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 2013.*

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 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.*

9. Spell out the name of states when they appear alone: *I drove through Connecticut yesterday.*

10. Abbreviate states when they appear with the name of a city or town using state abbreviations, not postal codes: *I will be at a conference in Boston, Mass., next week.* NOT *I will be at a conference in Boston, MA, next week.*

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.*

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, 2012, 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 2013.*
14. Names of the five academic centers have initial caps: *Jane is a scholar at 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