



CONNECTICUT COLLEGE

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.*

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