UNIVERSITY *of* PUGET SOUND
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Punctuation and Style: A Quick-Reference Guide

Office of Communications
April 2009

Welcome

Punctuation and Style: A Quick-Reference Guide is a tool to help promote and ensure accuracy, clarity, and consistency among campus print publications and external communications. The purpose of this guide **is not** to govern academic publications or everyday internal communications, including e-mail messages, syllabi, class or department handouts, etc. It is to help each member of the campus community present unified and consistent external messages, increasing the credibility of the institution and more effectively promoting our mission.

The Office of Communications adheres to this style guide with some exceptions. First reference is the *Associate Press Stylebook*; second reference is *Webster's New World College Dictionary Fourth Edition*; third reference is *The Chicago Manual of Style 15th Edition*.

NOTE: The complete Puget Sound Style Guide is available online at www.ups.edu/styleguide.xml.

A Word on Deviation from University of Puget Sound Style

- Please remember that style and grammar rules exist to help communicate messages clearly for a particular audience. There will be times when, due to the design or purpose of a publication—or to achieve a certain look or feel—you must deviate from the style guide. If that is the case, we ask that you deviate consistently throughout your publication.

Key to Using this Style Guide

In the interest of making this guide as accessible as possible, we have listed everything alphabetically, regardless of what category of grammar or mechanics under which it falls. If you're not sure what you're looking for, or if you have questions, please contact the Office of Communications at 253.879.2673.

ACADEMIC DEGREES

- ∞ **Correct Formats:**
  Bachelor of Arts in psychology
  bachelor's degree in psychology
  Master of Arts in French
  master's degree in French
  master's in education
  associate degree (not associate's)

  NOTE: Capitalize academic degrees when they are spelled out in full (formal references), but use lower case in all other uses. Major fields are not capitalized unless they contain a proper noun, and only then are the proper nouns capitalized: *She earned a bachelor's degree in French and a Master of Arts in international business administration.*

- ∞ **Academic Degree Abbreviations**
  - ∞ Capitalize formal abbreviated degrees: *B.A., B.S., M.Ed., Ph.D.*
  - ∞ Use abbreviations only after a full name, never after just a last name
  - ∞ When used after a name, an academic abbreviation is set off by commas: *Ron Thomas, Ph.D., spoke at the awards ceremony.*
  - ∞ In print, use academic degree abbreviations—not courtesy titles, such as *Dr.*—to indicate an advanced or medical degree
    Preferred: *Ron Thomas, M.D.*
    Incorrect: *Dr. Ron Thomas*
  - ∞ Do not precede a name with a courtesy title for an academic degree and follow it with the abbreviation for the degree in the same reference
    Preferred: *Ron Thomas, Ph.D., chemist*
    Incorrect: *Dr. Ron Thomas, Ph.D.*

- ∞ **Honorary Degrees**
  Honorary degrees are granted to individuals for their service and contribution to the community, and do not make the recipients alumni of University of Puget Sound.

  For a complete list of academic degrees, including honorary degrees, see Academic Degrees in the body of the style guide at www.ups.edu/styleguide.xml.

ADDRESS FORMAT

Ronald R. Thomas
President
University of Puget Sound
1500 N. Warner St. #1094
Tacoma, WA 98416-1094

"AND" VS. "&"

- ∞ Avoid using an ampersand (&) except when space deems it necessary
  Preferred: *Alumni and Parent Relations*
- ∞ When an ampersand is required, do not use a serial comma before the ampersand: *Prelude, Passages & Perspectives*

APOSTROPHE (')

- ∞ Add *'s* to singular nouns not ending in *s*: *the dean's office, department's budget*
- ∞ Add only an apostrophe to singular proper names ending in *s*: *Achilles' heel, Tennessee Williams' plays*
  NOTE: President Thomas prefers the use of *'s* with his name: *President Thomas's house*
- ∞ Add *'s* to plural nouns not ending in *s*: *alumni's contributions, women's rights*
- ∞ Add only an apostrophe to plural nouns ending in *s*: *departments' needs, staff members' benefits*

∞ Add only an apostrophe to nouns plural in form, but singular in meaning: *the Department of Mathematics and Computer Sciences' courses, Facilities Services' polo shirts*
∞ Use an apostrophe when omitting figures: *the class of '76, the Roaring '20s*

BULLET POINTS / NUMBERED LISTS
Guidelines for creating bulleted lists:
∞ **Make bulleted lists consistent in structure.** Make each bullet point a sentence **or** a fragment. Multiple bulleted lists within the same document do not need to be consistent with each other, just within themselves.
∞ **Punctuate each bulleted list consistently.** If all points within a list are sentences, punctuate with a period; if all are fragments, use no end punctuation. If points within one list are a mix of complete sentences and fragments, reword the points so they are consistent.
∞ **Avoid making bullet points too long.** A good maximum length is three lines.
∞ **Number bullet points when you have more than five points.**

CAPITALIZATION
∞ **Academic Degrees**
See **Academic Degrees** in this guide

∞ **Campus Building Names**
Campus building names are always capitalized except in informal references: *The meeting was held in Rasmussen Rotunda. The meeting was held in the rotunda.*

∞ **Internet Terminology**
e-mail
Internet
intranet
home page
http://
hyperlink
online (no hyphen)
webcam
webcast
webmaster
Web page
Web site (always two words)
World Wide Web
www.

∞ **University vs. university**
Capitalize *university* only when it is part of a proper name: *University of Puget Sound, Harvard University*

See also Titles

COLLEGE VS. UNIVERSITY
See **UNIVERSITY VS. COLLEGE**

COLON (:)
∞ Use a colon at the end of a sentence to introduce lists, tabulations, texts, etc.
∞ Capitalize the first word after a colon only if it is a proper noun or the start of a complete sentence.
∞ Use a colon to introduce long quotations within a paragraph and to end all paragraphs that introduce a paragraph of quoted material.
∞ Colons go outside quotation marks unless they are part of the quotation itself.

COMMA (,)

- ∞ (Deviation from *AP Stylebook*) Use commas to separate elements in a series: *The American flag is red, white, and blue.*
- ∞ The comma may be omitted after short introductory phrases if no ambiguity would result: *During the night he heard many noises.*
- ∞ Commas are used in figures higher than 999: 1,012; 68,472; 200,000

  NOTE: From the College and University Editors Listserve, an easy guide to the use of commas when dealing with independent clauses (I), coordinating conjunctions (cc), and adverb clauses (AV):
  I + I = ;
  I like ice cream; I prefer chocolate.
  I + cc + I = ,
  I like ice cream, but I prefer chocolate.
  AV + I = ,
  When it is hot outside, I like ice cream.
  I + AV = no punctuation
  I like ice cream when it is hot outside.

E-MAIL

- ∞ Always hyphenate: *e-mail*
- ∞ Do not capitalize in running text
- ∞ When inviting or directing readers to voice questions, comments, and concerns electronically, use *e-mail message*: *Send me an e-mail message. Forward all e-mail messages to Ron Thomas in my absence.*
- ∞ E-mail is a medium through which people communicate, so it is also acceptable to invite or direct communication *via e-mail*: *While I'm in Hawai'i, you may contact me via e-mail.*

EMERITUS

As a title, before the name: Professor Emeritus of English LeRoy Annis; Professor Emerita of Foreign Languages and Literature Jacqueline Martin
As a classifier, after the name: LeRoy Annis, professor emeritus of English; Jacqueline Martin, professor emerita of foreign languages and literature

FOREIGN WORDS

Italicize foreign words that are not in the English vernacular (vise versa, etcetera) or are not in *Webster's New World College Dictionary*.

HAWAI`I, HAWAIIAN, HAWAI`I RESIDENT

HTTP://

See **WWW**.

HYPHENATION

NOTE: Hyphenation sometimes must be determined on a word-by-word basis. Many words that used to be hyphenated, such as goodbye, now have preferred spellings without the hyphen. If you plan to use a hyphenated word, it is always a good idea to check it first in the *Webster's New World College Dictionary*.

- ∞ **Compound Modifiers**
  Generally speaking, words become hyphenated when they are made into compound modifiers—two or more words that express a single concept. Typically, compound modifiers immediately precede the noun they modify:
  top-notch hotel

14th-century architecture
Japanese-American resident

These same modifiers are not hyphenated when they fall after the noun they modify in the sentence:
The hotel we stayed in was top notch.
We visited a church with architecture from the 14th century.
Many residents of this community are Japanese American.

∞ **Dual Heritage**
In general, when indicating dual heritage with a compound modifier, hyphenate (*African-American student, Pacific-American tradition*); do not hyphenate in other cases (*Sixteen percent of the freshman class is African American.*).

∞ **En Dash vs. Em Dash**
   ∞ **En Dash: To show range.** To separate a range of numbers (*12–24*), use an en dash, which is roughly the width of a capital "N," slightly longer than a hyphen and shorter than an em dash. Do not include spaces before or after the en dash. On a Macintosh computer, create using "Option" plus "dash"; on a PC create using <Alt> plus the numbers 0150 on the right-side number pad.
   ∞ **Em Dash: To set text apart.** To set off interruptions in text (*The girls waited—wiggling in their seats—for the clown to arrive.*), use an em dash, which is roughly the width of a capital "M," twice the size of a hyphen and slightly longer than an en dash. Do not include spaces before or after the em dash. On a Macintosh computer, create using "Option" plus "shift" plus "dash"; on a PC create using <Alt> plus the numbers 0151 on the right-side number pad.
   ∞ **When using Microsoft Word: From the drop-**down menu item "Insert," chose "Symbol" then "Special Characters" to insert either an en dash or em dash into the body of your text.

∞ **Prefixes**
See separate listings for commonly used prefixes in the body of the style guide at www.ups.edu/styleguide.xml. Generally, do not hyphenate when using a prefix with a word starting with a consonant. Three rules are constant, though they yield some exceptions to first-listed spellings in *Webster's New World College Dictionary*:
   ∞ Except for *cooperate* and *coordinate*, use a hyphen if the prefix ends in a vowel and the word that follows begins with the same vowel
   ∞ Use a hyphen if the word that follows is capitalized: *mid-April*
   ∞ Use a hyphen to join doubled prefixes: *sub-subparagraph*
Commonly used (and misused) prefixes:
   co-   Retain the hyphen when forming nouns, adjectives, and verbs that indicate occupation or status: *co-author, co-chairman, co-host*. Use no hyphen in other combinations: *coeducational, coexist, cocurricular.*
   mid-   No hyphen unless a capitalized word follows: *mid-Atlantic, midsemester.* But use a hyphen when *mid-* precedes a figure: *mid-30s, mid-19th century.*
   non-   The rules of prefixes apply, but in general no hyphen when forming a compound that does not have special meaning and can be understood if *not* is used before the base word. Use a hyphen, however, before proper nouns or in awkward combinations, such as *non-nuclear.*
   pre-   The rules of prefixes apply. The following exceptions to first-listed spellings in *Webster's New World College Dictionary* are based on the general rule that a hyphen is used if a prefix ends in a vowel and the word that follows begins with the same vowel: *pre-election, pre-eminent, pre-empt, pre-establish, pre-exist*. Otherwise, follow *Webster's New World*, hyphenating if not listed there.

∞ **Suffixes**
See separate listings for commonly used suffixes in the body of the style guide at www.ups.edu/styleguide.xml.
   ∞ Follow *Webster's New World College Dictionary* for words not listed in the style guide.
   ∞ If a word combination is not listed in Webster's New World, use two words for the verb form; hyphenate any noun or adjective forms.

∞ **University Programs**
African American Studies

Asian Studies
Latin American Studies

NUMBERS (DATE, DIMENSION, MEASUREMENT, PHONE NUMBER, TIME)

NOTE: When using ordinal numbers, (1st, 2nd, 3rd, etc.) do not use superscript. AutoFormat in Word automatically formats the "st," "nd," "rd," etc. into a superscript font (1st, 2nd, 3rd). To disable AutoFormat, select AutoCorrect from the Tools menu on the main toolbar. Click on the "AutoFormat As You Type" pane and de-select the "Ordinals (1st) with superscript" option.

∞ **Date**
Use numbers in text.
Correct: *Classes begin on August 20. Classes begin August 20.*
Incorrect: *Classes begin on August 20th.*

   ∞ **Days:** Do not abbreviate except when necessary for tabular format. Abbreviations are always three letters without periods (*Sun, Mon, Tue, Wed, Thu, Fri, Sat*).
   ∞ **Months:** Capitalize the names of months in all uses. When a month is used with a specific date, abbreviate only *Jan., Feb., Aug., Sept., Oct., Nov., and Dec.* Spell out when using alone, or with a year alone. When a phrase lists only a month and a year, do not separate the year with commas. When a phrase refers to a month, day, and year, set off the year with commas.
   January 1972 was a cold month.
   Jan. 2 was the coldest day of the month.
   His birthday is May 8.
   Feb. 14, 1987, was the target date.
   ∞ Ordinal numbers (i.e., ending in th, nd, rd, st) are used only without the month.
   Correct: *We'll see you on the 12th. We'll see you December 12.*
   Incorrect: *We'll see you on December 12th.*

NOTE: Use an en dash with no spaces when showing date range: *August 18–27, December 22–January 11*

∞ **Dimension**
Harned Hall will add 51,000 square feet to the science center.
Harned Hall is a 51,000-square-foot laboratory space.

∞ **Measurement**
27-foot-long skeleton
The whale skeleton in Harned Hall is 27 feet long.
5-year-old boy
The boy is 5 years old.

∞ **Phone Numbers**
Format for phone numbers should be consistent within a single document.
Preferred: *253.879.1500, 800.123.4567*
Correct: 253-879-1500
Incorrect: *(253) 879-1500, 1-800-123-4567, 1-(800)-123-4567*

∞ **Time**
   ∞ Use figures except for *noon* and *midnight*
   ∞ Use a colon to separate hours from minutes: *1:30*
   ∞ Avoid such redundancies as *10 a.m. this morning* or *11 p.m. Monday night*
   ∞ The construction *4 o'clock* is acceptable, but time listings with *a.m.* or *p.m.* are preferable
   ∞ Do not include zero minutes in a time listing
   ∞ Always include a space between the figure and *p.m.* or *a.m.*
   ∞ To indicate a range of time, use an en dash with no spaces, or the word pairing *from…to.*
   Correct: *4 p.m., 8 a.m.–3 p.m., 7:30 a.m.–noon, Noon–6 p.m., from 2 to 4 p.m.*
   Incorrect: *4:00 p.m., 8am-3pm, 7:30 am to Midnight, from 6 a.m.–2 p.m.*

QUOTATION MARKS (" ")

∞ **Composition Titles**
(Deviation from *AP Stylebook*) See **Titles, Composition Titles** in this guide

∞ **Direct Quotes**
Use open-quote marks (") and close-quote marks (") to surround the exact words of a speaker or writer when reported in a story: *"I have no intention of staying," he replied.*

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

SEMICOLON (;)
  ∞ Use a semicolon to indicate greater separation of thought and information than a comma can convey but less than the separation that a period implies.
  ∞ Use semicolons to separate elements of a series when the items in the series are long or when individual segments contain material that also must be set off by commas: *He is survived by a son, John Smith, of Chicago; three daughters, Jane Smith, of Wichita, Kan., Mary Smith, of Denver, and Susan, of Boston; and a sister, Martha, of Omaha, Neb.*
  NOTE: The semicolon is used before the final *and* in such a series.
  ∞ Place semicolons outside quotation marks.

STATE NAMES
  ∞ Spell out the names of the 50 U.S. states when they stand alone in textual material. Any state name may be condensed, however, to fit typographical requirements for tabular material.
  ∞ The names of eight states are never abbreviated in datelines or text: Alaska, Hawai'i, Idaho, Iowa, Maine, Ohio, Texas, and Utah.

  NOTE: There is a difference between the two-letter Postal Service state abbreviations and abbreviations used in running text (WA vs. Wash.). For a complete list of both ways to abbreviate state names, see the body of the style guide at www.ups.edu/styleguide.xml.

STUDENT STAFF MEMBER
See **Work Study**

THE UNIVERSITY OF PUGET SOUND VS. UNIVERSITY OF PUGET SOUND
See **University of Puget Sound vs. the University of Puget Sound**

THEATRE VS. THEATER
Use *theater* unless the proper name is *Theatre*: *Norton Clapp Theatre, Department of Theatre Arts*

NOTE: Follow this rule even if both spellings occur in the same publication.

TITLES
  ∞ **Composition Titles**
  University of Puget Sound deviates from the *AP Stylebook* to make our print publications easier to read.
    ∞ In general, italicize all major works and place quotation marks around smaller pieces within major works
    Correct: The article "Journey into Baghdad" appears in this week's issue of *TIME Magazine*.
    ∞ Italicize: book titles, song titles, lecture titles, TV, and radio show titles
    ∞ Quote Marks: article titles, episode titles of TV and radio shows
    ∞ Capitalize only (no italics or quotation marks) musical composition titles

NOTE: These guidelines are for running text in print materials. Format may change in programs, posters, fliers, etc.

For more complete information, see **Composition Titles** in the body of the style guide at www.ups.edu/styleguide.xml.

∞ **Courtesy Titles (Dr., Miss, Mr., Mrs., Ms.)**
In print, refer to both men and women by first and last name. Use courtesy titles only in direct quotations.

See also Academic Degrees

∞ **Departmental Titles**
  ∞ Correct phrasing: [Department/Office/Division] of [Department Name]
  Department of Geology
  Office of Student Financial Services
  Division of Student Affairs

  NOTE: These are examples of **formal** department titles. Also correct, though for informal use only:
  the geology department
  SFS
  Student Affairs

∞ **Occupational Titles**
  ∞ Always check the accuracy of academic and occupational titles of faculty and staff in the campus directory
  ∞ Always capitalize before the proper name: President Ronald R. Thomas
  ∞ Use lower case after the name: Ronald R. Thomas, president
  ∞ Correct phrasing: [Position] of [Department Name]
  Professor of Latin American Studies
  Instructor of International Political Economy
  Director of Athletics
  Incorrect: *Biology Professor, International Political Economy Instructor, Athletics Director*

  NOTE: These are examples of **formal** occupational titles. Also correct, though for informal use only:
  Latin American studies professor
  IPE instructor
  athletics director

UNIVERSITY OF PUGET SOUND VS. THE UNIVERSITY OF PUGET SOUND
Both phrases are acceptable, however, two important rules must be followed:
  ∞ Usage must be consistent within a publication.
  ∞ In the construction *the University of Puget Sound, the* is not capitalized unless appearing in a legal document.
  ∞ Correct: *We work at University of Puget Sound.*
      We work at the University of Puget Sound.

UNIVERSITY- AND REGION-SPECIFIC TERMINOLOGY
  ∞ **Puget Sound**
  Puget Sound refers to both the body of water and the abbreviated form of University of Puget Sound.
    ∞ **Body of water:** Include the word *the* prior to *Puget Sound*: *Canoers will spend the day traveling the Puget Sound.*
    ∞ **University:** Do not include *the*: *Eighteen students from Utah attend Puget Sound.*

  NOTE: If both the body of water and the university abbreviation are included in the same sentence, it is best to either spell out the full name of the university, or to reconstruct into two sentences to avoid confusion.

∞ **Tacoma Business Districts**
There are 12 neighborhood business districts in the city of Tacoma:
Dome
Fern Hill
Portland Avenue
McKinley Hill
Oakland Madrona
Old Town
Proctor
Sixth Avenue*
South Tacoma
Stadium
Upper Tacoma
Lincoln International
*University of Puget Sound belongs to the Sixth Avenue Business District.

∞ **The Mountain**
Local reference to Mt. Rainier, though the term *Mt. Rainier* is preferable to avoid confusion by outside visitors and with the local radio station, KMTT 103.7.

∞ **The Sound**
Local reference to the Puget Sound, though the term *Puget Sound* is preferable to avoid confusion with outside visitors and with the University of Puget Sound radio station, *The Sound*.

UNIVERSITY VS. COLLEGE
Either term is acceptable when referring to University of Puget Sound, but *college* is preferred when:
∞ Referring primarily to the undergraduate programs or experience.
∞ Referring specifically to University of Puget Sound as a national liberal arts college.
∞ Discussing attributes or benefits of a liberal arts education.
The mission statement is an example of the coexistence of *college* and *university*: *University of Puget Sound is an independent, predominately residential undergraduate liberal arts college with selected graduate programs building effectively on a liberal arts foundation. The university, as a community of learning, …*

UPS VS. PUGET SOUND
On first reference use *University of Puget Sound*. On subsequent references use *Puget Sound*. Although we may refer to the university as *UPS* to the campus community and alumni, *Puget Sound* is preferred.
Legal name: The University of Puget Sound
Formal name: University of Puget Sound
Informal name: Puget Sound
Intimate name: UPS

VERSUS (VS. / V.)
∞ Spell it out in ordinary speech and writing: *Ideas to host the party in the rotunda versus outside on the lawn were very well received.*
∞ In short expressions, the abbreviation *vs.* is permitted.
∞ For court cases, use *v.*: *Marbury v. Madison*
Correct: *Loggers vs. PLU*
Incorrect: *Loggers v. PLU*

WORK STUDY
work-study program
work-study recipient
work-study position
student staff member

A student staff member is the recipient of work-study funds.
A student staff member *is not* a work study.

www.

Many Web sites no longer require that you type *http://www.* in your Web browser before the address; however, in print publications, always include *www.* to indicate Web site addresses, or *http://* when appropriate.
www.ups.edu
http://cascade.ups.edu/cascade/cascade.menu

Commonly Confused and Misspelled Words/Phrases

Correct spelling, hyphenation, capitalization, etc. for several terms used on campus:

A

accommodate (accommodations)

advisor (deviation from *AP Stylebook*)

alma mater

alumnus, alumni (men and women),

alumna, alumnae (women only) never alum

B

backup (noun, adjective)

back up (verb)

best-seller

board of trustees

C

campuswide

cancel, canceled, canceling, cancellation

cannot

catalog

chair (not chairman, not chairwoman, not chairperson)

cocurricular

coed, coeducational

Commencement, Commencement Weekend, Commencement coordinator

coursework

crosslist

cum laude (italicize)

D

decision making

decision-making (adjective)

drop-off (noun, adjective)

drop off (verb)

Dual-Degree Engineering

E

extracurricular

F

fall

First-Year Seminar

flier (not flyer)

follow-up (noun, adjective)

follow up (verb)

freshman

G

H

I

J

junior

K

kickoff (noun, adjective)

kick off (verb)

L

lifelong

LogJam!

longtime

M

magna cum laude (do not italcize)

major

minor

N

nongraduating

non-science major

nonscientific

O

P

pickup (noun, adjective)

pick up (verb)

policymaker, policymaking

postgraduate

post-graduation

postseason

pre-medicine, Pre-Medicine, pre-Med

pre-professional, Pre-Professional

preseason

Q

R

regardless (irregardless is not a word)

ResNet

S

senior

setup (noun, adjective)

set up (verb)

sophomore

spring

summa cum laude (italicize)

summer

T

U

V

voice mail

well-being

W

Western Washington

winter

X

Y

Z