

Public Affairs Office Style Manual

**A Work in Progress
January 2008**

EARLHAM
C O L L E G E

Richmond, Indiana

Introduction

This style manual was created to assist Public Affairs staff members as they write for Earlham College. Entries are based on standard grammatical and journalistic usage, relying heavily on Associated Press style. Our goal is to provide a resource about writing to our staff — and perhaps to the campus community — that incorporates a common style between journalistic and descriptive prose writing. Standard typesetting conventions and attractive graphic design also influence our approach to writing for Earlham.

To compose this manual we consulted several resources and enjoyed many discussions, during which several of us bemoaned the passing of strict adherence to various points of usage and grammar. A list of sources we consulted can be found on the back cover.

For consistency in College publications, the Earlham Style Manual also designates our professional preferences for capitalization, punctuation, spelling and word choice. When our preferences depart from standard approaches, we have designated “Especially at Earlham” points throughout the manual.

We consider this guide up to date while recognizing that, like the language it attempts to capture, its contents will continue to evolve. This is particularly evident in the invasion of technological vocabulary into the language. We have tried to present some pointers in our section “Writing for the Web.”

If questions arise or you would like to suggest an addition to the manual, please call the Public Affairs Office at 1323.

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Associate Vice President for Public Affairs

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Abbreviations

According to the Associated Press Stylebook

A few universally recognized abbreviations are required in some circumstances. Some others are acceptable depending on the context. But in general, avoid alphabet soup. Do not use abbreviations or acronyms that the reader would not quickly recognize.

General Principles:

BEFORE A NAME: Abbreviate the following titles when used before a full name outside direct quotations.

Examples: Dr., Gov., Lt. Gov., Mr., Mrs., Rep., the Rev., Sen.

With a surname alone, spell out the title.

Example: General Washington

AFTER A NAME: Abbreviate “junior” or “senior” after an individual’s name. Abbreviate “company,” “corporation,” “incorporated” and “limited” when used after the name of a corporate entity.

Correct: The Lilly Foundation Inc. manages a large amount of philanthropic money.

Especially at Earlham: Within Earlham publications, follow the company’s lead on how to incorporate a company’s name. If the company uses an abbreviation, we do, too.

WITH DATES OR NUMERALS: Use the abbreviations “a.m.,” “p.m.” and “No.” and abbreviate certain months when used with the day of the month.

Examples: at 9:30 a.m.; in room No. 6; on Sept. 16.

IN NUMBERED ADDRESSES: Abbreviate “avenue,” “boulevard” and “street” in numbered addresses:

Correct: He lives on Pennsylvania Avenue.
He lives at 1600 Pennsylvania Ave.

CAPS, PERIODS: Use capital letters and periods according to the listings in the AP Stylebook. For words not in the book, use the first-listed New World Dictionary. Omit periods unless the result would spell an unrelated word.

Especially at Earlham: While the AP Stylebook finds it awkward to follow an organization’s full name with an acronym in parentheses for common acronyms in journalistic writing, this is standard practice for Earlham acronyms in Earlham publications. Indicating the abbreviation to be used in subsequent references helps the reader especially when the second reference to the name is separated from the initial mention.
The African American Advisory Board (AAAB) will meet in Columbus, Ohio. Development Officer Kevin Klose is working with AAAB to set up a special fund-raising initiative.

Specific Abbreviation Examples from the AP Stylebook

AAA
AARP
ABC, CBS, NBC, CNN, NPR
AD
AFL-CIO
AIDS
aka (no spacing is an exception to Websters)
AM, FM
a.m., p.m.
AT&T Corp.

B.C.

CD-ROM
C.E.
CIA

DDT
DOS
DVD

e-mail
emcee
ERA
EPA (second reference)

FBI (acceptable in all references)
FAQ

GDP (second reference)
GI, GIs (*soldier* is preferred unless the story contains the term such as the GI Bill of Rights)
GOP (second reference)

hi-fi
HIV-AIDS

IBM
ICBM
Inc.
IOU
IQ

jpg
Jr.

KGB

LSD

M.D.
mph

NASA (best used in second references)

NAACP (best used in second references)

NATO (acceptable in all references)

No. (capitalize when used in conjunction with a figure or to indicate rank – e.g. No. 3 choice. No. 10 Downing St. is the only street address that may use No. Do not use No. when unnecessary — e.g. LBC 213, Drawer 205 [not LBC No. 212, Drawer No. 205]. Never use the symbol # for No.)

PDF (portable document format)

URL (uniform resource locator, an Internet address)

When in Doubt, Look It Up

It is important to note that authorities do not always agree about abbreviations. We tend to rely on the Associated Press style while New York Times style favors a greater use of periods within abbreviations:

Examples: A.T.M. (for automated teller machine), G.N.P., E.P.A., F.B.I. Some seem curious: H.I.V.-AIDS. The Times would use NATO, but N.A.A.C.P.

Figure this: The New York Times style uses NASA, as does Associated Press, but N.L.R.B. (National Labor Relations Board), and NOAA (for the National Oceanic and Atmospheric Administration). Perhaps it's because "noaa" makes an acronymic sound. Similarly, on the important North American Free Trade Agreement, the Times abbreviates it in second reference as Nafta. The AP Stylebook is silent on the matter.

Acronyms at Earlham

Academic

| | |
|--------|---|
| AAAS | African and African American Studies |
| AAT | August Academic Term |
| AP | Advanced Placement |
| CR | Credit |
| GPA | Grade Point Average |
| GPE | Graduate Programs in Education |
| HDSR | Human Development and Social Relations |
| I | Incomplete |
| IB | International Baccalaureate |
| IPO | International Programs Office |
| M.A.T. | Master of Arts in Teaching |
| M.Ed. | Master of Education |
| MIR | Multiculturalism and Interculturalism |
| NG | No Grade |
| NSO | New Student Orientation |
| PAGS | Peace and Global Studies |
| SLP | Service Learning Program |
| SMS | Sports and Movement Studies |
| SOAN | Sociology/Anthropology |
| TESOL | Teaching English to Speakers of Other Languages |

General Education Requirements

| | |
|--------|---|
| A | The Arts |
| A-AR | Analytical Reasoning — Abstract Reasoning Component |
| A-QR | Analytical Reasoning — Quantitative Reasoning Component |
| CP | Comparative Practices Course |
| D-D | Perspectives in Diversity — Domestic Component |
| D-I | Perspectives in Diversity — International Component |
| D-L | Perspectives in Diversity — Language Component |
| ES | Earlham Seminar |
| Gen Ed | General Education |
| IP | Interpretive Practices Course |
| LLC | Living and Learning in Community Seminar |
| SI | Scientific Inquiry |
| W | Wellness |

Buildings and Other Entities

| | |
|------------|--|
| AWC | Athletics and Wellness Center |
| Brick City | Campus Village Housing |
| CCC | Cunningham Cultural Center |
| CO-OP | Clear Creek Food Co-Operative |
| EH | Earlham Residence Hall |
| ITAM | Instructional Technology and Media |
| JCC | Jewish Cultural Center (Beit Kehillah) |
| LBC | Landrum Bolling Center |
| OA | Olvey-Andis Residence Hall |
| SLCDC | Service Learning and Career Development Center |

Committees / Governance

| | |
|------|---|
| AD | Area Director |
| CAP | Committee on Academic Programs |
| CCL | Committee on Campus Life |
| CJC | College Judiciary Council |
| CPC | Curricular Policy Committee |
| FAC | Faculty Affairs Committee |
| FISC | Faculty Interview and Search Committee |
| FNC | Faculty Nominating Committee |
| IRC | Investor Responsibility Committee |
| P&P | Principles and Practices |
| PDF | Professional Development Fund Committee |
| RA | Resident Assistant |
| RJC | Residence Judicial Council |
| SFAC | Student Faculty Affairs Committee |

Miscellaneous Terms

| | |
|-------|--|
| ACM | Associated Colleges of the Midwest |
| AFSC | American Friends Service Committee |
| CASE | Council for Advancement and Support of Education |
| CIC | Council of Independent Colleges |
| FCNL | Friends Committee on National Legislation |
| GLCA | Great Lakes Colleges Association |
| ICI | Independent Colleges of Indiana |
| MITC | Midwest Information Technology Center |
| NCAC | North Coast Athletic Conference |
| PALNI | Private Academic Library Network Initiative |
| PC | Politically Correct |
| SAGA | Former food service provider |

Student Organizations

| | |
|------|--|
| AAR | Action Against Rape |
| ACE | AIDS Coalition Earlham College |
| AG | Agricultural Program at Miller Farm |
| ASU | Asian Student Union |
| BLAC | Black Leadership Action Coalition |
| BMU | Black Men United |
| BSU | Black Student Union |
| EPU | Earlham Progressive Union |
| CJME | Committee for Justice in the Middle East |
| CORE | Council on Religion at Earlham College |
| ESG | Earlham Student Government |
| ECF | Earlham Christian Fellowship |
| EEAC | Earlham Environmental Action Coalition |
| EFS | Earlham Film Series |
| EVE | Earlham Volunteer Exchange |
| EYF | Earlham Young Friends |
| FCA | Fellowship of Christian Athletes |
| H&H | Hunger and Homelessness |
| JSU | Jewish Students' Union |
| PASE | Pan African Society at Earlham |
| SAB | Student Activities Board |
| SDAC | Student Direct Action Coalition |
| SEC | Student Executive Council |
| SEL | Sociedad de Estudiantes Latinos |
| SFC | Students for Choice |
| SNC | Student Nominating Committee |
| SOC | Student Organizational Council |
| TOFS | The Other Film Series |
| UU | Unitarian Universalists |
| WECL | Earlham's Radio Station |

Abbreviations of State Names

| State | Writing | Postal |
|----------------------|---------------|--------|
| Alabama | Ala. | AL |
| Alaska | <i>Alaska</i> | AK |
| Arizona | Ariz. | AZ |
| Arkansas | Ark. | AR |
| California | Calif. | CA |
| Colorado | Colo. | CO |
| Connecticut | Conn. | CT |
| Delaware | Del. | DE |
| District of Columbia | D.C. | DC |
| Florida | Fla. | FL |
| Georgia | Ga. | GA |
| Hawaii | <i>Hawaii</i> | HI |
| Idaho | <i>Idaho</i> | ID |
| Illinois | Ill. | IL |
| Indiana | Ind. | IN |
| Iowa | <i>Iowa</i> | IA |
| Kansas | Kans. | KS |
| Kentucky | Ky. | KY |
| Louisiana | La. | LA |
| Maine | <i>Maine</i> | ME |
| Maryland | Md. | MD |
| Massachusetts | Mass. | MA |
| Michigan | Mich. | MI |
| Minnesota | Minn. | MN |
| Mississippi | Miss. | MS |
| Missouri | Mo. | MO |
| Montana | Mont. | MT |
| Nebraska | Nebr. | NE |
| Nevada | Nev. | NV |
| New Hampshire | N.H. | NH |
| New Jersey | N.J. | NJ |
| New Mexico | N.M. | NM |
| New York | N.Y. | NY |
| North Carolina | N.C. | NC |
| North Dakota | N.D. | ND |
| Ohio | <i>Ohio</i> | OH |
| Oklahoma | Okla. | OK |
| Oregon | Ore. | OR |
| Pennsylvania | Pa. | PA |
| Rhode Island | R.I. | RI |
| South Carolina | S.C. | SC |
| South Dakota | S.D. | SD |
| Tennessee | Tenn. | TN |
| Texas | <i>Texas</i> | TX |
| Utah | <i>Utah</i> | UT |
| Vermont | Vt. | VT |
| Virginia | Va. | VA |
| Washington | Wash. | WA |
| West Virginia | W. Va. | WV |
| Wisconsin | Wis. | WI |
| Wyoming | Wyo. | WY |

1. In text, spell out completely when alone.

Correct: Jim Jones was born in Indiana.

2. In AP Style: In text, use the longer abbreviations.

Correct: He is buried in Richmond, Ind.

3. In Earlham correspondence (on envelopes, etc.), use two-letter postal abbreviations (without comma):

Correct:

Jeff Rickey, Dean
Admissions Office
Earlham College
801 National Road West
Richmond IN 47374-4095

Especially at Earlham: According to the U.S. Post Office, drawer numbers are not needed on Earlham correspondence. Items with drawer numbers sometimes are sorted into city of Richmond PO boxes. However, our on-campus Post Office needs to know what office incoming mail is going to and what office outgoing mail should be charged to. This can be accomplished by including the office name. When Public Affairs works with an office to print envelopes, we guide you through return address content. We prefer office names instead of drawer numbers.

4. These eight states are never abbreviated in writing:

Alaska
Hawaii
Idaho
Iowa
Maine
Ohio
Texas
Utah

5. News releases going out of state should include "Ind." after all Indiana cities except Indianapolis:

Example: Jim Jones worked in Indianapolis.
Oprah Winfrey built a house in Michigan City, Ind.

Academic Degrees and Programs

Academic Degrees

1. **Earlham College grants the Bachelor of Arts, the Master of Arts in Teaching and Master of Education degrees.**

Especially at Earlham: Until about 1960 Earlham gave the A.B. degree instead of the B.A. degree. A.B. is Latin for “Artis Bacheloris.” Earlham’s earliest degrees were granted in Latin.

2. **Earlham School of Religion grants Master of Arts in Religion, Master of Ministry and Master of Divinity degrees.**

3. **Abbreviations of Earlham degrees always use periods.**

B.A.
M.A.T.
M.Ed.
M.A.
M.Min.
M.Div.

4. **Use commas before and after degree names in text.**

Correct: Bill Harvey, Ph.D., served as Earlham’s chief health services advisor for several years.

Incorrect: Mark Stocksdale Ph.D. assisted with grant funding for Earlham’s Nuclear Magnetic Resonator.

5. **Never use both a courtesy title preceding a name and an abbreviation for a degree following a name.**

Correct: David Jetmore, M.D., supports the arts in Richmond.

Incorrect: Dr. David Jetmore, M.D., supports the arts in Richmond.

Journalistic: When writing journalistically, however, the preferred form is to say that the person *holds a doctorate in* and name the individual’s area of specialty.

Example: Len Clark is an avid fisherman who holds a doctorate in philosophy.

Especially at Earlham: In Quaker tradition courtesy titles are avoided and professors are often addressed by their first names.

6. **In official listings for the College, the Provost is always listed immediately following the President, regardless of alphabetical order.**

7. **When referring to a single generic type of degree, use lower case and don’t forget the apostrophe. When referring to the actual name of a particular degree, capitalize the degree name.**

Correct: She earned her bachelor’s degree by age 20.
He received his master’s degree in religion last April.
Bob’s Master of Religion degree was awarded in a private ceremony.

Incorrect: She earned her Bachelor Degree by age 20.

8. **Form the plural of the name of the degree by adding an “s” to degree; the possessive word denoting the type of degree does not change.**

Correct: The two candidates for honorary degrees had both completed master’s and doctorate degrees at Columbia University.

9. **In academic writing degrees earned by the faculty are usually listed by abbreviation.**

| | |
|----------|-----------------------------------|
| A.A. | Associate of Arts |
| A.A.S. | Associate of Applied Science |
| B.A. | Bachelor of Arts |
| B.D. | Bachelor of Divinity |
| B.M. | Bachelor of Music |
| B.S. | Bachelor of Science |
| M.A.L.S. | Master of Arts in Library Science |
| M.B.A. | Master of Business Administration |
| M.Div. | Master of Divinity |
| M.Ed. | Master of Education |
| M.F.A. | Master of Fine Arts |
| M.L.S. | Master of Library Science |
| M.M. | Master of Music |
| M.M.A. | Master of Musical Arts |
| M.Phil. | Master of Philosophy |
| M.P.A. | Master of Public Administration |
| M.P.H. | Master of Public Health |
| M.Rel. | Master of Religion |
| M.S. | Master of Science |
| M.T.S. | Master of Theological Studies |
| M.S.W. | Master of Social Work |
| D.M.A. | Doctor of Musical Arts |
| D.O. | Doctor of Osteopathy |
| Ed.D. | Doctor of Education |
| J.D. | Juris Doctor |
| Ph.D. | Doctor of Philosophy |

Especially at Earlham: References to faculty members' academic degrees are evidence of academic quality, a message of great importance in improving perceptions of Earlham. When writing for outside audiences, references to academic degrees are encouraged.

Honorary Degrees Bestowed

| | |
|--------|--------------------------|
| D.D. | Doctor of Divinity |
| | Doctor of Fine Arts |
| D.Hum. | Doctor of Humanities |
| LHD | Doctor of Humane Letters |
| LL.D | Doctor of Laws |
| | Doctor of Letters |
| Litt.D | Doctor of Literature |
| M.A. | Master of Arts |
| | Doctor of Music |
| M.S. | Master of Science |
| Sc.D | Doctor of Science |

Fields of Study

Earlham's academic fields of study are organized into divisions, departments and interdisciplinary programs. Each division, department and program has a convener. Department or interdisciplinary program names are typically the same as the names of academic majors or minors. Interdisciplinary programs include faculty from two or more departments and function separately from divisions.

In the following list, Earlham's Division names are shown in maroon. Indented below each division are the departments, programs or fields of study that it includes. Finally, interdisciplinary programs are displayed.

Fine Arts

- Art
- Art History
- Music
- Theatre Arts

Humanities

- English
- Journalism
- Languages and Literatures
 - Classical Studies
 - Comparative Languages and Linguistics
 - French and Francophone Studies
 - German and German Studies
 - Japanese Language and Linguistics
 - Spanish and Hispanic Studies
 - Teaching English to Speakers of Other Languages (TESOL)
- Philosophy
- Religion

Natural Sciences

- Biochemistry
- Biology
- Chemistry
- Computer Science
- Environmental Programs
- Geosciences
- Mathematics
- Physics and Astronomy
- Psychobiology

Social Sciences

- Business and Nonprofit Management
- Economics
- Education
- History
- Outdoor Education
- Politics
- Psychology
- Sociology/Anthropology (SOAN)

Interdisciplinary Programs

- African and African American Studies (AAAS)
- Business and Nonprofit Management
- Film Studies
- Human Development and Social Relations (HDSR)
- International Studies
- Japanese Studies
- Jewish Studies
- Journalism
- Latin American Studies
- Legal Studies
- Medieval Studies
- Museum Studies
- Peace and Global Studies (PAGS)
- Quaker Studies
- Women's Studies

Capitalization

In General

Official names and proper nouns are capitalized. Common nouns and various shortened forms of official names are not capitalized. Use the full, official name the first time it appears in a document or section of a document.

Capitalize:

- **Abbreviations when the words they represent are capitalized.**
Examples: United States of America = USA;
United States = U.S.; Saturday = Sat.
- **The first word of a quote when the quotation is a complete sentence.**
Correct: She said, "That was fun."
Incorrect: "who are you?" he asked.
- **The names of the days of the week, months, holidays, historic events and religious festivals.**
Examples: Monday, April, Christmas, Halloween

Titles

1. **Academic titles when following a name are not capitalized.**
Correct: Don Tincher, director of sports information, joined the Earlham faculty in 2004.
Incorrect: Don Tincher, Director of Sports Information, joined the Earlham faculty in 2004.
2. **Capitalize titles preceding a person's name.**
Correct: Content Editor David Knight has great knowledge of both Earlham's programs and of effective Web appearance.
Incorrect: The office of content editor David Knight is on the second floor of the library.
3. **Capitalize formal titles only when they directly precede a person's name.**
Correct: President Doug Bennett involves himself in the local community.
Correct: Earlham's basketball coach is Dr. Jeff Justus.
Incorrect: The President said today that he will run.
Especially at Earlham: In legal writing or documentation about the College (e.g., governance documents, job descriptions), titles of positions are often capitalized:
The President delegates authority for accounting procedures to the Vice President for Finance and Business Operations.
4. **STUDENTS: Do not capitalize "first-year," "second-year," "sophomore," "junior" or "senior" student, unless these words appear at the beginning of a sentence or in a headline. See Sports Writing.**
Especially at Earlham: "Upper-division" and "first-year" are preferred adjectives for Earlham course levels or students instead of "upper-class" and "freshman."
5. **Always capitalize the word "college" when it refers to Earlham College specifically. (This does not apply to journalistic writing.)**
Correct: Most students spend their first year at Earlham exploring the College's many extra-curricular activities.
Journalistic: Earlham's first-year students arrive at the college before the upper-class students.
Incorrect: Earlham students enjoy the activities at the college.

Academic Programs or Fields of Study

1. **The names of most academic disciplines are not capitalized in most prose (biology, history, sociology). Only program names of ethnic significance or languages are capitalized.**

Example: Earlham has many students that study environmental programs.

Journalistic: Most media would not capitalize the names of programs or fields of study.

Especially at Earlham: Capitalize programs for emphasis when writing for most College publications.

Example: Environmental Programs at Earlham

2. **Department Names: Capitalize official department names and office names in running text. References using shortened or unofficial names should be lowercased.**
3. **Capitalize the first word in a bulleted list, the word following a colon if it begins a complete sentence or words in an outline:**

Example: Seven members were expelled: Among them was the student body president.

Especially at Earlham: Within a single publication, try to be consistent with the capitalization of bulleted lists.

4. **Capitalize the word “program” when it follows a discipline or area name. Use lowercase when “program” precedes a discipline or area name and is not being used as a title.**

Correct: Earlham’s Athletics and Wellness Program has been greatly improved.

Incorrect: The Program at Earlham’s convocation is focused on black history.
Earlham’s Program in Master of Arts in Teaching was accredited quite quickly.

Seasons and Semesters

Do not capitalize “seasons,” “semesters,” and “terms” unless they are part of a formal name.

Examples: spring semester, Fall Semester 2004, fall 2003

Geographical and Related Terms

1. **Geographical terms commonly accepted as proper names are capitalized.**

Other descriptive or identifying geographical terms that either do not apply to only one geographical entity or are not regarded as proper names for these entities are not capitalized. Cultural or climatic terms derived from geographical proper names are generally lowercased.

Examples: the Flatirons, the Front Range, the South, southern, southwestern (direction), the Southwest (U.S.), the West, western Europe, the West Coast, the Middle East, the Midwest (U.S.), west, western, westerner

2. **Popular geographical nouns are always capitalized.**

Examples: the Badlands, Grand Canyon, Chicago’s South Side, etc.

Ethnic Groups, Nationalities, Religions

1. Capitalize the names of religions, denominations, nationalities and ethnic groups.

Examples: African American, Asian, Greek, French, Chinese, Hispanic, Islam, Native American, Methodist

Correct: The Australian golfer won the first major tournament he entered.

Correct: Although Alexandra had lived in Oregon for many years, there were still traces of a French accent in her speech.

- **“Black” and “hispanic” are capitalized when used as a race designation in a list, but not when used in a sentence.**

Examples: Hispanic, Black, Caucasian

My black friend shares my love of quilting while my white friend is interested in decorating.

Journalistic: According to AP, the preferred term is “black.” African-American (note the use of the hyphen) should be used only in quotations or in the names of organizations.

Especially at Earlham: Earlham’s organizations, academic programs, and, thus, its publications tend to use “African American” (note the absence of the hyphen) rather than “black.”

Derivatives

- **Derivatives that depend on the proper noun for their meaning are capitalized:**

Examples: Christianity, English, American, French

- **Some terms have drifted too far from their original meanings to require caps.**

Examples: french fries, french toast, scotch and soda, venetian blinds

Editor's Marks

uc or u Capitalize; use upper case

C Close up; remove space between these words or letters

bold or *bf* Use bold face

cs Comma splice (inadequately joining two independent clauses with a comma)

l Delete

dng Dangling modifier

frag Sentence fragment

ital. Use italics

K Awkward expression; recast

Log. Error in logic (usually accompanied by explanation or question)

→ or *]* Indent; move right

← or *[* Move left

^ Insert element indicated

Insert space

lc Lower case

mm Misplaced modifier

// Error in parallel structure

Red. Redundant

Begin new paragraph

Ref. Problem in pronoun reference

Rep. Repetitious

| Separate these words or letters

S-V Agr. Subject-verb agreement

Sp. Spelling error

~ Transpose

W Wordy construction; recast

ww Wrong word

stet. Leave as is; ignore the correction indicated

Musical Styles

Titles and Tracks Capitalization

- 1. Capitalize — no underline or quotation marks — descriptive titles for orchestral works.**
Correct: Bach's Suite No. 1 for Orchestra
- 2. Within the names of works containing key signatures, “__ minor” or “__ major” should be lowercased with the key letter capitalized. Hyphenation depends upon use as indicated below:**
Examples: Bach's concerto in D minor will be performed. (noun)
Symphony in B flat (noun)
The C-major fugue of the Third Sonata... (adj.)
B-flat minor Horn Concerto (adj.)
- 3. Capitalize the instrumentation when it is integrated into the commonly used title.**
Correct: Bach's Orchestral Suite No. 1 (BWV 1066)
Schubert's Piano Trio in E flat (D 929)
- 4. If the instrumentation is appended and only adds identification to the commonly used title, use lowercase.**
Correct: Mozart's Sinfonia Concertante in E flat for violin and viola (K. 634)
Note: In subsequent references without the full title, use lowercase for “concerto,” “trio,” “quartet,” “symphony,” “suite,” etc.

Italics

- 1. Italicize opera, poetic and CD titles.**
Correct: *Aida* is an opera by Verdi.
Le Sacre du Printemps (1913)
Red Light, Blue Light is a Harry Connick, Jr. CD.
- 2. Italicize tempo/form markings (Presto, Rondo, Finale, Allegro non troppo, etc.) in prose writing, but not for listing pieces in a concert program.**
- 3. Names of orchestral works are italicized in bibliographic listings, but not in program copy or prose writing.**

Quotation Marks

- 1. Italics should be used rather than quotation marks around song titles and CD tracks (unless for program use). Lyrics can be shown in quotation marks.**
Correct: *The Star-Spangled Banner*
“...and she's buying a stairway to heaven.”
- 2. When the title includes a nickname, use quotation marks around the nickname only.**
Correct: Beethoven's Symphony No. 3 (“Eroica”)
- 3. If a literary or fanciful name incorporates the full title, place all of it in quotation marks.**
Correct: “Rhapsody in Blue”

Common Abbreviations

- 1. If a work is mentioned more than in passing, generally cite the opus or catalog number. After a title, abbreviate “Opus” as “Op.” and “number” as “No.” or “no.”**
Example: Beethoven's Opus 18 consisting of six string quartets would be notated: Op. 18, no. 1; Op. 18, no. 2; Op 18, no. 3.
This applies also to piano works, when a composer writes several short works as one opus:
Example: Intermezzo Op. 27, no. 3.
- 2. A few composers — notably Bach, Haydn, Mozart and Schubert — are given specialized catalog citations and abbreviations in place of opus.**

K. or K.V. is a number used specifically for cataloging Mozart's music.

Example: Mozart's “Paris” Symphony would be notated Mozart Symphony No. 31, K. 297 or Mozart Symphony No. 31 (“Paris”), K. 297

BWV is short for the Catalog of Bach's Works

Example: Bach's six sonatas for violin and harpsichord (BWV 1014-19)

- 3. Movement — mvt. or mvmt.**
This would not normally be used in a prose writing; rather movements are referred to by Roman numerals or their tempo/form indication (*Rondo, Finale, Allegro non troppo*, etc.)

4. **Measure/Measures** — Use m. for “measure” and mm. for “measures.”
5. **When a composer’s name is long, use standard abbreviations for the composer’s first and middle initials.**
Examples: C.P.E. Bach or G.F. Handel.

Composers’ Names

Consult the Library of Congress for the standard spelling of composers’ names.

Example: Tchaikovsky instead of Chaikovskii

Acknowledgements

1. **When the origin of the tune is unknown, arrangers need to be recognized in programs.**
Correct: Hungarian folk song, arranged by Dave Brubeck
2. **Music from an oral tradition can use the phrase “as performed by” when origins are unknown.**
Correct: “Shenandoah” as performed by the Earlham Women’s Choir

Dates

1. **Dates of a composer’s life should not be placed in parentheses in program listings, but should be enclosed in parentheses in prose.**

Correct in program listing:

George Frideric Handel 1685-1759

Correct in body text:

The composer George Frideric Handel (1685-1759) was not born into a musical family as was his contemporary J.S. Bach.

2. **When the birth and death dates of some composers are imprecise or unknown, use a question mark or the abbreviation *fl.* (flourished). This indicates that historians have used the dates of the composer’s works to provide a rough estimate of the composer’s life span.**

Examples: Ivan Henderson fl. 1702-1770
David Bryant (1680?-1730)

3. **Living composers should simply have a birth date.**

Example: John Williams b. 1950

4. **In the case of major modern works, the year of composition is generally given — rather than a catalog number — in parentheses following the title.**

Correct: Missa Gaia: Mass for the Earth (1992) by Libby Larsen

Numerals

1. Write out numbers of one digit; use numerals for numbers of two digits or more.

Correct: There are 75 members of Gospel Revelations.

Incorrect: There are 7 members of the Public Affairs staff.

2. Numbers that are adjacent in a sentence or in a series follow the same approach.

Correct: 11 three-bedroom apartments
10 dogs, six cats and 97 hamsters

Incorrect: 15 1-bedroom apartments
3 40-hour weeks

3. Alphabetize numbers according to where they would be placed if expressed in words.

Correct: Festivals, 5th Street Coffee & Bagels, Films, Forest Hills Golf Club, 40 Bowl, Foster's E Street Gallery, Fountain City Friends Church, 4th Floor Blues Club, Freeman Park

4. Write out numbers beginning sentences.

Correct: Ten students have joined Dance Alloy.

Incorrect: 50 percent of Earlham's students participate in intramural athletics.

Especially at Earlham: When constructing bulleted lists, it is permissible to use numerals at the beginning of items to make the numbers more obvious. Aim for consistency within the list and the publication.

5. Exceptions to writing out numbers:

• **Numbers related to money always should be expressed in numerals.**

Correct: I spent 5 cents on a piece of gum.

• **It is now acceptable to begin a sentence with a numeral that identifies a calendar year.**

Correct: 1976 was a very good year.

• **Single digits used as a compound adjective**

Correct: 7-week course

• **Grade-point averages**

Correct: 3.6 GPA

6. When large numbers are spelled out in text, use a hyphen to connect a word ending in y to the final word; no commas should be used.

Correct: One hundred and twenty-one

Six million one hundred thousand one hundred twenty-one

7. AGES: Always use figures for people and animals but not for man-made objects. When the context does not require "years" or "years old," the figure is presumed to be "years." Ages expressed as adjectives before a noun or as substitutes for a noun use hyphens.

Correct: A 9-year-old boy joined the group on the stage.

The boy is 9 years old.

The professor, 35, has a daughter 6 months old.

The camp is for 8-year-olds.

The student is in her 20s (no apostrophe).

The residence hall is three years old.

8. ORDINALS: Spell out *first* through *ninth* when they indicate a sequence in time or location. Starting with *10th*, use figures.

Correct: first base, the First Amendment

He was first in line.

May 1, August 6

Especially at Earlham: It is permissible to use *1st*, *2nd*, *3rd*, etc. when referring to class reunions.

9. ADDRESSES (within text): Use the abbreviations "Ave.," "Blvd.," "St." only with a numbered address.

Correct: 501 College Ave.

• **Spell street names out and capitalize when part of a formal street name without a number.**

Correct: College Avenue

• **When the name of a building is also its address, spell out the number.**

Correct: One Monument Circle

• **Lowercase and spell out when used alone or with more than one street name.**

Correct: College and Indiana avenues

- **All similar words (“alley,” “drive,” “road,” “terrace,” etc.) always are spelled out. Capitalize them when part of a formal name without a number; lowercase when used alone or with two or more names.**

Correct: 801 National Road West; Crestdale and Hidden Valley drives

- **Use figures for an address number.**

Correct: 801 National Road West

Incorrect: Eight hundred and one National Road West

- **Use numbers in Richmond street names. (Contrary to AP style.)**

Correct: 301 NW 5th Street

Incorrect: 301 NW Fifth Street

Incorrect: 301 Northwest 5th Street

- **Use compass points without periods.**

Correct: 301 NW 12th Street

Incorrect: 301 N.W. 12th Street

- **Don’t use quotes around lettered streets.**

Correct: 301 SW A Street

Incorrect: 301 SW “A” Street

Especially at Earlham: Given the frequency of references to Richmond, Indiana’s, street naming scheme, using no quotation marks around lettered street names saves a great deal of space.

- 10. MONEY: Use only the numbers that are necessary for dollar amounts. Drop unnecessary zeros.**

Correct: Please submit the \$100 non-refundable admissions deposit by May 1.

Correct: The Athletics and Wellness Center was built at a cost of \$13.1 million.

Correct: Three million dollars has been donated to the LEAP Challenge.

Exceptions: to this guideline will occur when constructing lists of dollar amounts in which some items need the cents numbers. Use your own judgment when space is a concern. Consistency within a publication is always a goal.

- 11. Spell out the word and lowercase cents for amounts less than a dollar. Use the \$ sign and decimal system for larger amounts. Numerals alone, with or without a decimal point as appropriate, may be used in tabular material.**

Correct: I paid only 5 cents for that piece of candy.

A U.S. postage stamp costs 41 cents in 2008.

The book cost \$13.75 and the pen cost 75 cents.

Incorrect: The CD was on sale for 99¢.

- 12. TIME: Use lowercase a.m. and p.m. in word-processed or typed copy. Use noon and midnight.**

Correct: The meeting is scheduled for 9 a.m. in the Richmond Room.

Correct: Faculty Buffet begins at noon in the Orchard Room.

- **Use only the numbers that are necessary in time references. Drop unnecessary zeros.**

Correct: 11 a.m.

Incorrect: 11:00 a.m.

Exceptions: will occur when constructing lists of times that sometimes need the minute numbers. Use your own judgment when space is a concern. Times should line up vertically on the position of the colon. Consistency within a publication is always a goal.

- **“Noon” and “midnight” should not be abbreviated or used with a number.**

- **An en-dash is used to indicate duration.**

Correct: Our budget showed a surplus during the 2003–04 fiscal year.

The event is scheduled to run from 1–5 p.m.

Especially at Earlham: In most text, we use a hyphen in this instance. In some typeset documents containing many figures, we incorporate en-dashes with consistency as our aim.

Correct: Our budget showed a surplus during the 2003-04 fiscal year.

- **Use Arabic figures to indicate decades of history. Use an apostrophe to indicate numerals that are left out; show plural by adding the letter "s" but don't use an additional apostrophe.**

Correct: the mid-1930s, the '20s

Incorrect: The Peace and Global Studies program dates back to the 1970's.

- **Use Roman numerals in the names of wars and to denote sequence in names.**

Correct: WWII

Pope John XXII

William Glasser III

- 13. **SCORES: Use figures exclusively, placing a hyphen between the totals of the winning and losing teams with the winning team's score preceding the losing team's score.**

Correct: The Earlham College football team defeated Oberlin, 35-21.

- **Use a comma in this format:**

Earlham 35, Oberlin 21

- 14. **TELEPHONE NUMBERS: When incorporating telephone numbers into the text of a letter, publication or article, use the following style at Earlham:**

Correct: Please feel free to contact me at 765/983-1373.

- **When referring to Earlham College's toll-free number use the following style:**

Correct: 1-800-EARLHAM

Incorrect: (800) Earlham College
800/EARLHAM

Journalistic: AP uses hyphens within telephone numbers.

Especially at Earlham: Contrary to AP style, within Earlham publications, our style separates the area code from the number with a slash — 765/983-1323.

Punctuation

Apostrophes

1. **Use the apostrophe to show possession by adding 's to nouns not ending in s.**

Correct: Earlham's Mexico Program has headquarters in lovely Casa Sol.

- A: Add the apostrophe to plurals ending in s and singular names ending in s to show possession.**

Correct: Both teams' colors are maroon and gold.

Correct: Mary Garman's New Testament Greek class studies Jesus' parables.

Especially at Earlham: No apostrophe is needed when "Quakers" is an adjective.

- B: Possessive pronouns do not need apostrophes:**

my, mine, your, yours, his, hers, its, ours, your, yours, their, theirs, whose

2. **Use the apostrophe in the name of an academic degree. Remember that a generic degree name is not capitalized.**

Correct: He earned a master's degree in the M.A.T. Program.

Incorrect: Her bachelors degree was completed in history.

3. **Use the apostrophe to show omitted letters in contractions and to show omitted numbers.**

Correct: It's always better to have two people proof the release.

Correct: Nick Blossom '11 and Chase La Fance '11 are both from California.

Correct: One of the first of the Freedom Riders, Diane Nash, considers "The Nonviolent Movement of the 1960s: A Legacy for the 21st Century" during a talk at 7 p.m., January 18.

Incorrect: The Depression of the 1930's restructured the thinking of an entire generation.

4. **Use the apostrophe to form plurals of lowercase and uppercase letters, but not in multiple letter combinations.**

Correct: It is not surprising that many students strive for all A's in their classes.

Correct: One professor submitted a Ford/Knight proposal to study UFOs.

Colons

1. **Use the colon at the end of a sentence to introduce a list, an explanation of the sentence, or an example.**

Correct: The university offers five majors in engineering: mechanical, electrical, civil, industrial and chemical engineering.

Correct: Earlham's science laboratories offer state-of-the art equipment: a Nuclear Magnetic Resonance spectrometer, a flash chromatograph, an atomic absorption spectrometer, an infrared spectrophotometer, and a gas chromatograph with electron capture detector.

2. **Use the colon to announce quotations longer than a sentence and quotations not introduced by such words as *said, remarked, or stated*.**

Correct: The chair of the biology department said: "We recommended budgeting \$42,000 for the development of that type of software, but we could not reach consensus. We regrouped and tried to think of a new approach to change their minds. We got nowhere."

Correct: He offered an apology to calm her down: "I'm truly sorry that we were not able to help you."

3. **DO NOT use colons after verbs of being (*is, are, was, were, etc.*).**

Correct: Earlham's student/faculty ratio is 12:1.

Incorrect: The most popular names are: William, Michael, Elizabeth and Kimberly.

Semicolons

1. **Use a semicolon to separate two independent clauses containing related information. Do not use a coordinating conjunction with a semicolon.**

Correct: Quakers founded Earlham College in 1847; to this day, the institution retains a strong Quaker influence.

2. **Use a semicolon to separate elements when one or more elements in a series contains a comma. Keep construction parallel. The semicolon should be retained before the conjunction.**

Correct: The athletes were from Fort Wayne, Ind.; Toledo, Ohio; Murray, Ky.; and Bloomington, Ill.

Incorrect: The committee members are Doug Bennett, the president, Aletha Stahl, an associate professor of French and Francophone Studies, Jeff Justus, the men's basketball coach, and Rick Foreman, a maintenance worker.

Commas

1. **Use commas to separate elements in a series, but do not use a comma before the final conjunction unless it is necessary for clarification.**

Correct: Earlham College hosts convocations, lectures, concerts and other special events throughout the academic year.

Incorrect: The American Flag is red, white, and blue.

2. **Use commas and conjunctions to separate sentences with two independent clauses. An exception to this rule occurs when two very short independent clauses are combined with a conjunction and a comma is not needed.**

Correct: These principles inform our community, but there is considerable variation within the community in the ways these principles are put into practice.

3. **Use commas to set off nonessential material.**

Correct: Please hand me the book that is on the windowsill.

Correct: Please hand me the book, that has nice illustrations.

4. **Use commas to set off the individual elements in addresses and names of geographical places.**

Correct: Jon was living in Fort Wayne, Ind., eight years ago.

5. **Use a comma after a dependent clause that comes before the main clause.**

Correct: If it rains tomorrow, the basement in Carpenter Hall may flood.

6. **A person's age or hometown, inserted as an individual element following a name, should be set apart by commas.**

Correct: Our boys are Nigel, 18, and Oliver, 15.

7. **Use a comma after both the day and the year when a date is written out in a sentence.**

Correct: September 11, 2001, was a momentous day.

8. **Especially at Earlham: Do not use a comma to separate an alumnus' name from the graduation year when writing for College publications.**

Correct: Associate Professor of Computer Science Charlie Peck '84 received 15 donated computers and other assorted equipment.

Journalistic: Associate Professor of Computer Science Charlie Peck, Earlham Class of 1984, received 15 donated computers and other assorted equipment.

Hyphens

1. **In typesetting a hyphen is strictly for hyphenating words or line breaks. No space is needed on either side of a hyphen.**

2. **Do not use hyphens in the following words:**

| | |
|---------------|-------------------|
| bilingual | midyear |
| cocurricular | nonprofit |
| cooperative | multinational |
| coursework | nondiscrimination |
| cross country | paraprofessional |
| freelancer | prerequisite |
| fundraising | preschool |
| lifelong | vice president |
| Midterm | |

Correct: She works part time in our Art Department.
The College employs 136 full-time and 45 part-time faculty.
Check online for the specifications.
The reporter had an Earlham-related question.
Call Earlham College toll free by dialing
1-800-EARLHAM.
Use Earlham's new toll-free number: 1-800-EARLHAM.

3. **Some words used as modifiers require hyphens when the modifiers precede the word they modify. However, no hyphens are used on the modifier when it follows the word modified.**

Correct: Her up-to-date resume simply needed to be folded.
Her resume was up to date.
I left a follow-up message.
I called to follow up.

4. **Use a hyphen to separate two parts of consecutive numbers.**

Correct: 2005-06

5. **Use a hyphen in compound constructions such as *decision-making process*, *problem-solving* or *degree-seeking* when functioning as adjective modifiers. The hyphen is not needed when the meaning is clear and it has been dropped through common usage — *civil service employee* or *continuing education credit*.**

6. **Use hyphens in constructions containing two or more compounds that share a common element which is omitted in all but the final term.**

Correct: second- and third-year students
short- and long-term assignments

7. **Use a hyphen when “well” modifies an adjective before a noun.**

Correct: A well-executed move
A well-dressed woman

8. **When used as a predicate adjective, drop the hyphen.**

Correct: The move was well executed.

9. **To designate dual heritage (*African-American*), AP style uses a hyphen while Earlham does not.**

Especially at Earlham: Earlham's African and African American Studies major includes many history courses.

Dashes

1. **The shorter en dash (created by typing *Option-hyphen* on a Mac or by using the symbols palette on a PC) should be used between words indicating a duration, such as hourly time or months or years. It is also used for a minus sign. No space is needed in these instances.**

Correct: The speaker's presentation will run 10–15 minutes.

2. **Game scores should be separated by an en dash without any spaces between the dash and the information.**

Correct: The team lost 76–72 in overtime.

3. **An em dash (created by typing *Option-Shift-hyphen* on a Mac or by hitting the hyphen key twice on a PC) is used often as a substitute for a colon or parentheses, indicating an abrupt change in thought, or in a spot where a period is too strong and a comma is too weak. One space is used on each side of the em dash.**

• **Em dashes properly surround a series punctuated by commas.**

Correct: The College will face many issues — insurance, salaries, needed repairs and rising costs — in the coming year.

- **The em dash is used for clarity.**
Correct: The costs — repairs, salaries and lawyer’s fees — were higher than expected.
6. **Do not use an em dash alongside a comma, semicolon or a colon.**

Periods

1. **Use periods after abbreviations for academic degrees, initials and time.**

| | | |
|--------|--------|------|
| a.m. | M.A. | p.m. |
| B.S. | M.A.T. | |
| G.P.E. | Ph.D. | |

2. **Do not use periods after accepted acronyms.**

| | | |
|-----|------|-----|
| ACT | GPA | SAB |
| EVE | NCAC | SAT |
| FBI | NCAA | USA |

3. **Generally, use periods after abbreviations of the initials of a person’s name. However, in the case of some high-profile individuals, periods are no longer used.**

| | |
|-----|-----|
| JFK | LBJ |
|-----|-----|

4. **Use a single space after a period.**

Quotation Marks

1. **Periods and commas are always placed inside quotation marks. The dash, colon, semicolon, question mark and exclamation point go within the quotation marks when they apply to the quoted matter only. They go outside when they apply to the whole sentence.**

Correct: She said, “I think that’s right.”
The instructor asked the class, “How does this scene move the plot along?”
Which character said, “The quality of mercy is not strained...”?

2. **A quotation of two or more sentences which at the same time runs to four or more typewritten lines should be set off from the text, indented in its entirety one pica or 1/4 inch or about four spaces from the marginal line, with no quotation marks at beginning or end.**

Correct:
In the following essay, the author quotes the president of the College who stated

The most important element of Earlham College’s academic experience, however, may not be visible in this catalog. That element is the close, mentoring engagement between faculty and students.

3. **Single quotation marks are used only inside a sentence or phrase set off by double quotation marks.**

Correct: The teacher said, “Can anyone define the word ‘monolithic?’”

Incorrect: The term ‘consensus’ has a special meaning for Quakers.

4. **Quotation marks are used around the titles of portions of a whole. They should surround the title of a magazine article, a book chapter, a poem in an anthology, a TV show or an episode from a show, a song title or CD track, a movie, a painting and a piece of sculpture.**

5. **Following the idea of parts of a whole requiring quotations marks while the title for the whole are shown in italics, an entry in a blog is placed in quotation marks and the name of the blog is italicized.**

Correct: The alumnus filed a comment about “Stealth Applicants Impact College Admissions,” an entry found in the *Earlham Pressroom*.

In “Patient: I was a Ticking Time Bomb,” Dave Huddleston relates the story of his visit to the Union County Health Clinic (*Palladium-Item.com News Update Blog*, January 28, 2008).

Slashes

1. **Generally avoid using slashes in body text.**
Especially at Earlham: Telephone numbers 765/983-1323.
2. **He/she, his/her**
Especially at Earlham: Currently the Earlham community has not decided on a consistent approach to correct usage for “he/she.” One can find “h/she” in some governance documents. General grammatical usage still favors “he or she.” One of the best ways to avoid the use of “he/she,” especially when the text demands several repetitions in proximity, is to adjust to a plural subject and referent.
Correct: Each Earlham student is encouraged to meet with his/her academic adviser frequently.
To register, students need to contact their advisers by the end of the month.

Ellipsis

1. **An ellipsis is the conventional punctuation mark (...) indicating the omission of irrelevant parts of sentences, speeches, documents and other text.**
2. **Be sure to create an ellipsis by typing *Option-;* (semicolon) on a Mac or by using the symbols palette on a PC and *not* by typing three periods.**
3. **If including a period within an ellipsis, place it before the ellipsis. Put a space before and after the ellipsis.**
4. **Make sure that what you leave out doesn't change the meaning of what's left.**

Highlights — If the piece is largely a summary of highlights and key points, an ellipsis isn't needed.

Hesitation — The ellipsis can express doubts and hesitations on a speaker's part:

Example: “I'm not ready to blame the student ... I'm not sure what I'll do.”

Trailing Off — The ellipsis also serves to suggest a speaker's incompleteness of thought:

Example: “I know that smaller classes will serve the students better, but ... ”

Adhesive — Sometimes an ellipsis is used to link disparate items:

Example: In other events: A Wednesday Convocation in Goddard ... The Spring Festival on The Heart ... An ice cream social in Runyan Center

Titles

- **Dr. and full names can be used on the first reference. Dr. and first name are dropped thereafter in journalistic writing.**
- **Do not use Dr. if the degree title follows the name.**
 - Incorrect:** Dr. Michael Deibel, Ph.D.
 - Correct:** Michael Deibel, Ph.D.
 - Correct:** Dr. Michael Deibel
- **Titles before a name are capitalized and have no commas.**
 - Correct:** Dr. Michael Deibel
 - Correct:** Associate Dean and Registrar Bonita Washington-Lacey
 - Correct:** President Douglas Bennett congratulated the 2008 graduates.
- **Titles after a name are lowercased and have commas.**
 - Correct:** Bonita Washington-Lacey, associate dean and registrar, chaired the meeting.
 - Correct:** Douglas Bennett, president, congratulated the 2008 graduates.
- **A faculty member's full title is used on first reference only.**
- **In official listings for the College, the Provost is always listed immediately following the President, regardless of alphabetical order.**
 - Especially at Earlham:** On second references to Earlham people within publications for Earlham constituencies, first names are commonly used. Sometimes this practice is used within publications aimed at prospective students along with a brief explanation of this practice. (e.g., "At Earlham, you'll call your professors by their first names.") However, in writing aimed at outside audiences — in all journalistic writing — last names are used for second reference to an individual.

Punctuation of a Web Address

- **Do not use brackets [] or parentheses () around a Web address.**
- **According to AP style, it is not necessary to leave a space at the end of a Web address before the period.**
 - Correct:** Read more about this topic at www.earlham.edu.
 - Previously Correct:** Read more at www.earlham.edu .
 - Especially at Earlham:** This represents a big change for Public Affairs; we will be watching for this correction on the next round of publication editing. When URLs were less familiar, we preferred leaving a space between the URL and the period ending a sentence.
- **AP puts a period at the end of a URL. Depending upon the context and the placement of the URL, many leave out this ending period.**
 - Especially at Earlham:** Public Affairs has chosen to include a period at the end of sentences ending with a URL in prose. In an e-mail message, it is best to introduce the Web address with a colon and put the URL on a line by itself. In this use, no period is needed.

Bullets

- **Bullets are used effectively as an eye catcher. They also shorten long copy into very readable information. It is more pleasing to the eye to set a tab between a bullet and the copy following it.**
 - Correct:** Here are just a few ways Earlham students reach out to the community:
 - tutor a second grader
 - attend a community dinner
 - plan an internship with a local business
 - pack meals for the local soup kitchen.
 - Incorrect:** InDesign Software offers several tools in its basic palette:
 - Selection Tool
 - Pen Tool
 - Pencil Tool
 - Frame Tool

Spelling Tips

a cappella
accommodate
accredited
acknowledgment
adviser
African American
all right (there is no *alright* in AP style)
Athletics and Wellness Center
attorneys general

baccalaureate
biblical

camaraderie
canceled
catalog
Centers for Disease Control (CDC)
chair
cocurricular
coed
coeducational
commitment
consensus
convener
counselor
courts martial

database
dialog
Douglas C. Bennett

eighteen
e-mail
embarrassment
envelope
exaggerate

faculty-student research
flier
follow-up
freelance, freelancer
full-text
fundraiser, fundraising

harassment
home page
hors d'oeuvres

ID card
indispensable
Institutes of Health
intact
Internet
intranet

JavaScript
judgment

letter-winner
liaison
Lilly Endowment Inc.
listserv
log in (verb)

Mark Myers
Michael and Corrinne Deibel
mid October
Muslim

nineteen
ninety

online
overall

passers by
pom pon
protester
publicly

questionnaire

résumé
roommate
runners up

separate
Sodexo
student-faculty ratio
supersede
Suzanne Hoerner Jackson

Tanzania
theatre (for all references at Earlham)
totaled
Trayce Peterson
transferable
traveled

WebDB (not WebDb or Web DB)
Web page
Web site (AP style)

Sports Style

1. **As a general rule, Earlham sports reporting should employ AP style.**

See AP Stylebook 2007, pp. 276-298.

2. **Earlham teams compete in the North Coast Athletic Conference (NCAC) and/or the National Collegiate Athletic Association (NCAA) Division III.**

3. **We are the Quakers, or are we? (There are no Lady Quakers and no Fighting Quakers.)**

Especially at Earlham: Time references only to "Hustlin' Quakers"

4. **No apostrophes are needed when "Quakers" is an adjective.**

Correct: He was a Quakers football player for three seasons.
She is a Quakers volleyball stand out.

5. **Apostrophes are needed in "men's" and "women's" sports names.**

Incorrect: About 100 fans were on hand when the mens soccer team played Wooster.

Correct: Women's track boasts several returning runners this year.

6. **"Athletics Hall of Fame" is always capitalized. So is "Hall of Famer."**

Correct: He was honored to have been chosen as a member of the Earlham Athletics Hall of Fame.

7. **SCORES: Use figures exclusively, placing a hyphen between the totals of the winning and losing teams with the winning team's score preceding the losing team's score.**

Correct: The Earlham College football team defeated Oberlin, 35-21.

8. **Athletics is a collective noun and therefore takes a singular or plural verb form, depending on the context.**

Correct: Varsity athletics offers experience to individuals who wish to prepare seriously for competitive intercollegiate challenges. [*athletics* is singular]
Earlham believes that competitive intercollegiate athletics make a great impact in a student's life. [*athletics* is plural]
Because athletics are not the only thing in students' lives, time management skills are critical. [*athletics* is plural]

Titles

1. **Journalistic style is to capitalize the title of a coach when it is placed before the name only when it begins a sentence.**

Correct: Coach Jeff Justus hesitated before arguing with the referee.

Journalistic: The parents stopped to talk with coach Keesling.

Especially at Earlham: We capitalize Coach Jeff Justus, Coach Pat Thomas, etc., in running text.

2. **Be careful to include an s on "Director of Athletics" and "Athletics and Wellness Center"; avoid using "Athletics Director." Also use "Sports Information Director (SID)", not "Director of Sports Information."**

3. **Although Earlham generally refers to entering students as "first-years," sports writing uses "freshman," "sophomore," "junior" and "senior."**

Journalistic, Correct: Freshmen John Smith and Josh Simon will add their skills to the team.

Especially at Earlham: We may refer to a "first-year" athlete when writing for the campus.

4. **Use "student-athlete" or "scholar-athlete."**

Sports Nomenclature

1. **Sport and contest should agree: football game, tennis match, track meet. Alternate references: baseball doubleheader, cross country invitational.**

2. **Sport and venue must agree, i.e. football field (sometimes gridiron), baseball field (sometimes diamond), soccer field (sometimes pitch), tennis court, cross country course.**

Especially at Earlham: Always try to identify on-campus athletic venues precisely: M.O. Ross Field at Darrell Beane Stadium, Schuckman Court in the Athletics and Wellness Center, Weber Pool, etc. For off-campus audiences, provide additional clarification.

Example: The game with the visiting basketball team from Japan is scheduled for 7 p.m. on Schuckman Court in the College's Athletics and Wellness Center.

3. **Sport and athlete must agree, i.e., cross country runners (sometimes harriers); football, basketball, soccer and field hockey players.**

4. **It's "All-America" when referring to the team, but "All-American" when referring to an individual member of that team.**

Correct: Paul Schroeder '87 was an All-American in soccer. Several of Coach Roy Messer's players have been elected to All-America teams.

Special Note: As the number of organizations naming All-America teams has multiplied over the years, it is always a good idea to specify the organization granting the award.

Example: Anna Benfield '08 was named to the national field Hockey Coaches Association Academic All-America team.

5. **It's "All-NCAC" and "all-conference."**

Correct: It was an honor to have five athletes on the all-conference teams.

Time References

1. **Time references occur primarily in reporting cross country and track results. Standard clock notation for hours, minutes and seconds — separated by colons — applies.**

Correct: Shannan Rieder won the women's marathon in a record time of 3:04:56.7.

2. **On occasion, we may also rely on the reader to understand this common notation.**

Correct: Earlham's Bob Andrews scored the winning goal with 12:34 remaining in the second half.

3. **Reporting splits of under one minute usually do include the word "seconds."**

Correct: Tashi Johnson covered the 100 meters in 12.3 seconds to set a new school record.

For detailed sport-by-sport guidelines for expressing athletic statistics, see *AP Stylebook 2007*, pp. 276-298.

Distance

1. **In general, event distances are hyphenated, i.e., 55-meter dash, 1,600-meter relay, 500-meter freestyle. In this construction, the event distance is an adjective modifying the following noun.**

Example: The first event on the schedule is the 200-meter backstroke.

Incorrect: Tashi Johnson covered the 100-meters in 12.3 seconds to set a new school record.

2. **When referring to feet and inches, use a foot mark ' and an inch mark ".**

Correct: The announcer declared, "She leaped 32' 9 1/4" to win the triple jump."

Terminology

Varying word choice is important in sports prose.

football field, gridiron

soccer field, pitch, green

baseball field, diamond

period, quarter, half, stanza

halftime, intermission, break, "going to the locker room"

basketball players, cagers

tennis players, netters

cross country runners, harriers

match, match up, game, meet, contest, competition, tilt, twin bill,

recorded, netted, garnered, collected, tallied, notched, posted,

totaled

tip-off

versus, against

opponent, rival, adversary, challenger(s)

letter winner

sprinter, distance runner, miler, quarter-miler, half-miler, high

jumper, triple-jumper, pole vaulter

season(s), years

rebounds, boards

lineup, roster

starter, backup, sub(stitute), reserve, walk-on

Typesetting Tips

Professional Results

When preparing documents for use by Public Affairs, remember that typesetting on a computer has different rules than typing or word processing. Your work will look more professional if you can master the following:

- 1. End Spacing:** Use only one space instead of two after any end mark of punctuation (period, exclamation point, question mark, colon):
Correct: We emphasize faculty/student research, and in course after course, students learn from and with one another. The result is predictable: self-confident lifelong learners.
Incorrect: We emphasize faculty/student research, and in course after course, students learn from and with one another. The result is predictable: self-confident lifelong learners.
- 2. Tabs:** Set tabs properly in your word processing ruler instead of using the spacebar. This will ensure precise text alignment and will prevent your copy from being filled with needless spaces. Extra spaces can cause text-wrapping and alignment problems should you need to edit the document in the future.

How to do:

Women's Varsity Teams<tab>Men's Varsity Teams
Basketball<tab>Baseball
Cross Country<tab>Basketball
Field Hockey<tab>Cross Country
Soccer<tab>Football

How it will look:

| | |
|-----------------------|---------------------|
| Women's Varsity Teams | Men's Varsity Teams |
| Basketball | Baseball |
| Cross Country | Basketball |
| Field Hockey | Cross Country |
| Soccer | Football |

- 3. Lists:** Modern word-processing software automates lists and creates hanging indents for enumerated and bulleted lists. The first line of a hanging indent contains a tab after the number or bullet, and subsequent lines of text should be aligned with the text after the tab. This paragraph demonstrates the hanging indent format. Text looks more professional when it wraps and indents properly after a hanging indent.

To break up text within a **hanging indent**, use a soft return (*shift + return/enter*). This will maintain the alignment of the text within the bulleted section without the need for more tabs.

Correct:

Incorporating informal writing activities in your class helps students:

- relate previous knowledge to the content of the current topic,
- take an active role in learning,
- benefit from the ideas and attitudes of their classmates, and
- process course material.

Incorrect:

Incorporating informal writing activities in your class helps students:

- relate previous knowledge to the content of the current topic,
- take an active role in learning,
- benefit from the ideas and attitudes of their classmates, and
- process course material.

Typesetting, Punctuation and Layout

Hyphens and Dashes

See the *Punctuation* section for correct usage of each mark.

Typesetting offers three different forms of hyphens or dashes: the hyphen, the en-dash and the em-dash.

- Hyphen:** Mac: hyphen key (next to the 0 key)
PC: hyphen key (next to the 0 key)
- Em-Dash:** Mac: option + shift + hyphen key
PC: hit the hyphen key twice
- En-Dash:** Mac: option + hyphen key
PC: use Symbols palette

Apostrophes and Quotation Marks

For correct usage, see the *Punctuation* section.

1. Typesetting differentiates between footmarks ('), inch marks ("), apostrophes ('), and single (' ') and double (" ") quotation marks. Microsoft Word automatically changes straight quotation marks (' or ") to curly ("smart," or typographer's) quotes (' or ") as you type. You might not want curly quotes in some cases; for example, the gender designations of sports teams should use curly single quotes/apostrophes, while an athlete's height requires straight quotes to designate feet and inches: Men's and Women's Basketball: "The forward was 6'11" tall."

To turn this feature on or off:

1. On the Tools menu, click AutoCorrect, and then click the **AutoFormat As You Type** tab.
2. Under Replace as you type, select or clear the "Straight quotes" with "smart quotes" check box.
Note: You can find and replace all instances of single or double curly quotes with straight quotes in your document. To do this, clear the "straight quotes" with "smart quotes" check box on the AutoFormat As You Type tab. On the Edit menu, click Replace. In both the Find what and Replace with boxes, type ' or " , and then click Find Next or Replace All.
3. To replace all straight quotes with curly quotes, select the "straight quotes" with "smart quotes" check box, and repeat the find and replace procedure.

Choosing Fonts

For a clean, professional document, use no more than two or three fonts. A typical document will require a headline (or "display" font, and a font family for both subhead and body text.

Serif vs. Sans Serif Fonts

What is a Serif?

Serif:

- "The fog comes in on little cat feet." (Font: Adobe Garamond)
- "The fog comes in on little cat feet." (Font: Garamond Regular)
- "The fog comes in on little cat feet." (Font: Times)

Note the little "feet" or finishes on each of the letters. These are known as "serifs." Serif fonts aid in legibility by establishing a firm baseline to each letter. Earlham's official serif font, Garamond, is a 1989 interpretation of a typeface created in the 17th Century.

Sans Serif:

- "The fog comes in on little cat feet." (Font: Frutiger Light Condensed)
- "The fog comes in on little cat feet." (Font: DinMittelschrift)
- "The fog comes in on little cat feet." (Font: Arial)

Note the absence of the little "feet" ("sans" means "without" in French).

Sans Serif fonts are very appropriate for contemporary use. We have found them to be extremely legible for small type, especially on the Web. Our principal sans serif font, DinMittelschrift, was originally conceived for West German highway signs. Frutiger Condensed, which comes in several weights, was originally used for airport signs.

Standard Fonts Used by Public Affairs:

Earlham Community publications: Serif: Adobe Garamond

Most Earlham publications

Display: **DinMittelschrift**

Sans Serif:

Frutiger Condensed family of fonts

Serif:

Garamond family of fonts
(typically used when text is placed near the Earlham logo)

Note: If a document will need type styles such as italics, make sure that the typeface (font family) contains an italic version. DinMittelschrift cannot be made bold or italic, so we do not typically use it for body text. We recommend using Frutiger Light Condensed instead. **Note:** Adobe Garamond is NOT the same as the Garamond font most computers already have. If an office finds itself creating many documents for outside audiences and does not have access to Garamond or Adobe Garamond, Public Affairs can assist in purchasing these fonts.

General Guidelines

A document's readability is affected by the proper use of space between the letters and words (kerning) and between lines of type (leading). Most word processing programs do not provide subtle controls of these features. We recommend working in a normal default setting. The best place to make use of these features is in a page layout application (e.g., InDesign, PageMaker).

1. When working on a long document, adjust your margins to allow for ample white space on either side of your text.
2. When using the Alignment feature in your document, choose the "Align Left" setting, known as "ragged right" in printing terms. Avoid justifying (or worse, force justifying) your text. This command forces your text to conform to a rigid right edge, causing irregular gaps and spacing ("rivers") running down your document. Ragged right text not only looks more contemporary, but also gives the human eye more visual cues from line to line. Centered text should be reserved for short titles.
3. Avoid the "Character Spacing" feature. The "Normal" setting is adequate for nearly all word processing needs. When it comes to extensive manipulation of text, Microsoft Word does not provide the same level of subtlety as a page layout application.
4. Stick to Serif and Sans Serif type for all documents except in large headlines. Script and novelty fonts work wonderfully for personalizing a family Christmas newsletter, but are risky for most professional work. These fonts are virtually illegible at normal body text size.
5. All text, including headlines, should be set in upper/lower case. ALL CAPS assaults the eye with too many visual cues and makes reading a chore.
6. When employing text boxes for emphasis, use fonts that contrast with the body text. Fonts from the same family as the subhead achieve this most cleanly. Take care that the border of a text box is placed some distance away from the type to provide "breathing space."
7. Pictures and graphics create their own frames. They do not usually need borders.
8. Similarly, when creating a document with columns, leave an adequate amount of white space in between them instead of using lines.
9. Use colored text for emphasis only, if at all. Text blocks in different shades exhaust the reader, especially if the colors are on opposite ends of the spectrum. (e.g., a block of red text next to a block of green text).
10. Long paragraphs also exhaust the reader. Remember to break up your text into concise, meaningful portions instead of rambling tunnels without rest stops. Never underestimate the value of white space!
11. Any graphics should be of medium- to high-quality resolution, and take care not to distort them. We recommend 200-300 dpi .TIF, .JPEG, .PDF, .PSD or .EPS files for images that will appear in a printed publication and 72 dpi jpps for images to appear at the Web site. **Note:** .GIF, .PNG and small 72 dpi images from the Web just don't work for print.
12. Special effects should be used sparingly if at all. Let the language of the document speak for itself.
13. Carefully proofread every document. SpellCheck doesn't catch everything.

Usage

Advance / Advanced

“Advance” can be a verb or an adjective when it means “to bring forward” or “beforehand.” “Advanced” is a verb meaning “brought forward” or an adjective meaning “ahead of others in progress.”

Correct: In *The Return of the King*, the armies advanced in spite of being terribly outnumbered.

It is our job to provide advance notice to the media.

You could advance your position by providing more details.

She was a member of the advanced group studying German.

Affect / Effect

“Affect” means “to influence.” “Effect” means to bring about or accomplish. “Affect” is always a verb; “effect” is usually a noun.

Correct: Weather affects outdoor athletics.

The marketing plan had the desired effect. (Effect as a noun)

The president hopes to effect a compromise. (Effect as a verb)

All right / Alright

Never use “alright.”

Correct: His test answers were all right.

Incorrect: It may turn out alright.

Alumnus/a/ae / Alumni / Alum/s

Associated Press says use “alumnus” (“alumni” in the plural) when referring to a man who has attended a school. Use “alumna” (“alumnae” in the plural) for similar references to a woman. Use “alumni” when referring to a group of men and women.

Especially at Earlham: On the Earlham Web site and in the *Earlhamite* magazine it is permissible and even preferred to use the colloquial “alum, alums.”

Among / Between

Use “between” when two are involved; “among” when more than two.

Correct: A resolution has been reached for the misunderstanding between Earlham and Conner Prairie.

The money was divided among the children, the servants and the extended family.

Incorrect: There were several embarrassing exchanges between the father, his brother and their father.

The money was divided between the children, the servants and the extended family.

Antecedent Reference

1. A singular noun requires a singular pronoun.

AP usage continues to employ masculine pronouns.

Correct: A student needs to inform the Registrar’s Office when he needs a copy of his transcript.

Incorrect: A student should contact the Registrar’s Office when they need a copy of their transcript.

Especially at Earlham: One of the best ways to avoid the issue of masculine pronouns is to recast the sentence utilizing plurals.

Correct: Students should contact the Registrar’s Office for transcripts.

2. Collective nouns (singular words that refer to groups of people — “team,” “group,” “choir”) sometimes present problems with reference.

Correct: The Earlham faculty meets at its appointed time:

1 p.m. on alternate Wednesdays.

Earlham’s basketball team needs to work on its defense.

Incorrect: The Earlham faculty meets at their appointed time:

1 p.m. on alternate Wednesdays.

Earlham’s basketball team needs to work on their defense.

When you find the correct sentence awkward, consider recasting the sentence, using a plural form.

Correct: Earlham faculty members meet at 1 p.m. on alternate Wednesdays.

Earlham’s basketball players need to work on their defense.

3. Some pronouns always use a singular referent:

“anyone,” “everybody,” “everyone,” “nobody,” “no one,” “somebody,” “someone,” “each,” “either” and “neither.”

Correct: If anyone calls, tell him I’m out.

If anybody makes trouble, ask him to leave the auditorium.

Incorrect: If anyone calls, tell them I’m out.

If anybody makes trouble, ask them to leave the auditorium.

4. Some words can be either singular or plural, depending upon the context. (“couple,” “all,” “majority,” “total,” “number,” “none”)

Correct: A couple of tenants own expensive cars. (plural)
The couple in 5G owns a Mercedes. (singular)
The total was in the millions. (singular)
A total of six were missing. (plural)
None of the fans are fighting. (None of *them* — plural)
None of the disturbance was broadcast in Pittsburgh. (None of *it* — singular)

Chair / Chairperson/man / Convener

Use “chair” in all cases to denote an individual of either gender.
Especially at Earlham: Committee heads are called “conveners,” not “convenors.”

Compare to / Compare with

When likening one thing to another the proper preposition is “to.” When examining two things to discover their likenesses and their differences use “with.”
Correct: He compared the football team to an Abrams tank.
Enrollment was down but retention was up compared with last year.

Complementary / Complimentary

Use “complementary” and its forms to describe things that fit together to form a whole. Use “complimentary” to mean “flattering” or “free.”
Correct:
Her math skills complemented his writing.
Grants are a complimentary form of financial aid.

Comprise / Compose

“Comprise” means “consist of” — the whole comprises the parts. Do not use “comprised of.” “Compose” means “to create or put together.” AP suggests that the verb “constitute” may be the best word if neither “compose” nor “comprise” seems to fit.
Correct: The NCAC comprises 10 schools.
The Library Resources Committee is composed of six members.
Incorrect: Ten schools comprise the NCAC.
The NCAC is comprised of 10 schools.

Continual / Continuous

“Continual” means over and over again. “Continuous” means without interruption.

Curriculum/s/la

In the plural, follow the *New York Times Manual of Style and Usage* rule — “curriculum” (not “curricula”).

Due to / Because / Since

Usually avoid “due to” in formal writing when used as a preposition in place of “because of” or “on account of.” “Due,” an adjective, means “owed” or “owing.” “Because” denotes a specific cause-effect relationship. “Since,” according to AP, is acceptable when a first event leads logically to a second but was not its direct cause.

Correct: The student’s debt was due to his spendthrift ways. (adjective modifies noun “debt”)
Because of heavy snows the field trip was canceled.
They went to the game since they had been given tickets.

Ensure / Insure

“Ensure” means “guarantee” or “make safe.” “Insure” means “buy” or “issue insurance.”

Correct: The goal ensured an Earlham team victory.
The College insured the device against theft.

etc.

In using this abbreviation for “et cetera,” meaning “all other,” don’t precede it with “and,” and never say “etc., etc.” Do not use “etc.” with “e.g.” Public Affairs tries to avoid “etc.” entirely.

Faculty / Faculty Member/s

“Faculty” is a plural collective noun referring to the group, and is singular. For individuals, use “faculty members” or “members of the faculty.”

Especially at Earlham: Faculty Meeting is capped, but references to the faculty in general are not.

Correct: The president will meet with the faculty.
The faculty voted its preference on Wednesday.
The faculty meets on alternate Wednesday afternoons.
Several faculty members criticized the policy adopted last fall.

Jargon: Consult Affirmative Action guidelines when hiring faculty. (should be “faculty members”)

Farther / Further

“Farther” is used strictly for distance, “further,” to mean continued, additional or abstract ideas.

Correct: We need no further proof that he traveled farther than six miles.

Historic / Historical

“Historic” means “figuring in history,” “historical” means “pertaining to history.”

Note: Despite what we were taught in middle school, it’s “a” historic/historical — not “an.”

Correct: The Archives contains historical evidence of historic Earlham Hall.
Earlham Hall is a historic center of early Indiana Quaker education.

Hyphen and Slash Mark

Use the hyphen in a title that joins two equal nouns.

Examples: a faculty-student ratio of 11-1, faculty-student collaborative research.

Use the forward slash to indicate other relationships, and/or, or at the end of lines of poetry printed in running form.

I / Me

When the subject of a sentence is the “who” the rest of sentence is talking about, use the subjective (nominative) case — “I.”

Correct: My wife and I want to thank you.
It was I who first noticed the difference.

Use “me” (objective case) when the pronoun is the object of the action and also when the pronoun is the object of a preposition.

Correct: He hit me.
They expect Nancy and me to do the work.
Between you and me it was a lousy choice.

Into / In to

“Into” indicates motion from outside to inside or for changing the form of something. Use “in to” for “where.”

Correct: He stepped into the car.
The ugly duckling changed into a beautiful swan.
She went in to see the patient.
She went into the hospital to see the patient.

Less / Fewer

Use “fewer” to mean things that can be counted; use “less” to mean a quantity of something.

Correct: Our publications have fewer pages because we are trying to focus our readers’ attention.
Fewer faculty attended the lecture.
The trend is toward more machines and fewer people.
She was less than 60 years old.
The fact that less food was served really didn’t bother the event coordinator; she did notice that fewer cookies were on the trays.
I had less than \$50 in my pocket.
I had fewer than 50 \$1 bills in my pocket.

Incorrect: Our publications have less pages because we are trying to focus our readers’ attention.
Less faculty attended the lecture.
The trend is toward more machines and less people. (People in this sentence really means individuals.)
She was fewer than 60 years old. (Years in this sense refers to a period of time, not individual years.)

Like / As

AP Stylebook: Use “like” as a preposition to compare nouns and pronouns. It requires an object. The conjunction “as” is correct to introduce clauses.

Correct: He blocks like a pro.
He blocks the linebacker as he should.

More than / Over

In AP style, “more than” means in excess of and is preferred for use with numbers. “Over” refers to a spatial relationship.

Correct: Dave’s new car gets more than 30 miles to the gallon. The plane flew over the campus.

Incorrect: Dave’s new car gets over 30 miles to the gallon.

Only

Watch for the proper placement of this word in a sentence for your intended meaning. Place it next to the word it modifies.

Notice the change of meaning resulting with the different placements of only in these sentences:

The explosion killed *only* one person.

The explosion *only* killed one person.

Principal / Principle

A “principal” means a leading figure or a chief or main thing. It can also mean a sum of money that draws interest. “Principle” refers to standards, precepts or doctrines.

Correct: Samantha played a principal role in the drama.

Decisions are made on principles of consensus.

Reference (last or first name)

- **Public Affairs follows AP style in much of our writing, using last name as a second reference. This applies to our news writing and Earlhamite writing in general.**

Correct:

Excerpt from a press release —

Kathryn “Kat” Bearese has a passion for serving people with special needs. “The thing that excites me the most is experiencing a new culture,” says Bearese, a senior psychology major from Hagerstown, Md. “I will be studying Spanish, and I hope to find an opportunity to volunteer with special needs because that’s my passion.”

Especially at Earlham: When writing is intended for internal audiences, we make exceptions to this approach. First names may be more effective when we are attempting to cultivate a particular audience for fundraising or student recruitment, emphasize the human interest of a piece rather than its news value, or demonstrate a tone of community in the writing. In these instances, we use a first-name referent.

Also Correct:

Excerpt from a giving profile on the Institutional Advancement Web site —

Back in 1957, Joe Elmore was one of those fresh faces, new to Earlham and the Midwest, and having recently obtained his graduate degree, new to the workforce as well. He began his Earlham experience as a part-time counselor and part-time religion instructor.

“There was and is a sense of being part of a community and a great practice of helping newcomers,” Joe said. “We came to Earlham right out of grad school, and while I liked the job, I never thought we’d stay in the Midwest.”

Excerpt from the Admissions Science Brochure —

Professor of Biology Dr. Leslie Bishop has been gathering new species of spiders on the island of Dominica with her Earlham College students since 2003.

“In this type of a collaborative study, students are active in creating the project,” Leslie said.

Split Infinitives or Verbs

AP style contends that other words should not interrupt an infinitive (form of a verb with to) or other forms of verbs. Other sources allow more leniency. Writers should always opt for natural-sounding constructions.

Correct: The Public Affairs Office decided always to avoid working on weekends.

They also wanted to avoid working in basements.
She finally had gone to see the Beach Boys perform.

Incorrect: The Public Affairs Office decided to always avoid working on weekends.

They wanted to also avoid working in basements.
She had finally gone to see Nora Jones perform.

Titled / Entitled

"Entitled" means "a right to do or have something." Do not use it to mean "titled."

Correct: The student is entitled to an appeal.
She titled her book "A Way with Words."

Incorrect: His talk was entitled "Student Development in Off-Campus Programs."

United States / U.S.

In AP style, U.S. may be used for "United States" when a noun or an adjective.

Correct: Earlham alumni live throughout the United States and in more than 50 other countries.

In nearly every U.S. city, you'll find a McDonald's restaurant.

Incorrect: Earlham alumni live throughout the U.S. and in more than 50 other countries.

In nearly every United States city, you'll find a McDonald's restaurant.

We / Us

"We" is subjective. Use the pronoun "we" when it is the subject of the verb.

Correct: We students need this.

"Us" is objective. Use it when the pronoun is the object of a verb or preposition.

Correct: Doug told us students about it.

Whether or not

Usually you can eliminate the "or not."

Correct: She wondered whether her roommate was telling the truth.

Who / Whom

Use "who," when a subject is needed, in the sense of "he," "she" or "they." Use "whom," when an object is required, in the sense of "him," "her" or "them" and when it directly follows a preposition.

Correct: Nancy Johnson, who was appointed to fill the vacancy, resigned.

Nancy Johnson, whom the search committee recommended, declined the job.

Nancy Johnson is the one to whom the job was offered.

Web Styles — General

Copyright

All departmental or College Web pages on Earlham servers should include a link to the College copyright information page

www.earlham.edu/copyright.html. This link is provided by default in the footer of the EC Web Template.

If an individual wishes to maintain copyright ownership of any material included within Web pages on Earlham's servers, he or she must do so on each page in the following preferred format:

Copyright © 2008, <copyright owner>. All rights reserved.

Copyright © 2008, Earlham Press. All rights reserved.

Ownership of Web Sites

Web Management and Services is responsible for the management of all content on the Earlham College Web servers. Ownership varies by department and content is the sole responsibility of the owner.

Online Resources

Additional resources to assist the Earlham community in working with Web site creation are available at

www.earlham.edu/wms/resources.

Web-Related Words within Text

back end, back-end Two words as a noun; hyphenated as an adjective; capitalize only at the beginning of a sentence.

Example: Back-end software is software that runs on the back end or server side.

blog A web log or blog is an ongoing archive of journal entries. Earlham's Public Affairs Office has three blogs: the Pressroom, Around the Heart, and Earlhamite Extras. Capitalize only if part of the blog's title.

database One word used as noun or adjective; capitalize only at the beginning of a sentence.

e-mail Always hyphenate; capitalize only at the beginning of a sentence.

Facebook Facebook is an online social network that attracts the attention of many college students.

full-text Always hyphenate; capitalize only at the beginning of a sentence.

Google When used as the name of a Web search engine, always capitalize *Google*. However, the name of this browser has become assimilated into everyday speech to mean "looked up" or "searched for."

Correct: Public Affairs conducts online searches for news clips using both Google and Yahoo News.
Each week, Eric googles news clips that mention Earlham.

HTML Always capitalize the acronym for Hypertext Markup Language.

home page Two words, not hyphenated; capitalize only at the beginning of a sentence or if in reference to the College's main page.

Correct: The Earlham Home Page is filled with the latest information.

iMac, iPod Note the lowercase i's.

Internet Always capitalize.

intranet Always lowercase except to begin a sentence.

JavaScript One word, always capitalize the "J."

listserv All one word, no "e" at the end; capitalize only at the beginning of a sentence.

log in, login “Log in” is a verb, “login” is an adjective or a noun.

Example: Use your assigned login name to log in to the server.

MySpace MySpace is an online social network that attracts the attention of many junior high and high school students.

online One word with no hyphenation; capitalize only at the beginning of a sentence.

site When referring to a Web site, the word “site” generally requires no capitalization and may be used without the word “Web.” When referring to our Site specifically, site should be capitalized as in Earlham College Web Site, the College Site, the Earlham Site, or just the Site.

sub-site Always hyphenate; capitalize only at the beginning of a sentence.

Example: The Public Affairs site is a sub-site of the Earlham College Web Site.

URL Especially at Earlham: Bold URLs, the Web addresses of Web pages, in body text. Omit http//: and do not use carets or parentheses. It is no longer necessary to leave an extra space at the end of a URL preceding a period.

Web Always capitalize Web when generically referring to the World Wide Web, but not in reference to items on the Web.

Example: The resource is on the Web.
It is a web resource.

webcam This lowercased, single word refers to a camera linked that broadcasts its images to the Web; capitalize only at the beginning of a sentence.

webcast This lowercased, single word refers to an audio or video file that is broadcasted at a Web site; capitalize only at the beginning of a sentence.

webmaster This lowercased, single word has become a common position title for the manager or director of a Web site; capitalize only at the beginning of a sentence.

Web site According to AP style, Web site is two words, only one of which is capitalized.

Web page According to AP style, Web page is two words, only one of which is capitalized.

Web site vs. Web page A Web page is a document formatted for the Web. A Web site is a collection of related Web pages.

Examples: Public Affairs site, English Department site, Earlham News page, Faculty Directory page, President’s Office site, Earlham College Web Site.

wiki A wiki is a type of computer software that allows users to easily create and edit collaborative online databases; capitalize only at the beginning of a sentence.

Wikipedia The largest multilingual, free-content wiki on the Internet.

YouTube YouTube is a Web site that provides free posting and viewing of video files.

Computer Terminology and Abbreviations

| | | |
|-------------------------|--|-----------------------------|
| KB or k | kilobyte | 1 thousand bytes |
| MB or meg | megabyte | 1 million bytes |
| GB or gig | gigabyte | 1 billion bytes |
| TB | terabyte | 1 trillion bytes |
| PB | petabyte | 1 quadrillion bytes |
| MHz | megahertz | 1 million cycles per second |
| GHz | gigahertz | 1 billion cycles per second |
| Bps | bits per second | (transfer rates) |
| Dpi | dots per inch | (resolution) |
| CRT | Always capitalize the acronym for Cathode Ray Tube. | |
| DHCP | Always capitalize the acronym for Dynamic Host Configuration Protocol. | |
| DNS | Always capitalize the acronym for Domain Name System. | |
| FTP | Always capitalize the acronym for File Transfer Protocol. However, as part of a file name extension, do not capitalize. | |
| GIF | Always capitalize the acronym for Graphics Interchange Format. However, as part of a file name extension, do not capitalize. | |
| HTTP | Always capitalize the abbreviation for HyperText Transfer Protocol, except when used in a URL (http://www.earlham.edu). | |
| Hyperlink (link) | One word; interchangeable with "link" or the less common "hotlink"; capitalize only at the beginning of a sentence. | |
| Hypertext | One word; only capitalize at the beginning of a sentence unless used in reference to HTML where capitalization would be as follows: HyperText. | |
| JPG/JPEG | Always capitalize the acronym for Joint Photographic Experts Group. However, as part of a file name extension, do not capitalize. | |

| | |
|--|--|
| LCD | Always capitalize the acronym for Liquid Crystal Display. |
| MIDI | Always capitalize the acronym for Musical Instrument Digital Interface. |
| MIME | Always capitalize the acronym for Multipurpose Internet Mail Extensions. |
| MP3 | A coded MPEG/MPG. Always capitalize, unless part of a file name extension. |
| MPEG/MPG | Always capitalize the acronym for Moving Picture Experts Group. However, as part of a file name extension, do not capitalize. |
| PDF | Always capitalize the acronym for Portable Document Format. However, as part of a file name extension, do not capitalize. |
| PNG | Always capitalize the acronym for Portable Network Graphics. However, as part of a file name extension, do not capitalize. |
| QuickTime | One word; reference to the proprietary Apple technology should always use the following capitalization: QuickTime. |
| SMTP | Always capitalize the acronym for Simple Mail Transfer Protocol. |
| spam | Unsolicited communications, primarily emails. Only capitalize at the beginning of a sentence or if in reference to the trademarked food product. |
| Stylesheet | One word as an adjective; two words as a noun. |
| Example: Cascading Style Sheets is a stylesheet language. | |
| TIF/TIFF | Always capitalize the acronym for Tagged Image File Format. However, as part of a file name extension, do not capitalize. |
| URL | Always capitalize the acronym for Uniform Resource Locator. |
| W3C | Always capitalize the abbreviation for World Wide Web Consortium. |
| WWW | Always capitalize the acronym for World Wide Web, except when used in a URL (http://www.earlham.edu). |

Writing Alumni Notes

— excerpted from the Public Affairs Procedure Notebook

Content

Balancing Inclusion with Editing

- **Each alumni note must contain WHO, WHAT, WHERE and WHEN information to be effective.**
- **It is more important to get as many alumni included as possible than to run longer notes on some.**

So it is all right to err on the side of shortening many notes so that more can be included. The trick is to pick up enough of the person's language or thought so that s/he can still recognize the note.

When the Institutional Advancement Office makes a request for inclusion, it should be honored.

- **Use as concise a writing style as possible, trying to retain the voice of the writer.**

Avoid the words "recently" and "currently."

Past, Present and Future Events

Since notes are often submitted many months prior to publication, editors should pay special attention to events reported or predicted in notes. Following are some guidelines:

- **Take a cautious approach to expected events, including moves and marriages. Leave the wording tentative.**
- **Keep on the look out for present or future tense references that should now be in the past tense.**

Important Copy to Include in a Classnote

- **Contact Information**

An Institutional Advancement administrative assistant will try to add city and state to the note submissions when the alum does not request to print a contact address.

When an alumnus provides contact information, it should be used unless the alumnus tells us not to print it. If all forms of the address cannot be used because of space considerations, then the parts to include are e-mail and home address. Always respect the alumnus' wishes about running contact information.

- **Information on career moves, promotions, achievements**
- **Activities involving alumni**
- **Vacation information**
- **Engagements, weddings, births.**

These might be reduced in length by adopting a consistent style which uses as few words as possible. Since most babies weigh and measure in a similar range, these details should be cut.

Cross References

- **Cross references to married alumni or children should be included within a note in a consistent manner when possible.**
- **While we often include names and class years of Earlham alumni whom the alumnus mentions in the note, references to children and grandchildren without Earlham ties are usually deleted.**

Style

In general, follow AP style when editing Class Notes and Obituaries.

How to display addresses

- **Use abbreviations when possible on addresses. Dr., St., etc. Use postal abbreviations for state names.**

This change may make the notes a bit choppy, but it will save a great deal of space.

- **Use the nine-digit zip code when it is available.**
- **Use No. to mean *number* in an address; avoid #.**

E-mail addresses

If an alumnus submits only an e-mail address as the entire alumni note, no entry should be made in the for-print document. The e-mail should be added to the online listing if it is not already present.

If typical information for a note is provided, the e-mail will be included as the method of contact.

Addresses for regular mail and e-mail addresses will be included in the Earlhamite. Unless an alumnus specifically requests that a phone number be given out, we will publish phone numbers only when they are the only contact information provided.

From time to time we run a small ad that encourages alumni to visit the Web site for our e-mail directory.

Quotations

- **Use quotations around the words of an alumnus to capture voice or feeling.**

Quotations should be reserved for unique expressions, significant wordings or very personal information. Much of the alumni notes' content — even though they use the alumnus' words — should be paraphrased without quotation marks.

Displaying Alumni Names

- **When no preference is expressed, add the maiden name to the name provided to assist classmates in recognizing the person. Use no parentheses on maiden names.**
Exception: Respect a woman's preference when using maiden names.
- **Write out the woman's complete name when it differs from the husband's name. Vary the order of which name comes first, the man's or the woman's.**
- **Use no parentheses on graduation years.**
- **Use quotes to denote nicknames; place the nickname between the legal first name and the last name.**

Examples:

Laura Bunn Olson '92 and Erik "Ricky" Olson '90

Tom and Bobby Gottschalk '64

Laura Bunn Olson '92 and Erik Olson

Erik "Ricky" Olson '90 and Laura Olson

- **Class years do not need to be mentioned when the person is included within the section for his/her graduation year.**
- **When a person's current legal name differs from the name he or she was known by when at Earlham, place the original name in parentheses with "formerly known as."**

Example:

Mourning Fox (formerly known as David List) '88

- **Take extra care with references to the spouses and partners of alumni and to the use of gender pronouns for those with unusual names.**

Obituaries

Whose obituary is included in the Earlhamite?

Obituaries are routinely prepared for past and current Earlham employees, including faculty, administrators, staff, maintenance workers and housekeepers. These obituaries are included in the Earlham Deaths section that precedes Alumni Deaths.

Process

The Institutional Advancement Office always requests proof of death to verify the information on the death of an alumnus.

When forwarding information for obits, Institutional Advancement staff use a format similar to that used on the purple form for obits. This helps them remember what to include. We list immediate family members and step-family members in Earlham obits; we can't repeat all of the relatives' names. Unless there is an alumnus among extended family, we omit extended family from Earlham obits.

The information on hand is what is printed. Sometimes this will be only a name and graduation year. An Institutional Advancement administrative assistant sometimes conducts research in Banner or on the Web to augment what we know.

Occasionally the editor is called upon to assist in writing obituaries for prominent Earlham people.

Obits for prominent Earlham people are often placed first. Other obits are placed in class year order, alphabetically within each class.

Style

Obituaries in the *Earlhamite* usually follow this form: Name, age, city, date of death, jobs held, accomplishments, survivors, those who preceded the subject in death.

Newspaper clips are often used as references. Some obits may run very short.

Names of people, employers and organizations tend to be formally written out in an obit. We are abbreviating the state names, following the journalistic abbreviations. However, we need to limit the number of organizations listed — perhaps by including the ones in which a person held office.

Second references within obits should be the full name, following Quaker style. No courtesy titles (Mr., Miss, Mrs.) are used.

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