Saint Peter's UNIVERSITY

Magazine Style Guide

Academic Degrees

Formal Use

Bachelor of Science

Bachelor of Arts

Master of Arts

Doctor of Philosophy

General Use

associates degree, bachelor's degree, master's degree, doctoral degree

Abbreviated Use

B.A. B.S. M.A. M.Ed. M.B.A. M.P.A. Ph.D.

M.B.A. – Use "a M.B.A.," not "an."

Academic majors, unless a proper noun, should not be capitalized (e.g., "John has a bachelor of economics degree; John has a bachelor's degree in French literature.").

When used after a name, an academic abbreviation is set off by commas (Mary Doe, Ph.D., spoke.).

The word "degree" should not follow an abbreviation ("She has a B.A. in English literature," not "She has a B.A. degree in English literature.").

The first time a name is mentioned in narrative text, use the suffix (e.g., "John Smith, Ph.D., spoke at the event.").

For subsequent referrals to the name, you need not repeat the suffix (e.g., "Dr. Smith spoke about religion in South America," or "Smith was pleased to speak.").

Avoid redundancies.

Do not precede a name with a courtesy title and follow it with the abbreviation for the degree in the same reference (e.g., "Jane Doe, Ph.D.," not Dr. Jane "Doe, Ph.D.").

Use abbreviations after full names. Refrain from using abbreviations after last names alone (e.g., "Jane Doe, Ph.D.," not "Doe, Ph.D.").

Titles

Only capitalize formal titles when used directly before a name (e.g., "Vice President for Advancement Leah Leto, M.Ed.'05").

Do not capitalize titles that follow a name (e.g., "Leah Leto, M.Ed. '05, vice president for advancement").

Courtesy titles such as Miss, Mr., Mrs. or Ms. should not be used with the first and last names of the person. Use last name only unless otherwise indicated (e.g., "Mr. Smith" or "Joe Smith," not "Mr. Joe Smith").

Do not put a comma between "Esq." and graduation year.

Magazine-specific: CPA — no periods

Academic Titles

Capitalize and spell out formal titles such as president, professor, dean, chairman, etc., when they precede a name (e.g., "Professor Smith"). It is preferred that these titles appear in lowercase when the title follows a name or stands alone (e.g., "Bob Smith is a professor.").

Try to avoid abbreviating the word "Professor." In case of space restrictions, use "Dr." (if applicable).In general, lowercase modifiers (e.g., "We spoke with history professor Bob Smith about his work.").

In some cases, appointed academic titles may be capitalized following a name (e.g., "Bob Smith, Peabody Professor of Languages").

Do not hyphenate "vice president."

When referring to a retired male professor, use the word emeritus after the title (e.g., "Joe Smith, dean emeritus of the graduate school"). *Emerita* — singular female; *Emeriti* – plural male or mixed-gender professors; *Emeritae* – plural female.

Magazine-specific: coaches and Director of Athletics: no title after initial introduction ("Director of Athletics Joe Quinlan...Quinlan said...").

Alumni

Alumnus – singular male Alumni – plural male Alumna – singular female Alumnae - plural female

Magazine-specific:

Alumni: Bold names in back of book, not in front (There have been exceptions.)

For two-degree graduates, use comma/space: "Jane Doe '07, '09" or "John Smith '66, H '12

When listing the recipients of honorary degrees, place a capital "H" and a space between the recipient's last name and the year of reception (e.g., "Edward Jones H '04"). All references should specify that the degree was honorary. Do not Dr. before the name of an individual whose only doctorate is honorary.

NOTE: there is a "HA" designation

No "M.B.A." with year in News & Notes

No comma after year — "John Smith, Ph.D. '12"

Alumni names are expressed with an apostrophe and the last two digits of the graduation year (e.g., "Jane Doe '96" —Note closing apostrophe is used).

No middle initial in captions

Alumni who are faculty, staff and administrators at Saint Peter's University should place their graduation years after their names on business cards, name tags and signature lines.

Departments of Study

Capitalize the names of formal programs of study, but lowercase informal and generic references to programs and courses of study (e.g., "He was enrolled in the theology program," or "the lecture was presented by the Department of Theology.").

Capitalize official names of courses and lecture series, but do not use quotation marks. (e.g., He is registered for Introduction to Sociology, or Robert Smith gave a talk for the Guarini Lecture Series.)

Designations

Commas are used to set off academic, professional and religious designations (e.g., "Robert G. Lahita, M.D.," "Rev. Michael Braden, S.J.," "Kristina Chew, Ph.D.").

Commas are not used to set off Jr., Sr., and I, II, and III after a name, because these are considered part of a person's name (e.g., "Martin Luther King Jr.", "Michael J. Kabot II").

Religious Designations

The first reference to a clergyman or clergywoman should include a capitalized title before the individual's name with initials of order after it (e.g., "Rev. James N. Loughran, S.J.").

When the designation "S.J." is used, it should always be capitalized, have periods after each letter, and appear following the person's name set off by commas (e.g., "John Smith, S.J.").

On second reference, omit the first name; if a Catholic priest use "Fr." (e.g., "Rev. John Smith, S.J." followed by "Fr. Smith").

Abbreviations for Catholic religious orders can be found online at: http://www.catholicdoors.com/misc/abbrev.htm.

Addresses and Places

Street Names

When providing addresses in standard block form, use the abbreviations: Ave., Blvd., St., Bldg., Pkwy., etc.

When writing addresses in standard text, spell out the full word (e.g., "We met him on Montgomery Street.").

Use a comma to set off an individual's hometown when it is placed in opposition to a name (e.g., "Mary Jones, Reading, Pa., and Steve Smith, Syracuse, N.Y., were there.").

States

Spell out the names of the 50 U.S. states when they stand alone in textual material whenever possible. (e.g., "he camefrom New Jersey."). Spell out in headlines and subheads if space allows.

Lowercase the word "state" in text (e.g., "the state of Maine").

When writing the United States in text:

- Spell out when used as a noun (e.g., "I live in the United States.")
- Abbreviate only as an adjective(e.g., "the U.S. Postal Service")
- In full address blocks, use U.S. Postal code abbreviations (e.g., "NJ, CA")
- When a state is listed without a city in text,it typically should be spelled out in full (e.g., "I think California is a great place.").

In text, states are abbreviated using "traditional," not postal abbreviations, (e.g., I live in Boston, Mass."). Exception: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah are never abbreviated in text.

States

Alaska – Alaska
Alabama – Ala.
Arizona – Ariz.
Arkansas – Ark.
California – Calif.
Colorado – Colo.
Connecticut – Conn.
District of Columbia – D.C.
Delaware – Del.
Florida – Fla.
Georgia – Ga.
Hawaii – Hawaii
Idaho – Idaho
Illinois – Ill.
Indiana – Ind.
Iowa – Iowa
Kansas – Kan.
Kentucky – Ky.
Louisiana – La.
Maryland – Md.
Massachusetts – Mass.
Maine – Maine
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.
Ohio – Ohio
Oklahoma – Okla.
Oregon – Ore.
Pennsylvania – Pa.
Rhode Island – R.I.
South Carolina – S.C.
South Dakota – S.D.
Tennessee – Tenn.
Texas – Texas
Utah – Utah
Vermont – Vt.
Virginia – Va.
Washington – Wa.
West Virginia – W.V.
Wisconsin – Wis.
Wyoming – Wyo.

Cities that can stand alone without a state name:

Atlanta
Baltimore
Boston
Chicago
Cincinnati
Cleveland
Dallas
Denver
Detroit
Honolulu
Houston
Indianapolis
Las Vegas
Los Angeles
Miami
Milwaukee
Minneapolis
New Orleans
New York
Oklahoma City
Philadelphia
Phoenix
Pittsburgh
St. Louis
Salt Lake City
San Antonio
San Diego
San Francisco
Seattle
Washington

Academic Departments

General references may be lowercased (e.g., "the department of marketing and communications"). Capitalize formal names of departments and offices (e.g., "English Department," "Financial Aid Office").

Lowercase indirect/generic references to offices and departments (e.g., "in athletic departments across the country," or "when thinking about financial aid, the first thing to remember is").

Course Titles

Do not capitalize major areas of study, unless referring to a language (e.g., "She is studying economics and French.").
Class titles may appear in quotes (e.g., "I am taking 'Religion in South America' this semester").
Latin Honors: lowercase and italicized, (e.g., *cum laude*, *magna cum laude* and *summa cum laude*).

Misc. Terms:

campus — Lower case is preferred (i.e., "the Jersey City campus").

campuswide — One word, not hyphenated.

core curriculum — lower case cyber security — two words

dean's list — lowercase in all cases

Freshman Orientation, O-Team healthcare — one word

nonprofit — no hyphen

residence hall — preferred over the term dorm or other variations and written in lowercase.

St. Aedan's Church

The Duncan Family Sky Room — Sky Room two words, always capitalize "The"

the Guarini Institute for Government and Leadership at Saint Peter's University (lower case "the")

The James N. Loughran, S.J. Dining Room — capitalize "The," no comma after "S.J."

The Dr. James V. Bastek Honors Program but "honors program" lower case

the Mac Mahon Student Center — do not break "Mac Mahon" between two lines, "the" is lower case

month-long — hyphenate

peacock pride — lower case

post-graduate — hyphenate

Regents Business Symposium; the Symposium

The Rev. Victor R. Yanitelli, S.J., Recreational Life Center always capitalize "The"

Saint Peter's Ready — italics

Sesquicentennial – capitalize

student-athlete — hyphenate

The Campus Kitchen – capitalize "The"

the Food Pantry and Clothes Closet – do not capitalize "the"

the Frank J. Guarini School of Business – do not capitalize "the"

the Theresa and Edward O'Toole Library – do not capitalize "the"

University — Capitalize when part of the proper name, or when used alone to mean Saint Peter's University (i.e., "Saint Peter's University" or "The University is located in New Jersey").

VISION 2015: The Strategic Plan for Saint Peter's University, Students at the Center: The Campaign for Saint Peter's University (Can use just "The Campaign for Saint Peter's University" on second reference).

The William J. Murray All-Sports Golf Outing

workforce: one word

Citing Publications

Chapters

Capitalize chapters when used with a numeral in reference to a section of a book or legal code (e.g., "You can find this information in Chapter 9 of the book").

Always use Arabic figures (e.g., "Chapter 1, Chapter 20").

Lowercase "chapter" when it stands alone (e.g., "Do you know what chapter we have to read tonight?"). Place chapter names in quotation marks (e.g., "find the information in Chapter 9, 'Let's Make a Cake.'"). **Captions**

Do not use periods in captions that are not full sentences.

Do not use a middle initial even if it is included in a person's full name in the associated story.

Citing magazines and books in text

When referencing the title of a book, magazine, play, newspaper, film, etc.:

Capitalize the principal words, including prepositions and conjunctions of four or more letters (e.g., Learn More About the Basic Principles of Mathematics).

Titles of major works (books, movies, plays, TV shows, journals, newspapers and magazines) are *italicized*.

Titles of shorter works, including short stories, lectures, articles, presentations, speeches, essays, individual episodes of TV shows, songs, poems and works of art are set in "quotations." It is also acceptable that they beitalicized instead of using quotation marks.

Dates and Time

Dates in text

Do not use st, nd, rd in dates (i.e., "April 1," not "April 1st").

Days of the week

Avoid abbreviation, except when needed in a tabular form. For abbreviation, use three letters with periods (e.g., "Sun.").

Months of the Year

Do not abbreviate.

When a phrase lists only a month and a year, do not separate the year with commas (e.g., "March 1998 was a cold month. The event was held in August 2013. March 17 was a cold day of the month. March 5, 2009, is my wedding date").

Spell out month ("January 12" not "Jan. 12"). Do not use year of current magazine edition ("July 17" in 2015 edition; "July 17, 2013" for prior years.

Seasons

Lowercase spring, summer, fall, winter, and derivatives such as springtime, unless part of a formal name (e.g., "The dance will occur in the spring, but Saint Peter's Spring Fever is coming soon").

Decades

Decades are either spelled out and lowercased or expressed in numerals with no apostrophe between the year and the "s" (e.g., "the nineties," the "1990s").

You can abbreviate the year by replacing the first two digits with an apostrophe (e.g., the '90s). If a font naturally curves, the apostrophe, it must open to the left.

Centuries

Spell out centuries, hyphenate when used as an adjective (e.g., the twentieth century, twentieth-century literature).

NOTE: *Magazine style differs: "21st century," "21st-century updates"*

Times

Minutes should always follow the hour, and time should always be written in the 11:00 a.m. format.Always lowercase and use periods.

Avoid redundancies.

Never use 12:00 a.m. or p.m. when using noon or midnight.

Do not combine a.m. with "in the morning", etc. (e.g., Meet me at 2:00 p.m., not Meet me at 2:00 p.m. this afternoon.). "10 – 11:00 a.m.' is preferred rather than "10:00 a.m. – 11:00 a.m.'

Terminology

Annual — Avoid describing an event as annual until it has been held at least two successive years. Intention is allowed: "sponsors plan to hold the event annually."

Biannual — means twice a year or once every six months.

Biennial — means every two years.

Bimonthly — means every other month.

Semimonthly — means twice a month.

Biweekly — means every other week.

Semiweekly — means twice a week.

Electronic Media Terminology

cyberspace

database

download

disk

email — Use a lowercase e, no hyphen

home page

hyperlink

Internet — always capitalize

login/ logon/ logoff — Written as one word

online — no hyphen

URL — Always all caps

webmaster

website

Numbers and Figures

Numerals and text

Spell out numbers one through nine in text.

Magazine-specific: The following SPU style directive does NOT apply to the Magazine "When two or more numbers apply to the same category in a paragraph or a series of paragraphs, don't use figures for some and spell out others. Be consistent and use all figures (e.g., There are 25 graduate students in the philosophy department, 9 in the music department, and 8 in the comparative literature department, making a total of 42 students."

Numbers below 100 should be hyphenated when they consist of two words (e.g., fifty-three).

When a number is the first word in a sentence, you may spell it out or reword the sentence. Exception: years are written as numerals at the start of sentences (e.g., "1973 was agreat year.").

Place a comma after digits signifying thousands, except when reference is made to temperature (e.g., "1,160 students"or "2200 degrees").

Ages

Numerals are preferred (e.g., "He has a 3-year-old son. He is 3 years old").

Money

For very large sums of money, use figures with a dollar sign, and spell out million or billion (e.g., "$1.8 million; between $1 and $2 billion").

When multiple donations are noted, the noun should be plural (e.g., "$4 million in donations were given.").When a donation is given in the form of a single grant, the noun should be singular (e.g., "A $4 million grant was given.").

Height and weight

Figures are preferred when noting a person's stature; hyphenate when used as an adjective (e.g., "John is 6'2'," not "John is six-foot-two-inches.").

Figures are preferred when noting a person's weight; hyphenate when used as an adjective (e.g., "The baby weight 9 pounds, 7 ounces. She had a 9-pound, 7-ounce baby").

Percentages

In general, all percentages should be shown as figures (e.g., 3 percent, 100 percent).

For percentages less than 1 percent, precede the decimal with a zero (e.g., The cost of living rose 0.6 percent.).

Terminology

Fewer vs. Less

Use fewer for items that can be counted (e.g., "There are fewer calories in celery than in a donut.").Use less for quantity that is measured (e.g., "There is less fat in celery than in a donut.").

Less than vs. Below

Use less than, not below, when something is quantifiable (e.g., "The total cost was less than $5,000," not "The total cost was below $5,000").

More than vs. Over

"More than" is used with figures (e.g., "More than 100 people attended the party"). "Over" refers only to spatial relationships (e.g., "The plane flew over the city").

Punctuation and Grammar Rules

Ampersand

In general, use ampersands (&) only in charts, tables, or lists of companies, where the ampersand is part of the company's official name (e.g., "Johnson & Johnson"). For most cases, it is appropriate to use the word "and" in text.

Colon

The first word after a colon should be lowercase unless it begins a full sentence (e.g., Timmy bought three things: eggs, milk, and sugar. Timmy spoke loudly: "Can you help me make a cake?").

Commas

In a Series: Use commas to separate elements in a series, but it is preferred that a comma not be placed before the conjunction in a simple series (e.g., "The flag is red, white and blue.").

However, you may put a comma before the last element of the series if it requires a conjunction (e.g., I had orange juice, toast, and ham and eggs for breakfast.).

Also do put a comma before the last element in a complex series of phases (e.g., "The main points to consider are whether the athletes are skillful enough to compete, whether they have the stamina to endure the training, and whetherthey have the proper mental attitude").

Introducing Quotations

Use a comma to introduce a complete one-sentence quotation within a paragraph (e.g., John said, "This style guide

will help us produce publications.").

Use a comma instead of a period at the end of a quote that is followed by an attribution (e.g., "'I would like to introduce John Smith,' the professor said.").

Magazine takes exception to the following: "However, use a colon to introduce quotations of more than one sentence (e.g., John said: "I would like to introduce John Smith. He is a professor here at Saint Peter's. If you'd like to speak withhim, contact his assistant.").

Hyphens/Dashes

Hyphens should be used sparingly, and primarily are used when not using them causes confusion (e.g., "Small-business owner" is clearer than "small business owner" — is it the owner or the business that is small?).

A hyphen should be placed

before a capitalized word or numeral(e.g., "sub-Saharan" or "pre-1950")

before a compound term (e.g., "non-self-sustaining")

to separate two of the same letter or syllables that might be misread (e.g., "re-elected")to separate the repeated terms in a double prefix

(e.g., "sub-subentry")

when a prefix or combining form stands alone(e.g., "over- and underused").

Hyphenate compound modifiers when they precede a noun, but usually not when they follow a noun (e.g., "She has a part-time job" or "She works part time").

When "non" is combined with another word, a hyphen

is not necessary (e.g., "Mary works in the nonprofit sector."or "Courses taken for enrichment are designated as noncredit.").

In words formed using "co-," retain the hyphen when

forming nouns, adjectives and verbs that indicate occupation or status (e.g.,"co-author, co-owner, co-worker"). Use no hyphen in "coed" and "coeducation."

Magazine-specific:

No space before/after em dash.

Em dash vs. en dash: Use en dash for range, e.g.:
"the Peacocks had a record of 12–2."

Abbreviations and acronyms

An abbreviation is a shortened version of a word and is usually pronounced as the entire word.

E.g., Mr. for Mister, Fr. for Father, B.A. for bachelor of arts (See Academic Degrees, Personal Titles, and Class Years, Academic Degrees for more information.).

A period is used after an abbreviation.

An acronym is a word created from the first letter of a series of other words and is pronounced as one word (e.g., DOS for disk operating system, CORE for Congress for Racial Equality).

No periods are used with acronyms.

Acronyms exceeding five letters are written in upper and lower case (e.g., Unicef, Scuba, radar).

An initialism is created from the first letter of a series of other words, but each letter is spoken individually (e.g.., PC for personal computer, NAACP for National Association for the Advancement of Colored People).

No periods are used with initialisms.

General Grammar Points

a before h — Use an "a" before a pronounced h (e.g., "a historian, a horse"). Use "an" before an aspirated h (e.g., "an hour, an honest person").

feel — Feel refers to tactility (e.g., "I feel the fabric"), not to be substituted for think or believe (e.g.,"I think that you are wrong," not, "I feel that you are wrong").

When referring to an emotion it is correct to use feel (e.g., I feel sad.).foreign words — should be italicized (e.g., *Magis*).

his/her, he/she — Use nonsexist language.

When possible, rewrite sentences to avoid these pronoun combinations (e.g., "The student must present his/her ID," could be reworded, "The students must present their IDs.").

If it's not possible to reword the sentence: "he or she" is preferable to "he/she."

may vs. might

- May is used to ask permission (e.g., "May I go to the fair?").
- Might is used to imply possibility (e.g., "I might go tothe fair.").

that/which — Restrictive clauses are introduced by that and are not separated from the rest of the sentence by commas(e.g., "The director was pleased with the announcement in the media that reported on his department's hiring efforts.").

Non-restrictive clauses are introduced by "which" and must be separated by commas from the rest of the sentence to indicate parenthesis. If you are using which properly, a comma typically precedes it (e.g., "The announcement about his department's hiring efforts, which was reported in the media, pleased the director.").

who/whom — In the nominative case, "who" is used in two ways:

- as the subject of a verb (e.g., "Who washed the dishes today?"); and as a predicate nominative after a linking verb (e.g., "It was who?").

In the objective case, whom is used in two ways:

- as the object of a verb (e.g., "Whom did you see?"); and as the object of a preposition (e.g., "For whom is this building named?").

Common spelling errors and preferred usage

"adviser" vs. "advisor" — "adviser" is preferred"afterward," not "afterwards"

"all right," not "alright"

"allude" vs. "refer" — "allude" means to speak of without mentioning. "Refer" means to speak of directly."allusion" vs. "illusion" — An allusion is an indirect reference. An illusion is a false impression of image. "canceled" vs. "cancelled" — use "canceled".

"children" vs. "kids" — "Children" is preferred.

"complement" vs. "compliment" — a complement is something that supplements (e.g., "The antique silver was a complement to the beautifully set table"). A compliment is a flattering praising remark or something that is free (e.g., "She gave him a compliment on his jacket" or "She received a complimentary smoothie").

"compose," "comprise," "constitute" — "Compose" means to create or put together. It is commonly used in the active and passive voices (e.g., "She composed a song" or "The United States is composed of 50 states").

"Comprise" means to contain or to include all. It is best used in the active voice, followed by direct object (e.g., "The jurycomprises seven women and five men" or "The United States comprises 50 states.").

"Constitute" may be the best word if compose or comprise do not fit (e.g., "Fifty states constitute the United States.").

"i.e." vs. "e.g." — Use "i.e. when you want to clarify a preceding statement. (*id est* = that is). Use "e.g." when you want to offer an example. (*exempli gratia* = for example)

"lectern" vs. "podium" — One stands behind a lectern and on a podium."residence hall" vs. "dorm" — "residence hall" is preferred

"entitled" vs. "titled' — "Entitled" means a right to do or have something (e.g., "She is entitled to a raise."). "Titled" refersto the title of a book and is not interchangeable with entitled (e.g., "George W. Traub is the author of a book titled *A Jesuit Education Reader*").

"ensure" vs. "insure" — "Ensure" means to guarantee (e.g., "Our precautions ensured our safety"). "Insure" means to make references to insurance (e.g., Your home is insured.).

fundraising, fundraiser —One word, no hyphen.

"nonprofit"

"pupil" vs. "student" —Use "pupil" for children in kindergarten through eighth grade. Use "pupil" or "student" for grades nine through 12. Use student for college and beyond.

"toward" — never "towards."

Saint Peter's University-Specific

General Rules

Saint Peter's University

- Always capitalize and spell out the word "Saint" when referring to the University.
- Write out "Saint Peter's University" on first reference in narrative text.
- You can substitute the University (always capitalized) in subsequent references.
- Avoid usage of the abbreviation "SPU."

Hubert Benitez, D.D.S., Ph.D., president of Saint Peter's University

- Preferred first reference in text: "Hubert Benitez, D.D.S., Ph.D., president of Saint Peter's University."
- Can also use"Saint Peter's University Hubert Benitez, D.D.S., Ph.D."
- Upon subsequent references, President Benitez is preferred, but Dr. Benitez is also acceptable.
- Use title but no middle initial in captions.

Try to avoid excessive use of the suffix "Ph.D." or the prefix "Dr." within a given publication.

Write only in full sentences.

Board of Trustees —Capitalize when referring to Saint Peter's Board of Trustees, and lowercase all other uses (e.g., "Thomas Johnson is the chairman of the Board of Trustees. Thomas Johnson is a trustee of the University").

Maiden Names — Use parentheses to set-off maiden names in Class Notes – Jane (Doe) Smith '85

WeiDong Zhu — no hyphen

Barbara Chryst HA '99

Jesuit and Religious Terminology

Words in foreign languages should generally be italicized.

A.M.D.G. (*Ad Majorem Dei Gloriam)* is Latin for the motto of the Society of Jesus; translated it means "For the greater glory of God."

Cura personalis Translated from Latin to English, this fundamental principle of the Society of Jesus means to "care of the whole person." It involves three concepts:

- Treating people as individuals and honoring their unique worth;
- Caring for the "whole" person (including physical, emotional, intellectual and spiritual health;
- Taking into account people's backgrounds, including their family, nationality and culture.

magis Italicize; does not need to be capitalized.