Style Guide Quick Reference Sheet

1. Seasons are always in lowercase, unless you are using it in reference to a semester: We are looking forward to the start of the new semester this spring. She will offer that course in Fall 2016.

2. No comma before the “and” in a simple series: John, Cathy and Mary are going to lunch.

3. Punctuation goes inside quotations in most cases: “John, Cathy and Mary are going to lunch,” said Cate. “Really?” I asked.

4. Bachelor’s and master’s have an apostrophe and should appear in lowercase: She received her bachelor’s degree from Connecticut College. NOTE: The formal degree name is Bachelor of Arts.

5. Lowercase titles after a name, capitalize before only if title is official: John Jones, vice president for candy delivery; candy delivery administrator John Jones; Vice President for Candy Delivery John Jones.

6. Times should be written 6:30 a.m. and 7 p.m., NOT 6:30am, 6:30 am, 6:30 AM, 7 PM or 7:00 p.m.

7. Spell out one through nine, use numerals for 10 and up: There are six people going to lunch, even though we invited 11. NOTE: Always use numerals for ages: She has a 4-year-old daughter.

8. Titles of books, movies, songs/albums, radio programs, TV shows and lectures are not in italics or all caps. They are enclosed in quotation marks: His new book, “The Secret to Everything,” is out next week. (For CC:Magazine and website Feature Sets, italicize book titles, magazine titles, movie titles, etc.)

9. Spell out the name of states: I drove through Connecticut yesterday. He lives in Nebraska.

10. Per new AP Style guidelines, no longer abbreviate states when they appear with the name of a city or town: I will be at a conference in Boston, Massachusetts, next week. NOT I will be at a conference in Boston, MA, next week. Two-letter postal codes should be used only in letter and envelope addresses. Also, unless writing a full or complete address, spell out street, road, etc. The president lives on Williams Street vs. The president lives at 772 Williams St.

Exception: CC:Magazine Class Notes, due to space

11. Use abbreviations such as B.A., M.A. and Ph.D. only with a full name and on the first reference. Set off with commas. Also, do not use Dr. before a title unless referring to an M.D.: I had a lengthy debate with Mary Smith, Ph.D., after her keynote address.

12. Always use alpha-numeric numbers in dates. Never use “st” “th” “st” or “rd”: Reunion began July 1 this year. NOTE: When including the year with the date, set off the year with commas: Reunion began June 1, 2015, with the Sykes Society Luncheon.

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13. For a specific date (month and day), abbreviate only Jan., Feb., Aug., Sept., Oct., Nov. and Dec.: 
**Friday, Dec. 21, is her birthday.** NOTE: Always spell out the month when using it alone or with a year: 
*Her birthday is in December. She will turn 40 in December 2016.*

14. Names of the five academic centers have initial caps: *Jane is a scholar in the Toor Cummings Center for International Studies and the Liberal Arts.* NOTE: When referring to “the center,” do not capitalize: 
*He visited the center as part of the tour.*

15. Academic departments only have initial caps in an official use of the name, except in cases of proper nouns: NOTE: The “official” names of these departments would be the Department of Art History and the Department of French. 
*The Department of Art History is sponsoring the seminar.* 
*The course is offered by the art history department.* 
*The French department offers a variety of courses.*

16. Do not use acronyms in copy: *Everyone is excited about the new Academic Resource Center. (not ARC)*

17. Capitalize College when referring to Connecticut College. *Shana visited the College last week.*

18. Always use ONE SPACE after a period. Double spacing is a carryover from the days of using typewriters; computer fonts are proportionally spaced, making this former practice obsolete.

*The full editorial style guide for Connecticut College can be found at:*

[http://www.conncoll.edu/media/website-media/offices/communications/Connecticut_College_Style_Guide.pdf](http://www.conncoll.edu/media/website-media/offices/communications/Connecticut_College_Style_Guide.pdf)