



CONNECTICUT COLLEGE

Style Guide

Produced by
The Office of Communications

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Connecticut College Editorial Style Guide

The Connecticut College editorial style guide is a resource to ensure consistency in College communications. It should be used in conjunction with Connecticut College visual identity guide at <http://graphics.conncoll.edu/>.

This guide starts with CC: Magazine, Web Features, news stories and then proceeds alphabetically on a case-by-case basis: outlining common style, spelling, grammar and usage issues, including some that are specific to the College and some that are more general. Examples of usage are provided in italics within and below applicable entries.

Use this guide when writing for Connecticut College communications, including the public website, print publications and electronic communications. It is not to be considered in any way a guide for academic writing.

The guide draws upon The Associated Press Stylebook as the primary source. For questions that are not addressed in this Connecticut College guide, please refer to The AP Stylebook and Webster's New World Dictionary. For other questions, please contact Deb MacDonnell in the Office of Communications at deborah.macdonnell@conncoll.edu or Edward Weinman at eweinman@conncoll.edu, respectively.

The Office of Communications is responsible for supporting the quality and consistency of the Connecticut College image and reputation. We appreciate your cooperation in using these guidelines. The style guide will continue to evolve as AP and other standards change.

A

academic centers Always use the full name with full capitalization on first reference. On second reference, use the shortened names below or *the center*.

Ammerman Center for Arts & Technology, the Ammerman Center

Center for the Critical Study of Race and Ethnicity, the center or CCSRE

Goodwin-Niering Center for the Environment, the Goodwin-Niering Center

Holleran Center for Community Action and Public Policy, the Holleran Center

Toor Cummings Center for International Studies and the Liberal Arts, Toor Cummings Center

For other centers, please see specific entries, e.g., Roth Writing Center.

academic center students Students are scholars in the five centers for interdisciplinary scholarship.

He is a Holleran Center scholar (not PICA scholar).

As a scholar in the Toor Cummings Center, she completed an internship in Bolivia.

academic degrees Avoid abbreviations. John Smith has a doctorate in chemistry. When you must use the abbreviation, always use periods between letters and set off the degree with commas: John Smith, Ph.D., teaches at Connecticut College. Always use with full names only, and avoid duplicate citations, such as Dr. John Smith, Ph.D. In fact, avoid using the “Dr.” honorific, unless you are referring to a physician; instead cite the person’s academic degree.

A Ph.D. candidate should be listed as **Ph.D.(c)**, indicating someone who is still in the program and has completed requirements for candidacy (usually completed all coursework, comprehensive exams and in some cases, the dissertation proposal.) Avoid use of the informal term ABD, typically used by those who have discontinued Ph.D. programs, having completed everything but the dissertation.

Avoid initials such as MFA, MBA, JD. The proper style is: a doctorate, a doctoral degree, a master’s degree, a master of fine arts degree, a bachelor’s degree (preferable to a bachelor of arts degree or a bachelor of science degree in most uses), an associate’s degree.

academic departments See: departments.

academic titles Capitalize and spell out when they precede a name. Lowercase elsewhere. See also: endowed professorship.

Jane Doe is dean of the faculty.

Dean of the Faculty Jane Doe joined Connecticut College in 1985.

John Smith is professor of art history.

Art History Professor John Smith will speak Tuesday.

academic year When joining two calendar years into an academic year, use the complete year in all titles (2010-2011); it is acceptable to shorten on second reference or within body text (2010-11).

Accessibility Services, Office of Student Accessibility Services Formerly known as the Office of Student Disability Services

acronyms Always use the full name of a group, organization, center or committee on first reference, and avoid acronyms by using phrases such as the center, the committee, the group on second and subsequent references. If it is an endowed entity, use the donor's name with shorter references: the Ammerman Center. If you must use an acronym, refer to it on first reference in parentheses and without periods.

The Priorities, Planning and Budget Committee (PPBC) plays a key role in setting the College's funding priorities.

acting, interim faculty titles Follow capitalization guidelines for academic titles and capitalize preceding the faculty member's name, lowercase elsewhere.

Ad Astra Garden, Ad Astra Society. Always capitalize.

Members of the Ad Astra Society have given Connecticut College \$1 million or more.

Names of Ad Astra Society members are engraved in a bench in the Ad Astra Garden at the top of Tempel Green.

addresses Abbreviate the words *avenue (Ave.)*, *boulevard (Blvd.)* and *street (St.)* when they include the house or building number, and spell out when they do not. Also spell out when in direct quotes. Similar words, such as *road*, *lane* and *court*, are always spelled out in addresses. Campus addresses should include the words Campus Box and the appropriate box number or name.

The College is at 270 Mohegan Ave.

The College is on Mohegan Avenue.

"He lives at 772 Williams Street."

Send it to him at Campus Box 5555.

administration Never capitalize unless part of a title. If possible, use the name of an administrator instead. See also: President Bergeron.

President Katherine Bergeron appointed the committee. Rather than: The administration appointed the committee.

admission, admitted students Singular. *Office of Admission* or *Admission*, not *Admissions*. Students whose applications are accepted by the College are *admitted*. If they accept the offer of admission, they *enroll*. The percentage of applicants who are admitted and then enroll is referred to as the *yield*.

adviser Not *advisor*.

afterward Not *afterwards*.

alumnus, alumna, alumni, alumnae Any individual, male or female, who has attended the College and has completed at least 64 credits may be considered an alumnus. An alumna is a woman who attended and is the preferred alternative when referring specifically to a woman. Alumni is the plural of alumnus and can include men and women. Alumnae is the plural of alumna and includes only women. Generally, class year is denoted after the name of the alumnus or alumna: *Jane Doe '09*. Note that students who did not graduate are still considered to be alumni of the College. *Avoid use of the slang term alum except in social media contexts where space is limited and tone is informal.* See also: class year.

alumni association *Connecticut College Alumni Association* on first reference. On second reference, it is the alumni association or the association. The association is governed by the Connecticut College *Board of Directors*, the board on second reference or without being preceded by Connecticut College.

Alumni Engagement, Office of Formerly the Office of Alumni Relations.

Ammerman Center for Arts & Technology On second reference, *the Ammerman Center*. Avoid using the acronym *CAT*, especially with external audiences. Use an ampersand instead of spelling out *and*.

ampersand (&) (New) Use of. Use “and” in a title, phrase or sentence unless it is part of a proper name. Avoid using the ampersand. *Race and Ethnicity Programs*.

a.m., p.m. Lowercase with periods, except for the online calendars, in social media and in “Today at Conn” where, for space reasons, am and pm are used.

Ann and Lee Higdon Fitness Center Part of the Athletic Center, along with Dayton Arena, Luce Field House, Lott Natatorium and Silfen Track and Field. Can use *fitness center* on second reference.

annual An event cannot be described as annual until it has happened at least two consecutive years. Do not use the term “first annual”; instead say the organizers intend to host it annually.

Annual Fund See “Connecticut College Fund.”

AP Style The College follows guidelines outlined in the Associated Press Stylebook, except for academic writing and where otherwise noted in this document.

Arboretum Always capitalize. *The Connecticut College Arboretum comprises 750 acres*. On second reference, the Arboretum is acceptable. Do not use *Arbo* except in direct, attributed quotations and social media contexts.

Arrival Day Capitalized

assistant Capitalize when part of a title before a name. *Administrative Assistant June Roe will contact you*. See also: titles.

associate Capitalize when part of a title before a name. *Associate Professor of Religious Studies Jack Jones will speak at the dinner*. See also: titles.

athlete The term student-athlete is preferred.

Athletic Center Capitalize when referring to the Connecticut College Athletic Center on Mohegan Avenue. The Athletic Center includes a number of named spaces, all of which should be capitalized. The fitness center does not need to be capitalized. Avoid use of the slang term *AC* except in social media contexts where space is limited and tone is informal. See also: named spaces, camels, student-athletes.

Lyn & David Silfen Track and Field, Silfen Field on second reference

The Charles B. Luce Field House, Luce Field House on second reference

Dayton Arena

Jane Cadwell Lott '36 Natatorium, Lott Natatorium on second reference

Christoffers Rowing Training Tank

Jane Murchison Hamilton '52 Wellness Center (note, this is NOT the new fitness center)

Ann and Lee Higdon Fitness Center

athletic teams Lowercase on all references, except on listings, such as for calendars and score reports.

The women's ice hockey team had an outstanding season.

He was a star on the men's cross country team.

Field Hockey vs. Colby, Monday, 5 p.m.

B

Baccalaureate, baccalaureate Capitalize when referencing the College's event on the Saturday of Commencement weekend. Lowercase in all other references.

bachelor of arts degree, bachelor of science degree Lowercase on all references. The term bachelor's degree is acceptable in most references. Connecticut College does not confer a bachelor of science degree.

biannual, biennial Biannual means twice a year and is synonymous with semiannual; biennial means every other year.

Board of Directors, Board of Trustees Board of Trustees is capitalized when referring to the Connecticut College Board of Trustees. Board of Directors is capitalized when referring to the Connecticut College Alumni Association Board of Directors. Lowercase in all uses that don't include the full name, as in the board and trustees.

Uppercase Trustee and Director as part of a title that precedes a name; lowercase the title when it is used after a name.

Trustee John Smith, but John Smith, a trustee.

Director Jane Doe, but Jane Doe, a director.

Bookshop One word, always capitalized, when referring to the Connecticut College Bookshop. Never *bookstore*.

book titles Capitalize book titles, in accordance with the book's own capitalization, and put the book title in italics. See also: titles.

Junot Diaz, Pulitzer Prize-winning author of *The Brief Wondrous Life of Oscar Wao*, was on campus in 2016.

boy, girl Never use in association with students. Connecticut College students are men and women, regardless of age.

breaks Always lowercase, even when referring to specific breaks in the academic calendar year.

He worked on campus over winter break.

She went to Honduras during spring break.

building names Always capitalized. Official names listed below. Names in parentheses may be used on first reference. For Athletic Center facilities, see the Athletic Center listing.

academic buildings

Blaustein Humanities Center (Blaustein pronounced as in “mine”)
Bolles House
Charles E. (Shain Library)
Cummings Arts Center
F.W. (Olin Science Center)
Fanning Hall
Frederic (Bill Hall)
Hale Laboratory
Hillyer Hall
Holmes Hall
New London Hall
Winthrop House
Woodworth House

campus buildings

33 Gallows Lane
Becker House
Buck Lodge
Frank Loomis (Palmer Auditorium)
Harkness Chapel
Connecticut College Athletic Center
The College Center at Crozier-Williams
Dayton Arena
Horizon House (Admission Building)
Steel House
Unity House
Vinal Cottage
The Winslow Ames House
Lilian (Warnshuis Student Health Center)
Zachs Hillel House
student residences See: residence houses/halls.

C

Camel Capitalize when referring to sports teams or athletes as Camels.

Camel Username – Two words, refers to the name you use to log into campus computer systems

Camel Card – Two words, refers to campus identification and building access card

Camel Number - Two words, refers to the number on the Camel Card (formerly ID card)

Camel Cash - Two words, on-campus declining balance account for transactions

Camelympics One word. Always capitalize.

CamelTracks Former name of parent e-newsletter. See **Just One Thing**.

Camel Van Two words, both C and V uppercase.

CamelWeb One word, both C and W uppercase.

Campaign for Connecticut College Capitalize on first reference; on second reference, *the Campaign* is acceptable.

He has information about the Campaign for Connecticut College. The Campaign is in its third year.

campus locations

Ad Astra Garden (across from Blaustein at top of Tempel Green)

Castle Court (courtyard between Palmer and Cummings)

Jean C. Tempel '65 Green (Tempel Green is also acceptable on first reference)

Jean C. Tempel '65 Outdoor Classroom

9/11 Garden

Caroline Black Garden

Chapel Green

Larrabee Green

College Green

Global Learning Lab (in Walter Commons, Blaustein) (New)

Quad Green

Blackstone Green

Opatrny Family Plaza

Otto and Fran Walter Commons for Global Study and Engagement (New)

Smith-Burdick Plaza

Sprout! Garden

Sundial (feature of the Ad Astra Garden. Preferred location name is *Ad Astra Garden*)

Campus Safety Capitalize when referring to the Office of Campus Safety. See also: departments.

The Office of Campus Safety is hosting a safety fair.

At all times, campus safety is of great importance.

campuswide one word, not hyphenated.

Career and Professional Development, Office of Formerly Career Enhancing Life Skills, or CELS with outside audiences.

Career Enhancing Life Skills - Do not use. The office formerly known as Career Enhancing Life Skills, or CELS, should now be called the Office of Career and Professional Development.

CC is used in varsity sports references, such as on uniforms, and may be used as a second reference to Connecticut College where space is limited. See also Connecticut College.

CC: Now (See “Just One Thing”) The former name of the monthly e-newsletter produced by the Office of Communications in two versions, for alumni and parents.

CCSRE (New) Center for the Critical Study of Race and Ethnicity. (Formerly the Center for the Comparative Study of Race and Ethnicity.) See academic centers.

CELS Do not use. The office formerly known as Career Enhancing Life Skills, or CELS, should now be called the Office of Career and Professional Development.

Centennial Capitalize when referencing the 100th anniversary of the College’s founding.

Center for the Critical Study of Race and Ethnicity (New) CCSRE on second reference. See academic centers. (Formerly the Center for the Comparative Study of Race and Ethnicity.)

century Hyphenate as a compound modifier, as in *20th-century film*. Lowercase when referring to College history.

The College is entering its second century.

chaplains Leaders of various faith communities on campus are all chaplains, not associate or assistant chaplains. Titles should be used on first reference, last name on second reference. For ministers and priests, use *The Rev.* For Rabbis use *Rabbi*. Avoid use of the word *father* or *mother* to identify chaplains.

The Rev. John Smith, not Father John Smith.

Rabbi John Smith.

chair, chairperson Avoid *chairman* or *chairwoman*. Refer to titles (individuals) for rules regarding capitalization.

CISLA Avoid using this acronym for the Toor Cummings Center for International Studies and the Liberal Arts with external audiences. See academic centers.

Class Capitalize when referring to a specific class.

The Class of 2015

class years Students and alumni (including those who didn’t graduate, but who have earned at least 64 credits) are identified with the last two numbers of their class year after their names. Parents are identified with the letter P followed by the class year(s) of their children. The punctuation placed before the class year is an apostrophe, signifying the omitted two digits of the year. (It is the same punctuation that is used to signify a missing letter in a contraction such as *can’t*.) An apostrophe faces the same way as a single end quote. A single open quote should never be used in place of an apostrophe. The correct way to display a class year is ’08, not ‘08. Note that external audiences may not understand the class year designation. The preferred use for external audiences is *a graduate of the Class of 2009*, or *an alumna of the College’s Class of 2009* or *the father of a 2009 graduate*.

Jane Doe ’09

John Smith '80 P'10
Jim Roe P'09
Mary Jones P'08 '11

coach Capitalize when part of a title before a name, lowercase after. See: titles. Capitalize when substituting for a name.

"I am so grateful to Coach for her dedication to the team."

Coast Guard, U.S. Coast Guard Academy Spell out on first reference. *USCG* and *USCGA* are acceptable on second reference in most cases. Students at the academy are cadets.

co-curricular Hyphenated

coed Do not use. Connecticut College students are men and women.

coeducational No hyphen.

Coffee Closet The student-run coffee shop in Cummings Arts Center. (Also see Walk-in Coffee Closet at Ruane's Den.)

college Capitalize when part of a proper name: Connecticut College. Lowercase when used alone, except when referring to Connecticut College in communications within the campus community. *The College has approximately 1,900 students.* (This is an exception to AP style and *college* should be lowercased in all communications with media, such as press releases.) See also CC, Connecticut College and Conn.

College Center at Crozier-Williams, Cro Use *The College Center at Crozier-Williams* on first reference in internal publications. *Cro* is acceptable for subsequent references. In external publications and on the College's website, it should be referred to as the *college center* or *student center* on second reference.

comma Do not use a comma before the conjunction in a simple series: We bought pens, paper and pencils. Only use a comma before the conjunction if the elements are complex and a comma would provide clarity, or if an element of the series contains a conjunction: *We bought pens, paper, pencils, and Donny and Marie albums.* Note that when an ampersand (&) is used instead of the word and, the same rule applies. If an element in a series contains internal punctuation, or is very long and complex, the elements should be separated by semicolons.

A comma rather than a colon is used after said, replied, asked and similar verbs.

Smith said, "The team was unstoppable today."

Do not use a comma at the start of an indirect or partial quotation.

He said that victory put the team "firmly on the road to a tournament berth."

Commas always go inside quotation marks.

"The team was unstoppable today," said Smith.

Do not use a comma after a student name and his/her class/graduation year.

John Smith '00 ran the marathon.

committee names Uppercase when formal is used: *The Connecticut College Committee on Trustees*. Lowercase when not using formal name. *The committee on trustees is full of smart people*.

common room Lowercase when referring to common rooms in general. *The meeting will be in one of the common rooms on campus*. Capitalize when referring to a specific common room. *The meeting will be in the Johnson Common Room*.

Commencement Always capitalize when referring to Connecticut College Commencement.

Community Partnerships, Office of Formerly Office of Volunteers for Community Service, or OVCS.

comprehensive fee Set every year by the Board of Trustees, it includes tuition and on-campus room and board as well as some fees.

Conn, Conn College Using Conn instead of Connecticut College may have negative connotations to those less familiar with the College; in addition, it increases confusion with the University of Connecticut. It is acceptable in informal and insider usages, but should not be used in any formal or official communications of the College. In social media contexts where space is at a premium, Conn College, ConnCollege or ConnColl are acceptable. Organizational names and events that incorporate “Conn” into them (e.g. CONNections) should be avoided. See also CC, college and Connecticut College.

Connecticut College Spell out on first reference. In subsequent references, *the College* is preferred, but *CC* may be used in case of space constraints. Lowercase *the college* is used in external communications, especially with the media. See also CC, college and Conn.

Connecticut College Fund Always capitalized when referring to the College’s annual fund and never abbreviated as *CC Fund*. Use of the phrase “annual giving” is acceptable when appropriate. Donors give to the College *through* the Connecticut College Fund, not *to* the Connecticut College Fund.

Connecticut College Medal Capitalize and spell out on first reference. *The medal* is acceptable on second reference.

Connections The College's comprehensive general curriculum, ratified by the faculty in May 2015. Elements include team-based advising, a Pathway, internships and other work in the community and across the globe, and a senior-year integrative project. Preferred use is the standalone "Connections," although "Connections curriculum" and "Connections program" are both acceptable when additional clarity is needed.

ConnChords, ConnArtists One word.

ConnQuest One word, uppercase Q.

Convocation Always capitalize when referring to the Connecticut College academic ceremony that takes place on the first day of classes.

course names Capitalize and put in quotes when referring to a specific course.

This year she is teaching “Modern Chinese Art” on Fridays.

courtesy titles Connecticut College does not use courtesy titles, such as *Mr.*, *Mrs.*, *Miss*, *Ms.*, except in letters.

Cro See: College Center at Crozier-Williams.

Cro-Bar Always hyphenate and capitalize.

Cro Connection Not Connections.

CTL – an internal name for the Joy Shechtman Mankoff Center for Teaching & Learning. Use full name on first reference in all official communications. See Joy Shechtman Mankoff Center for Teaching & Learning.

D

Daily CONNtact A daily news flyer formerly produced by students. No longer in existence.

Dasein Connecticut College’s student Ultimate club team.

dash, hyphen Dashes are used to set off parenthetical elements, which are abrupt. Dashes also can be used to set off a series within a phrase. Use a space before and after the dash. Hyphens are used to join words, or to join elements in a range, and don’t require a space before or after.

The tea — with cardamom and other spices — was delicious and fragrant.

The dean listed some of the qualities — academic excellence, beautiful setting, access to faculty — that attract prospective students.

The student started a part-time job.

The College promotes socio-economic diversity.

The play will take place April 3-10.

dates, times Dates should always use numerals (*May 10*, not *May Ten.*). In most cases, do not add qualifiers to numerals in dates (*July 1*, not *July 1st*). They are acceptable in some instances (*We’ll meet on the 21st of the month*). Capitalize days of the week and do not abbreviate them. If used alone, do not abbreviate the month. (*November is Aviation History Month.*) Abbreviate some months — January (Jan.), February (Feb.), August (Aug.), September (Sept.), October (Oct.), November (Nov.) and December (Dec.) — when used with day of month. (*The event is Tuesday, Nov. 10.*) If using the day, set it off with a comma. Use *a.m./p.m.*, not *am/pm* or *AM/PM*, when noting time. In formal invitations and correspondence, you may spell out months, days and times. See also: letters, numbers.

The lecture is at 4 p.m. on Nov. 6.

The lecture is at 4 p.m., Saturday, Nov. 6.

(formal) The event will begin at four o’clock in the afternoon on Saturday, March Third, 2010.

Dayton Artist-in-Residence Program Capitalize all words except *in*. Hyphenate *Artist-in-Residence*.

David Dorfman Dance The College's dance company-in-residence. David Dorfman is a professor of dance.

decade/century When referring to a specific decade (as long as the century is clear), use numerals, not letters, as in *1960s* or *'60s*, not *the sixties*. To specify a timeframe within the decade, only hyphenate when using *mid*: the *mid-1940s*, but *late '30s*, *early '40s*. Lowercase century, spelling out numbers less than 10: *the first century*, *the 20th century*.

degrees See: academic degrees.

departments Uppercase names of offices and departments, both when using the more formal constructs, such as *Office of* or *Department of*, and in less formal uses.

The Office of Communications is sponsoring the event.

The staff in Communications is a fun group.

The English Department will host the lecture series.

Digital Scholarship & Curriculum Center Use an ampersand instead of spelling out *and*.

Disability Services, Office of Do not use. This is now known as the Office of Student Accessibility Services

Division III Official division for Connecticut College athletics competitions. The official Division III athletic conference is NESCAC. See Camels and NESCAC.

doctor Connecticut College does not use *doctor* unless it is within a quote or related to a medical doctor. Preferred use is to refer to either the specialty or the degree.

Professor Jane Doe has a doctorate from the University of Florida.

John Smith '91 is a doctor of internal medicine. Jane Doe '71 is a cardiologist.

dollars Always lowercase. Use figures and the \$ sign in all except casual references: The book cost \$50. But He gave me a dollar. For amounts of more than \$1 million, use up to two decimal places.

The gift was for \$3.25 million.

\$300,000, not \$300 thousand; \$5,000, not \$5000.

dormitory Residence hall is preferred, or residence house.

E

Earth Fest! Two words, exclamation point.

ellipsis Constructed with three periods (no spaces between) and one space before and after as shown here: (...)

email No hyphen. However, use hyphen for other e- terms, such as *e-newsletter*.

ePortfolio Lowercase e, capital P, no hyphen. Now known as Camel Link

emeritus, emeriti Emeritus is singular, emeriti is plural. Do not use *emerita* for females. Use *emeritus* regardless of gender.

enroll See: admission, admitted students.

entitled, titled Entitled means a right to do or have something. Do not use it in reference to the title of a composition.

She was entitled to the promotion.

The book was titled "The Great Gatsby."

endowed professorship Capitalize and use full name and title in most uses. Approved shorter versions are available as well. May use *the* before to clarify professorship.

Jane Doe, the John Stewart Smith '72 Professor of English.

John Stewart Smith '72 Professor of English Jane Doe.

Evans Hall Preferable on all references to John C. Evans Hall in Cummings

exclamation points Avoid them! (except for Sprout! and Earth Fest!)

F

Facebook See: social media.

Facilities Management Formerly Physical Plant. *I'm going to call Facilities Management to request some new light bulbs.*

faculty Singular. *The faculty is meeting today.*

faculty members Plural. *The faculty members are meeting today.*

Fall Weekend Capitalize when referring to the Connecticut College event for parents and alumni every fall.

Festivus Capitalize in all uses.

field house Always two words. See Athletic Center.

first-year student Preferred term for freshman.

fitness center See Ann and Lee Higdon Fitness Center.

floor governor Spell out on first reference. Can use *FG* on subsequent reference in informal, internal use.

Floralia Capitalize in all uses.

Founders Day No apostrophe.

fractions Spell out amounts less than 1 in narrative text, using hyphens between the words: two-thirds, four-fifths, etc. Use figures for precise amounts larger than 1, converting to decimals whenever practical. *The rainfall in March was 4.72 inches.*

first-year seminars Small, intensive, highly personalized classes for first-year students. Do not use *freshmen seminars*.

freshman Use first-year instead

fundraising One word

G

gender-inclusive Hyphenate

Gender and Sexuality Programs (New) Under the Office of the Dean of Institutional Equity and Inclusion (DIEI), includes the Womxn's Center and the LGBTQIA Center.

girl, boy See: boy, girl.

grade-point average Hyphenate first two words.

graduate *Alumna* or *alumnus* of the College is preferred to *graduate* of the College, except for clarity purposes in external communications.

H

handicapped Avoid use of the word *handicapped*; use disabled instead, consistent with the College's equal opportunity policy.

Harris Refectory Do not refer to it as a dining hall or cafeteria.

Harvestfest One word, lowercase f.

headings, headlines Do not capitalize the following words in headlines and headings, unless they are the first or last word (*His editorial was titled 'A Gift to Be Thankful For'*), if they are part of a proper noun (*The president was quoted in The New York Times*) or when they serve as adverbs rather than as prepositions (*Camels Rack Up Record Wins*).

the, a, an, and, as, but, if, or, nor, at, by, for, in, of, off, on, out, to, up

Use single quotes in headlines and subheads. *'12 Years a Slave' named best film*

he, she, they See: they.

historian, historic Precede with a, not an. *A historic storm was brewing. He is a historian.*

home page Two words.

Honor Code/Honor Council Always capitalize when referring to the Honor Code and Honor Council at Connecticut College. See also: Judicial Board, J-Board.

honor societies Always capitalized. For example *Phi Beta Kappa* and *Winthrop Scholars*.

housefellow One word.

Humphrey's The former Cro-Bar.

I

Inauguration Capitalize when referring to the Inauguration of a new Connecticut College president.

Many college and university presidents were invited to the Inauguration of President Katherine Bergeron.

interim faculty Follow capitalization rules for titles.

Internet Capitalize on all references.

intranet Lowercase on all references.

J

John C. Evans Hall in Cummings Arts Center, use *Evans Hall* on all references. See: Evans Hall.

John S. King Excellence in Teaching Award: This award is presented to professor(s) whom the student body has deemed to have shown an extraordinary commitment to students. Professors considered for this award should promote student participation and involvement both inside and outside the classroom. There is no specific frequency to the distribution of this award, but it should not be presented so often that it will lose its significance. It is administered by SGA and presented at the Student Leadership Awards Program. One of three awards named after a beloved professor of German who taught at the College from 1971 to 1995.

John S. King Memorial Award is another award named after King (see above), this one celebrating in perpetuity John King's unique contributions to the College. Administered by the Dean of the Faculty's office and awarded annually at the Faculty Recognition Dinner, the award goes to a faculty member in recognition of excellence in teaching. This award is often mistakenly referred to by other names: While it is awarded to a faculty member for excellence in teaching, the words "faculty" and "excellence in teaching" are *not* part of the title. The award was established by friends, colleagues and former students to recognize teacher-scholars whose high standards of excellence reflect Professor King's ideals.

John S. King Memorial Travel Scholarship is a student prize named for a beloved professor (see above). Income from this fund is awarded in the spring to a student or students studying German in Austria, Germany or Switzerland who need(s) financial assistance.

Joy Shechtman Mankoff Center for Teaching & Learning Use complete name on first reference, *Shechtman Mankoff Center* on second reference. Avoid *CTL* in official uses, especially with external audiences. See CTL.

Judicial Board, J-Board No longer used. Use *Honor Council* instead.

Just One Thing A weekly e-newsletter for Connecticut College alumni and parents. Produced by the Office of Communications.

K

Koiné Name of Connecticut College yearbook. Use acute accent mark over the e.

L

lectures Capitalize the title and put in quotes. If it is a named lecture, capitalize that as well.

Smith will deliver the lecture "Acoustics: The Physics and Math of Sound."

Stephen H. Loomis will deliver this year's Jean C. Tempel '65 Professor of Biology Endowed Chair Lecture. His talk is titled "Thirty-five Years in Suspended Animation: Survival of Tough Environmental Challenges."

letters Letters on College letterhead should be in Times New Roman typeface, left justified, with a single space between lines and a double space between paragraphs. With the double space between paragraphs, there is no need to indent paragraphs. (Typeface for online correspondence should be Arial.)

Envelopes should be addressed according to U.S. Postal Service state abbreviations, many of which are different from the AP Style abbreviations. See also: state names.

*President Rosemary Park
Connecticut College
270 Mohegan Ave.
New London, CT 06320-4553*

For the most formal letters (usually letters of invitation to a very formal event), spell out street names, compass points in addresses, states and months, in keeping with The Gregg Reference Manual by William A. Sabin.

Less formal: *The dinner will be at 5 p.m. on Saturday, November 6, at Connecticut College in New London, Conn.*

More formal: *The dinner will be at five o'clock in the evening on Saturday, November Sixth, at Connecticut College in New London, Connecticut.*

LGBTQIA Center (New). Stands for *Lesbian, Gay, Bisexual, Transgendered, Transsexual, Queer and Questioning, Intersex and Asexual*. **LGBTQIA** is acceptable on all references.

LGBTQ Resource Center Do not use. See LGBTQIA Center.

LINCC Use *Linking New London and Connecticut College Communities* on first reference, **LINCC** on subsequent references.

Linda Lear Center for Special Collections & Archives Use full name on first reference, the *Lear Center* on subsequent references.

login, log in login (n): The login information is listed below. log in (v): When you log in, make sure you use the correct password.

M

majors Capitalize in all uses.

He is majoring in Art History.

master of arts, master of science Avoid abbreviations.

matriculate Students matriculate when they enroll in the College and begin classes.

Matriculation Pledge: Initial caps

MFA The College used to confer this degree (*David Dorfman MFA '81*), but it is no longer offered.

midnight Use instead of 12 a.m. Do not put a 12 before midnight.

MOBROC All caps. If possible, spell out *Musicians Organized for Bands' Rights on Campus* on first reference, *MOBROC* on subsequent references.

more than, over More than is preferred with amounts, over is preferred when referring to spatial relationships.

The College received more than 5,200 applications in 2010.

He paid more than \$10,000 for that painting.

The helicopter will fly over campus to take aerial photographs.

N

Native Plant Collection Capitalize each word.

NESCAC Acceptable on first reference for the New England Small College Athletic Conference. See Camels, Division III.

nonmajor One word, no hyphen

noon Use instead of 12 p.m. Do not put a 12 in front of noon.

north campus Not North Campus

North Lot Capitalize the name of the parking lot.

numbers In text, spell out numbers one through nine, use numerals for 10 and above. Exception when used with percent, where a numeral is always used (*6 percent*), and in sports scores (*The Camels beat Middlebury 7-0*). Numerals are always used with dates, except in the most formal correspondence. In dates, do not add qualifiers (*July 1*, not *July 1st*), although they're acceptable in other uses (*20th century*, *20th reunion*). See also: dates, times; letters; percent.

Use the abbreviation No. instead of # when referring to a ranking.

The Camels are ranked No. 2 in the tournament.

O

Oasis Snack Shop Not Oasis Snack Bar

Office of Sexual Violence Prevention and Advocacy (New). Originally called the Think S.A.F.E. Project, the Office was established at Connecticut College with a grant from the U.S. Department of Justice's Office on Violence Against Women. See "Think S.A.F.E. Project."

Office of Volunteers for Community Service (OVCS) Do not use. This is now known as "Community Partnerships, Office of"

Olin Observatory Capitalize. If using only observatory, lowercase.

online One word, no hyphen.

onStage at Connecticut College Use entire phrase on first reference, with lowercase o and capital S. *onStage* is acceptable on second reference. *O* is capitalized at start of sentence only.

Orientation Capitalize when referring to the College's Orientation program for incoming students.

over See more than, over.

P

Palmer Auditorium box office box office lowercase

Palmer Library Now Blaustein Humanities Center.

Pathway A set of interdisciplinary courses and other experiences formed around a central theme (e.g., Public Health, Entrepreneurship, Sustainability, etc.). The central component of Connections.

parent designation/indicator One P or GP, no commas if multiples. See: Class year.

percent Always spell out the word percent and use numerals with it. It is singular, unless followed by a plural "of" construction. The percent sign (%) may be used only in tables or informal social media contexts where space is at a premium, such as Twitter. See also: dates, times; numbers.

She said 40 percent of the population is diverse.

He said 8 percent of the students are from Europe.

Phi Beta Kappa Capitalize each word.

PICA Stands for Program in Community Action, the certificate program of the Holleran Center for Public Policy and Community Action. *PICA* should never be used as the name of the Holleran Center. See academic centers.

Planning and Program Development Fund – President’s discretionary fund established to address off-cycle budget requests.

Plex, the See: buildings.

p.m. See: a.m., p.m.

Post Office Capitalize.

Power House Two words, both capitalized

Presidential Staff Recognition Awards Full name of staff awards program instituted in 2014.

presidents Connecticut College has had 10 inaugurated presidents in its history, and they are referred to by these numbers. For example, Katharine Blunt is the College’s third president, although she also served a short second term after Dorothy Schaffter.

1. Frederick H. Sykes, 1913-1917
 2. Benjamin T. Marshall, 1917-1928
 3. Katharine Blunt, 1929-1943, 1945-46
 4. Dorothy Schaffter, 1943-1945
 5. Rosemary Park, 1947-1962
 6. Charles E. Shain, 1962-1974
 7. Oakes Ames, 1974-1988
 8. Claire L. Gaudiani '66, 1988-2001
 9. Norman Fainstein, 2001-2006
 10. Leo I. Higdon, Jr., 2006-2013
 11. Katherine Bergeron 2014-present
- David Lewis served as interim president for part of 2001.

professor Use full title on first reference. Do not abbreviate. See: titles.

Professor of History John Smith will give a talk on the Civil War. Smith’s latest book on the war will be published in the fall.

Q

quotes

print: Always use curly quotes, also referred to as typographer’s quotes (“ ”) for written copy. Straight quote marks (" ") are used for measurements to indicate feet and inches in informal writing.
online: Always use straight quote marks. Curly quotes can create programming errors.

usage:

Quotes surround the exact words of a speaker. Punctuation goes inside the quote marks.

“I intend to exceed expectations in this course,” said Jane Smith ’12.

Quotes can be used to introduce an unfamiliar or foreign word or a word used in an ironical sense.

Broadcast frequencies are measured in “kilohertz.”

The “debate” turned into a free-for-all.

quotation marks Use single quotes in headlines and subheads.

'12 Years a Slave' named best film

Use double quotes in body copy, including Q&As.

Q: As the author of "Camels in Space," did you draw on your own experiences as a dromedary astronaut?

R

Race and Ethnicity Programs (New) Under the Office of the Dean of Institutional Equity and Inclusion.

religious titles See: chaplains.

Residential Education and Living Use full name with acronym on first reference — *Residential Education and Living (REAL)* — and *REAL* on subsequent uses.

residence houses/halls *Residence house* or *house* is the preferred reference to a student residence. *Residence hall* is also permissible. Or, if it reads better in a particular sentence, *residential house* or *hall*. *Dormitory* or *dorm* should be avoided, if possible. Houses are generally referred to by the last name (Abbey House, Park House, etc.) except for Katharine Blunt House. In second reference the name may be used without the word house, (Abbey, Park, etc.) *KB* is an acceptable internal second reference for Katharine Blunt and *JA* is an accepted internal second reference for Jane Addams. Use no periods with *KB* and *JA*. The six houses built in 1961 and joined together with Harris Refectory are often referred to as the Plex. Capitalize on all uses. Official names listed below. Names in parenthesis may be used on first reference.

Emily (Abbey House)

Jane Addams House

Blackstone House

Katharine Blunt House

Branford House

Burdick House

Freeman House

Edith and Alice (Hamilton House)

Mary (Harkness House)

Johnson House (Renamed from its original Marshall House in 2008)

Knowlton House

Allen B. (Lambdin House)

Larrabee House

S. Ralph (Lazrus House)

Mary Foulke (Morrison House)

Rosemary (Park House)

Plant House

Grace (Smith House)

Windham House

Elizabeth C. (Wright House)

reunion Capitalize only when referring to the Connecticut College event. Please note, “reune” is not a word. Generally, if *the* or *your* precede the word *reunion*, it should not be capitalized:

The reunion was widely attended.
This year, Reunion is in June.
Come back to campus for Reunion.
Come back to campus for your reunion.
The Class of 2005 will celebrate its fifth reunion.

rooms Capitalize all named and numbered rooms on campus.

the Alice Johnson Room
the Ernst Common Room
Fanning Hall, Room 401

Roth Writing Center Use full name on first reference, *Roth Center* on all subsequent references.

Ruane’s Den Now known as the *Walk-In Coffee Closet at Ruane’s Den* or *The Walk-in*.

S

SAC Spell out *Student Activities Council* on first reference, *SAC* on subsequent references.

SATA Spell out the full name of the program on first reference, followed by the acronym: *Study Away Teach Away (SATA)*. Use *SATA* in subsequent references, with the location if referring to a specific program. For clarity, references to this program often require a brief explanation of the program. Do not use *study away*.

He attended the College’s Study Away Teach Away (SATA) program in Rome. SATA Rome 2006 was led by Julie Rivkin, professor of English.

SGA Spell out on first reference and include acronym in parentheses: *Student Government Association (SGA)*. SGA is acceptable on subsequent use.

science center/science center at New London Hall Lowercase on all references.

seasons The four seasons are lowercased except when used to denote an academic semester.

The campus is beautiful in the fall.
She enrolled in four courses for Fall 2017.

semester Capitalize season only when used with a year as the name of a semester. Do not capitalize if no year is included.

Fall 2017
He is taking a sabbatical in Spring 2017.
He’ll be back on campus for the fall semester.

setup, set up, set-up Setup is a noun (“Make your setup with . . .”). Set up is the verb (“The players set up . . .”). Set-up is neither and nothing; don’t use it. (Similarly for make up and makeup.)

she/he/they See: they.

singing groups Capitalize names of all campus singing groups. Examples are:

CoCo Beaux
Conn Artists
Conn Chords
Miss Connduct
The Shwiffs
Unity Gospel Choir
Vox Cameli
Williams Street Mix

social media Acronyms (*LGBTQIA*), abbreviations (*prof.*), symbols (%) and a more casual style are acceptable on social media sites such as Facebook and Twitter, when space is at a premium.

south campus Not South Campus

South Lot Capitalize the name of the parking lot.

southeastern Connecticut Lowercase compass direction.

spacing Use only one space between sentences and after colons. Paragraphs should have one line space between them, unless they are indented.

Sprout! Always capitalize and use with the exclamation point.

state names Two-letter postal codes should be used only in letter and envelope addresses. Spell out the names of U.S. states when they stand alone: The College is in Connecticut. **The updated AP Style for state names is that all states are spelled out.** For the Class Notes section of the magazine, we abbreviate state names as follows. Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah are never abbreviated.

Alabama =Ala.
Arizona=Ariz.
Arkansas=Ark.
California=Calif.
Colorado=Colo.
Connecticut=Conn.
Delaware=Del.
Florida=Fla.
Georgia=Ga.
Illinois=Ill.
Kansas=Kan.
Kentucky=Ky.
Louisiana=La.
Maryland=Md.
Massachusetts=Mass.

Michigan=Mich.
Minnesota =Minn.
Mississippi=Miss.
Missouri=Mo.
Montana=Mont.
Nebraska=Neb.
Nevada=Nev.
New Hampshire=N.H.
New Jersey=N.J.
New Mexico=N.M.
New York=N.Y.
North Carolina=N.C.
North Dakota=N.D.
Oklahoma=Okla.
Oregon=Ore.
Pennsylvania=Pa.
Rhode Island=R.I.
South Carolina=S.C.
South Dakota=S.D.
Tennessee=Tenn.
Vermont=Vt.
Virginia=Va.
Washington=Wash.
West Virginia=W.Va.
Wisconsin=Wis.
Wyoming=Wyo.

stipend Do not use in reference to the College-funded internship. Use *educational award*.

Student Engagement and New Student Programs This is the office formerly known as Student Engagement and Leadership Education (SELE).

study abroad Use *study abroad* (not study away) when referring to the College's programs for international study. Use *SATA* only when referring to the specific study abroad programs led by the College's professors. See: SATA.

Sustainability Revolving Fund (New) Formerly the Student Sustainability Fund, previously the Renewable Energy Fund.

T

Tansill Theater Not Tansill Blackbox Theater.

team names Lowercase names of sports teams. Exception is in schedules and listings.

The women's ice hockey team had a winning record.

Women's Ice Hockey vs. Middlebury, at 4 p.m.

telephone numbers Use a hyphen between groups of numbers, no parentheses. *860-439-1911*.

Tempel Green Always capitalize. Full name is *Jean C. Tempel '65 Green*, which can be used on first reference, although it's not necessary. Lowercase green in subsequent uses without Tempel. Ensure spell checking software does not change to *Temple*.

Tempel Green is a favorite study spot in nice weather. The green is also a popular spot for all-campus events.

tenure, tenure-track

theater Avoid using the spelling *theatre* unless it is the official name of a facility or group.

they, he, she Do not use *they* in reference to a single individual. Although the generic *he* is grammatically correct when gender is unknown, many view it as sexist. Be aware of the sensitivities of your audience in choosing generic, third-person pronouns.

The customer might not be aware that he can request this service.

If you believe the above example could cause offense, consider recasting the sentence in the plural.

Customers might not be aware that they can request this service.

Try to avoid using the clumsy *he or she* and *his or her* constructions.

Think S.A.F.E. Project (New). Now known as the Office of Sexual Violence Prevention and Advocacy. Originally called the Think S.A.F.E. Project, the Office was established at Connecticut College with a grant from the U.S. Department of Justice's Office on Violence Against Women. The grant, which the College received in 2009, funded the program for three years. The office is now funded by the College. Use *Think S.A.F.E. Project (Sexual Assault-Free Environment)* on first reference, *Think S.A.F.E.* thereafter.

3D – (New). 3D now has no hyphen. Same for 2D. Both are acceptable on all references. (AP Style).

time Do not include minutes when referring to a time that is on the hour. See also: a.m., p.m.

The meeting will begin at 10 a.m. Not: *The meeting will begin at 10:00 a.m.*

titles (individuals) Capitalize full titles before a name, lowercase after a name. Exception is named or endowed professorships, which are always capitalized. See: academic titles, endowed professorship.

Professor of Psychology John Smith

John Smith, psychology professor

The lecture will be delivered by Jean C. Tempel '65 Professor of Biology Stephen H. Loomis.

Stephen H. Loomis, the Jean C. Tempel '65 Professor of Biology, will give the lecture.

titles (book, magazine, film, etc.) Capitalize book titles, in accordance with the book's own capitalization and put the book title in italics (unless it is a reference). The same rules apply to stand-alone works, including lectures, speeches, movie titles, academic journal titles, play titles, works of art, musical compositions and television show titles (when referring to the show itself, not an individual episode).

The Brief Wondrous Life of Oscar Wao

The Oxford English Dictionary
The Rockford Files
Jim Gets a New Car, an episode of *The Rockford Files*

titles (newspapers, magazines) Names of newspapers and magazines should not be in quotes, nor should they be italicized.

The New York Times
Sports Illustrated

toward never towards

trustee see: Board of Trustees.

Twitter The College's Twitter feed is @ConnCollege. An individual post on Twitter is called a tweet. See: social media.

U

Ultimate Not Ultimate Frisbee. Frisbee is a trademarked name. Connecticut College's Ultimate team is called *Connecticut College Ultimate* or *Dasein*. See Dasein.

URL

print:

Do not hyphenate URLs. All URLs should be on one line. Do not use http: unless there is no www. Use shorter, virtual (aka friendly) URLs when possible (<http://admission.conncoll.edu>). See list below.

online:

Create a text hyperlink whenever possible instead of showing the URL.

Want to find out more? Request more information. instead of *Want to find out more? Visit https://elder.conncoll.edu/CONN/bwskwpro.P_ChooseProspectType*

social media:

Text hyperlinks do not work when posting on Facebook and Twitter, so if the URL is long, shorten with a URL-shortening service such as <http://goo.gl/>, <http://www.tiny.cc/> or <http://bit.ly/>

virtual (friendly) URLs

admission home page	http://admission.conncoll.edu
admitted student home page	http://admitted.conncoll.edu
Arboretum	http://arboretum.conncoll.edu
online events calendar	http://calendar.conncoll.edu
alumni/parent e-newsletter	(Updated: is no longer web-based)
CamelWeb home page	http://camelweb.conncoll.edu
CC: Connecticut College Magazine	http://cconline.conncoll.edu
Explore weekend	http://explore.conncoll.edu
financial aid main page	http://finaid.conncoll.edu
Help Desk/IT Service Desk	http://help.conncoll.edu
online giving page	http://giving.conncoll.edu
onStage	http://onstage.conncoll.edu

V

voice mail two words.

W

Walk-in Coffee Closet at Ruane's Den The student-run coffee shop in Harkness House. “The Walk-in” can be used on second reference.

website, web page, the web **New.** *website* is lowercase and one word, as are words like *webcam*, *webcast* and *webmaster*. AP Style no longer capitalizes web or internet.

Womxn’s Center **New.** Formerly the Women’s Center. Capitalize.

X Y Z

yield the percentage of students who are admitted to the College and then choose to enroll is referred to as the yield.

YouTube one word, capital Y and T. Connecticut College’s YouTube channel is found at www.youtube.com/connecticutcollege.

Young Alumni Trustee Capitalization follows title guidelines. Avoid use of the acronym *YAT*, especially for external audiences.

Zipcar One word, capital Z, lowercase c.

Word Choice

affect/effect Affect, as a verb, means to influence: *The game will affect the standings*. Effect, as a verb, means to cause: *He will effect many changes in the company*. Effect, as a noun, means result: *The effect was overwhelming. He miscalculated the effect of his actions*.

aid/aide Aid is assistance. An aide is someone who serves as an assistant.

below/less than Use *less than*, not *below*, when something is quantifiable: *The total cost was less than \$10,000*. Use *below* when referring to space or temperature: *The geothermal well is below Tempel Green. The temperature may go below 32 degrees*.

fewer/less *Fewer* refers to number and is used with plural nouns: *Fewer students attended the lecture than anticipated*. *Less* refers to degree or amount and is used with singular nouns: *Less effort was made to publicize the lecture*.

its/it's *It's* is a contraction for *it is* or *it has*; *It's up to you. It's been a long time.*
Its is the possessive form of the neuter pronoun: *The company lost its assets.*

like/such as As a general rule, *such as* is preferred. *Such as* precedes an example that represents a larger subject, whereas *like* indicates that two subjects are comparable: Steve has recordings of many great jazz musicians such as Thelonious Monk and Miles Davis. Steve wants to be a great jazz musician like Ben Webster and Lee Konitz. Keep in mind that *like* excludes; *such as* includes.

login, logon, logoff Use these single words when using as a noun (*The login code was provided in an email*), but split into two words when using as a verb (*I log in to my computer every morning*).

more important/more importantly *More important* refers to what is more important, especially at the beginning of a sentence: *More important, we need to ensure our messages are consistent.* *More importantly* means “in a more important manner.” *He treated the game of chess more importantly than necessary.*

over/more than In most instances, use *more than*, not *over*, when writing about something quantifiable (such as numbers and percentages). The College received more than 5,200 applications in 2010. However, *over* is acceptable in some cases, including when referring to age. She is over 21 years old.

perspective/prospective *Perspective* is noun meaning opinion or viewpoint: Her perspective as a parent was important. *Prospective* is an adjective meaning potential or future: *The prospective student is visiting liberal arts colleges in New England.*

principle/principal *Principle* is a noun that means a fundamental truth, law, doctrine or motivating force. *She stuck to her principles and attended the protest march.* *Principal* is a noun and adjective meaning someone or something first in authority, rank, importance or degree. *The principal of the high school will bring students this afternoon. The principal reason for calling the meeting was to address the budget.*

who/whom *Who* is the pronoun used for references to human beings and to animals with a name. It is grammatically the subject (never the object) of a sentence, clause or phrase: The woman who lost her coat. *Whom* is used when someone is the object of a verb or preposition: The woman to whom the coat was given.

who/that/which *Who* refers to people. *That* and *which* refer to groups or things.
She is the one who received the best test score.
He leads the student group that does community service.

that Used to introduce a restrictive clause. A restrictive clause is essential to the meaning of a sentence. If it is removed, the meaning of the sentence changes.

Chairs that don't have cushions can be uncomfortable.

Card games that involve betting should not be played in class.

which Used to introduce a non-restrictive or parenthetical clause. A non-restrictive clause can be left out without changing the meaning of the sentence. Often, non-restrictive clauses have a comma before and after them.

*Chairs, which are found in many offices, are uncomfortable to sit on.
I sat on an uncomfortable chair, which was in my office.
Card games sometimes involve betting, which can be upsetting for some people.*

Graphic Identity

For guidelines on the College's visual identity system as it applies to printed materials, electronic publications, signage and merchandise, please consult the Connecticut College Visual Identity Manual at <http://graphics.conncoll.edu>. Documents to be posted to the College's website should be created using Arial as the typeface in order to maintain a consistent appearance throughout the entire site. Use Times New Roman for printed documents.