Susquehanna
UNIVERSITY

EDITORIAL STYLE GUIDE

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Questions, comments or suggestions
should be directed to marcomm@susqu.edu.

Style starts with choices. How do we write times and percentages? Do we capitalize titles before or after names? Do we italicize book titles or enclose them in quotation marks?

Consistency in writing style allows the reader to concentrate on the meaning of words without distractions. Consistency allows writers and editors to concentrate on the content without having to invent the style rules as they go. And consistency presents a unified, professional voice for Susquehanna's communications so everyone speaks the same language.

Susquehanna communications follow the *Associated Press Stylebook*, found at apstylebook.com, with some exceptions and additions that are not mentioned. The following is Susquehanna's editorial style for narrative text.

For spelling, style, usage and foreign geographic names not mentioned in the *AP Stylebook*, use as a first reference *Webster's New World College Dictionary,* Fifth Edition.

While leeway can be granted for specialized communications, such as advertising, event invitations and programs, lists and slide presentations, still refer to this style guide and contact University Marketing & Communications for assistance.

Note to the reader on the formatting of this guide:
- Exceptions to *AP Stylebook* are noted with a double asterisk (**).
- Italics are used when referring to examples of usage. Examples: The letter *a* is an article. Always capitalize the word *Susquehanna*.
- Italics also are used to distinguish those elements from the surrounding text.
- All entries are lowercase unless they are proper nouns.
- Many entries are cross-referenced to other relevant terms.

For assistance, send a message to marcomm@susqu.edu.

AACSB International

The business school accrediting group is AACSB International — the Association to Advance Collegiate Schools of Business.

Use this description:
The Sigmund Weis School of Business is among the top 5% business programs worldwide accredited by AACSB and is only one of nine undergraduate-only programs with that distinction.

a, an

Use the article *a* before consonant sounds: *a historic event, a one-year term* (*one* sounds like it begins with a *w*) and *a united stand* (*united* sounds like it begins with *you*).

Use the article *an* before vowel sounds: *an energy crisis, an honorable man* (the *h* is silent) and *an NBA record* (the letter *n* sounds like it begins with an *e*).

abbreviations, acronyms

Avoid using abbreviations and acronyms unless they are universally recognized, such as *FBI, GPA, NASA* and *ROTC*.

Generally, omit periods in acronyms unless the result would spell an unrelated word. But use periods in most two-letter abbreviations: *U.S., U.N., U.K.* (no periods in *GI, ID* and *EU*, among other exceptions.) Exception: *R.S.V.P.* In headlines, do not use periods in abbreviations, unless required for clarity.

In instances where an acronym must be used, do not set it off in parentheses; rather, use the acronym on subsequent references. Example: *The Centers for Disease Control and Prevention issued a warning. According to the CDC, the warning is effective immediately.*

academic degrees

Capitalize the names of academic degrees, but do not capitalize the discipline or a major, minor, concentration or field of study unless it is a proper noun (e.g., *English, Spanish*): *Bachelor of Fine Arts with a major in graphic design.* See also **major, minor** entry.

When mentioning an academic degree to establish someone's credentials, do not use an academic abbreviation; instead, use a phrase such as: *She has a master's degree in business administration. He has an associate degree* (no possessive).

Use an academic abbreviation **only** in a listing or when identifying an individual by degree on first reference following their full name, set off by commas: *Juanita Knight, Ed.D., spoke at the event.*

Formal Use	General Use 1	General Use 2	Abbreviation
Bachelor of Arts	bachelor's degree	bachelor's	B.A.
Bachelor of Fine Arts	bachelor's degree	bachelor's	BFA
Bachelor of Music	bachelor's degree	bachelor's	B.M.

Bachelor of Science	bachelor's degree	bachelor's	B.S.
Bachelor of Science in Engineering	bachelor's degree	bachelor's	B.S.E.
Master of Arts	master's degree	master's	M.A.
Master of Business Administration	master's degree	master's	MBA
Master of Education	master's degree	master's	M.Ed.
Master of Fine Arts	master's degree	master's	MFA
Master of Science	master's degree	master's	M.S.
Doctor of Education	doctoral degree	doctorate	Ed.D.
Juris Doctor	law degree	law degree	J.D.
Doctor of Philosophy	doctoral degree	doctorate	Ph.D.
Associate of [DISCIPLINE]	associate degree	associate degree	[VARIED]

academic semesters

Lowercase: *The fall semester begins in August. The next Homecoming will be in fall 2025.*

a cappella

Use two words, lowercase and no italics to refer to the groups that sing without accompaniment: *Susquehanna's a cappella ensemble, Harmonic Combustion, advanced to the semifinals.*

addresses

> **streets with a numbered address:** Use abbreviations (*Ave., Blvd., St, etc.*): *514 University Ave.* Abbreviate compass points used to indicate directional ends of streets in numbered addresses: *1858 E. University St.* Use periods in the abbreviation *P.O.* for P.O. Box numbers.

> **streets with a numbered address:** Spell out (*alley, drive, road*, etc.) and capitalize when part of a formal street name: *University Avenue*. Do not abbreviate compass point if the number is omitted: *East University Street*.

> **streets that are numbers:** Spell out and capitalize *First* through *Ninth* when used with street names: *514 First Ave.* Use figures with two letters for *10th* and above: *1858 22st St.*

> See also **cities/hometowns** and **states** entries.

admission

Use singular rather than plural. In formal titles, the *Admission Office*, but informally, the *admission office*.

advisor**

Not adviser

affirmative action

Always lowercase

African American

See **Black** entry.

after, after-

As a noun: Do not put a hyphen after this prefix: *aftereffect*, *afterthought*.

As a compound adjective: Do put a hyphen after this prefix: *after-dinner drink*.

Use *afterward*, not afterwards.

ages

Always use figures for people, animals and inanimate objects: *The student is 8 years old. The club is 6 years old. The 101-year-old house.*

Use hyphens for ages expressed as adjectives before nouns and as substitutes for nouns: *The 5-year-old boy participated. The event is for 3-year-olds.*

For years expressed in decades, do not use an apostrophe: *They are in their 30s.*

alma mater

Do not capitalize unless referring to the anthem: *Susquehanna's Alma Mater.*

alumna, alumnus, alumnae, alumni

In instances where the gender identity/expression is known, use *appropriate word below*. If a gender-neutral term is desired, *alum* or *alums* is acceptable.

Word	Reference
alumna	female, singular
alumnae	female, plural
alumnus	male, singular
alumni	male, plural male and female, plural
alum	gender neutral, singular

alums   gender neutral, plural

Alums who have added a surname since graduating, such as those who assumed the last name of their spouse, will be listed by both the new name and the name by which they were known while attending Susquehanna.

See **graduation year** entry.

alumni association

Capitalize only when part of the full formal title: the *Susquehanna University Alumni Association*, but *the alumni association.*

a.m., p.m.

Do not capitalize; separate with periods. See **time** entry.

among, between

In general, use *between* to introduce two items and *among* to introduce three or more items.

anti-

Hyphenate most words that begin with anti, including *anti-racist community* and *anti-war.* See *AP Stylebook* for exceptions*.*

apostrophe

> **class years:** Use left-facing apostrophe to replace omitted figures: *Julie Jones '59. Jones '59*
> EASY TIP: On a PC, Ctrl + apostrophe + 59. On a Mac, Option + Shift +].

> **plurals of multiple letters, numbers and words:** Do not use an apostrophe: *She earned her degree in the 1990s. It will be in the high 80s. The contract had too many ifs, ands and buts.*

> **plurals of a single letter:** Use an apostrophe: *She got A's and B's on spelling quizzes because she had learned her ABCs.*

Arab American

No hyphen for this and other dual-heritage terms. Acceptable for an American of Arab descent. When possible, refer to a person's country of origin or follow the person's preference. For example: *Lebanese American* or *Egyptian American*.

Arlin M. Adams Center for Law and Society

Use the full title on first reference, use *Adams Center* on second reference. *Adams Center* or *the center* can be used in subsequent references.

Asian American, Pacific Islanders

No hyphen for this and other dual-heritage terms. Acceptable for an American of Asian descent. When possible, refer to a person's country of origin or follow the person's preference. For example: *Filipino American* or *Indian American*. Do not describe *Pacific Islanders* as *Asian Americans, Asians* or *of Asian descent*. Avoid using *Asian* as shorthand for *Asian American*.

The acronym *AAPI* (which stands for *Asian Americans and Pacific Islanders)* is widely used by people within these communities. Spell out the full term in first reference; use *AAPI* as an acronym on subsequent references.

attention-deficit/hyperactivity disorder

People with *ADHD* may be overly active or may have trouble paying attention or controlling impulsive behavior. *ADHD* is acceptable on first reference, but spell out shortly thereafter. Describe a person as *having ADHD* only if relevant to the story, and if a medical diagnosis has been made or the person uses the term. If relatives or others use the term, ask how they know, then consider carefully whether to include the information. Generally, when relevant, say a person *has ADHD* rather than *is ADHD*, unless the person prefers the latter. Do not use the outdated terms *attention-deficit disorder* or *ADD.*

autism spectrum disorder, autism

Umbrella terms for a broad range of developmental disorders that can involve widely varying degrees of intellectual, language and social difficulties, and repetitive behaviors. Many autistic people strongly prefer identity-first language: *She is autistic; he is an autistic student*. Some prefer person-first language: *She has autism; people with autism*. Try to determine the preference.

When a preference isn't known, and in describing groups of autistic people, use identity-first language. Do not use the term *an autistic* or *autistics* as a noun unless someone describes themself that way. Do not use *ASD*. Do not describe someone as being *on the spectrum*. Asperger's syndrome, previously classified separately, is one form of autism. See also **disabilities** entry*.*

awards categories

Capitalize but do not italicize or place in quotation marks. *Senior Awards, SUSKYs*

Benny

Susquehanna's River Hawks mascot, named after Benjamin Kurtz, the university's first president. Use *Benny* to avoid pronouns.

Black

Use the capitalized term as an adjective in a racial, ethnic or cultural sense: *Black American, Black people, Black culture, Black literature, Black studies, Black colleges*.

African American is also acceptable for those in the United States. The terms are not necessarily interchangeable. Americans of Caribbean heritage, for example, generally refer to themselves as *Caribbean American*. Follow a person's preference if known, and be specific when possible and relevant. *Minneapolis has a large Somali American population because of refugee resettlement. The author is Senegalese American.*

Use *Negro* or *colored* only in names of organizations or in rare quotations when essential.

Black(s), white(s)

Do not use either term as a singular or plural noun. Instead, use phrasing such as *Black people, white people, Black teachers, white students*. *Black* and *white* are acceptable as adjectives when relevant.

Board of Trustees**

Always uppercase Susquehanna University's board except when used as a truncated or subsequent references, such as *the board* or *the trustees*.

Break Through, break through, breakthrough

The university event *Break Through* is two words, both capitalized. As a verb, the term *break through* is two words; as a noun, it is one word.

buildings, locations

See **Appendix A/category name on web** for a list of proper names.

bullet style

Capitalize the first word following the bullet. Use periods, not semicolons, at the end of each section, whether it is a full sentence or a phrase. Use parallel construction for each item in a list:

- Start with the same part of speech for each item (in this example, a verb).
- Use the same voice (active or passive) for each item.
- Use the same verb tense for each item.
- Use the same sentence type (statement, question, exclamation) for each item.
- Use just a phrase for each item, if desired.

Introduce the list with a short phrase or sentence: *Our partners:* or *These are our partners:* or *Our partners are:.*

campuswide

One word for geographic reference; otherwise, when possible, use *university-wide* for inclusion of everyone, e.g., commuter and nontraditional students.

cancel, canceled, canceling

Spell with only one *l*. However, *cancellation* contains two l's.

capital campaign

Lowercase.

Central Curriculum

Capitalize when referring to Susquehanna's core curriculum.

centuries, decades

Use figures, placing left-facing apostrophe to indicate omitted numerals: *'90s*, *the 1990s, the 20th century, 20th-century literature*.

chair

Preferred over *chairperson*; avoid using *chairman* or *chairwoman*.

See **titles of people** entry.

cities, hometowns

Use commas to separate city and state from the rest of the sentence: *In the fall, the ginkgo trees in Selinsgrove, Pennsylvania, produce a stunning display of color.*

Use commas to set off an individual's hometown from his or her name*: Jacque Chaisson, of New Orleans, was a guest speaker at the conference.*

See **states** entry. Do not use states with the following major cities:

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

Do not use country names with these foreign cities:

Beijing	Guatemala City	London
Berlin	Havana	Luxembourg
Djibouti	Hong Kong	Macau
Geneva	Jerusalem	Montreal
Gibraltar	Kuwait City	Moscow

New Delhi	Rome	Toronto
Ottawa	San Marino	Vatican City
Paris	Singapore	
Quebec City	Tokyo	

class, course names

Capitalize the names of courses, but lowercase informal and generic references to programs and courses of study: *He is taking courses in the ecology program. She is taking Theories in Social Behavior.*

In the course catalog, for generic course names **in lists of required courses**, capitalize the first word only: *e.g., Physics lab, not Physics Lab; Major elective*, not *Major Elective.*

class year**

Capitalize *Class of 2025*, etc*.* Lowercase *first-year student, sophomore, junior, senior,* but *the Senior Class of 2025. Use first-year student* instead of *freshman.*

See also **graduation year** entry for class year denoted for individuals.

co-

For nouns, adjectives and verbs with co- that indicate occupation or status, hyphenate: *co-author, co-chair, co-sponsor, co-coordinator*.

cocurricular

Do not hyphenate; *cocurricular* is preferred over *extracurricular.*

commas

> **in a series:** Omit before *and* and *or* in a simple series: *Li, Devonne and Betsy were appointed chairs. She goes to school, plays league soccer and takes private dance lessons. Would you like vanilla, chocolate or peanut butter frosting?*
>
> Use when necessary to clarify meaning in complex phrasing: *The main points to consider are whether the athletes are skillful enough to compete, whether they have the stamina to endure the training, and whether they have the proper mental attitude.*
>
> Exception is to use the serial comma (also known as Oxford comma) when in the body of a message signed by President Green.
>
> **nonessential clauses:** Set off a *nonessential clause* from the rest of the sentence by commas. *Mary and her husband, Ricardo, went to the park. D'Lisa, who takes ballet with Jan, is my best friend.* It is not essential for us to know John's name or for us to know about the ballet. Each sentence retains its meaning without the words set off by commas.
>
> **essential clauses:** Do not set off an *essential clause* by commas. *The man who left his wallet is coming back for it.* It is essential for us to know which man. *Mary and her sons Joe and Brian went to the park.* We understand that Mary has more than two sons because *Joe and Brian* were not set off by commas.

course catalog

Not *academic catalog*

coursework

One word

cross-cultural

Hyphenate.

courtesy titles

See **titles of people** entry.

dates, days, months

Always use Arabic figures, without *st, nd, rd or th*.

In full dates, use a comma to separate word that follows the year: *April 1, 1950, was her birthday.* When using month and year only, do not separate with a comma: *March 1990.* The current year is not cited: *Today is March 23. The event will occur April 9.* Days of the week are not used in any date configuration except calendar or event postings, in which case the day of the week, spelled out, may be added for clarity and convenience.

Capitalize the names of months in all uses. When a month is used with a specific date, abbreviate only *Jan., Feb., Aug., Sept., Oct., Nov.,* and *Dec.*: *Jan. 2 was the coldest day of the month.*

Always spell out *March*, *April*, *May*, *June* and *July*. Spell out all months when using alone, or with a year. When a phrase lists only a month and a year, do not separate the year with commas: *August marks the start of the fall semester. January 2019 was a cold month.*

When a phrase includes a day of the week and a date, separate the day and the date with a comma: *She testified that it was Friday, Dec. 3.*

When a phrase refers to a month, day and year, set off the year with commas: *Feb. 14, 2019, was the target date.* See **years** entry.

In tabular material, use these three-letter forms without a period: *Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec.*

Capitalize days of week; do not abbreviate them.

D.C.

Separate by commas: *Washington, D.C., is the nation's capital.*

dean's list

Lowercase in most uses.

department, division, office

Capitalize only if part of a formal title: *the Department of Chemistry*; unless proper name demands otherwise: *English department*. In less formal uses: *chemistry department* or *chemistry*. The same rules apply for divisions and offices: *Human Resources Office.* On second reference, especially in internal communications, the formal name may be abbreviated and capitalized: *Contact Human Resources for more information. Publishing & Editing is hosting a guest lecturer in October.*

In list format, departments should be shortened to eliminate the redundancy created by beginning each with *Department of*. For example, an alphabetical list of departments on the website might appear like this: *Accounting*; *Art & Design*; *Biology*; etc.

Use *Office of* only if the office refers to a single person (such as the president or the provost) and it is a formal reference: *Office of the President.* In informal references, it would be *the president's office*.

dimensions, measurements

Use figures and spell out *inches, feet, yards*, etc., to indicate depth, height, length and width. Hyphenate adjectives before nouns, and add a space between the numeral and unit of measure.

Examples: *He is 5 feet, 9 inches tall. The 5-foot-9-inch woman visited the children. The basketball team signed a 7-footer. The car is 16 feet long, 6 feet wide and 5 feet high. The rug is 5 feet by 7 feet. The 5-by-7-foot rug looks great.*

disabilities

In general, do not describe an individual as disabled or handicapped unless it is clearly pertinent to the story. When possible, ask people how they want to be described as a person or a group. If unknown, use a description like *She has multiple sclerosis,* or person-first language like *people with disabilities.*

Use *accessible parking* rather than *disabled* or *handicapped parking*.

Some people use person-first language in describing themselves: *a man with Down syndrome* or a *woman with schizophrenia*. Others view their disability as central to their identity and use identity-first language, such as *an autistic woman* or d*eaf students*.

Avoid broad generalizations, labels, stereotypes, and euphemisms, such as *challenged* and descriptions that connote pity, such as *afflicted with* or *suffers from*. Limit terms like *disorder* (other than in the names of specific conditions), *impairment*, *abnormality* and *special*.

diseases, viruses

Do not capitalize such diseases as *arthritis, meningitis, pneumonia*, etc. When a disease is known by the name of a person identified with it, capitalize only the individual's name: *Alzheimer's disease, Parkinson's disease*, *non-Hodgkin's lymphoma*, etc.

> **AIDS:** The acronym is acceptable in all references for acquired immune deficiency syndrome.

> **Covid–19:** Use all capital letters with an en dash separating them from the numerals. *COVID–19 and Covid* also are acceptable.****** Be consistent within the same text.

donor lists

Lists originate from the Advancement Office.

- In lists, donors are listed using a standard format that reflects name preferences defined in the university donor database, unless a particular donation requires specific donors' preferences.
- For anonymous donor(s), list *Anonymous* before other donor names. For multiple anonymous donors, include the number of donors in parenthesis: *Anonymous (18).*
- When a list has multiple paired donors, such as a couple, consistently indicate the joint gifts throughout the list, using either *and* or *&*.
- If not specified by the donor, use salutations (e.g., *Mr., Mrs., Dr.*) when two donors share the same line for a joint gift; otherwise, list a sole donor's name without salutation (e.g., *Mr. and Mrs. Wit E. Wisdom* or *Wit E. Wisdom*).
- In lists it's acceptable to abbreviate salutations (e.g., *Hon.*, *Rev.*, *Col.*).
- Lists of donors may include courtesy titles and degrees (e.g., "Penny Philanthropist, Ph.D., chief financial officer, River Town Inc.").
- In lists, do not use a comma before personal suffixes Jr., Sr., III, etc., but do use a comma before degrees: *Lumin Smith III, J.D.*
- Sample donor list:
    - Anonymous (17)
    - Hon. Malaika Congdon
    - Penny Philanthropist, Ph.D.
    - Lumin Smith III, J.D.
    - Mr. and Mrs. Wit E. Wisdom
    - Wit E. Wisdom Jr.

Early Decision

Do not hyphenate, but do capitalize.

e.g., i.e.

While both are Latin abbreviations, *e.g.* and *i.e.* are not interchangeable; each has its own meaning and usage. *E.g.* stands for *exempli gratia* and means "for example." *I.e.* is the abbreviation for *id est* and means "in other words" or "that is."

In writing, a comma should follow both *e.g.* and *i.e. E.g.* is used when there are several options. *Students can choose among many countries, e.g., England, Germany and Spain, to fulfil their*

study-abroad requirement. I.e. is used when there is only one option: *Employees can receive the standard match; i.e., 9 percent*.

EASY TIP: Remember that *e* starts *example* (e.g.) and that *i* and *e* are the first letters of *in essence*, an alternative English translation of *i.e.*

em dash, en dash

See **hyphens, dashes** entry.

endowed chairs, professorships

An endowed chair is one supported by payout from an endowed fund; the term is not interchangeable with department chair, though someone can hold both.

When writing about a person who holds an endowed chair or professorship, include the full name of the chair/professorship title (without "-ship"), as appropriate, capitalized in the text. Do not use the word *distinguished*:

- the Charles B. Degenstein Professorship
- the Cyril M. Stretansky Professor of Choral Music
- the Allen C. Tressler Chair in Accounting
- the Alan R. Warehime H'82 Endowed Chair in Business Administration
- the Winifred and Gustave Weber Professorship in the Humanities

Example: *Jane Smith, Winifred and Gustave Weber Professor in the Humanities at Susquehanna, received the award*.

ethnicity

Refers to a particular affiliation or group, such those who have common racial, national, tribal, religious, linguistic or cultural origin or background. Avoid broad generalizations and labels; race and ethnicity are one part of a person's identity.

events

The formal names of special events are capitalized:

- Baccalaureate
- Break Through
- Celebration of Mid-Year Graduates (capitalize word after hyphen)
- Christmas Candlelight Service
- Commencement
- Convocation: Opening Convocation, Winter Convocation
- Family Weekend
- Homecoming–Reunion Weekend
- Move-In Day (capitalize word after hyphen)
- OneSU Day of Giving (no space for *OneSU*)
- Orange and Maroon Day
- Senior Scholars Day

- SU Serve
- Thank A Grad Day (capitalize *a*)
- Thanksgiving Dinner

everyday, every day

Use *everyday* (one word) as an adjective meaning *ordinary* before a noun: *He wears everyday shoes.*

Use *every day* (two words) as an adverb to indicate when or how often an activity is performed: *She goes to work every day.*

ex, ex-

Do not hyphenate words that use this prefix to mean "out of": *excommunicate*. Hyphenate when using this prefix to mean "former": *ex-president*.

faculty

Collective noun followed by a singular verb. *The faculty is preparing for course registration.* May also use the following construction: *Faculty members are preparing for course registration.*

file formats

If a file format acronym is being used in a sentence, it should be set in all caps. *I used two GIF images in my design.*

If a file format acronym is being used to indicate the type of downloadable file in a link, it should be set in lowercase with a period preceding it. *The image (.gif) is available for download. Commencement 2022 press release (.pdf)*

financial aid

Named *Student Financial Services Office*, or *the student financial services office*

First-Year Experience

Can be referred to as FYE on subsequent references

fold, -fold

Do not precede this suffix with a hyphen: *twofold, threefold, fourfold, tenfold*.

fractions

Spell out amounts less than 1, using hyphens between the words: *two-thirds, four-fifths, seven-sixteenths*. Use figures for precise amounts larger than 1, converting to decimals whenever practical: *3.9.*

full, part

Hyphenate when used to form compound adjectives: *full-page essay, full-scale model*. For -time: *She has a full-time job. He works part time.*

fundraiser, fundraising

Both are used as one word in all cases; do not hyphenate*.*

gender

Gender refers to internal and social identity, a social construct encompassing a person's behaviors, intrinsic identity and appearance. Since not all people fall under one of two categories for sex or gender — as in the cases of nonbinary and intersex people — avoid references to *both*, *either* or *opposite sexes* or *genders*.

gender expression

Refers to how people outwardly convey their gender, intentionally or not, such as through fashion choices, mannerisms or pronouns.

gender identity

Refers to a person's concept of self of feeling female, male, neither or some combination of both. Examples include: *girl* or *woman*; *boy* or *man*; *nonbinary*; *bigender*; *agender*; *gender-fluid*; *genderqueer*; and combinations, such as *nonbinary woman*.

> **agender:** Refers to people who identify as having no gender.
>
> **cisgender:** Refers to people whose gender identity matches the sex they were assigned at birth.
>
> **gender-fluid, gender-fluidity:** Refers to a gender identity or expression that changes over time. Include the hyphen.
>
> **gender-nonconforming:** Use as an adjective and in broad references to describe people whose identities or expressions do not follow gender norms.
>
> **genderqueer:** Use sparingly — and with sensitivity — as an adjective when referring to an identity describing people whose gender expression does not follow norms; use only if the person or group identifies as such. Not synonymous with *nonbinary*.
>
> **nonbinary:** Use an adjective to describe people who don't identify as strictly *female* or *male*; can identify with a combination of female and male.
>
> **transgender:** Use as an adjective to describe people whose gender does not match the one usually associated with the sex they were assigned at birth. Do not use the outdated term transsexual.

Ginkgo

Italicize *Ginkgo biloba* and cap the genus name (*Ginkgo)* only when you're referring to the scientific name for the plant. Ginkgo biloba *has been around for millennia. The* Ginkgo *can live for as long as 1,000 years.*

In other references, to ginkgo trees, ginkgo leaves, etc., use lowercase and do *not* italicize. *The ginkgo tree is resistant to disease, pests and pollution.*

The preferred plural spelling is *ginkgos. Many ginkgos have survived massive fires.*

graduation year

Avoid using only class years behind the names of students and alumni (e.g., *Sue Smith '21*) unless the material is designated primarily for an internal audience, and/or there is a long list and it is clear that they are students and alumni.

Preferred style for students: *senior Jurnee Johnson; Jurnee Johnson, a senior; Jurnee Johnson, a member of the Class of 2021*. Preferred for alumni in external publications: *Jurnee Johnson, a 2021 Susquehanna alumna*.

For internal publications or lists, identify by a left-facing apostrophe and the last two digits of the year of graduation. To avoid confusion when referring to graduates of Susquehanna, use the four-digit year for those who graduated 100+ years ago. *Heather Brown '19*, but *Mary Brown 1919*.

For married graduates, insert the year after the name used as a student if different from the current name: *Peter M. '57 and Ruth Scott '55 Nunn.*

In the case of an honorary degree from Susquehanna University, use the same conventions, placing an *H* before the year the degree was conferred: *Awadagin Pratt H'18.* Do not refer to individuals who receive honorary degrees as *Dr.*

See also **apostrophe** entry.

health care

It is two words in all references unless it is specified as one word as part of an organization's formal name, such as *Pennsylvania Mountains Healthcare Alliance*.

Hispanic

A person from — or whose ancestors were from — a Spanish-speaking land or culture. *Latino, Latina* or *Latinx* are sometimes preferred. Follow the person's preference. Use a more specific identification when possible, such as *Cuban, Puerto Rican* or *Mexican American*.

See also **Latino, Latina, Latinx** entry.

honorary degree

See **graduation year** entry.

honors

Lowercase Latin honors, but do not italicize. *She graduated cum laude.* Capitalize if used in a listing.

Honors Program

Capitalize when referring to Susquehanna's Honors Program; otherwise lowercase (e.g., *departmental honors program*). *The program* on subsequent reference.

hyphens, dashes

Use of the hyphen is far from standardized. It can be a matter of taste, judgment and style sense. Think of hyphens as an aid to readers' comprehension. If a hyphen makes the meaning clearer, use it. If it just adds clutter and distraction to the sentence, don't use it.

em dash (M dash)

Use an em dash (—), with a space on either side, in these situations:

To set off an amplifying or explanatory phrase, especially when that phrase includes items separated by commas (as in the second example): *The seminar — the first of its kind at Susquehanna — was a success. He chose four cities — Albuquerque, Charlotte, Denver and St. Louis — for his demographic study. She won the event in record time — despite her earlier mishap.*

To separate an in-text heading from the related text: *Location — Fisher Hall* (A colon may also be used in this situation, depending on preference: *Location: Fisher Hall*)

EASY TIP: On a PC, create an em dash by simultaneously pressing ctrl + alt + hyphen. On a Mac, press alt (or option) + shift + hyphen.

en dash (N dash)**

Use an en dash (–), with no space on either side, in these situations:

To indicate a time span: *1948–1952, 9–11 p.m.* and *2024–25 school year.*

To replace the word *to* in situations other than time spans: *Detroit beat New York 9–6. See Chapters 5–7.* (In this usage, it signifies *up to and including* or *through*.)

To link the elements of a compound modifier when one or both of the elements consists of more than one word: *the New York–Cincinnati route, San Francisco–San Antonio competition* and *a hospital–nursing home connection.*

If both elements are one word, use a hyphen: *the Chicago-Cincinnati route.*

EASY TIP: On a PC, create an en dash by pressing ctrl + hyphen. On a Mac, press the alt (or option) + hyphen.

Inc.

Do not separate with a comma: *Apple Inc.*

Indigenous

Capitalize this term used to refer to original inhabitants of a place. *Aboriginal leaders welcomed a new era of Indigenous relations in Australia. Bolivia's Indigenous peoples represent some 62% of the population.*

Indigenous peoples

Groupings of people who are the original inhabitants of their countries.
Use *peoples* when referring to multiple Indigenous groups. Use *people* when referring to multiple individuals from different Indigenous groups.

Indian Country

A widely accepted reference for land within the boundaries of a reservation, including private property, land that has been placed into trust for tribes and to communities of people indigenous to the United States.

See **Native American** entry.

internet, intranet

Do not capitalize. See **myNest** entry.

intersex

Use to describe people born with genitalia, chromosomes or reproductive organs that don't fit typical definitions for females or males. Do not use the outdated term *hermaphrodite*.

Land Acknowledgement

We acknowledge the Susquehannock tribe whose name we bear. It means those who live in a place where water is heard grating on the shore, commonly known as the river people because they lived in unanimity and balance with the river and land. This campus rests on their un-surrendered territory, and we strive to honor their memory by being mindful stewards of this beautiful place.

Latino, Latina, Latinx

Latino is the noun or adjective for a person from, or whose ancestors were from, a Spanish-speaking land or culture or from Latin America. *Latina* is the feminine form. Some prefer the gender-neutral term *Latinx*, which should be confined to quotations, names of organizations or descriptions of individuals who request it and should be accompanied by a short explanation. *Hernandez prefers the gender-neutral term Latinx.* For groups of females, use the plural *Latinas*; for groups of males or of mixed gender, use the plural *Latinos*. See **Hispanic** entry for those in the United States.

LGBTQ+

Use *LGBTQ+* as an adjective and umbrella term; it is acceptable in all references for *lesbian*, *gay*, *bisexual*, *transgender* and *queer* and/or *questioning*. *LGBTQIA* is also acceptable when the other letters are explained: *I* generally stands for intersex and *A* can stand for asexual, ally or both.**

liberal arts

Do not hyphenate when used as a modifier. *Students gain a liberal arts foundation at Susquehanna University.*

login, logon, logoff

One word when used as a noun, but two words in verb form: *I log in to my computer.*

London Program

The Sigmund Weis School of Business London Program, not *semester in London*. *The program* on subsequent reference.

long-term, long term

Hyphenate when used as a compound adjective: *She requires long-term medical care.* Otherwise: *We will win in the long term.*

Lutheran church

Capitalize the word *church* only when referring to a specific church or body: *the Evangelical Lutheran Church in America, St. Paul's Lutheran Church*; but lowercase for generic references: *Lutheran churches.*

ly-

Do not use a hyphen between an adverb ending in -*ly* and the adjective it modifies: *an easily remembered rule, a badly damaged island, a fully informed woman*.

major, minor

Use lowercase, unless it is a proper noun: *He was a luxury brand marketing & management major. She minored in Spanish studies.* Note: can be capitalized in list format.

mid-

Do not use a hyphen after this prefix unless a capitalized word or a figure follows: *midterm, midsemester, mid-America, mid-Atlantic, mid-30s, mid-1980s*.

Middle States Commission on Higher Education

Use *MSCHE* or *accrediting agency* on subsequent references.

millions, billions

Use figures in all except casual uses: *The nation has 5 million citizens. I need $7 billion. The company made a billion dollars.*

Do not go beyond two decimal places: *7.51 million people. $256 billion. 7,542,500 people*.

Do not drop the word million or billion in the first figure of a range: *She is worth from $2 million to $4 million.*

Native Americans (plural form only)

An acceptable term in general references for those in the U.S. when referring to two or more people of different tribal affiliations. The term *Natives* is acceptable on subsequent references (see below).

For individuals, use the name of the tribe; if that information is not immediately available, try to obtain it. *He is a Navajo commissioner. She is a member of the Nisqually Indian Tribe. He is a citizen of the Cherokee Nation of Oklahoma.* Some tribes and tribal nations use *member*; others use *citizen*. Try to determine the correct term in each case. If that can't be determined, use *citizen*.

In Alaska, the Indigenous groups are collectively known as *Alaska Natives*.

First Nation is the preferred term for tribes in Canada.

Indian is used to describe the peoples and cultures of the South Asian nation of India. Do not use the term as a shorthand for *Native Americans* or *American Indians*, either a single person or a group. However, *Indian* is acceptable when part of a proper name, such as *Indian Country, the Gila River Indian Community in Arizona* or *the Metlakatla Indian Community in Alaska*.

> **Native, Natives:** *Native* is also acceptable as an adjective — *Native music, Native art* — but if the story is not generally about *Native Americans*, use *Native American music, Native American art*, etc. *Natives* is acceptable on subsequent references for *Native Americans*.

> **tribe:** Refers to a sovereign political entity, communities sharing a common ancestry, culture or language, and a social group of linked families who may be part of an ethnic group. Capitalize the word tribe when part of a formal name of sovereign political entities, or communities sharing a common ancestry, culture or language. Identify tribes by the political identity specified by the tribe, nation or community: *the Apache Tribe of Oklahoma, the Cherokee Nation*. The term *ethnic group* is preferred when referring to ethnicity or ethnic violence.

> **tribal affiliation:** The 574 federally recognized tribes as of early 2022 determine how to count their own citizens or members. The primary means are calculating the percentage of one's ancestry related to a specific tribe, known as *blood quantum*; or tracing ancestry to a list of names kept by a tribe. Verify tribal enrollment with the source and, if needed, the tribe itself. Ensure proper context is used when writing about whether someone is enrolled.

See also the **Indigenous** entry.

neurodiversity, neurodivergent, neurodiverse, neurotypical

Neurodiversity is the concept that differences in brain functioning such as autism, dyslexia or attention-deficit/hyperactivity disorder are normal variations, with strengths and weaknesses. It is not a medical term. Individuals or groups that exhibit those variations are considered *neurodivergent* or *neurodiverse*. The larger population is said to be *neurotypical*. While use of these terms has become more common, to many they remain unfamiliar; they should be explained.

non-

In general, do not use a hyphen after this prefix when forming a compound adjective that does not have special meaning and can be understood if not is used before the base word: *nonprofit, noncompliant*.

Use a hyphen before proper nouns and in awkward combinations: *non-nuclear*.

numerals

In general, spell out one to nine and use figures for 10 and higher: *She accumulated 18 credits in three years.*

Use figures for ages (of people, animals, events or things) and for percentages: *He was only 8 when he won his first medal. She wears a size 8. Approximately 5% of the respondents disagreed.*

Spell out numerals at the start of a sentence (except to identify calendar years)*: Thirty people attended the meeting. 1986 was a good year.*

Spell out ordinal numbers first through ninth when they indicate sequence in time or location: *She ran to third base. They reviewed the Fifth Amendment in class.*

Use figures for 10th and above: *He wrote his 15th book last year.*

Spell out casual expressions: *A thousand times no! Thanks a million. She walked a quarter of a mile.*

For story headlines, use numerals: *Team Wins 3 in a Row*. Do not spell out numbers except in casual uses or formal names: *hundreds instead of 100s; Big Ten; one of the first*. Use numerals for ordinals: *Team Beats Rival for the 3rd Time*.

See separate listings for **addresses, ages, dates, days, months, dimensions and measurements, fractions, millions and billions, monetary units (dollars and cents), page numbers, percent, phone numbers, room numbers, time and weights**.

off-, on-

Follow *Webster's New World College Dictionary*; hyphenate words that are not listed there. Examples: *off-color, off-white, offhand, offset, send-off, cutoff, liftoff*. Also: ongoing, online.

on campus, off campus

Hyphenate when modifying a noun: *on-campus housing*. Do not hyphenate when used as an adverb: *She lives off campus*.

OneSU

One word: *OneSU is the name of the university's annual day of giving*.

Pacific Islander
Used to describe the Indigenous people of the Pacific Islands, including but not limited to Hawaii, Guam and Samoa. Should be used for people who are ethnically Pacific Islander, not for those who happen to live in Pacific Islands. Be specific about which communities you are referring to whenever possible. Do not use *Asian Pacific Islander* unless referring to Pacific Islanders of Asian descent. Do not describe *Pacific Islanders* as *Asian Americans, Asians* or *of Asian descent*.

page numbers**

Use figures following the abbreviation for page: *p. 2*. For research entries, follow appropriate style.

parent

When a proper name is followed by the designation indicating the person is the parent of a Susquehanna student, the initial *P* can stand for more than one year: *Betsy Fazzo P'06, '07, '11*.

When referring to more than one parent or a collective of parents, it is preferred to use *families*.

percent

In text, use the % sign when paired with a numeral: *50% of the class.* If beginning a sentence, write it out: *Fifty percent of the class was early*. Use decimals, not fractions, in percentages: *Her mortgage rate is 4.5%.* For a range, *12% to 15%, 12%-15% and between 12% and 15%* are all acceptable.

> **singular verb:** when standing alone or when a singular word follows an *of* construction: *He said 50% of the membership was there.*

> **plural verb:** when a plural word follows an *of* construction: *He said 50% of the members were there*.

phone numbers

Use a hyphen. Do not use parentheses. *570-372-4111*.

postgraduate

One word, no hyphen

pre-, post-

Follow *Webster's New World College Dictionary*; hyphenate words that are not listed there or noted in this style guide.

Examples: *postdoctoral, postgraduate, post-mortem, precondition, predispose*.

> **pre-med, pre-law, pre-professional**:** Hyphenate pre-professional programs.

> **prerequisite:** One word. Capitalize first word after "prerequisite": e.g., *Prerequisite: Junior or senior standing and department permission.*

president

Capitalize *president* only as a formal title before one or more names: *President Jonathan Green, President George Washington*. Lowercase in all other uses: *The president said Monday he will look into the matter. She recently was elected president of the Student Government Association. Lincoln was president during the Civil War.*

professional credentials

Use only if relevant to the context of the name. For example, *Brittany Smith, CPA* is appropriate if associated with a financial report, but not appropriate for a general reference to Brittany Smith.

pronouns

Do not assume a person's pronouns based on their first name. In instances where someone uses *they/them/their* pronouns, use *they/them/their* as a gender-neutral singular personal pronoun. *They/them/their* take plural verbs even when used as a singular pronoun.

Do not use neopronouns such as *xe* or *zim*; they are rarely used and unrecognizable to general audiences.

queer

Use sparingly — and with sensitivity — as an umbrella term covering people who are not *heterosexual* or *cisgender*.

RSVP

The abbreviation for the French *repondez s'il vous plait*, it means *please reply*. Use *RSVP*.

An exception** is for invitations from the president's or first lady's office: use *R.s.v.p.* instead.

race

Avoid broad generalizations and labels; race and ethnicity are one part of a person's identity and are not interchangeable. See *AP Stylebook* for additional race-related uses and examples.

residence hall

Not dormitory

résumé

Use accent marks over each *e*.

River Hawks

Use two words for the official athletics nickname. The former moniker, Crusader, can be used to refer to student-athletes who participated in that era.

room numbers

Use figures and capitalize *room* when used with a figure: *Seibert Hall, Room 108; Benjamin Apple Meeting Rooms 1–3*. When a letter is attached to the figure, capitalize it, but do not use a hyphen: *Room A103M*.

schools

Capitalize in formal titles: *Sigmund Weis School of Business*; *School of the Arts; School of Humanities;* and *School of Natural & Social Sciences.* Do not use abbreviations; for the Sigmund Weis School of Business, use *business school* on subsequent references.

seasons

Lowercase unless a formal title: *the fall 2025 semester*, but *Spring Weekend.*

self-

Always hyphenate: *self-assured, self-defense, self-esteem*.

semi-

In general, do not use a hyphen after this prefix unless the word that follows it begins with i: *semifinal, semiofficial, semi-invalid*.

sex

Refers to biological and physiological characteristics. A person's sex is usually assigned at birth by parents or attendants, sometimes inaccurately.

sexual identity

Use to refer to people's awareness of themselves in a sexual sense; incorporates a person's *sex*, *gender identity*, *gender expression* and *sexual orientation*. *SOGI* is increasingly popular in referring to the concept of sexual orientation and gender identity; avoid using the acronym unless necessary, and if so, explain the term.

sexual orientation

Do not refer to as *sexual preference*. Examples include *asexual* (people who don't experience sexual attraction), *bisexual* (people attracted to men and women), *gay* (men attracted to men), *lesbian* (women attracted to women), *pansexual* (attraction regardless of gender), and *straight* or *heterosexual* (women attracted to men, and vice versa).

single sign-on

Use *single sign-on* when used as a noun: *The login screen is tied to Susquehanna's single sign-on*. Use *single-sign-on* when used as an adjective: *Use your single-sign-on credentials to log in*.

states

Spell out the names of the 50 states in body copy when used alone, or with a city name and set off with commas (see also **cities, hometowns** entry).

Note about use of United States: Use "U.S." only as an adjective; otherwise, spell it out. *She studied U.S. culture of the 1950s. She studied the culture of the United States from the 1950s.*

State abbreviations, listed below, may be used with city names in lists and other uses where spelling out the state name would be repetitious. Use state abbreviations in Currents magazine class notes and deaths sections for space-saving reasons.

Ala.	Hawaii	Mass.	N.M.	S.D.
Alaska	Idaho	Mich.	N.Y.	Tenn.
Ariz.	Ill.	Minn.	N.C.	Texas
Ark.	Ind.	Miss.	N.D.	Utah
Calif.	Iowa	Mo.	Ohio	Vt.
Colo.	Kan.	Mont.	Okla.	Va.
Conn.	Ky.	Neb.	Ore.	Wash.
Del.	La.	Nev.	Pa.	W.Va.
Fla.	Maine	N.H.	R.I.	Wis.
Ga.	Md.	N.J.	S.C.	Wyo.

The following are the U.S. Postal Service abbreviations for all 50 states; use them only with full addresses, including ZIP codes:

Alabama: AL	Kansas: KS	New Mexico: NM
Alaska: AK	Kentucky: KY	New York: NY
Arizona: AZ	Louisiana: LA	North Carolina: NC
Arkansas: AR	Maine: ME	North Dakota: ND
California: CA	Maryland: MD	Ohio: OH
Colorado: CO	Massachusetts: MA	Oklahoma: OK
Connecticut: CT	Michigan: MI	Oregon: OR
Delaware: DE	Minnesota: MN	Pennsylvania: PA
Florida: FL	Mississippi: MS	Rhode Island: RI
Georgia: GA	Missouri: MO	South Carolina: SC
Hawaii: HI	Montana: MT	South Dakota: SD
Idaho: ID	Nebraska: NE	Tennessee: TN
Illinois: IL	Nevada: NV	Texas: TX
Indiana: IN	New Hampshire: NH	Utah: UT
Iowa: IA	New Jersey: NJ	Vermont: VT

| Virginia: VA | West Virginia: WV | Wyoming: WY |
| Washington: WA | Wisconsin: WI | |

Example:

Susquehanna University
514 University Ave.
Selinsgrove, PA 17870

student-athlete

Hyphenate, even when not used as a compound modifier before a noun.

student employee

Two words; do not use *student worker*.

study abroad, study away

Do not hyphenate when *away* or *abroad* is used as an adverb: *He will study away next semester. In which country did you study abroad?* Hyphenate when used as an adjective: *a study-abroad experience*.

SUF

Use *the Susquehanna University Fund* on first reference, subsequently <u>SUF</u> (no periods).

Susquehanna University

Always use *Susquehanna University* for first reference in publications designed for outside audiences. Use *Susquehanna* or *the university* on subsequent references. On subsequent references, use *the university* in lowercase. The shortened form *SU* is not recommended, although it may be appropriate for graphic uses or sparingly in external communications, and do not use periods.

Susquehanna University standard description

Use this description (50 words):
Susquehanna University is the future-ready institution for today, invested in cultivating intellectual grounding, active learning and global citizenship for all students. This transformative education — together with our intimate, nurturing campus community — empowers each graduate to realize their unique potential and lead a successful and meaningful life.

task force

Two words

theater, theatre

Use *theater* when referring to the discipline outside of Susquehanna or performance venue: *the Degenstein Center Theater*; use *theatre*** when referring to theatre programs or the Department of Theatre at Susquehanna.

time

Use figures except for *noon* and *midnight,* which are preferred over 12 p.m. and 12 a.m. Lowercase and periods, i.e., a.m./p.m., as in *9 a.m.*; do not use *:00* to indicate a time on the hour: *9 a.m.,* not *9:00 a.m.*

For spans of time, the en dash is appropriate in tables or headings, where space may be a concern, but in regular text, use "to." It's the logical counterpart of "from."

titles of people

> **after a name:** Lowercase when the title follows the name and is set off by commas, e.g., *Jonathan Green, president of Susquehanna University, attended.*

> **before a name:** Capitalize when a formal title precedes the name, e.g., *President Jonathan Green attended.*

> **in a listing:** Capitalize the person's formal title in a directory or a program.

> **courtesy titles:**

> - Only use the title *Dr.* when referring to a medical doctor, e.g., *Dr. Jonas Salk*. Do not use *Dr.* in subsequent references or with *M.D.* in the same reference (e.g., *Dr. Joseph Black, M.D.*)
> - Omit the courtesy title *Dr.* for individuals who exclusively hold honorary degrees, Ph.D.s or other advanced degrees.
> - To indicate a faculty member has a doctorate, do so after the name: *John Jones, who has a doctorate in philosophy* (in narrative), or *Amy Smith, Ph.D.* (such as in a list or tabular format).
> - Omit *Mr., Mrs., Miss, Ms.,* etc., regardless of gender, except in letters, scripts, invitations and couple listings as part of donor lists.
>   - Use *Mrs.* only in a couple listing or if a woman is identified only by her husband's name.
>   - Use Ms. if preferred by her. Example: President Jonathan Green and his wife, Ms. Lynn Buck.
> - Use *the Rev.* (Note *Rev.* is always preceded by *the*: *The program included a message from the Rev. A.W. Smith)* except in lists*: Rev. A.W. Smith.*

> **without a name:** Titles remain lowercase when a name is not used, including president, dean, chair, trustee, chaplain, rabbi, etc.

> See **names of people** listing.

titles/headlines of articles published by Susquehanna

NEW: Capitalize only the first word and proper nouns in headlines. Exception: The first word after a colon is always uppercase in headlines.

Always capitalize the first letter of a headline, even if it starts with a proper name such as *iPhone* or *eBay*, though recasting may be the better choice.

Avoid abbreviations; use only universally recognized abbreviations like *US*, *UK*, *UN* and *EU* (no periods) and *FBI*, *CIA* and *IRS*.

Use numerals; do not spell out numbers except in casual uses or formal names: *hundreds* instead of *100s*; *Big Ten*; *one of the first*. Use numerals for ordinals: *2nd, 9th*, etc.

Millions and billions can be abbreviated in headlines. For example, *$45 million* would be *$45M*, and *$5 billion* would be *$5B*.

Use single quote marks, never double quote marks, in headlines.

titles of works

Use italics for a larger, entire work title in first reference. For a short work that is part of a larger work, use quotation marks. *Adele performed the song "Skyfall" for the James Bond movie* Skyfall*.* Although the words are the same, "Skyfall" the song uses quotation marks because it is part of the larger work — the movie *Skyfall*.

Italicize****** and capitalize these titles:

academic papers, essays, reports
albums, operas, plays, songs
art exhibitions, works of art
blogs/vlogs, movies, podcasts, radio/TV/streaming programs
books/chapbooks, poems
lectures, panel discussions, presentations, speeches

Place in quotation marks and capitalize these titles:

articles, chapters, op-eds and when other works appear with its larger work (e.g., a song named with its album, a sculpture named within an exhibition)

Capitalize but neither italicize nor place in quotation marks these titles:

journals, magazines, newsletters, newspapers
handbooks, holy books, reference materials
apps, computer games, sculptures, software, videos

university

Lowercase when referring to Susquehanna: *The university is located in Selinsgrove.* Uppercase when used in conjunction with *Susquehanna*: *Susquehanna University*.

An exception****** is to uppercase *University* when in the body of a message signed by President Green.

university theme

Capitalize theme name but do not place it in quotation marks or italicized type. *The university theme for 2019–20 is The Power of Stories.* The common reading for first-year students is based on the university theme.

web terms

- *email*
- *e-newsletter*
- *homepage*
- *internet*
- *log in, log out* (verb)
- *login* (noun)
- *meme*
- *online*
- URL: Eliminate *www.* in communications with external audiences. Use it for internal communications, as our network requires *www.* for campus access to university webpages.
- *the web*
- *webpage*
- *website*
- *Wi-Fi*

weights

Use figures: *The baby weighed 9 pounds, 7 ounces. She had a 9-pound, 7-ounce boy.*

worldview

One word

work-study**

Hyphenate and lowercase unless referencing the program name: *She completed work-study with one of the university's corporate partners. Work-study jobs are plentiful on campus. The Federal Work-Study Program provides part-time employment to students who have financial need.*

years

When used in full dates, separate the date and year with a comma and add a comma after the year: *Feb. 14, 1990, was her birthday.* If referring to an academic year, write *2025–26*, but if the years span millennia, write 1999–2000; in both cases, use an en dash, not a hyphen, between the years. See also **dates** and **hyphens, dashes** entries.

ZIP code

Use all-caps ZIP for Zone Improvement Plan, but always lowercase the word *code*. Do not put a comma between the state name and the ZIP code: *New York, NY 10020*. See also **states**.