dallas, Denver, Detroit, Honolulu, Indianapolis, Las Vegas, Los Angeles, Miami, Milwaukee, Minneapolis, New Orleans, New York, Oklahoma City, Philadelphia, Phoenix, Pittsburgh, St. Louis, St. Paul, Salt Lake City, San Antonio, San Diego, San Francisco, Seattle, and Washington.

\*Use commas between city and state and after state. Ex: “She is from Duluth, Minnesota, and is a first-year student.”

\*See **state names**.

## **class titles**

\* See course titles.

## **class year**

\* No comma before it, no parentheses around it, and make sure that the apostrophe that takes the place of the “19” or “20” is a real apostrophe, not a single open quote: Gabrielle Lawrence ’73.

\*To get the single quote to face the right way (become an apostrophe), simply hit the space bar after the number.

\*To achieve this in html &rsquo: On a Macintosh: hold down option, shift and closed bracket keys.

\*For broadcast emails, use a straight single quote.

\* Capitalize the word *class* when it refers to a specific year:

“The Class of ’56 presented a gift to support science technology.”

## **college**

\* Unless part of a proper name, “Macalester College,” lowercase in every use: “the college’s policy is”; “the college archivist,” “one of the crucial questions facing every college.”

## **comma**

\* Use the serial comma: “Abe, Bob, and Camille.” In a series consisting of three or more elements, the elements are separated by commas. When a conjunction joins the last two elements, use a comma before the conjunction. (See Chicago 6.19–6.20.)

- \* Follow Chicago 6.31 on punctuating nonrestrictive clauses—for example, “My husband, Gabe, liked touring the campus.” (Since the speaker has only one husband, the construction is “nonrestrictive” and the name is set off with commas.)
- \* See also **Jr., Sr.**
- \* Use comma after full date. Ex: Her party was June 13, 2009, at the faculty club.
- \* Use commas before and after state names when used with cities. Ex: “She is from Tempe, Arizona, and is a first-year student.”

## **Commencement**

- \* Capitalize when it refers to the Macalester event in May.

## **compound words**

- \* In general, use Merriam-Webster’s to determine whether or not to hyphenate or to spell solid or open: clear–cut, workweek, chain saw.
- \* To avoid ambiguity, hyphenate compound modifiers preceding a noun: “the compound-modifier issue.” If the compound is in the dictionary as an entry, ambiguity is unlikely: “a high school student.” But: first-year student, 10-year reunion.
- \* Do not hyphenate when the first word of a compound modifier is an adverb ending in -ly: “a badly remembered past.”

## **course titles**

- \* Capitalize and use quotation marks: His course “Bandits, Outlaws, and Other Rebels” was offered last fall. Exception: In a long list of courses, e.g., the course catalog, omit quotation marks.

## **dash**

### **em dash**

- \*No spaces around an em dash (—): “He knew—or thought he knew—he was right.”
- \*Web use: Encode em dashes in HTML as `&#8212;`. Use spaces around dash.

### **en dash**

- \*Longer than a hyphen but shorter than an em dash. Generally means “through.” Follow Chicago 6.83–6.86. Ex: 1979–83, chapters 2–4, the London–Paris train.
- \*Use the en dash for scores: “The Scots won 10–7.”

\*Web exception: May use double hyphen, especially in email.

\*Web use: Encode en dashes in HTML as &#8211;

### **dates**

- \* Use month-day-year sequence (omit the year if it's obvious). Ex: June 3, 2009
- \* Time, day, date, place is the proper order.
- \* Use cardinal, not ordinal, numbers: June 30, not June 30th.
- \* Do not separate month and year sequence with a comma: September 2003.
- \* Use day of week in invitations (Friday, Saturday, etc.)
- \* In text use a comma after the year. Ex: Her party is on Friday, June 13, 2009, at the Campus Club.

### **dean's list**

- \* Lowercase

### **departments**

- \* Capitalize a department's full, formal name: Philosophy Department, Geology Department (Follow Chicago 8.73.)
- \* Administrative departments: Use caps for the formal names of all campus offices: Admissions Office, Alumni Relations, Dean of Students Office, Development Office.

### **DeWitt Wallace Library**

- \* The formal title of Macalester's library is the DeWitt Wallace Library (capitalize). Other references include: the library (lowercase). See the appendix for names of other campus buildings.

### **ellipsis**

- \*An ellipsis consists of a space, three consecutive periods, and a space. No spaces between the periods.

### **email**

- \* Do not hyphenate.

### **faculty/staff**

- \* These are singular nouns, referring to groups en masse: “The faculty is granted certain privileges under the charter.” To make it plural, or to refer to individual professors, use “faculty members”: “Faculty members expressed concern over the proposal.” The same is true of staff: “the staff is,” but “staff members are.”

### **foreign words**

- \* Use italics for words not listed in *Merriam-Webster’s Collegiate Dictionary*. Use italics only on first use of word.

### **fractions**

- \* Spell out fractions: two and a half years; one-fifth. (See also percent.)

### **full time/part time**

- \* When used as a two-word noun: “Full time is 38.75 hours per week.”

### **full-time/part-time**

- \* When used as an adjective or adverb: “I have a full-time job.”

### **geographical terms**

- \* The West, the Western world, Western civilization; the Midwest; the East; the Middle East, Middle Eastern, the industrialized North; the developing South; the third world. Follow Chicago 8.46–8.50.

### **gender-neutral pronouns**

- \* First, try to rework the copy to eliminate singular gendered pronouns (he, she, him, her, his, hers). Remove them altogether, use plural nouns and pronouns, or employ articles (a, an, the). Use non-gendered nouns as needed (student, person, individual, one), but try to do so sparingly to avoid excessive repetition and cumbersome structure.

Example: Each student must obtain the signature of his or her father or mother.

Change to: Each student must obtain the signature of a parent; or All students must obtain a signature from one of their parents.

- \* When absolutely unavoidable, use plural non-gendered pronouns (they, them, their) to replace singular gendered pronouns (he, she, him, her, his, hers).

Example: If a friend is late, wait for him or her outside; he or she will see you better.

Change to: If a friend is late, wait for them outside; they will see you better.

\* Avoid conditional sentences introduced by if or when, which often require the use of pronouns.

Example: If the student is the principal researcher, he or she should place an asterisk after his or her name.

Change to: Place an asterisk after the name of the principal researcher.

\* Where possible and appropriate, use second person (you, your, yours). Second person not only eliminates gender reference, but also makes the copy more personal and engaging.

Example: Each student must obtain his or her parking permit the first week of the semester.

Change to: You will need to obtain your parking permit the first week of the semester.

### **gender-neutral language**

\* Eliminate generic use of gendered words by using substitutes instead. For example:

mankind: humankind, people, humanity

manpower: workforce, employees

manmade: synthetic, artificial

middleman: intermediary, go-between

chairman: chair (but do not change an official, formal title)

to man: to staff, to run, to operate

brotherhood, fellowship: kinship, solidarity, collegiality, unity, etc.

fathering, mothering: fostering, nurturing

Dear sir or madam: colleague, editor, professor

### **graduated**

\* “He graduated from college.” Not “He graduated college.”

### **hyphens**

\* Follow Chicago 6.82 (on hyphen use with numbers) and 7.82–7.90 (on compound words). Ex: first-year student, full-time job. See **compound words**.

### **initials**

\*Use a space between initials: R. S. Smith, W. E. B. DuBois.

### **Internet**

\* Always capitalize.

### **italics**

\* Court cases: *Roe v. Wade*

\* Foreign words not listed in Merriam-Webster's. Ex: *soeur*

\* See also titles of works. Ex: *Catcher in the Rye*

### **Jr., Sr.**

\* In contemporary usage, no longer preceded by a comma: John W. Smith Jr.

### **liberal arts**

\* No hyphen, even when it's used as an adjective: "a liberal arts environment"

### **Macalester**

\*may be referred to as Mac, but not MAC (all caps.)

### **maiden name**

\* See **birth name**.

### **majors**

\*Lowercase unless it's a proper noun. Ex: Sarah Smith is a geology major. John Smith is an English major.

### **middle initials**

\* Not necessary except in formal usage, or where someone with a common name (say, John Smith) might otherwise be confused with someone else. Be alert to cases in which a

middle initial stands in for a woman's birth name, and substitute the full name for the initial. (See also **birth name** and **initials**.)

### **months**

\* Spell out in text. (See also dates.) Exceptions: As part of a list or for reasons of space constraints.

### **names, personal**

\* In text, first reference should include full name; later references last name only. Repeat first name only to avoid confusion with someone else with the same last name.

### **newspaper names**

\* If the name of a newspaper you're citing includes the city but not the state, and the city is not on the Associated Press Stylebook's list of stand-alone cities (see **cities**), use the following style: *Oberlin (Ohio) News-Tribune*. Note that the name of the *Star Tribune*, which is published in the Twin Cities, does not include a city name.

### **nicknames**

\* Use quotation marks, not parentheses, for nicknames: Muriel "Tootsie" Smith Jones '45.

### **numbers**

\* Spell out one through nine. Use numerals for 10 and up. Follow style for ages as well: "a six-year-old boy," "a 47-year-old man," "10-square-foot room."

\* Exceptions for consistency: "five or ten years from now," "Either 5 people or 312 people"

\* Ordinal numbers and superscript. Do not use superscript with ordinal numbers, i.e. use "the 20th century" or "20th-century literature," not "the 20<sup>th</sup> century" or "20<sup>th</sup>-century literature." (Superscript may not translate correctly when transferred to programs outside Word.) If Word 2007 is set to do this automatically, click the Office button; select Word Options; select Proofing (on the left); select the Auto Correct Options box; select the Auto Correct tab; uncheck "Ordinals (1st) with superscript." Repeat with the Auto Correct As You Type tab. Click OK.

### **orientation**

\* Always capitalize when used as a proper noun. Otherwise use lowercase. Ex: "Macalester Orientation is the best time ever." Ex: "We're going to have fun at our orientation."

### **percent**

\* Spell out and always use a numeral: 7 percent.

### **photo captions**

\* See captions/cutlines.

### **possessives**

\* Singular common nouns that end in s: add 's. Ex. the class's graduation party

\* Singular proper nouns that end in s: add 's. Ex. Davis's book, Texas's laws, Congress's deadline

\* Plural common nouns that end in s: add only an apostrophe. Ex. "the three dogs' bowl"

\* Proper nouns with plural form: add only an apostrophe. Ex. "United States', General Motors', the Petersons' house"

### **prefixes/suffixes**

\* Follow Chicago 7.90.

### **president of Macalester**

\* In a first reference to President Rosenberg in external publications, give his title and full name: "President Brian C. Rosenberg." Thereafter, refer to him as "President Rosenberg." But, "Brian Rosenberg is the president of Macalester College" (lowercase "president"). (See also **titles, personal.**)

### **proofreaders' marks**

\*To be sure that your proofreading changes are correctly understood, use the proofreaders' marks found at [merriam-webster.com/mw/table/proofrea.htm](http://merriam-webster.com/mw/table/proofrea.htm).

### **quality**

\*Contemporary usage allows for the use of "quality" as an adjective to mean "high quality," as in "Macalester provides a quality education." However, it is suggested that for clarity "quality" be used with a modifier. "These speakers produce high-quality sound."

### **quotation marks, punctuation with**

\* Always place commas and periods inside quotation marks. Follow Chicago for the use of exclamation points (6.79), question marks (6.75), and semicolons (6.9) with quotation marks.

## **quotes or italics**

See **titles of works**.

## **resume**

\* Another word for curriculum vitae—don't use the accents.

## **reunion**

\* To avoid ambiguity, capitalize only in references to the official Macalester-sponsored event held every June: "She came back to campus for Reunion," but "He enjoyed a quick reunion with friends after Thanksgiving," "50-year reunion class"

## **spaces between sentences**

\*After the punctuation at the end of a sentence, period, question mark, etc., there should be one space, not two, before the first word of the next sentence.

## **Spelling, misc.**

\*Advisor

\*St. Paul (use Saint only in postal addresses)

\*Plural of a single letter: the three Rs

\*Plural of multiple letters ABCs

\*Internet (capped)

## **sports**

\* Use en dashes, not hyphens, in scores: "Macalester defeated St. Olaf 49–6."

\* In describing events that include distance, add a hyphen for compound adjectives ("the men's 100-meter dash"), but not when the phrase is used as a noun ("He ran the 100 meters"). Note, too, that "meter" (or "yard") is singular in the former instance, plural in the latter.

\* Lowercase names of individual sports: rugby, men's cross-country, volleyball.

## **staff, staff members**

\* See **faculty/staff**.

## **state names**

- \* Spell out in text. Use two-letter postal abbreviations (no periods) only in addresses, with zip codes. But use AP stylebook abbreviations for lists and where space is limited (See **appendix**.) Retain commas in addresses, especially after cities.
- \* There is no need to use state names with the cities listed in the *Associated Press Stylebook* under “Datelines” (See **cities**). To this list, we add St. Paul.

### **Step Forward** (the campaign)

- \* italicized, as in “The *Step Forward* campaign ...”

### **study away**

No hyphen, even when used as a modifier.

### **telephone numbers**

- \* Use hyphens between sets of numbers: 507-646-1234. No parentheses for area codes.

### **television/TV**

- \* Spell out as a noun; OK to abbreviate as an adjective. Always upper case when abbreviated.

### **terms, academic**

- \* Lowercase: fall term, spring semester, summer break.

### **Theatre and Dance Department**

- \*The facilities within the department include the Main Stage Theatre and the Studio Theatre (the “black box”).
- \*All other references to theater should end in “er,” not “re,” unless Theatre is part of an organization’s official name, and then use it only in the full name. (See **appendix** for names of area theaters.)

### **titles, personal**

- \* Capitalize when they precede a name as a courtesy title; use lowercase when they follow the name or stand alone. Always place long titles after a name. Use lowercase for descriptive titles (“history professor Peter Rachleff”) before or after a name; consider former titles to be descriptive. Follow Chicago 8.21–8.35.

Ex.: “Wang Ping, associate professor of English,” but “Professor Wang” (note that the honorific doesn’t distinguish between professorial ranks); “development officer Eric

Solberg”; “Dean Hoppe”; “James Hoppe, dean of students”; “trustee Ruth Stricker Dayton.”

Consider it to be descriptive (not capitalized) if you would not use the title in addressing the person, i.e., one would not say, “Hello, trustee Dayton,” but would say, “Hello, President Rosenberg.”

- \* Capitalize named professorships and place them after the name: “John Smith, John E. Doe Professor of Philosophy
- \* Emeritus (retired) professors use their last active title followed by emeritus or emerita “John Doe, professor emeritus”; “Charles Green, professor emeritus of political science”; “John Q. Smith, Margaret W. Harmon Professor of Christian Theology and Culture, emeritus”
- \* Spell out titles preceding names: “Senator [not Sen.] Amy Klobuchar is from Minnesota.” “General [not Gen.] Colin Powell was a member of the Bush administration.”
- \* Avoid honorifics like Dr., Rev., and Esq.

### **titles of works**

- \* Titles in italics: book, magazine, online magazine, newspaper, movie, play, long poem, work of art, opera or other long musical composition, television program or series, art exhibition, record album (vinyl, tape, CD), video, radio program
- \* Titles in quotes: comic strip, short story, short poem, song or other short musical composition, episode of TV series, college course (quotation marks are not necessary in college catalogs or as part of a long list of course titles)
- \* Titles roman (no quotes or italics): newspaper/magazine column, computer program, computer game, website
- \* Web exception: Italics are always preferred to quotation marks. If quotes are necessary, use single quotation marks.

### **trademarks**

- \* Capitalize trademarks (trademark symbol is not necessary). Ex: Kleenex, Xerox

### **T-shirt**

- \* Always capitalize the T.

### **Twin Cities**

- \* Only to be used in reference to Minneapolis and St. Paul, not Fargo and Moorhead or other paired cities.

## **United States**

\*Spell out as noun, abbreviate as adjective: “She returned to the United States,” but “the U.S. representative to Japan.”

## **Web addresses**

\* Never any spaces between characters; no period at end unless it’s the end of a sentence; all lowercase

\* When necessary because of a line break, break an electronic address on either side of a slash (keep two slashes together) or at a period, which goes at the beginning rather than at the end of a line. Don’t break at a hyphen (or, if necessary, break before, not after, a hyphen), and never add a hyphen.

\* In print, the "http://" is not used when referring to a web site. The "www." is not used when referring to the main Macalester web site or other websites that do not require typing in "www." Most browsers will find most sites without the www., but if you're not sure, please test it.

## **which/that**

\*“That” is a restrictive, or defining, pronoun; it introduces a phrase or clause that is essential to the meaning of the sentence. Ex. Mary went to a school that was known for its rigor.

\*“Which” is a nonrestrictive, or descriptive, pronoun; the phrase or clause it introduces, which is usually set off by commas, could be eliminated without changing the meaning of the sentence. Ex. Mary went to Macalester, which is in Minnesota, with her cousin Louise.

## **World Wide Web**

\*Capitalize: the Web. But: webpage, website, webcam, webcast, webmaster

## **Year**

\* Use comma after year when writing a full date. Ex: She expects to graduate from college on May 15, 2009, and then attend graduate school.

## **Appendices**

## **Macalester Buildings**

77 Macalester Street

Hugh S. Alexander Alumni House

Art Building

Ruth Stricker Dayton Campus Center

John B. Davis Lecture Hall, Ruth Stricker Dayton Campus Center

Carnegie Hall

Weyerhaeuser Memorial Chapel

Janet Wallace Fine Arts Center & Gallery

Humanities Building

International Center

Kagin Commons

Alexander G. Hill Ballroom, Kagin Commons

Lampert Building

Leonard Center athletic & wellness complex

DeWitt Wallace Library

Jan Serie Center for Scholarship and Teaching (Room 338), DeWitt Wallace Library

Markim Hall

Kathryn W. Davis Court

Music Building

Olin-Rice Science Center

Old Main

Stadium

Theater Building

Weyerhaeuser Hall

Neill Room, Weyerhaeuser Hall

## **Leonard Center Named Facilities**

When referring to these facilities, include the donor name as indicated below. Note that when preceded by "the" as in "the Leonard Center," "the" is not capitalized.

Leonard Center athletic & wellness complex [Note lower case and ampersand for "athletic & wellness complex." In formal copy, "and" may be used.]

Andersen Portico

Clement Track [This is the indoor track.]

Dayton Track [This is the outdoor track.]

Deno Fitness Center

Hultquist Lounge

Nystrom Hall of Fame Room

Riley Pool

Schall Family Atrium

**Minneapolis/St. Paul theaters/theatres:**

Bedlam Theatre

Fitzgerald Theater

Guthrie Theater

Illusion Theater

In the Heart of the Beast Puppet and Mask Theatre

Intermedia Arts

Jungle Theater

Mixed Blood Theatre

Orchestra Hall

Ordway Center for the Performing Arts

Orpheum Theatre

The O'Shaughnessy, or O'Shaughnessy Auditorium

Pantages Theatre

Penumbra Theatre

The Southern Theater, or The Southern

State Theatre

Varsity Theater

## State abbreviations

Abbreviation followed by (postal code).

Ala. (AL)	La. (LA)	Ohio (OH)
Alaska (AK)	Maine (ME)	Okla. (OK)
Ariz. (AZ)	Md. (MD)	Ore. (OR)
Ark. (AR)	Mass. (MA)	Pa. (PA)
Calif. (CA)	Mich. (MI)	R.I. (RI)
Colo. (CO)	Minn. (MN)	S.C. (SC)
Conn. (CT)	Miss. (MS)	S.D. (SD)
Del. (DE)	Mo. (MO)	Tenn. (TN)
Fla. (FL)	Mont. (MT)	Texas (TX)
Ga. (GA)	Neb. (NE)	Utah (UT)
Hawaii (HI)	Nev. (NV)	Vt. (VT)
Idaho (ID)	N.H. (NH)	Va. (VA)
Ill. (IL)	N.J. (NJ)	Wash. (WA)
Ind. (IN)	N.M. (NM)	W. Va. (WV)
Iowa (IA)	N.Y. (NY)	Wis. (WI)
Kan. (KS)	N.C. (NC)	Wyo. (WY)
Ky. (KY)	N.D. (ND)	