



# The Saint Joseph College Style Guide

**Grammar and Style Issues Particular to Saint Joseph College**



**SAINT JOSEPH COLLEGE**  
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## Grammar and Style Issues Particular to Saint Joseph College

The Office of Marketing and Communications follows the *Associated Press Stylebook and Libel Manual* for rules of grammar and style. Occasionally, matters arise that are particular to the College. What follows is a summary of frequently occurring grammatical and stylistic concerns.

### Academic degrees:

Use abbreviations after a full name, and on first reference: B.A., M.Ed., Ph.D. When used after a name, an academic abbreviation is set off by commas: *Dennis Barone, Ph.D., spoke to the crowd.* (See **Alumnae/i Listing** for particulars in referring to SJC alumnae/i). Following first reference, it is acceptable to precede name with courtesy title: Dr. Dennis Barone. Use an apostrophe when spelling out bachelor's degree or master's degree. Adjunct faculty will be identified either as *adjunct instructors* or *adjunct faculty members*.

### Academic departments:

Capitalize academic departments and major areas of study as follows:

- The department of Biology hosted an open house.
- She is a professor of Chemistry.

### Academic schools:

In 2009–2010, Saint Joseph College restructured its academic programs to fall under schools rather than divisions. The Schools include:

- School of Education
- School of Graduate and Professional Studies
- School of Health and Natural Sciences
- School of Humanities and Social Sciences
- School of Pharmacy

Use upper case for the word *School* and to signify the academic area.

### Academic titles:

Capitalize and spell out formal titles like professor, director, president, etc., when they precede a name. Lowercase elsewhere.

### Address:

The proper return address for Saint Joseph College is:  
1678 Asylum Avenue  
West Hartford, CT 06117-2791

### Admissions:

Office of Admissions (not Admission)

### Advisor:

Not adviser

### Affect/Effect:

*Affect*, as a verb, means to influence; do not use *affect* as a noun. *Effect*, as a verb, means to cause; *effect* as a noun, means result.

### Alumnae/i:

When using the plural form, the College's alumnae/i population should be referred to as *alumnae/i*. When referring to individuals, usage should be gender specific: *alumna* (female singular) and *alumnus* (male singular).



### **Alumnae/i listing:**

When referring in print to a Saint Joseph College alumna, the name and year of graduation should be as follows:

Undergraduate degree: *Ann Rosetta '44*

Graduate degree: *Elizabeth Rotblatt M'92*

Undergraduate and graduate, both earned at the College: *Julie Linton Arcila '95, M'96*

With a doctorate from any institution:

*Trudy Dickneider '68, M'73, Ph.D.*

A Sister of Mercy:

*Claire Markham, RSM, '41, Ph.D.*

### **Apostrophe (or not):**

- master of Biology degree OR master's degree in Biology
- bachelor of Sociology degree OR bachelor's degree in Sociology

### **Assure/Ensure/Insure:**

*Assure* means to remove any doubt; *Ensure* means to guarantee; *Insure* refers to insurance.

### **Athenaeum:**

When referring to The Bruyette Athenaeum, the correct spelling is *athenaeum*, not *atheneum*.

### **Board of Trustees:**

Capitalize when referring to Saint Joseph College's Board.

*Mr. Perkins joined the College's Board of Trustees.*

*The Salvation Army board meeting will take place on Tuesday.*

When referring to a board member, use the term, Trustee: *Trustee Ann Iseley attended the event.*

### **Bibliography:**

The bibliographic format for works cited follows the Modern Language Association (MLA) style.

#### **Books:**

Barone, Dennis. *Beyond the Red Notebook: Essays on Paul Auster*. Philadelphia: University of Pennsylvania Press, 1995.

#### **Periodicals:**

Conca, L. M. "Evaluation Frames: A Powerful Staff Development Tool for Teacher Centered School Improvement." *Journal of Staff Development*, 17th edition, 1996.

#### **Online publications:**

Bernstein, Andrea. "Tony Kushner," *Mother Jones Magazine*, 1995. Accessed 16 February, 2001; available from <http://www.motherjones.com>.

### **Campus:**

Lowercase unless it begins a sentence.

### **Campus buildings:**

Please refer to College buildings accordingly:

The Bruyette Athenaeum, The School for Young Children, The School for Young Children on Asylum Hill, The Carol Autorino Center, The Gengras Center, The Connor Chapel of Our Lady, The O'Connell Athletic Center, The Pope Pius XII Library, The Wellness Center on Church Street, the Hoffman Auditorium in The Bruyette Athenaeum, McDonough Hall, Mercy Hall, McGovern Hall, Lourdes Hall, Madonna Hall, Assumption Hall, Rosary Hall, McAuley Hall, Lynch Hall, the Saint Joseph College Art Gallery, the President's House

When a building or facility is named, please use the complete name upon first reference: *the Frances Driscoll Box Office*



The word “the” is capitalized when citing the following buildings and institutions on campus: The Bruyette Athenaeum, The School for Young Children, The Carol Autorino Center, The Gengras Center, The Connor Chapel of Our Lady, The O’Connell Athletic Center, The Pope Pius XII Library, and The Wellness Center on Church Street. Please note: “the” is lowercase when referring to rooms within a building like the Crystal Room, the Hoffman Auditorium, and the second floor reception room

**Campuswide:**

One word, no hyphen unless it modifies a noun:  
*campus-wide e-mail*

**Catalog:**

Not *catalogue*

**Class Years:**

Capitalize the formal name of a graduating class in all cases: *Class of 1950*

**College:**

When referring to Saint Joseph College, the word College is uppercase; when the word college is used generically, it is lowercase.

**Comma:**

Use of serial comma: 1, 2, 3, and 4

With essential and non-essential clauses: an essential clause is one that cannot be eliminated from a sentence without changing the meaning of the sentence; it is not set off by commas: *The class read the award-winning book Angela’s Ashes.*

A nonessential clause can be eliminated without altering the basic meaning of the sentence; it is set off by commas: *The College president, Dr. Pamela Trotman Reid, greeted the new students.*

**Committee:**

When the entire, official (formal) name of a committee is used, capitalize the first letter of each word. On second reference, you may use Committee. Otherwise, use lowercase.

- Trustee Brewster Perkins served on the Institutional Advancement Committee for several years. He finds the work of the Committee fulfilling.
- The advisory committee met to discuss goals for the upcoming year.

**Dash:**

When using a dash to indicate a change of idea in the text, use the single line “em dash” (—) with a space on either side. To create an em dash:

- **Mac** – Hold shift + option, then press dash key
- **PC – MS Word Doc** – Hold control + alt, then press minus sign in numeric key pad

**Dean’s List****Decades:**

Do not use apostrophes when all four digits are used — *The 1970s or the ’70s*

**Department titles:**

Use uppercase to signify an academic area/discipline; the word “department” is lower case: *the History department, the department of Psychology*

**Ellipsis:**

When using an ellipsis in the midst of text, place a space on either side: *A traditional event where members of the community gather ... Convocation is part ritual and part celebration.*



### **Emerita/Emeritus:**

The former is feminine, the latter masculine. When used before a name, please capitalize; when used after a name, keep lower case: *Professor Emeritus Harry McKone returned to campus for the annual Lewis Lecture. Judith Perkins, professor emerita, received the Stack Award for Teaching Excellence.*

### **First-year:**

Use the term, first-year student, rather than freshman.

### **Foreign words:**

Foreign words and phrases, that are universally accepted and understood in the English language, may be used without explanation and in plain text (the College no longer italicizes foreign words or phrases). If a word or phrase is not understood universally, place it in quotation marks and provide an explanation of its meaning.

### **Headlines:**

Capitalization on all words over four letters, with the exception of prepositions and conjunctions.

### **Health care:**

Per Associated Press style, *health care* is two words.

### **Hyphenating/Breaking Words:**

Words of two-three syllables should not be hyphenated (or broken) to continue on the next line. Words of four syllables or more can be hyphenated, but must leave at least two syllables per line.

### **i.e. vs. e.g.:**

i.e. means *that is*; e.g. means *for example*

### **Internet:**

Use an upper case “I”; see **Particulars to the Internet** for more information.

### **Junior/Senior:**

Do not use a comma between a person’s name and the designation junior, senior, III: *Donald K. Wilson Jr.*

### **Like/as:**

Use “like” as a preposition to compare nouns and pronouns: *She looks like a bird.* “As” is used to introduce a clause that contains a verb. *She is involved in several different sports such as cycling, swimming and water polo.*

### **Listing:**

When listing items, either numerically, with bullet points or dashes, place a period at the end of each listing *only* when it is a complete sentence. When listing phrases, do not punctuate.

### **Mass:**

Always capitalize the term when it refers to Catholic and/or Christian Liturgy. “Liturgy” is also capitalized.

### **Numbers:**

Spell out whole numbers one through nine, then use figures above nine. Spell out first through ninth when sequence is indicated; starting with 10th, use figures.

### **Over/Under:**

When referring to something that can be counted, use *more than* rather than over. The word *over* generally refers to spatial relationships.

- *More than 1,800 people attended the Shakespeare performance.*
- *Over the past five years, Susan hosted four international students.*



### Particulars to the Internet:

Use the spelling and capitalization shown below for these common computer and Internet terms.

- CD-ROM
- CD-RW
- chat room
- compact disc (CD)
- cyberspace
- database
- disk
- dot-com
- DOS
- download
- diskette
- e-mail
- high-tech
- home page
- hyperlink
- information technology
- Internet, Intranet
- online
- URL
- Web
- Web page
- Web site
- Webmaster
- World Wide Web
- When a sentence ends with a Web address, follow it with a period.

### Phone Numbers:

Digits are separated with a period (rather than with parenthesis and dashes); example: 860.231.5297

### President:

Upon first reference, please refer to the president as: *President Pamela Trotman Reid* or *President Pamela Trotman Reid, Ph.D.* Subsequent references can be *President Reid* or *Dr. Reid*.

### Resident Assistant:

Use R.A. or resident assistant (lower case)

### Reverend:

Spell out on first reference; abbreviate as Rev. on subsequent references. The term Father is also appropriate, but considered more casual than Reverend. Father can be abbreviated (after first reference) as Fr.

### RN:

Stands for registered nurse; does not use periods

### RSM:

Stands for Religious Sisters of Mercy. RSM (without punctuation) should follow the names of members of the Sisters of Mercy, i.e. *Irene Danaher, RSM*. Do not include the title Sister when using RSM. *Sister Irene Danaher* is acceptable when establishing an informal or familiar tone. The word “the” is lowercase when citing the Sisters of Mercy and the Founding Sisters.

### R.S.V.P.:

Use periods

### Saint Joseph College:

Use the abbreviation SJC sparingly. Also, do not abbreviate the word *Saint* or refer to the College as *Saint Joe's* or *Saint Joseph's*.

### Seasons:

Lowercase if they refer to the time of year or a particular semester

### Semesters:

Do not capitalize: fall, spring, intersession, summer

### Sisters of Mercy:

Founders of Saint Joseph College; please see **RSM**

### Spacing:

Include a single space after a period, colon and semicolon.

**State names:**

Spell out the name of the state when it stands alone in text. Use the four-letter abbreviations when listing several states or combining cities with states: Hartford, Conn., Memphis, Tenn. Please note that the following states are never abbreviated: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas, and Utah.

**That/which:**

That and which are the pronouns used to introduce clauses that refer to an inanimate object or an animal without a name. That is the preferred pronoun to introduce an essential clause, one that is essential to the meaning of the noun it modifies: *The tie that Joe wore was colorful.* Which is the only acceptable pronoun to introduce a nonessential clause, one that is not essential to the meaning of the modified noun: *Joe wore a colorful tie, which was too distracting.*

**Time of Day:**

When citing time of day, please use the following format: *2:00 p.m.*

**Titles:**

In general, capitalize titles used directly before a person's name: *President Pamela Trotman Reid.* Lowercase and spell out titles when: a). they are not used with a person's name: The president visited the classroom; and b). the title follows the name in a sentence: *Dr. Pamela Trotman Reid, the College's president, spoke to the graduating class.*

**Articles:**

Capitalize first and principal words, not prepositions; place in quotation marks.

**Books/periodicals:**

Capitalize first and principal words, not prepositions, and italicize.

**Courses:**

Capitalize first and principal words, not prepositions; do not place in quotation marks.

**Lectures:**

Capitalize first and principal words, not prepositions; place in quotation marks.

**Poetry/works of art:**

Capitalize first and principal words, not prepositions; place in quotation marks.

**Questions?** Contact Laura Sheehan, staff writer/editor, at 860.231.5297 or [Lsheehan@sjc.edu](mailto:Lsheehan@sjc.edu).

