

Plymouth State University Style Guide

The purpose of a style guide is to help achieve consistency in Plymouth State's publications for both internal and external communications. The *PSU Style Guide* is to be used for all Plymouth State University publications. For news releases, PSU will continue to use the most current *AP Stylebook*. The Office of Public Relations uses the *Chicago Manual of Style* (15th edition) as a guide for all publications copy, and the *Merriam-Webster Collegiate Dictionary* (11th edition). For questions not answered by this style guide, please refer to those publications. In writing for books, journals, or presentations, faculty members should use the preferred style for their own disciplines, such as MLA or APA.

For cases unique to academe or to Plymouth State University, or where *CMS* differs significantly from AP, the *PSU Style Guide* will provide guidance and answer questions. Bear in mind that not all style questions can be resolved by a stylebook. Rules can be adapted to enhance clarity, accuracy, and precision but should not be changed for reasons of personal preference only. In some cases, a variety of spellings are considered acceptable in different situations. For the sake of clarity and consistency, PSU has chosen to use the rules and spellings found in the *PSU Style Guide*.

The publications editors in the Office of Public Relations will be happy to help you interpret any of these entries. Contact the Office of Public Relations with any questions or corrections at (603) 535-2276 or opr@plymouth.edu.

PSU Usage

a/an

Choose "a" or "an" based on the sound of the following word or acronym. Use "a" before consonant sounds (e.g., a one-time event, a historical novel); use "an" before vowel sounds (e.g., an hour before we leave, an NCATE-accredited institution). In American English, use "a" before a pronounced "h" (e.g., a hotel; a historic occasion) and "an" before a silent "h" (e.g., an honor).

abbreviations

- Organization names: use the full name, followed by abbreviation in parentheses on first reference. Use the abbreviation on second and subsequent references.
- Note: some organizations or facilities are known primarily by the initials (e.g., IBM, 3M, HUB, D&M). If the meaning will be clear to the reader, it is not necessary to spell out the full name on first use. Abbreviated suffixes (e.g., Co., Corp., Ltd., Inc.) may be used on first reference in running text or for clarity but usually are not necessary.
- Do not use periods in abbreviations. (Exceptions: a.m., p.m., Dr., Mr., Ms., Mrs., Jr., Sr.)
- Prefixes of geographic names: do not abbreviate (e.g., Fort Wayne, Saint Cloud, Mount Washington, San Diego, Port Arthur)
- See also: **Plymouth State University and PSU.**
- See also: **United States**

academic departments, centers, and programs

At PSU, most full formal department names begin “Department of” and are capitalized. In running text, programs, fields, and informal department names are lowercased, except for proper nouns. Example: Department of Art, art department, art history program, the social science and English departments.

Center for the Environment
Center for Rural Partnerships
College of Graduate Studies
College of University Studies
Department of Art
Department of Athletics
Department of Atmospheric Science and Chemistry
Department of Biological Sciences
Department of Communications and Media Studies
Department of Computer Science and Technology
Department of Criminal Justice
Department of Education
Department of English
Department of Environmental Science and Policy
Department of Health and Human Performance
Department of Languages and Linguistics
Department of Mathematics
Department of Music, Theatre, and Dance
Department of Philosophy
Department of Psychology
Department of Social Science
Department of Social Work
Frost School of Continuing and Professional Studies
Interdisciplinary Studies Program
Institute for New Hampshire Studies

academic titles

Use “professor” for faculty members who are professors, associate professors, and assistant professors. Do not use the words “associate” or “assistant” to indicate rank. Capitalize when used before the name in running text (e.g., Professor of English Jane Austen). Lowercase when used after the name in running text (e.g., Albert Einstein, professor of physics; Jane Doe, instructor of music appreciation; John Doe, artist-in-residence in PSU’s art department). See also **adjunct**.

a cappella

“Without instrumental accompaniment.” This non-English term should appear in italics. Do not capitalize except at the beginning of a sentence. (e.g., Vocal Order and Mixed Emotions are PSU’s *a cappella* singing groups.)

accent marks

Follow the first listing in *Webster's Collegiate Dictionary* (11th edition): cliché, protégé(e), résumé.

acronyms

Do not use periods for acronyms. On first reference, spell out the full name if it will be unfamiliar to the intended audience and follow with the acronym in parentheses.

addresses

- In running text, use commas to set off the individual elements in addresses or place names (think of where the line breaks would be if the address were in block format).
- No comma is used between the street name and an abbreviation such as NW or between the state and the zip/postal code.
- The correct order for PSU addresses is: department name, mail service code (e.g., MSC 24), Plymouth State University, 17 High Street, Plymouth NH 03264-1595. The mail service code must follow the department name, not the University's street address.
- Do not use Plymouth State University, Plymouth NH 03264-1595 without the street address for mailing or return addresses. The Post Office requires that we always use the 17 High Street address.

adjunct faculty member

Someone who is teaching courses at PSU but is not hired into a benefited, faculty position. "Adjunct" is an employment status, not a title. In running text, simply say "PSU faculty member" unless their status as an adjunct member of the faculty is specifically relevant.

administrative departments

Formal names of departments should be capitalized. Informal references to departments and programs should be lowercased. (e.g., For more information, contact the Admission Office. She stopped by admissions. He participated in several service-learning programs.)

Formal Names

Admission Office
The Bagley Center
Bulk Mail Center
Bursar's Office
Campus Mail Services
Campus Ministry
College of Graduate Studies
Controller's Office
Community Service Learning Center
Development Office
Educational Theatre Collaborative
Financial Aid Team
Financial Affairs Office
Health Services
Information Technology Services
International Student Services Office
Karl Drerup Art Gallery
Loan Collection Office
New Hampshire Impact Center
Office of Academic Affairs
Office of Advancement
Office of Alumni Relations
Office of Environmental Sustainability
Office of Institutional Research
Office of International Programs

Office of the President
Office of the Provost and Vice President for Academic Affairs

Informal Names

admissions
careers office
bulk mail center
bursar
campus mail
campus ministry office
graduate studies
business office
service learning office
development office
ETC
financial aid
financial affairs
health services (not "infirmary")
ITS
ISS office
Drerup gallery, the gallery
loan collections
NH-IMPACT
academic affairs office
advancement
alumni office
environmental sustainability office
institutional research office
international programs office (The Bagley Center)
president's office
provost's office

Formal Names

Office of Public Relations
 Office of Purchasing and Contract Services
 Office of Teacher Certification
 Office of the Registrar
 Office of Sponsored Programs
 Office of University Relations

Office of the Vice President for Finance and Administration
 Office of the Vice President for Student Affairs
 Physical Plant
 Plymouth Academic Support Services
 Plymouth State University Health Services Office
 Plymouth State University Weather Center
 PSU Dining Services
 Public Safety/University Police
 Recreation Programs
 Residential Life
 SAGE (Sexuality, Anti-Violence, and Gender Equity) Center
 Silver Center for the Arts
 Student Accounting Office
 Student Activities Office
 Student Mail Center
 Undergraduate Advising Center
 PSU Outdoor Center
 Writing Center

Informal Names

OPR, public relations
 purchasing
 OTC, teacher certification
 registrar's office
 grants accounting, grants office
 university relations office (not "external relations," not "institutional advancement")
 finance office
 student affairs office
 facilities services
 PASS
 health services
 PSU weather center, the weather center
 dining services, Sodexo
 University police, campus police
 recreational sports, rec sports
 res life
 SAGE
 Silver Center
 student accounting
 student activities
 campus mail center
 academic advising office
 Outdoor Center
 writing center

admission(s)

At PSU, the department is referred to in the singular (Admission Office). However, use "college admissions" when talking about the general concept.

advisor

Not adviser

affect, effect

Affect is a verb meaning "to influence" or "to make an impact upon" (e.g., Exposure to sun affects your skin.) or a noun describing a person's emotional demeanor (e.g., He had a flattened affect.). Effect is a noun meaning the result that follows a cause (e.g., Sunburn is the effect of too much sun exposure.); as a verb, it means to bring about or execute some action or result (e.g., As president, she will effect change.).

ages

Use numerals (only whole numbers—no fractions or decimals): His daughter is 3 years old. When following a name, separate by a comma, e.g., John's children Ben, 3, Phil, 5, and Betsy, 8. Ages expressed as adjectives before a noun or as substitutes for nouns use hyphens, e.g., John's oldest child is an 8-year-old (noun). He also has a 3-year-old son (adjective).

alma mater

Latin for “fostering mother,” this term means both the educational institution from which one has graduated, and the official song of an educational institution. Lowercase, no italics.

alumna, alumnae, alumni, alumnus

The graduates of an academic institution. Use “alumni” for more than one male or for a group of males and females. Use “alumnus” for an individual male. Use “alumna” for an individual female. Use “alumnae” for more than one female. See also: **Latin plurals** and **class year**.

alumni association

Plymouth State University Alumni Association on first reference; PSUAA or PSU Alumni Association on subsequent references.

a.m., p.m.

See **times**.

among

Use “among” when three or more objects or parties are involved; use “between” when there are just two.

ampersands

avoid using unless style of company name. Example: Crate & Barrel, Draper & Maynard Building.

and/or

Avoid using and/or; instead of “carrots and/or peas” use “carrots or peas or both”

annual

An event can’t be described as “annual” until it takes place for two consecutive years. For the first year, use “first.”

apostrophe

- Apostrophes are used to indicate possessive nouns and class years.
- An apostrophe looks like the number nine (’), not like the number six (‘) which is an opening single quotation mark.
- *Chicago’s* entry on possessives runs to over three pages. In brief, for possessives, use an apostrophe before the “s” in singular nouns that do not end in “s.” Use it after the “s” in plural nouns or in singular nouns (including proper nouns) ending in “s.”
- Apostrophes are not used with attributive nouns (e.g., contributors notes, teachers union, Seniors Day, Department of Veterans Affairs).
- Use an apostrophe (not an opening single quotation mark or a “straight quote”) before the class year after the name of an alumna or alumnus: Samson Kittleburger ’79 (not ‘79 or '79).
- area codes: see telephone numbers
- To make an apostrophe in MS Word for Windows, hold down the CTRL key and hit the quote key twice. On a Mac, press Shift/Option and hit the quote key. See also: **prime, double prime** and **quotation marks**.

artist-in-residence

Hyphenate before a name and when part of a formal title. Do not capitalize.

as/like

As is a conjunction linking two clauses (don't do as I do). **Like** is a preposition introducing a comparison (he dances like a chicken). Don't substitute "as" for "because."

Correct: I was late because my dog ate my car keys.

Incorrect: I was late as my dog ate my car keys.

Assistant/associate professor

Avoid using the words "assistant" or "associate" when denoting a faculty member's title.

For example, Assistant Professor of Art Pablo Picasso would be better written as Pablo Picasso, professor of art.

assure

See **ensure**.

athletics

All PSU athletic teams are known as Panthers. Sports played by both sexes are identified as "men's" or women's" (e.g., men's basketball team, women's basketball team). Terms like "Lady Panthers" are not used. For the department, use Department of Athletics on first reference and "Athletics" on subsequent references. "Athletic" is an adjective that describes someone with the characteristics of an athlete. "Athletics" is a noun referring to sports and sports programs of all kinds.

attribution

- Attribute statements that are not widely known or that are opinions or could be subject to disagreement (e.g., PSU is the richest university on the planet, according to Professor Napoleon Bonaparte.)
- Use "said" when citing a literal quotation of a remark made by a specific individual at a specific time and place. (e.g., "PSU has more money than Bill Gates," said Professor Napoleon Bonaparte.)
- Use "says" when paraphrasing a line of thought that an individual continually expresses. (e.g., Professor Napoleon Bonaparte says PSU no longer has to worry about raising funds.)
- Avoid using attributive terms like "claimed," "suggested," "charged," "denied," or "asserted" because these can inadvertently imply negative shades of meaning.

attributive noun

An attributive noun does not take an apostrophe (e.g., contributors notes, teachers union, Seniors Day, Department of Veterans Affairs).

awards

Capitalize full, proper names; otherwise, use lowercase. Example: Sam Schoenfield Sportsmanship Award, but the 2006 Composer of the Year award.

Plymouth State University awards include:

Award for Distinguished Scholarship

Award for Excellence in Faculty Service

Distinguished Teaching Award

Distinguished Graduate Teaching Award

Distinguished Operating Staff Award

Distinguished Professional, Administrative, and Technical Staff Award

Distinguished Adjunct Teaching Award

Bagley Center

The department encompassing International Programs, the National Student Exchange Program, Internships, and Career Services; resides in Norton R. Bagley House. Use “the Bagley Center” for all references.

Belknap

Use “Belknap Residence Hall” on first reference, Belknap on subsequent references.

bias-free content

Plymouth State University aspires to bias-free content in all its publications. Examples include “first-year” instead of “freshman,” and “chair” instead of “chairman” or “chairperson.” Pay attention to your word choice in order to avoid unintentional bias. See also: **gender-neutral language** and **ethnic and racial designations**.

between

Use “between” when two objects or parties are involved; use “among” for three or more.

Blair

Use “Blair Residence Hall” on first reference, Blair on subsequent references.

Board of Trustees

Capitalize when used as a proper noun—the Coca-Cola Board of Trustees. When used as a generic term, lowercase.

Boyd Science Center

Home of the Department of Biological Sciences, the Department of Atmospheric Science and Chemistry, and the Center for the Environment. Use “Boyd Science Center” on first reference, Boyd on subsequent references or with room numbers (e.g., Boyd 001).

brackets

Use to add explanations or corrections to quoted material or to indicate that part of the quote has been contracted. Brackets can also be used as parentheses within existing parentheses. Use the Latin word *sic* in brackets and italics to indicate an error in quoted material that is being reproduced exactly (e.g., “between [*sic*] three friends.”

Brown Company

The Berlin, NH-based paper mill is the Brown Company, not the Brown Paper Company. Do not confuse with the Drerup Gallery art exhibit Beyond Brown Paper, which features photographs from the Brown Company.

building names

Capitalize the proper name of buildings, including the word “building” if it is an integral part of the proper name. The following is a list of all the buildings on the Plymouth State University campus. More information on these buildings is found in their separate entries in the *PSU Style Guide*.

Formal Name

Belknap Residence Hall
Blair Residence Hall
Boyd Science Center
Centre Lodge
Child Development and Family Center

Informal Name or Abbreviation

Belknap
Blair
Boyd
Centre Lodge
CDFC

Formal Name

Co-Generation Plant
Counseling and Human Relations Center
Draper & Maynard Building
Ellen Reed House
Grafton Residence Hall
Harold E. Hyde Hall
Hartman Union Building
Health Services Building
Herbert H. Lamson Library and Learning Commons
Highland Hall
Holmes House
Hogan House
Kelly House
Langdon Woods Residential Complex
Mary Lyon Residence Hall
Mary Taylor House
Memorial Hall
Non-Traditional Student Apartments

Formal Name

Norton R. Bagley House
Pemigewasset Residence Hall
Physical Education Center
Physical Plant Building
President’s House
Prospect Dining Hall
Robert Frost House
Rounds Hall
Russell House
Samuel Read Hall Residence Hall
Silver Center for the Arts
Geneva Smith Residence Hall
Guy E. Speare Administration Building
White Mountain Apartment Complex

Informal Name or Abbreviation

Co-Gen Plant
Counseling Center
D&M, D&M Building
Ellen Reed
Grafton
Hyde
HUB, the HUB
Health Services
Lamson Library and Learning Commons
Highland
Holmes House
Hogan House
Kelly House, Human Resources
Langdon Woods
Mary Lyon (Note: no final “s”)
Mary Taylor
Memorial
Non-Traditional Student Apartments

Informal Name or Abbreviation

Bagley House
Pemi Hall
PE Center (not “Field House”)
Physical Plant
President’s House
Prospect
Frost House
Rounds
Russell House
Hall, Hall Residence Hall
Silver Center, Silver
Smith
Speare
Student Apartments

bullet points

See lists.

campus names

This is a list of important locations on campus that are not separate buildings:

Formal Name

Alumni Green
Charles L. Currier Memorial Field
Commons Café
D&M Park
Field House
Frost Commons
Heritage Commons
John C. Foley Gymnasium
Judd Gregg Meteorology Institute

Informal Name, Location

Alumni Green, grassy area in front of the HUB
Currier Field, football field at the PE Center
Lamson Café, in Lamson Library and Learning Commons
D&M Park, softball field at the PE Center
Field House, at the PE Center
Frost Commons, in Frost House
Heritage, in Hall Residence Hall
Foley Gymnasium, at the PE Center
meteorology, in Boyd Science Center

Formal Name

The Learning Commons at Lamson Library
 Mountain View Snack Bar
 Nick Vailas Performance Center
 Panther Baseball Field
 Panther Park
 Paul E. Arold Field

Pawsway
 Prospect Dining Hall
 PSU Natatorium
 Sidewalk Café
 Tennis Courts
 Todd Trevor Tower Room
 The Woods

Informal Name, Location

Learning Commons, in Lamson Library
 Snack bar, HUB
 strength and conditioning room, at the PE Center
 Panther Field, baseball field at the PE Center
 Soccer field at the PE Center
 Arold Field, field hockey and women's lacrosse field at the
 PE Center

Pawsway, in the HUB
 Prospect, on High Street
 Swimming pool or pool, at the PE Center
 Sidewalk Café, in the HUB
 Tennis courts, at the PE Center
 Tower Room, in Lamson Library
 The Woods café, in Langdon Woods

campuswide

Not campus wide or campus-wide.

capitalization

- In running text: Avoid the unnecessary use of capitalization; when in doubt, lowercase. Capital letters indicate proper names; they do not imply importance or added value. In some instances, designers may employ all capital letters or initial caps for typographical reasons at their discretion.
- In titles and headlines: Capitalize all words except articles, conjunctions, and prepositions unless they are the first or last word (e.g., *The Rain in Spain Stays Mainly on the Plain*).
- Departments and offices: capitalize the proper name of a department or office (e.g., Office of Public Relations, Department of Biological Sciences, Office of the Registrar) but lowercase when referring to a field of study or when using an informal reference (e.g., biology department, public relations office, registrar's office)
- Titles: Capitalize formal academic titles when used before the name; lowercase after the name. (e.g., Professor of Business Warren Buffet, but Warren Buffet, professor of business).
- For particular words or phrases not found in the *PSU Style Guide*, refer to the *Chicago Manual of Style* (15th edition) or *Merriam-Webster's Collegiate Dictionary* (11th edition)

catalog

Not catalogue.

Centre Lodge

There is no abbreviation for Centre Lodge.

century

Particular centuries are spelled out and lowercased. Ex., the twenty-first century, the eighth and ninth centuries.

chair

The head of an academic department or committee. Do not capitalize. Used as both a verb and a noun, **chair** is widely regarded as the best gender-neutral choice.

Child Development and Family Center

Use “Child Development and Family Center” on first reference, CDFC on subsequent references. Do not use “Development Center,” “Family Center,” or “Child Care Center.”

circumlocution

A roundabout way of saying something. Avoid circumlocutions; look for a simpler way. For instance:

<i>Use</i>	<i>Not</i>
to	in order to
now	at this point in time
while	during the time that
if	in the event that
after	at the conclusion of
during	in the course of
join	join with, join together
before	prior to
because	the fact that
The program provides	The program seeks to provide, The program is designed to provide

city, state

In running text, use a comma after the city name and abbreviate the state name (according to the guidelines under **states** in the *PSU Style Guide*), followed by another comma unless at the end of a sentence or in a dateline.

The university is located in Plymouth, NH, just off I-93.

Send your application form to Plymouth State University, 17 High St., Plymouth NH 03264-1595

class of

Do not capitalize.

class year

The class year appears after the name of an alumnus or alumna on first reference in running text and always in lists. Use an apostrophe before the two-digit year. Do not use parentheses. Use “G” after the year for graduate alumni.

Correct: Jane Doe '99; Joan Doe '74, '86G.

Incorrect: Jane Doe '99; Jane Doe '99; Jane Doe (99); Jane Doe ('99).

For possessives, rephrase to avoid making a class year possessive. See also **apostrophe**.

coeducational, coed

“Coeducational” means for both male and female students. “Coed” may be used as an adjective. (He chose to live in a coed residence hall.) Don’t use “coed” as a noun; use “female student” or “woman student.” It is rarely necessary to identify students by their gender.

Co-Generation Plant

Lowercase in running text. Abbreviate as co-gen plant.

clock tower

Refers to the clock and tower on Rounds Hall. Do not capitalize.

college, university

- The term “college” is no longer used for Plymouth State except when referring to the historical period when the institution was known by that name. See also: Plymouth State University.

- Refer to other institutions by their full name (the University of New Hampshire, Keene State College, Franklin Pierce College, and Argosy University of Sarasota) on first reference and by an abbreviation or shortened version of the name on subsequent references; (UNH; Keene State, KSC; Franklin Pierce, Argosy).

colon

Use a colon to introduce or direct attention to what comes after it. Lowercase the first word after a colon when it occurs within a sentence.

- PSU has four graduate terms: fall, winter, spring, and summer.

A colon can also be used instead of a period to introduce related sentences. Uppercase the first word of a complete sentence following a colon.

- The president was faced with a choice: Should he eat lunch now? Or should he wait until his meeting with the prime minister was finished?

A colon is normally used after terms like “as follows,” “the following,” and similar expressions.

- The steps are as follows: first, stand on one foot; second, hop up and down; third, pat your head while rubbing your stomach.

A colon is not used after “namely,” “including,” or similar expressions, or before a series introduced by a verb or a preposition.

- There are three steps, namely, hopping on one foot, patting the head, and rubbing the stomach.
- The requirements for this degree include core courses, component courses, and a capstone experience.

Do not use a colon in place of a semicolon. See also: **semicolon** and *Chicago* 6.63–6.69.

comma

The Chicago Manual of Style recommends the serial comma (the comma before the conjunction in a list of three or more items). Likewise, in a series separated by semicolons, the list item before the conjunction should have a semicolon. Use commas between the city and state in running text but NOT in an address (see also **city, state**). Don’t use a comma before a suffix in a person’s name, such as “Jr.” or “Sr.” After a word or phrase contained in quotation marks, place the comma *before* the closing quotation mark, even if it is not part of the quoted material. See also: **period**.

Commencement

Use “Commencement” when referring to the specific event. The proper name of an event should be capitalized. Use “graduation” or “graduate” to refer generally to the point where one receives a degree—do not capitalize “graduation.” (He graduated in 1993. We attended Commencement 1993.) See also: **graduate**.

compound words

The spelling and hyphenation of compound words takes 13 pages (Table 6.1) in the *Chicago Manual of Style*. In many cases, there are two or three “correct” spellings of a compound word, depending on the dictionary. PSU follows the spellings given in the *Merriam-Webster Collegiate Dictionary* (11th edition) and the principals outlined in the *Chicago Manual of Style* (15th edition).

comprise, compose

The whole comprises the parts; it is not comprised of the parts—it is composed of the parts.

- The Cabinet comprises the President and all vice presidents.
- The Cabinet is composed of the President and all vice presidents.
- *not* The Cabinet is comprised of the President and all vice presidents.

conferences

Capitalize the full, official name of conferences and symposia:

- 2006 International Hogswallop Society Conference on Greater Hogswallop Awareness

Use quotation marks for conference titles:

- “Whither Hogswallop?”

Lowercase an initial “the” and such words as “annual” or “annual meeting”:

- She attended the 147th annual meeting of the International Hogswallop Society.

contract faculty member

A member of the faculty who is a benefited employee of PSU but is not on the tenure track. “Contract faculty” is an employment status, not a title.

course titles

For courses offered at PSU, use initial caps as for a book title: first and last words have initial caps; otherwise, articles, conjunctions, and prepositions do not. Do not enclose in quotation marks. Lowercase when referring generally to a course or type of course. (e.g., I signed up for Mathematics and the Humanities. I need to take an environmental science course.)

courtesy titles

University publications do not use the courtesy titles Mr., Ms., Mrs., or Miss. For both men and women, use first and last names on first reference, and last name on subsequent references. In cases where two or more people have the same last name, use first initials or both first and last names. Exception: *Plymouth Magazine* uses first names on second reference for current students only. See also: **doctor**.

credits (academic)

The term “credit hours” is redundant; use “credits.”

credits (photo)

Photographs taken by professional photographers should be credited according to the photographer’s preference. Personal photographs supplied by others for publication should be credited as “courtesy of” and their name (e.g., Photo courtesy of Sam Spade ’47.). Photos taken or supplied by PSU staff members do not require credits. Photo credits appear after the caption, as part of the caption paragraph, not on a separate line. When supplying photos to the Office of Public Relations, please be sure to indicate the photographer’s name.

cum laude

Means “with distinction;” italicize, lowercase.

curriculum vita

Curriculum vita is singular. Curricula vitae is plural. This term is sometimes abbreviated “CV.” Use “vita” or “vitae” alone only informally. Because this term is used so frequently in academia, it is not necessary to italicize it.

dais

A low platform, often used to support a lectern.

dashes

em dash: — An em dash is the longer dash. It indicates a break in thought stronger than the break a comma offers. Use the longer dash, with no spaces before or after, in running text whenever a dash is called for. In

Word, make an em dash by pressing CTRL, ALT, and the hyphen key on your side keypad, or by typing two hyphens with no spaces in running text.

En dash: – The en dash is longer than a hyphen; it is most commonly used between inclusive numbers (e.g., pp. 5–10, 1990–1995, 5–9 p.m.). Do not use spaces before or after the end dash. Do not use an en dash in place of a colon, comma, or em dash. In Word, make an en-dash by pressing CTRL and the hyphen on the side keypad, or by typing two hyphens with space in running text.

dates

Spell out the name of the month in full and use the numeral only, never ordinal abbreviations (e.g., January 1 not January 1st). Use the year only when necessary for clarity (January 1, 2007). In running text, the day of the week precedes the month (e.g., Monday, January 1). See also: **lists, numbers**.

days of the week

Capitalize days of the week in all instances. Do not abbreviate the days of the week, except in lists or tables. See also: **lists**.

deaf and hard of hearing

Use this phrase when describing people with full or partial hearing loss. For a single individual, use either “deaf” or “hard of hearing” (whichever applies), but only if the description is relevant to the subject matter. Otherwise, omit the reference.

Dean’s List

Capitalize and punctuate for a singular possessive.

decades

These can be rendered as words (e.g., the seventies, the eighties, the nineties) or in numbers (the 1970s, the 1980s, the 1990s). Do not abbreviate with an apostrophe (e.g., *not* the ’70s, the ’80s, and the ’90s) except for class years. Decades refer to plural years; they are not possessive and therefore do not take an apostrophe before the final “s.”

degrees

Degrees should be capitalized when using the full degree name (Master of Science, Bachelor of Fine Arts) but lowercased when used generally (e.g., He holds a master’s degree in electrical engineering.) Note that “Bachelor of” and “Master of” are not possessive. “Bachelor’s degree” and “master’s degree” are possessive (not plural).

Degrees should be abbreviated without periods (see *Chicago* 15.21). When following an individual’s name in running text, the degree is set off by commas before and after.

Chicago Style

Plymouth State University degrees are abbreviated as follows:

BA	Bachelor of Arts
BS	Bachelor of Science
BFA	Bachelor of Fine Arts
MAT	Master of Arts in Teaching
MS	Master of Science
MEd	Master of Education
MBA	Master of Business Administration
CAGS	Certificate of Advanced Graduate Studies

AP Style

B.A.
B.S.
B.F.A.
M.A.T.
M.S.
M.Ed.
M.B.A.
CAGS

Other undergraduate degrees include but are not limited to:

Chicago Style

AB	Bachelor of Arts
ABJ	Bachelor of Arts in Journalism
BBA	Bachelor of Business Administration
B.D	Bachelor of Divinity
BLA	Bachelor of Landscape Architecture
BMus	Bachelor of Music
BSA	Bachelor of Science in Agriculture
BSEd	Bachelor of Science in Education
BSFR	Bachelor of Science in Forest Resources
BSW	Bachelor of Social Work
SB	Bachelor of Science
PhB	Bachelor of Philosophy

AP Style

A.B.
A.B.J.
B.B.A.
B.D.
B.L.A.
B.Mus.
B.S.A.
B.S.Ed.
B.S.F.R.
B.S.W.
S.B.
Ph.B.

Other graduate degrees include but are not limited to:

AM	Master of Arts	A.M.
DA	Doctor of Arts	D.A.
DD	Doctor of Divinity	D.D.
DMA	Doctor of Musical Arts	D.M.A.
DVM	Doctor of Veterinary Medicine	D.V.M.
EdD	Doctor of Education	Ed.D.
EdS	Specialist in Education	Ed.S.
JD	Juris Doctor	J.D.
LLM	Master of Laws	L.L.M.
MA	Master of Arts	M.A.
MAEd	Master of Arts in Education	M.A.Ed.
MD	Doctor of Medicine	M.D.
MDiv	Master of Divinity	M.Div.
MFA	Master of Fine Arts	M.F.A.
MLIS	Master of Library and Information Science	M.L.I.S.
MIT	Master of Internet Technology	M.I.T.
MM	Master of Music	M.M.
MMEd	Master of Music Education	M.M.Ed.
MPA	Master of Public Administration	M.P.A.
MPH	Master of Public Health	M.P.H.
MSW	Master of Social Work	M.S.W.
SM	Master of Science	S.M.
PhD	Doctor of Philosophy	Ph.D.
PhG	Graduate in Pharmacy	Ph.G.

department names

See “academic departments, centers, and programs.”

different

The word “different” takes the preposition “from” not “than.” (e.g., You are different from me.)

disability

Use “people with disabilities” rather than “disabled” or “handicapped” in order to emphasize the person over the disability. For events, the phrase “persons requiring additional assistance” covers everyone who might need to contact the box office for any type of accommodation.

doctor

Do not use “Dr.” for professors; instead, use the title or profession (e.g., Professor of Chemistry B.G. Kaboom, biologist Ivy Green). Use “Dr.” before a name only when the person holds an M.D. or D.V.M. degree, and only on first reference. It is assumed that college and university faculty members possess the terminal degree in their fields, although not all terminal degrees are doctorates. It is rarely necessary (or desirable) to distinguish between faculty members who hold a terminal degree and those who do not.

dormitory, dorm

PSU uses the term “residence hall.” This is capitalized as part of the proper name of an individual residence hall (see also: **building names**) and lowercased when used as a general reference. Dormitory or dorm may be used when discussing residence facilities at other institutions or in a very general sense.

dos and don'ts

Not do's and don't's (or dont's).

Draper & Maynard Building

Use “Draper & Maynard Building” on first reference; D&M on subsequent references in running text. This is an exception to the usual rule on ampersands (see also: **ampersand**).

Earth

Capitalize only when referring to the proper name of the planet; lowercase in all other instances.

- We live on Earth.
- He dropped the body in the hole and covered it with earth.

EcoHouse

A living-learning laboratory for students interested in learning about and sharing knowledge regarding sustainability efforts; located at the corner of High Street and Main Street, across from Public Safety/University Police.

effect

See “affect, effect”

e.g.

Means “for example” and is followed by a comma; often confused with i.e., which means “that is.”

Ellen Reed House

Home of the PSU English Department. Use “Ellen Reed House” on first reference and “Ellen Reed” subsequently.

ellipsis

Three dots mark an ellipsis (or elision), the omission of a word or more from a quoted passage. Ellipsis points (or dots) appear on the line, like periods, rather than above it like multiplication dots. Spaces are used before and after the ellipsis (like a word); spaces are not used between the dots. Avoid using ellipses as a way of avoiding proper punctuation (especially common in electronic communication).

e-mail

Not email, E-mail, or Email.

emerita, emeritae, emeriti, emeritus

An honorific bestowed on meritorious professors upon their retirement, and does not automatically apply to all retired faculty members. “Emeritus” is used for singular masculine and gender-neutral references. “Emeriti” is the masculine or gender-neutral plural. “Emerita” is the feminine singular, and “emeritae” is the feminine plural. The term can also be used to indicate former trustees or retired members of other important groups.

The word is always associated with the title, not the name, of a person. Example: Professor Emerita of Spanish Virginia Garlitz.

ensure, insure, assure

“Ensure” means to guarantee. “Insure” means to establish a contract for insurance. “Assure” means to inform with the intent of removing doubt.

entitled vs. titled

These two words are commonly confused. When introducing the the title of a work, use “titled.”

Example: His debut novel is a thriller titled *A Walk in the Dark*.

“Entitle” means to give a title to something, but it does not refer to the title itself. Example: “The author entitled her book after a common quote from her former teacher. Her book is titled, *Did You Really Write This?*”

et al.

Abbreviation of *et alia*, meaning “and others.” Et al. is always followed by a period. (e.g., The paper by Gilligan, the Skipper, et al. was published in the journal *Cast Away Monthly*.)

ethnic and racial designations

Avoid ethnic and racial designations unless they are truly germane to the topic. Do not hyphenate ethnic origin identifiers such as Italian American, Polish American, Japanese American. Use the preferred ethnic designations African American, Asian, Latino (or Latina) instead of other identifiers. Native American is preferable to American Indian. Lowercase “black” and “white” when used as ethnic or racial identifiers. When in doubt and if possible, in certain circumstances you might ask the individual or group being referenced for their preference.

everybody, everyone

These pronouns take singular verbs; “they” or “their” are acceptable second references (“Would everyone please turn in their papers?”) in order to avoid the awkward “his or her.” However, it is preferable to rephrase (“Please turn in your papers.”).

events

Capitalize the proper names of recurring PSU events such as Homecoming and Family Weekend, Commencement, and Convocation. Lowercase such terms as finals week or add/drop period.

exclamation point

These should be used sparingly in order to be effective. Never use multiple exclamation points. Exclamation points are placed inside the quotation marks only when they are part of the quotation itself; in all other instances, they go outside the quotation marks.

exhibit, exhibition

“Exhibit” is used as a verb or noun indicating an object on display or presented in evidence. An “exhibition” is a public showing, as of art or athletic skill.

- The Gutenberg Bible is the best exhibit in the library.
- The exhibition “Exhibitionists in Our Midst” is scheduled for January in the gallery.

ex officio

Means “by virtue or because of an office.” Do not hyphenate or italicize. Lowercase in running text.

extension

Telephone extensions are listed as ext. 55555, not X55555, x55555, Ext. 55555, or extension 55555.

faculty

Refers to the group of teaching professionals in an educational institution. Takes singular verbs:

The faculty voted to accept the resolution.

As a collective noun, “faculty” should be accompanied by “member” when referring to individuals:

Correct: She is a faculty member at PSU.

She is on faculty at PSU.

Incorrect: She is faculty at PSU.

faculty-in-residence

Hyphenate before a name and when part of a formal title. Do not capitalize.

fall, fall semester

See **seasons**.

fax

Lowercase (fax, not Fax, FAX, or facsimile) except at the beginning of a sentence or a stand-alone line:

- Fax: (603) 555-5555

first semester, first-semester

Hyphenate only when used as an adjective.

First-Year Experience

Capitalize when referring to the PSU program by name. Lowercase in all other instances. “First-year” is hyphenated here because it is a compound modifier.

first-year student(s)

A gender-neutral term used at PSU instead of “freshman” or “freshmen.”

foreign words and phrases

Italicize foreign words and phrases for all but the most familiar, and if necessary, follow with the English translation in parentheses.

forms and documents

Capitalize the proper names of university or government forms and documents; lowercase informal references.

fractions

For fractions and percentages, the verb agrees with the noun following “of” (e.g., Three-quarters of the apple was eaten. Two-thirds of the members are at a seminar today.)

freshman, freshmen

See **first-year student(s)**.

full time, full-time

Hyphenate only when used as an adjective.

fundraising

One word (not “fund raising”). The same applies to “fundraiser.”

gender-neutral language

Avoid gender-specific terms and titles when gender-neutral options are available. For instance: police officer, chair, supervisor, humanity, firefighter. Avoid superfluous adjectives (e.g., nurse, not male nurse). Use the same standards for men and women when deciding to mention personal data such as marital status or family situation, hair color, or clothing. Treat sports teams equally, alternating which gender is listed first.

General Education

Capitalize when referring to the General Education program. Lowercase in other instances.

government agencies

Capitalize full proper names of agencies, departments, and offices (except for articles, prepositions, and conjunctions). Lowercase when making a general reference (e.g., N.H. Department of Motor Vehicles, the state motor vehicle department). See also: **New Hampshire, NH** and **United States, U.S., U.S.A.**

GPA

See **grades, grade point average**.

grades, grade point average

Lowercase in running text. Abbreviate “grade point average” as GPA (no periods). Use GPA figures to at least one decimal place: 3.0, 2.75. No punctuation with letter grades (e.g., She received three As and one B.).

graduate

Use with “from” (e.g., He graduated from PSU, *not* He graduated college in 1979.)

graduation

See **Commencement**.

graphic elements

Some PSU divisions, such as the Silver Center, have their own graphic elements in addition to the Plymouth State University logo. These graphic elements are to be used in a manner in keeping with the guidelines set out for use of the logo and according to best design practices as defined by the graphic designers in the Office of Public Relations in the *Visual Identity Style Guide*. Graphic elements are never used as part of running text.

Grafton Residence Hall

Use “Grafton Residence Hall” on first reference, and “Grafton” subsequently.

Hall

See **Samuel Read Hall Residence Hall**.

Harold E. Hyde Hall

Home of the Departments of Business, Mathematics, Languages and Linguistics, Philosophy, and Psychology, as well as Information Technology Services. Use “Hyde Hall” on first reference, and “Hyde” on subsequent reference and with room numbers.

Hartman Union Building

Use “Hartman Union Building” on first reference, and “the HUB” subsequently. Use “HUB” with room numbers (HUB 119). For programs or staff members associated with the HUB, use “Hartman Union” without “Building.”

he, him, his

Although these masculine personal pronouns have traditionally been used as gender-neutral pronouns, today they are considered sexist and should be avoided. Rephrase the sentence or replace the pronoun with an article to avoid a sexist construction. Use “him or her,” “hers or his” judiciously. Avoid “s/he” or “he/she.”

headlines

Capitalize all words except articles, prepositions, and conjunctions. No periods are necessary. In specific instances, the designers in public relations might use all caps or other design elements for typographical reasons at their discretion.

Herbert H. Lamson Library and Learning Commons

See “library”

Holmes House

The historic house across from Mary Lyon. Currently home of the Development Office and Office of Alumni Relations. Use “Holmes House” in all references.

Homecoming and Family Weekend

The proper name of an event should be capitalized. Lowercase when used generally.

honors

Lowercase.

hopefully

An adverb meaning “in a hopeful manner.” It must modify a verb. Never use in writing to mean “I hope” or “It is to be hoped.”

hyphens

The rules, suggestions for, and common uses of hyphens are too numerous to describe here. In general, use hyphens to join compound words, with compound modifiers before a noun (except adverbs ending in “ly”), or to aid with pronunciation (re-creation vs. recreation). A hyphen means “and” (e.g., blue-green sea, work-study student) whereas a slash means “or” (e.g., and/or). See also: **dashes**, **slashes**, and *Chicago* 7.82–7.90.

hyperlinks

Hyperlinks serve no purpose in a printed publication. Use them only for the Web site. In print, hyperlink formatting can obscure underscore marks that sometimes appear in URLs or e-mail addresses. To turn off hyperlink formatting in Word, go to the Tools pull-down menu, click on Auto Correct Options, and choose the Autoformat tab. Make sure the box labeled “Internet and network paths with hyperlinks” is *not* checked. Repeat with the Autoformat As You Type tab.

I/me

“I” is used as the subject of a sentence; “me” is used as the object. This is true whether used alone or in connection with another person (to check whether to use “I” or “me,” simply try the sentence without the name of the other person). Don’t over-correct by using “I” in all instances.

Correct: John and I went to town.
That ball belongs to Mary and me.

Incorrect: Me and John went to town.
Please come with Mary and I to the meeting.

ID

No periods necessary.

i.e.

Means “that is.” Often confused with e.g., which means “for example.” I.e. is usually followed by a comma.

initials

First initials of personal names are followed by a period but no spaces (e.g., J.D. Salinger, I.M. Pei).

Buildings, offices, forms, etc. known by their initials or partly by their initials do not require periods or spaces (e.g., PE Center, D&M Building, GPA, FAFSA).

in regard to

Not “in regards to.” It’s better to use “regarding” in most instances.

instructor

Used to describe someone who teaches at PSU but is not a professor of any level. An instructor can be an adjunct instructor or a contract faculty member. Do not use as a title, but as a descriptor (e.g., Jane Smith, an instructor of composition in the English department, went to sea in a beautiful pea-green boat.).

insure

See **ensure**.

international student

Preferable to foreign student.

Internet

Capitalize this proper noun.

italics

Use italics for non-English words and phrases, to emphasize a single word in running text, or as a design feature to set off a subhead. Also, titles of exhibitions, books, periodicals, pamphlets, proceedings, collections, newspapers, and sections of newspapers published separately (e.g., *New York Times Book Review*). Titles of articles or chapters within another publication appear in quotation marks. Italicize the names of ships but not the preceding abbreviations (e.g., *USS Coral Sea*).

its, it's

Like other possessive pronouns (his, hers, ours, theirs), “its” has no apostrophe. Like other contractions, “it’s” (a contraction of “it is”) does take an apostrophe.

Jr., Sr., III, Esq.

Use a period after these suffixes but no comma before (e.g., Martin Luther King Jr.). Suffixes like Jr., Sr., III (or other Roman numerals) are part of an individual’s name and should be used whenever the full name is used. “Esq.” is a courtesy suffix sometimes used by attorneys; use it only when other courtesy or degree suffixes are being used. “Esq.” can always be omitted.

Karl Drerup Art Gallery

Housed in the D&M Building (see **Draper & Maynard Building**). Use “Karl Drerup Art Gallery” on first reference, and “Drerup Gallery” on subsequent references.

Karl Drerup Art Gallery and Exhibitions Program

Housed in the D&M Building (see **Draper & Maynard Building**). Includes all campus exhibitions spaces, including the Drerup Gallery, Silver Center lobby, the Alumni Hall in Lamson Library, and the outdoor kiosks adjacent to Centre Lodge. References to exhibitions in these spaces should always include the phrase “Karl Drerup Art Gallery and Exhibitions Program” at least once.

Kelly House

Home of the Human Resources Office at 83 Langdon Street. Use “Kelly House” to indicate the physical building only. In all other cases, use “Human Resources Office” or “Human Resources.”

Lakes Region

Capitalize to indicate the specific region in New Hampshire; lowercase any other instances.

Lamson Library and Learning Commons

Use on first mention when referring to the library; use “Lamson Library” or “the library” on subsequent references.

Langdon Woods

Use “Langdon Woods Residential Complex” on first reference, and “Langdon Woods” subsequently.

Latin plurals

This partial list of Latin plurals includes words commonly used in academia.

<i>Singular</i>	<i>Plural</i>
addendum	addenda
alumna	alumnae
alumnus	alumni
analysis	analyses
colloquium	colloquia
consortium	consortia
criterion	criteria
curriculum	curricula
curriculum vita	curricula vitae
datum	data
emerita	emeritae
emeritus	emeriti

medium	media
millennium	millennia
phenomenon	phenomena
prospectus	prospectus
syllabus	syllabi
symposium	symposia
thesis	theses

The Learning Commons at Lamson Library

Use on the first mention when solely referring to the Learning Commons. Use “the Learning Commons” on subsequent references.

lectern

A stand used to support a book or notes in a convenient position for a standing speaker or reader.

lectures

Distinguish between a lecture’s title and its topic. Phrases such as “spoke on” or “spoke about” are followed by the topic of the lecture, which is lowercased. Titles of lectures, papers presented at conferences, chapters in books, and articles in journals are set in title style (see **title style**).

- He spoke on the links between eggplant, bacteria, and urban planning.
- She presented her paper “Whither Hogswallop? An Absurdist, Reductionist Paradigm” at the conference.

LEED

Acronym for Leadership in Energy and Environmental Design. LEED is a U.S. Green Building Council program that is the nationally-accepted benchmark for evaluating sustainable sites. Spell out on first reference, then follow with (LEED). In 2007, Langdon Woods Residential Complex received gold-level certification from the U.S. Green Building Council’s Leadership in Energy and Environmental Design (LEED) program.

library

Lamson Library and Learning Commons on first reference; Lamson or the library on subsequent references. Use “Herbert H. Lamson Library and Learning Commons” for formal invitations or occasions. Use “the Learning Commons” if referring only to that area.

lists

Vertical lists are best introduced by a grammatically complete sentence (i.e., a sentence that is a sentence all by itself, without the help of the list) followed by a colon. Example:

The following list presents guidelines for using bullets:

- No periods are required at the end of entries **unless** the entries are complete sentences, in which case periods are necessary at the end of each entry.
- Each entry in a list (bulleted or numbered) **begins with a capital letter**—whether or not the entry forms a complete sentence. Example:
 - A copy of the *Chicago Manual of Style*
- Items in a list should be syntactically similar.

- If a list completes the sentence that introduces it, consider presenting the list in running text rather than vertically. If you must display the list in bulleted form, the entries should begin with lowercase letters, with commas or semicolons to separate each entry, and the last entry should end with a period.
- Numbered lists should be used when the sequence or the hierarchy of the items matters or when the items will be referred to by number elsewhere in the text. Otherwise use bullets. (see *Chicago Manual of Style* 15th edition 6.127-6.129 for examples and further clarification.)
- In lists or tables where space is an issue, certain rules can be changed:
 - Days of the week may be abbreviated to Mon., Tues., Wed., Thurs., Fri., Sat., Sun., or M, T, W, R, F, S, U.
 - Months may be abbreviated to Jan., Feb., March, April, May, June, July, Aug., Sept., Oct., Nov., Dec. or to numerals. When abbreviating to numerals, use the formula month/day/year (not day/month/year).
- If a list item runs onto a second line (whether bulleted or numbered) the second line should align with the beginning of the text in the first line, not with the bullet.
- If a list is within a paragraph (not broken out into a vertical list with bullets or numbers), list items should be separated by commas, including the list item before the final conjunction (see **serial comma**). If any list item contains a comma as part of its own text, then all list items should be separated by semicolons (see **semicolon**), following the same rules.

logo

The Plymouth State University logo should appear on all PSU publications, according to the guidelines set out in the PSU logo style and usage guide available from the Office of Public Relations. The University seal may not be used in place of the logo. Divisions within the University may not have a separate logo to use in place of the PSU logo. See also **graphic elements**.

log on, logon

Use two words when using this term as a verb and one word when using it as a noun or adjective:

- For more information, log on to my.plymouth.edu.
- Your logon name is Septimus Jones.

maiden name

Alumnae are frequently known to their classmates by their maiden names, so PSU customarily includes maiden names for married alumnae. Maiden names are correctly considered part of a married woman's name, therefore no parentheses, quotation marks, or other punctuation is necessary.

Correct: Xenobia Franklin Thanatos.

Incorrect: Xenobia (Franklin) Thanatos, Xenobia "Franklin" Thanatos.

Do not hyphenate the maiden name and last name unless the alumna does so herself (e.g., Xenobia Franklin-Thanatos).

Mary Lyon

Use "Mary Lyon Residence Hall" on first reference, "Mary Lyon" on subsequent references. Note that there is no final "s" on Lyon.

matriculate

To enroll in a degree program at an educational institution. Use with "at" (e.g., She matriculated at PSU.)

Memorial Hall

Home of the Computer Science and Technology Department. Use “Memorial Hall” in all references, except with room numbers (e.g., Memorial 201).

months

Months should be capitalized and spelled out in running text. See also: **lists**.

Mr., Mrs., Ms., Miss

See “courtesy titles.”

myPlymouth

PSU’s on-campus computer portal found online at <http://my.plymouth.edu>. Use myPlymouth when talking about the portal; use <http://my.plymouth.edu> when giving the URL.

Named Professorships

“Name” Distinguished Professorship and “Named” Distinguished Professor

Ex. Stevens-Bristow Distinguished Professorship

Stevens-Bristow Distinguished Professor + department rank if desired

(2007-2010) Dan Perkins is the Stevens-Bristow Distinguished Professor and Professor of Music

New England

Capitalize the name of this region in all uses. Includes the states of Maine, New Hampshire, Vermont, Massachusetts, Connecticut, and Rhode Island.

New Hampshire, NH:

See “states” for usage rules. Use “NH” with state government departments, offices, or agencies rather than spelling out the full name of the state (e.g., NH Department of Education).

nickname

Should be contained within quotation marks between the first and last name (e.g., Johann “Opporknockety” Bach).

North Country

Capitalize “North Country” when used as the name of the northern region of New Hampshire. See **regions**.

nondegree

A nondegree student is not matriculated into a degree program. Lowercase.

non-discrimination policy

As of September 2008, the University’s non-discrimination policy includes the words “gender identity or expression”:

Plymouth State University, in accordance with federal and state laws and regulations, does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, gender identity or expression, age, veteran’s status or disability, in admission or access to, treatment of or employment in its programs or activities. Inquiries regarding this policy should be made to the Vice President for Student Affairs, Plymouth State University, Plymouth, NH 03264. Further inquiries may also be addressed to the Director, Office of Civil Rights, United States Department of Education, Washington, DC 20201.

none

Takes a singular verb.

nonprofit

Following the cue from Merriam-Webster's dictionary, "nonprofit" is one word.

non-traditional student

This term refers to a university student who is older than 21 when he or she matriculates.

Non-Traditional Student Apartments

Use "Non-Traditional Student Apartments" for all written references.

Norton R. Bagley House

Home of the Bagley Center (see **Bagley Center**). Use "Norton R. Bagley House" on first reference and "Bagley House" subsequently *only* when referring to the building itself. Otherwise, use "the Bagley Center."

numbers

- Spell out whole numbers one through nine. Higher numbers are expressed in numerals. Use a comma with numerals 1,000 and higher. Exceptions: school grades, ages (e.g., He has an 8-year-old in 3rd grade at Plymouth Elementary School.)
- Fractions should be spelled out when used on their own (e.g., two-thirds of an inch) but use numerals when used with a whole number (e.g., 5 1/2).
- Money: Use numerals for money but spell out the words "million," "billion," etc.; spell out in quotations (e.g., "That car cost me a hundred dollars," he said.)
- Ordinals: Spell out from one through nine, then use numerals with the appropriate ending (e.g., 21st, 35th). Do not use superscript. Do not use ordinals for dates:
Correct: The concert is on January 12.
Incorrect: The concert is on January 12th.
- Percentages: Percentages are always given in numerals. The word "percent" (not "per cent") is spelled out. Do not use the percent sign (%) in running text.
- See also **dates, telephone numbers, times**.

off campus, off-campus

Hyphenate only when used as an adjective.

office names

Uppercase all words except conjunctions, articles, and prepositions when using the full name of the office (e.g., Office of Public Relations) but lowercase in running text when using the informal name (e.g., public relations or public relations office).

online

Online is one word in all instances.

Operating Staff, OS

"Operating staff" refers to the group of status employees so categorized by USNH employment policies. Use "operating staff" for the group; "operating staff member" for an individual; and "OS" in either case on second reference or when an abbreviation is called for (e.g., The OS meeting is on Wednesday.)

Orientation

The proper name of an event should be capitalized.

other colleges and universities

See “college, university”

Parents Weekend

See **Homecoming and Family Weekend**.

part time, part-time

Hyphenate only when used as an adjective.

passive voice

Avoid using the passive voice whenever possible. (e.g., The faculty voted against the referendum, *not* The referendum was voted down by the faculty.)

PAT

Any status employee in a professional, administrative, or technical position as defined by USNH employment policy. Use “PAT” in all references except when it is necessary to spell out “professional, administrative, technical” for clarity (e.g., The PAT meeting will be on Friday).

Pemigewasset Residence Hall

Use “Pemigewasset Residence Hall” on first reference, “Pemi Hall” subsequently.

percent

See **numbers**.

period

Place a period at the end of most sentences, including those ending with a URL. When using a word processing program such as Word, do not put two spaces after a period (see **spaces**). Most abbreviations and acronyms no longer require periods. Periods are placed inside a closing quotation mark. Periods are placed inside a closing parenthesis only if the parentheses contain a complete sentence ending at the closing parenthesis. See also: **abbreviations, degrees, ellipsis, states**, and *Chicago*.

phone numbers

See **telephone numbers**.

Physical Education Center, PE Center

Use “Physical Education Center” on first reference for off-campus readers or where needed for clarity. For subsequent references and all on-campus instances, use “PE Center.”

Physical Plant Department

Located in the Physical Plant Building on Holderness Road. This department includes building services, carpentry and utility, climate control, grounds, electrical, keys and locks, landscape and horticulture, plumbing, painting, recycling, safety and hazardous materials shuttle service, and vehicle restoration, as well as the plans, maps, and facilities archives. Informally known as “Facilities Services.” Use “Physical Plant Department” for the name of the department on first reference, “Physical Plant” on subsequent references.

Plymouth

The name “Plymouth” refers to the town of Plymouth, NH and does not refer to Plymouth State University.

Plymouth State University

Use Plymouth State University on first reference and where necessary for clarity afterwards. On second and subsequent references, use PSU, Plymouth State, and/or the University. In short text, Plymouth State University and PSU are usually all that you need; in longer text, use Plymouth State University first and alternate the other options to give your text more variety.

podium

See **dais**. Not to be confused with **lectern**.

President

When speaking of the president of Plymouth State University, “President” is capitalized before the name (e.g., President Sara Jayne Steen) but lowercased when following the name (e.g., Sara Jayne Steen, president of Plymouth State University) or when used with “the” (e.g., The president issued a statement today on the topic.).

President’s House

Home of the president of Plymouth State University, located at 10 School Street. Use “President’s House” when indicating the specific building; use “president’s house” when more generally indicating the home of PSU’s president.

President’s List

Capitalize and punctuate for a singular possessive.

prime, double prime

Also referred to as “straight quotes,” these marks are used to indicate feet (′) and inches (″). In running text, use the words “feet” and “inches”; however, these abbreviations are acceptable in captions, lists, and tables. Punctuation goes outside these marks. Do not use in place of quotation marks. See also: **quotation marks**.

PSU

Use in running text only after “Plymouth State University” has appeared at least once. Do not use periods between the initials.

quotation marks

Quotation marks are used to indicate quoted material from a person, some publication titles (see **titles**), or unfamiliar terms on first reference. Quotation marks are always used in pairs. Never use quotation marks for emphasis. Periods and commas are placed inside the closing quotation mark; other punctuation is placed outside. Use double quotation marks “ ” (think 66 and 99) unless the quoted text is within a passage already in quotation marks, or in a headline; those instances take single quotation marks ‘ ’ (think 6 and 9). In Word or other word processing programs, quotation marks are sometimes called “curly quotes.” “Straight quotes” are only used in publications to indicate inches. See also: **prime, double prime** and **apostrophe**.

regions

The state of New Hampshire has seven official regions: the Great North Woods, the White Mountains, the Lakes Region, Dartmouth-Lake Sunapee, the Monadnock region, the Merrimack Valley, and the Seacoast. These regions should be capitalized as shown here.

Robert Frost House, Frost House

Home of Frost Academic Commons. Use “Robert Frost House” on first use and “Frost House” subsequently. For on-campus communications, use only “Frost House.”

Rounds Hall

Plymouth State University's signature building. Home of the Education and Social Science departments. Use "Rounds Hall" on first reference and "Rounds" subsequently or with a room number (e.g., Rounds 201).

RSVP

Avoid using RSVP when soliciting a response to an invitation. Use "The favor of your reply is requested by ..."

Russell House

Home of the Admission Office and the Center for the Environment. Use "Russell House" when indicating the physical building.

said, says

Past tense (said) is used when citing a literal quotation made at a specific place and time. Use present tense (says) when paraphrasing a line of thought that an individual continually expresses or could express at any time. See also: **attribution**.

Saint, St.

Abbreviate as "St." in the names of saints and places. For an individual's name, use that person's preferred usage.

- St. John the Baptist
- St. Petersburg
- Susan Saint James

Samuel Read Hall Residence Hall

Dormitory and home of Heritage Commons and the Campus Ministry office. Use "Samuel Read Hall Residence Hall" on first reference, and "Hall" or "Hall Residence Hall" subsequently. Never use "Samuel Read Hall" alone, and never, ever "Read Hall."

seal

The University seal is used only for official documents, such as diplomas, as described in the *Visual Identity Style Guide*. It is not to be used as a logo, in place of a logo, or as a decorative element. Exceptions to this rule can only be made at the discretion of the designers in the Office of Public Relations.

seasons

Do not capitalize seasons **unless** they are part of a proper noun or are denoting an issue of a magazine or journal (e.g., The fall semester starts in September. The annual Winter Carnival is held in February. The Fall 2007 issue of *Plymouth Magazine* is available online.)

semesters, terms

Lowercase all references to semesters or terms except Winterim: fall, spring, summer, Winterim, winter (graduate only).

semicolon

Use a semicolon between two independent clauses not joined by a conjunction:

- Max liked things to be organized; he had many filing cabinets.

Use a semicolon to separate items in a list when those items contain internal punctuation:

- Max divided his belongings into three categories, namely, things made of paper; things concerning wax, honey, or apiarian equipment; and things made of metal.

See also: *Chicago*, 6.57–6.62.

serial comma

In a series of three or more elements, use commas to separate the elements. Use a comma before the conjunction prior to the last element in a series (Music, Theatre, and Dance). See also: **comma** and **semicolon**.

sic

Means “so,” “thus,” or “in this manner.” Italicize and place in brackets to indicate that an incorrect or unusual spelling, phrase, punctuation, and/or other preceding quoted material is a verbatim reproduction of the quoted original and is not a transcription error (e.g., “Dust the board with flower [*sic*] and roll out the crust,” wrote the baker in the recipe.).

Silver Center for the Arts

Use “Silver Center for the Arts” on first reference and “Silver Center” on all subsequent references. “Silver Hall” and “Silver Cultural Arts Center” are no longer used.

slashes

A slash means “or” and a hyphen means “and.” It is rarely necessary to use a slash; it’s better to rewrite for greater clarity. When using a slash, do not put spaces before or after the slash. All word processing and page layout programs already provide a sufficient amount of space.

Small Business Institute, SBI

Use Small Business Institute® on first reference, and Small Business Institute (without the trademark symbol) or SBI on subsequent references.

Smith Residence Hall

Use “Smith Residence Hall” on first reference, and “Smith” subsequently.

spacing

Only one space is needed after the punctuation mark in running text. All word processing programs and page layout programs automatically provide the right amount of space after the punctuation mark. Do not use two spaces after punctuation unless you are using a typewriter.

In MS Word, use the tab settings or alignment settings to place text. Do not use multiple spaces. Multiple spaces create problems when fonts are changed or word processing files are moved to page layout programs.

Speare Administration Building

Home of the president’s office, the vice presidents’ offices, academic affairs, student affairs, finance and administration, the Bursar’s Office, the Business Liaison Office, the Financial Aid Team, the Office of Public Relations, the Office of Teacher Certification, the Office of Sponsored Programs, the Office of Institutional Research, and University Relations. Use “Guy E. Speare Administration Building” on first reference; use “Speare” on subsequent references and with room numbers (Speare 201).

spring, spring semester

See **seasons**.

state, states

Lowercase in all “state of” constructions (e.g., state of New Hampshire, *not* State of New Hampshire), or when used as an adjective to indicate jurisdiction (e.g., state Sen. Daniel Webster Jones, the state Department of Transportation). Do not use “state” with the state’s abbreviation (e.g., NH Department of Education, *not* the NH State Department of Education).

Use the full name of the state, territory, or U.S. possession when it appears alone, without reference to a town or city. In addresses and running text, use the two-letter postal abbreviation except when the state appears at the end of a sentence or for news releases (see the *AP Stylebook*):

Alabama	AL	Nebraska	NE
Alaska	AK	Nevada	NV
American Samoa	AS	New Hampshire	NH
Arizona	AZ	New Jersey	NJ
Arkansas	AK	New Mexico	NM
California	CA	New York	NY
Colorado	CO	North Carolina	NC
Connecticut	CT	North Dakota	ND
Delaware	DE	Ohio	OH
Washington, D.C.	DC	Oklahoma	OK
Florida	FL	Oregon	OR
Georgia	GA	Pennsylvania	PA
Guam	GU	Puerto Rico	PR
Hawaii	HI	Rhode Island	RI
Idaho	ID	South Carolina	SC
Illinois	IL	South Dakota	SD
Indiana	IN	Tennessee	TN
Iowa	IA	Texas	TX
Kansas	KA	Utah	UT
Kentucky	KY	Vermont	VT
Louisiana	LA	Virginia	VA
Maine	ME	Virgin Islands	VI
Maryland	MD	Washington	WA
Massachusetts	MA	West Virginia	WV
Michigan	MI	Wisconsin	WI
Minnesota	MN	Wyoming	WY
Mississippi	MS		
Missouri	MO		
Montana	MT		

students

Lowercase classes (first year, sophomore, junior, senior). Use “first year” instead of “freshman.” Hyphenate “first year” when used as an adjective.

summer, summer session

See **seasons**.

telephone numbers

In telephone numbers, use parentheses around the area code and a hyphen after the exchange, i.e. (603) 555-5555. Do not use periods, dots, underscores, or blank spaces in telephone numbers.

text effects

Bold, italics, small caps, or all capital letters should be used sparingly and only when necessary. Use bold only to draw extra attention to something in a publication. Use italics to emphasize a word, to indicate a foreign language or a title. Avoid decorating your text with lots of fonts, quotation marks, or other flourishes. Text effects do not translate from word processing programs to page layout programs. See also: **bold, italics, underline, titles.**

that, which

“That” is defining or restrictive; “which” is nondefining or nonrestrictive. (“The cup that is broken is in the sink” means that of all the cups available, the broken one is in the sink. “The cup, which is broken, is in the sink” means that this particular cup is in the sink, and by the way, it’s broken.)

the

Lowercase when used with organizations and with the names of newspapers or journals. For book titles, italicize the entire title and capitalize an initial *The*.

theatre

PSU has customarily used the “re” spelling for references to both the physical space and the academic subject. Although many people don’t consider this to be “proper” American usage, it is customary in the theatre discipline. *Merriam-Webster* accepts either “theater” or “theatre.”

times

Always use a.m. and p.m. (lowercase, with periods) with a space after the preceding number. Use only single digits for hours without specified minutes:

9 a.m., 11 p.m.

But include a colon and numbers for minutes:

9:15 a.m., 11:35 p.m.

Use noon and midnight; there is no such thing as 12 a.m. or 12 p.m.

titled

Preferred to “entitled” when referring to the title of books or other works.

titles of people

Capitalize formal or courtesy titles before an individual’s name, and lowercase them when they appear after the name

- Professor Thurston Howell, or Thurston Howell, professor of finance
- Director of Public Relations Wilcox Cameron, or Wilcox Cameron, director of public relations

Lowercase descriptive or occupational titles in all cases (e.g., teacher, attorney, actor).

title style

First and last words are capitalized; otherwise, articles, conjunctions, and prepositions are lowercased. In running text, titles of primary works (e.g., books, journals) are italicized and works within primary works (e.g., articles, chapters) are placed in quotation marks.

toward

Not “towards.”

trademarks

Trademarks are proper terms that identify the products and services of a business and distinguish them from the products and services of others. Trademarks can be words, symbols, logos, designs, or any combination thereof.

Trademarks are used as adjectives; they should be capitalized and followed by a generic term: Kleenex tissue, *not* Kleenex. Trademarks should not be made plural if singular (e.g., Kleenex tissues, *not* Kleenexes), or turned into verbs (e.g., photocopy this, *not* Xerox this).

Sometimes the symbol ® is required to indicate that a particular word or phrase is trademarked. The symbol should appear in superscript immediately following the last word, with no space (e.g., Small Business Institute®). The trademark symbol is used on first reference of the complete name only; the trademark symbol is not used with abbreviations.

underline

Not used in publications. Use italics instead. See also: **hyperlink**.

underscore

Made by pressing the shift key and the hyphen key on a computer keyboard. Sometimes found in e-mail addresses or before and after a word or phrase in an e-mail message to indicate where to italicize. See also: **hyperlink**.

unique

Means “without equal.” Uniqueness is an absolute; something cannot be “more unique” or “very unique.” It’s either unique or it isn’t.

United States, U.S.

Use “United States” on first reference, U.S. on subsequent reference or preceding federal government departments, offices or agencies.

university

See “Plymouth State University” and “college, university.” Capitalize when using “the University” alone to refer to Plymouth State University.

University System of New Hampshire

Do not use the phrase “of the University System of New Hampshire” following “Plymouth State University” on publications or titles. Since the word “University” as part of Plymouth State’s title, it is redundant to add the phrase.

URL

In text, use only as much of the URL as is necessary to find the site (plymouth.edu/gallery *not* www.plymouth.edu/gallery/index.html). Exceptions to this rule are any URL with a format of deptname.plymouth.edu, which should always include “http://” (http://silver.plymouth.edu). A URL is case-sensitive and should always be lowercase. If the URL is very long, it’s sometimes better to use the shortest version that will work and then direct the reader where to click within the site.

utilize

“Utilize” means to “make use of” or to use something for a purpose other than the one for which it was designed. “Utilize” does not mean “use,” nor does it convey any additional importance or added value by being a longer word. There is rarely a reason to use the word “utilize.” Use “use.”

***Ut prosim* (That I may serve)**

Ut prosim (That I may serve) is Plymouth State University's motto and is often used in PSU publications. Following Chicago Manual of Style's recommendation, Latin words are italicized; the English translation is set in Roman and placed in parentheses. In running text, the "p" is lowercased, as is the "m" and the "s" in the English translation.

In *Plymouth Magazine*, it appears in three different ways: in the Table of Contents, in the department's header, and in running text. Therefore, it is treated in three different ways:

TABLE OF CONTENTS:

In the Table of Contents, it should appear as *Ut Prosim* (italicized, capital "U", capital "P"), since we are using it as the title of the department.

HEADERS:

In the header at the top of the page, it should appear in the style in which the other headers throughout the magazine appear: in Roman, all caps: UT PROSIM

RUNNING TEXT:

In running text, *Ut prosim* is italicized and the "p" is lowercase. The English translation is in Roman and in parentheses: (That I may serve).

vita, vitae

See **curriculum vita**.

Web

Capitalize whenever referring to the World Wide Web. Lowercase for all other instances.

Web addresses

See **URL**.

Web site

Two words, capitalize the "W".

White Mountain Apartment Complex

When indicating the physical buildings, use "White Mountain Apartment Complex" on first reference; use "Student Apartments" subsequently. Use "student apartments" when speaking generally or indicating other apartments as well as or instead of this complex.

winter

See **seasons**.

Winterim

The undergraduate term held during the month of January. Winterim is the only term that is capitalized.

work-study

Takes a hyphen: work-study, *not* work study or workstudy.

World Wide Web

Capitalize this proper noun.

years

- Academic years: Use all four digits of each year, separated by an n-dash (see **dashes**) with no spaces (2007–2008)
- Fiscal years: The PSU fiscal year runs from July 1 to June 30. Use the second year (fiscal year 2008, FY08)
- Class years: Use the final two digits of the year, preceded by an apostrophe and a single space (Grace Slick '07). See also: **apostrophe, class year, dates, decades**.

zip codes

Zip codes must be used with all U.S. mailing addresses. Plymouth State University's zip code is 03264-1595. It is preferable to use the last four numbers of the zip code but mail will be delivered without it. Zip codes for New Hampshire towns are listed in the back of the Verizon telephone directory. Zip codes for the rest of the country are available from the U.S. Postal Service online at zip4.usps.com/zip4/welcome.jsp.