

Keene State College Style Guide

To achieve consistency in KSC's written communications and publications, the College Relations Office has developed an editorial style guide for the campus community. The style guide offers general editorial guidelines for writers and editors.

Keene State College uses *The Chicago Manual of Style* (CMS) as its primary style guide. However, some CMS rules are better designed for reference publications than for our purposes, and therefore CMS is not consistently reflected in this style guide. For style issues not addressed in this guide, we turn to *The Associated Press Stylebook*. Our primary reference book on spelling is *Merriam Webster's Collegiate Dictionary* and Merriam-Webster Online. Additionally, we recommend a number of other helpful reference books, including *Words Into Type*, *Garner's Modern American Usage*, *Roget's International Thesaurus*, and *The Copyeditor's Handbook*.

For style questions or further assistance, please contact Susan Peery (speery@keene.edu) or Sarah Johnson (sjohnson3@keene.edu) in the College Relations Office.

Abbreviations/acronyms

Abbreviations and acronyms should be used only after spelling out the words on first usage.

Students who earned a 3.5-grade point average (GPA) or above and maintained at least 12 credit hours were named to the Dean's List last spring. They need to maintain a GPA of at least 3.5 each semester to remain on the Dean's List.

Exceptions can be made for widely understood acronyms such as FBI, CIA, and GOP.

Academic courses

- Capitalize the proper names of individual courses.
First-year students take Writing I, a required humanities course.
- Lowercase fields of study in general, unless they include a proper noun or adjective.
She studies biology, but her brother is interested in American history and English.

Academic degrees

- Abbreviations of academic degrees require a period after each element in the abbreviation but no internal spaces: Ph.D., M.A., B.A., B.S.
- When academic degrees follow a person's name in the middle of a sentence, the degree is set off by commas: Joseph Carroll, Ph.D., was the featured speaker.
- Names of degrees, fellowships, and the like are lowercased when referred to generically.
a master's degree (never bachelors and masters degrees), a doctorate, a fellowship, master of arts (M.A.), bachelor of arts (B.A.), bachelor of fine arts (B.F.A.), doctor of philosophy (Ph.D.)
- If a person has more than one degree from the college, place a comma and space between the class years: Anne Morrow Lindbergh '73, '75
- Do not use a courtesy title such as "Dr." and "Mrs." when including an individual's academic degree:
Dr. Arnold Robinson or Arnold Robinson, Ph.D., *not* Dr. Arnold Robinson, Ph.D.

Academic departments, programs

According to the College's preference, capitalize the name of a department and the words "department," and "program" only when they appear as part of an official name: Arts and Humanities Department. On subsequent references, do not capitalize "department," or "program" when standing alone.

She is a faculty member of the Education Department.
Each month she attends the department's faculty meeting.

For official names of departments and programs, consult the most recent edition of the *Keene State College Undergraduate and Graduate Catalog*.

Academic majors, minors

Capitalize the college's majors and minors only when they form part of a department name or an official course name or are themselves proper nouns (e.i., English, Latin). Lowercase majors and minors when referring to a subject area or academic field of study in general.

He is an English major with a minor in comparative literature.
but Jonas is chair of the Committee on Comparative Literature.

Academic titles

- Capitalize a person's title when put before the name.
Arts and Humanities Dean Nona Fienberg
- Do not capitalize titles when listed after a name or titles that do not include a name.
Merle S. Larracey, director of the Teacher Education and Graduate Studies Office, led the discussion.
Let's invite the vice president to the event.

Addresses

The address for KSC is as follows:

Keene State College
229 Main Street
Keene, NH 03435

- In narrative text, spell out state names and words such as road, street, avenue:
She was born in Hanover, New Hampshire, but moved to Boston at the age of 10.
They found the buried treasure at the intersection of State and Main Streets.
- In brochures, captions, bylines, or other service information, abbreviate as follows:
States: Ariz., Calif., Conn., Mass., N.H., Pa., Vt., etc.
Streets, roads, etc.: Ave., Bldg., Hwy., Ln., Rd., Rte., Sq., St., Tnpk., cor., jct., exit 2 off I-91

Adverbs ending in “ly”

Compounds formed by an adverb ending in *ly* plus an adjective or participle (such as *largely irrelevant* or *smartly dressed*) are not hyphenated either before or after a noun, since ambiguity is virtually impossible.

Ages

Use numerals, except for decades.

age 7, 5-year-old, 16-year-old, 6-month-old, 3- and 4-year olds, 85 years old
40-something, *but* in her forties

Alma mater

As a familiar and commonly used foreign word, “alma mater” should not be capitalized or italicized.

Alumni

Identify alumni in the following manner:

alumna: feminine singular
alumnae: feminine plural
alumnus: masculine singular
alumni: masculine plural or masculine and feminine plural

Ampersand

Spell out in most instances. Use an ampersand only when it is part of an official title: *Church & Main*. Don't use an ampersand in courtesy titles: (incorrect) Mr. & Mrs. Taylor. Never use an ampersand in place of the word “and” in text. Don't use a serial comma before an ampersand: *The crafts store is called Flowers, Nuts & Berries*.

Apostrophes, possessives

- The possessive of most *singular* nouns is formed by adding an apostrophe and an *s* (*the horse's mouth*), and the possessive of *plural* nouns (except for a few irregular plurals that do not end in *s*: *children's literature*) by adding an apostrophe only (*puppies' paws*). The general rule covers most proper nouns, including names ending in *s* (*Dickens's novels*), *x* (*Malraux's masterpiece*), or *z* (*Inez's diary*), in both their singular (*Williams's reputation*) and their plural forms (*the Williamses' new house*), as well as letters (*FDR's legacy*) and numbers (*1999's heaviest snowstorm but 1990s*).
- When the singular form of a noun ending in *s* looks like a plural and the plural form is the same as the singular, the possessive of both singular and plural is formed by the addition of an apostrophe only. If ambiguity threatens, use *of* to avoid the possessive.
this species' first record (or, better, the first record of this species)

The same rule applies when the name of a place or an organization is a plural form ending in *s*, such as *the United States*, even though the entity is singular: *the United States' role in international law*

- For ... *sake* expressions traditionally omit the *s* when the noun ends in an *s* or an *s* sound.
for goodness' sake
- Closely linked nouns are considered a single unit in forming the possessive when the entity "possessed" is the same for both; only the second element takes the possessive form. When the entities are different, both nouns take the possessive form.
my aunt and uncle's house
but my aunt's and uncle's specific talents
our friends' and neighbors' children
- Certain expressions are based on the old genitive case. The genitive here implies *of*.
an hour's delay
in three days' time
six months' leave of absence (or a six-month leave of absence)
- Decades: No apostrophe appears between the year and the *s*.
the nineties
the 1980s and 1990s (or, less formally, the 1980s and '90s)
- Letters and abbreviations: Capital letters used as words and abbreviations that contain no interior periods by adding *s* (no apostrophe appears).
the three Rs
CDs
vol., vols.
URLs
- To avoid confusion, lowercase letters and abbreviations with two or more interior periods or with both capital and lowercase letters form the plural with an apostrophe and an *s*.
x's and y's
M.A.'s and Ph.D.'s

Awards

Capitalize the word *award* only when it is part of the official name.

Buildings, facilities

Administrative Buildings

Center for Writing
Cheshire House
Elliot Hall
Fiske Annex
Grafton House
Hale Building
President's House
Residential Life Office
115 Winchester Street
L. P. Young Student Center

Media Arts Center
Morrison Hall
Parker Hall
Redfern Arts Center
Rhodes Hall
Science Center
Sculpture Studio
Rec Center/Spaulding Gym
Whitcomb Bldg (Ceramics)

Residential Buildings

84-85 Blake Street
Bushnell Apartments
Butler Court
Carle Hall
Carroll House
Fiske Hall
Holloway Hall
Huntress Hall

Keddy House
8-10 Madison Street
Merrimack House
Monadnock Hall 18
Owl's Nest
Pondside Apartments
Pondside Hall
Pondside III
Proctor House
Randall Hall
Tisdale Apartments

Academic Buildings

Adams Technology Bldg
Blake House
Butterfield Hall
Joslin House
Mason Library
Mathematics Building

Additional Facilities

Laundry
Recycling and Kiln
Thorne-Sagendorph Art Gallery
Visitor Information Booth
Zorn Dining Commons

Capitalization

- Professional titles are capitalized when they immediately precede a personal name and are thus used as part of the name (usually replacing the title holder's first name). Titles are lowercased when following a name or used in place of a name (but see exceptions below).

the professor; Sara Hottinger, professor of feminist theory; Professor Hottinger
the director; William R. Menezes, director of the Redfern Arts Center; Director Menezes
the president; Helen F. Giles-Gee, president of Keene State College; President Giles-Gee
the dean; Nona Fienberg, dean of Arts and Humanities; Dean Fienberg

- *Exceptions to the general rule:* In formal contexts as opposed to running text, such as a displayed list of donors in the front matter of a book, titles are usually capitalized even when following a personal name. Exceptions may also be called for in promotional or other contexts for reasons of courtesy or politics: Nona Fienberg, Dean of Arts and Humanities
- When a title is used in apposition before a personal name, not as part of the name but as a descriptive tag, and often with *the*, it is lowercased.
the empress Elizabeth of Austria
the former presidents Reagan and Clinton
the then secretary of state Madeleine Albright, *but* Secretary of State Albright
- Terms denoting student status are lowercased.
freshman or first-year student, sophomore, junior, senior
- Names of degrees, fellowships, and the like are lowercased when referred to generically.
a master's degree, a doctorate, a fellowship, master of business administration (M.B.A.)

Centuries/decades

Lowercase, spelling out numbers one through nine.

Centuries: mid-1700s, mid-17th century (n.), mid-17th-century (adj.), *but* ninth century

Decades: 1950s, mid-1950s, the '50s, mid-'50s

Class year

Class years should appear after a graduate's name in college publications. Identify KSC alumni by their class year(s) with an apostrophe before the year. The apostrophe should slant to the right.

Holly Golightly '61 plans to attend Homecoming Weekend next fall.

Clubs, committees, councils

The full and official names of clubs, committees, and other college organizations and groups should be capitalized. In subsequent references, when referring to the "club" or "team," lowercase the word.

Commas

Following are *The Chicago Manual of Style's* preferences for comma placement.

- *Appositives:* A word, abbreviation, phrase, or clause that is in apposition to a noun is set off by commas if it is nonrestrictive – that is, omissible, containing supplementary rather than essential information: My older sister, Betty, taught me the alphabet. If it is restrictive – essential to the noun it belongs to – no commas should appear: My sister Enid lets me hold her doll. (I have two sisters.)
- *Conjunctions between clauses:* When independent clauses are joined by *and*, *but*, *or*, *so*, *yet*, or any other conjunction, a comma usually precedes the conjunction: The bus never came, so we took a taxi. If the clauses are very short and closely connected, the comma may be omitted: Timothy played the guitar and Betty sang.
- *Compound predicate:* A comma is not normally used between the parts of a compound predicate – that is, two or more verbs having the same subject, as distinct from two independent clauses – though it may occasionally be needed to avoid misreading or to indicate a pause.
He had accompanied Sanford and had volunteered to write the report.
but She recognized the man who entered the room, and gasped.
- *Comma preceding main clause:* A dependent clause that precedes a main clause should be followed by a comma: If you accept our conditions, we shall agree to the proposal.

- *Comma following main clause:* A dependent clause that follows a main clause should *not* be preceded by a comma if it is restrictive, that is, essential to the meaning of the main clause. If it is merely supplementary or parenthetical, it should be preceded by a comma.
He didn't run because he was afraid; he ran because it had started to rain.
but He didn't run, because he was afraid to move.
- *Comma or no comma between adjectives:* When a noun is preceded by two or more adjectives that could, without affecting the meaning, be joined by *and*, the adjectives are normally separated by commas: Melanie had proved a faithful, sincere friend or It's going to be a long, hot, exhausting summer. But if the noun and the adjective immediately preceding it are conceived as a unit, such as "political science" or "glass ceiling," no comma should be used: She has many young friends.
- *Repeated adjective:* When an adjective is repeated before a noun, a comma normally appears between the pair: You're a bad, bad dog!
- *Dates:* Do not use a comma between month and year or season and year: April 1993; fall 1994. Use a comma between specific date and year: Apr. 3, 1994. A comma should follow the year when a specific date is mentioned in mid-sentence: Feb. 8, 2006, was the date of the party.
- *"Etc." and "and so forth":* The abbreviation *etc.* is both preceded and followed by a comma when it is the final item in a series: Cats, dogs, parrots, etc., in transit must be confined to cages. Such English equivalents as *and so forth*, *and the like*, are usually treated the same way.
- *Introductory phrase with comma:* An adverbial or participial phrase at the beginning of a sentence is usually followed by a comma, especially if a slight pause is intended.
Exhausted by the morning's work, she lay down for a nap.

A single word or a very short introductory phrase does not require a comma except to avoid misreading: On Tuesday he tried to see the mayor, but Before eating, the members of the committee met in the assembly room.

A comma is not used after an introductory adverbial or participial phrase that immediately precedes the verb it modifies: Out of the Mercedes stepped the woman we were looking for.

- *"Jr.," "Sr.," and the like:* Commas are no longer required around *Jr.* and *Sr.*: George W. Wilson Jr. has eclipsed his father's fame. Commas never set off *II*, *III*, and such when used as part of a name: John A. Doe III is the son of John A. Doe Jr.
- *"Not," "not only," and the like:* Whether to place commas around an interjected phrase beginning with *not* depends largely on whether pauses are intended. Normally, either two commas or none should be used.
We hoped the mayor herself, not her assistant, would attend the meeting.
but They were armed not only with petitions but also with evidence.
- *Parenthetical elements:* Commas set off parenthetical elements if a slight break is intended. If a stronger break is needed or if there are commas within the parenthetical element, en dashes or parentheses should be used.
We shall, however, take up the matter at a later date.
This road leads away from, rather than toward, your destination.
- *Quoted material:* Quoted material, if brief, is usually introduced by a comma; if longer or more formal, by a colon. If a quotation is introduced by *that*, *whether*, or a similar conjunction, no comma is needed.
It was Emerson who wrote, "Blessed are those who have no talent!"
Was it Stevenson who said that "the cruelest lies are often told in silence"?
- *Restrictive and nonrestrictive phrases:* A phrase that is restrictive, that is, essential to the meaning of the noun it belongs to, should not be set off by commas: The woman wearing a red coat is my sister. A nonrestrictive phrase, however, *should* be enclosed in commas or, if at the end of a sentence, preceded by a comma: My sister, wearing a red coat, set off for the city.

- *Series*: Items in a series are separated by commas and a comma should appear before the conjunction. If the last element consists of a pair joined by *and*, the pair should still be preceded by a serial comma and the first *and*: *The meal consisted of soup, salad, and macaroni and cheese.*

A comma is not needed in a series whose elements are all joined by conjunctions, unless the elements are long and pauses helpful.

Is it by Snodgrass or Shapiro or Brooks?

You can turn left at the second fountain and right when you reach the temple, or turn left at the third fountain and left again at the statue of Venus, or just ask a local person how to get there.

When elements in a series involve internal punctuation, they should be separated by semicolons.

You are advised to pack (1) warm, sturdy outer clothing and enough underwear to last 10 days;

(2) two pairs of boots, two pairs of sneakers, and plenty of socks; and (3) binoculars and a camera.

- *“The more,” “the less,” and so on*: A comma should be used between clauses of *the more ... the more* type but not between short phrases of that type.

The more I read about Winterbottom, the more I like her.

The less you eat, the better you’ll feel.

but The more the merrier.

Dash

There are several types of dashes. The following are the most common uses:

- Hyphen (-): Use in compound words and names and in word division. A hyphen is also used to separate numbers, such as telephone numbers and social security numbers, as well as months, time, and days (*8 p.m., Sat.-Sun., Sept. 9-Oct. 10*). In this use it signifies *up to and including* (or *through*).
- En dash (–): Use to set off an amplifying or explanatory element. (Commas, parentheses, or a colon may perform a similar function.). Insert spaces before and after the dash: *The people – the ones who were the most interested – made a special effort to attend the meeting.*

Dates

In the month-day-year style of dates, commas are used both before and after the year. In the day-month-year system no commas are needed. Where month and year only are given, or a specific day (such as a holiday) with a year, neither system uses a comma.

The ship sailed on October 6, 1999, for Southampton.

In March 2003 she turned 70.

On Thanksgiving Day 1998 they celebrated their 75th anniversary.

In event listings, brochures, or other service information, abbreviate as follows:

Days: Mon., Tues., Wed., Thurs., Fri., Sat., Sun.

Months: Jan., Feb., Mar., Apr., May, June, July, Aug., Sept., Oct., Nov., Dec.

Ellipses

Ellipses indicate the omission of words from quoted text. Separate the points from each other and from surrounding copy with spaces. Four points indicate the omission of the end of a sentence, the first part of the next sentence, or a whole sentence or more. Treat the first point as the period.

E-mail

Hyphenate and use a lowercase “e” in e-mail, unless the word begins a sentence. E-mail addresses for publications should be written as follows: speery@keene.edu

Emerita, emeritus, emeriti

These honorary titles are designated to specific individuals who have retired from their positions and should be used in conjunction with these individual’s former titles.

emerita: single feminine
emeritus: single masculine
emeriti: plural masculine and/or feminine both

Events, initiatives

Capitalize the full names of formal events and special services held at the college: [Commencement](#), [Honors Convocation](#), [Parent/Family Weekend](#), [Homecoming Weekend](#). Lowercase abbreviated versions of the formal event:

[The new students must attend Student Orientation.](#)
[They receive orientation materials at the registration desk.](#)

Foreign Words

- Italics are used for isolated words and phrases in a foreign language if they are likely to be unfamiliar to readers. Foreign words and phrases familiar to most readers and listed in Webster are not italicized if used in an English context; they should be spelled as in Webster.
[The grève du zèle is not a true strike but a nitpicking obeying of work rules.](#)
- A translation following a foreign word, phrase, or title is enclosed in parentheses or quotation marks.
[The word she wanted was *pécher* \(to sin\), not *pêcher* \(to fish\).](#)

Holidays

The names of secular and religious holidays or specially designated days or seasons are capitalized.

All Fools' Day	National Poetry Month
Christmas, Christmas Day	New Year's Day
Easter	New Year's Eve
Father's Day	Passover
the Fourth of July, the Fourth	Patriots' Day
Good Friday	Presidents' Day
Halloween	Rosh Hashanah
Hanukkah	Saint Patrick's Day
Independence Day	Thanksgiving Day
Kwanzaa	Valentine's Day
Labor Day	Veterans Day (no apostrophe)
Lent	Yom Kippur
Lincoln's Birthday	<i>but</i>
Martin Luther King Jr. Day	D day
Memorial Day	election day
Mother's Day	inauguration day

Hyphens and readability

A hyphen can make for easier reading by showing structure and, often, pronunciation. Words that might otherwise be misread, such as *re-creation*, should be hyphenated. Hyphens can also eliminate ambiguity. The hyphen in *much-needed clothing* shows that the clothing is badly needed rather than abundant and needed. Where no ambiguity could result, as in *public welfare administration* or *graduate student housing*, hyphenation is not mandatory. See [CMS 7.90](#) for general compound patterns.

Hyphen with word space

When the second part of a hyphenated expression is omitted, the hyphen is retained, followed by a word space.

[15- and 20-year mortgages](#)

Chicago- or Milwaukee-bound passengers
five- to 10-minute intervals
but a five-by-eight-foot rug (a single entity)

Lists

In a bulleted list, the bullet takes the place of commas or semicolons between items. When your bulleted items are sentences, capitalize the first letter of each and use appropriate end punctuation. When they consist of single words or phrases, lowercase is best.

Money

Use the dollar sign and numbers when representing money in text. Do not use a decimal and two zeros unless the number of cents must be specified.

She spent \$25 on her psychology textbook and \$8.50 on new stationery.

For amounts of \$1 million or more, use the \$ sign and numerals up to two decimal points. In general, avoid long numbers with lots of zeroes, as in 7,000,000,000. Do not link the numerals and the word by a hyphen: *The benefactor established a new \$1.5 million endowment.*

Musical Works

Titles of operas, oratorios, tone poems, and other long musical compositions are italicized. Titles of songs are set in roman and enclosed in quotation marks, capitalized in the same way as poems.

Handel's Messiah
"The Star-Spangled Banner"
"Oh, What a Beautiful Mornin'" from *Oklahoma*

Nondiscrimination

KSC's communications should reflect our commitment to equal opportunity and nondiscriminatory practices in all aspects of employment and education. Respect and a balanced representation should be given regarding gender, race, ethnic group, age, and ability. Nondiscriminatory principles apply to all written materials.

Numbers (also see Money)

Spell out numbers one through nine, use numerals for 10 and above, except for dates, times, and prices. Spell out any number at the beginning of a sentence or rewrite the sentence to avoid starting with a figure. Telephone numbers with area codes – 800-358-2102, 603-358-2102 – have no parentheses. In amounts less than a dollar, write as figures and spell out the word "cents": 85 cents. With percentages, use figures and write out "percent": 25 percent.

There are seven women and 11 men in the group.
The residence hall is 50 percent male.
A small cup of coffee costs 85 cents at the bookstore.

Offices

- Capitalize the word "office" only when it is part of an official name: *Business Office*. In subsequent references, lowercase "office" when it stands alone.
- Capitalize *Admissions, Advancement, College Relations, Human Resources*, and other offices whose names are recognizable even without the word "office."

On campus, on-campus

"On-campus" is used as an adjective to modify a noun: *Students live in on-campus housing.* "On campus" is used to modify a verb: *She works on campus.*

Over, more than

“Over” refers to spatial relationships: *The shelf is over my head.* “More than” refers to numbers or amounts.

The group raised more than \$60.

More than 50 people attended.

Percentages

Spell out the word percent except in scientific, technical, and statistical copy, and express the amounts as numerals, except when it begins the sentence.

Eighty percent of the faculty attended the meeting.

More than 90 percent of the class passed the test.

Prefixes

- Compounds formed with prefixes are normally closed, whether they are nouns, verbs, adjectives, or adverbs.
- A hyphen should appear, however, (1) before a capitalized word or a numeral, such as *sub-Saharan*, *pre-1950*; (2) before a compound term, such as *non-self-sustaining*, *pre-Vietnam War*; (3) to separate combinations of letters or syllables that might cause misreading, such as *anti-intellectual*, *pro-life*; (4) when a prefix or combining form stands alone, such as *over-* and *underused*, *macro-* and *microeconomics*.
- The spellings shown below conform largely to *Merriam-Webster's Collegiate Dictionary*. Compounds formed with combining forms not listed here, such as *auto*, *tri*, and *para*, follow the same pattern.

ante: antebellum, antenatal, antediluvian

anti: antihypertensive, antihero, *but* anti-inflammatory, anti-Hitlerian

bi: binomial, bivalent, bisexual

bio: bioecology, biophysical, biosociology

co: coequal, coauthor, coeditor, coordinate, cooperation, *but* co-opt, co-worker

counter: counterclockwise, counterrevolution

cyber: cyberspace, cyberstore

extra: extramural, extrafine, *but* extra-administrative

hyper: hypertension, hyperactive, hypertext

infra: infrasonic, infrastructure

inter: interorganizational, interfaith

intra: intrazonal, intramural, *but* intra-arterial

macro: macroeconomics, macromolecular

mega: megavitamin, megamall, mega-annoyance (hyphenate before words beginning with *a*)

meta: metalanguage, metaethical, *but* meta-analysis (not the same as metanalysis)

micro: microeconomics, micromethodical

mid: midthirties, a midcareer event, midcentury, *but* mid-July, the mid-1990s, the mid-twentieth century, mid-twentieth-century history

mini: minivan, minimarket

multi: multiauthor, multiconductor, *but* multi-institutional

neo: neonate, neoorthodox, Neoplatonism

non: nonviolent, nonevent, nonnegotiable, *but* non-beer-drinking

over: overmagnified, overshoes, overconscientious

post: postdoctoral, postmodernism, postseason, posttraumatic, *but* post-Vietnam

pre: premodern, preregistration, preseason, prewar, preempt, *but* Pre-Raphaelite

pro: proindustrial, promarket, *but* pro-life, pro-Canadian

proto: protolanguage, protogalaxy, protomartyr

pseudo: pseudotechnocrat, pseudomodern, *but* pseudo-Tudor

re: reedit, reunify, reposition, *but* re-cover, re-creation (as distinct from *recover*, *recreation*)

semi: semiopaque, semiconductor, *but* semi-invalid
socio: socioeconomic, sociocultural, sociolinguistics
sub: subbasement, subzero, subcutaneous
super: superannuated, supervirtuoso, superpowerful
supra: supranational, suprarenal, supraorbital, *but* supra-American
trans: transsocietal, transmembrane, transcontinental, transatlantic, *but* trans-American
ultra: ultrasophisticated, ultraorganized, ultraevangelical
un: unfunded, unneutered, *but* un-English, un-unionized
under: underemployed, underrate, undercount

Publications

- Titles of books, journals, newspapers, and other freestanding publications as well as shorter works (stories), plays and films, radio and television programs, long musical compositions (titles of songs are set with quotation marks), and artworks are italicized.
The Keene Sentinel
Campus News
Discovery
Equinox
Keene State Today
KSC Newsline
- Presentations and exhibits, “*The Simple Art*,” titles of articles and features in periodicals and newspapers, chapter and part titles, titles of songs, short stories, or essays, and individual selections in books are set in roman type and enclosed in quotation marks.

Poems

Quoted titles of most poems are set in roman type and enclosed in quotation marks. A very long poetic work, especially one constituting a book, is italicized and not enclosed in quotation marks.

Robert Frost’s poem “*The Housekeeper*” in his collection *A Boy’s Will*
Dante’s *Inferno*

Quotation marks

The period and comma always go inside the quotation marks.

He said, “I’m leaving,” or “I’m leaving,” he said.

- The dash, semicolon, question mark and exclamation point go inside the quotation marks only when they apply to the quoted matter: He yelled, “*Stop!*” Can you believe he actually yelled, “*Stop*”?
- Direct quotation: When reporting the exact words of speakers or writers, surround their words with quotation marks: “*I have no intention of staying*,” he said.
- For dialogue or conversation, place each person’s words in a separate paragraph, with quotation marks at the beginning and the end of each person’s speech. If a person speaks continuously for more than one paragraph, place quotation marks at the beginning of every paragraph in the speech, but do not place quotation marks at the end of paragraphs until the final paragraph in the speech.
- Single quotation marks: Use only when quotes appear inside a quotation. There are no spaces between the single and double quotations.
“He told her, ‘*I don’t need this class.*’”

Semicolon

Use a semicolon to separate multiple phrases when some of the phrases contain commas. Use a semicolon to join main clauses not joined by coordinating conjunctions (third example).

The library has an extensive microfilm collection; an audiovisual department; facilities for typing, photocopying, and studying; and archives, exhibits, and special collections.
The new house is almost complete; the interest rate is 9 percent.

Sports Terms

Please refer to *The Associated Press Stylebook* and the Word list in this guide.

States

When standing alone, write out state names. When states appear in text with a town or city, write out the state or abbreviate according to the *Associated Press* (AP) style. Use U.S. Postal (P.O.) abbreviations as mailing addresses only.

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

Telephone numbers

Telephone numbers should be written as follows:

On campus: 8-2147

Off campus: 603-358-2147

Temperature

Use figures unless the temperature is zero: *It's minus 5 degrees.*

That, which

There is a difference between that and which. Use that for restrictive clauses—clauses that are essential to the meaning of the sentence. Use which for nonrestrictive clauses—clauses that, if removed, would not change the meaning of the sentence. Set off the nonrestrictive clause with commas.

The book that she wanted was not in the library.

The books, which are on the kitchen table, are overdue at the library.

Time

Times should be written without a colon or double zeros, unless listing a specific time after the hour: *The reception begins at 7 p.m., with dinner at 7:45 p.m.* In prose, the “a” and “p” and “m” in “a.m.” and “p.m.” should always be lowercased and followed by periods. The words “noon” and “midnight” should be lowercased. (Styles may vary for invitations and event listings.)

United States

Spell out when used as a noun. Use U.S. only as an adjective.

She lives in the United States and carries a U.S. passport.

Web terms

Lowercase web in terms such as website, web page, and webmaster. Web sites and e-mail addresses should not be bolded, underlined, or italicized.

Other web terms, and their correct spellings, include:

dot com (n.)	log on
dot-com (adj.)	offline
e-mail	online
home page	web
HTML: Hypertext markup language	webcast
http: hypertext transfer protocol	web page
Internet	website
log in	World Wide Web

Who, whom

An easy way to determine which to use is to turn a clause into a sentence. Who is a nominative and therefore would match she or he, for example, in usage terms. Whom would match her.

Alice, who had been with the company for 30 years, was eligible for retirement. [She (not her) had been with the company for 30 years.]

Whom should I ask? [Should I ask her (not she)?]

Word list

a cappella	front line
All-America (referring to the team)	FY '08 (fiscal year 2008)
All-American (referring to an individual)	grade-schooler
ambiance	grand-prize winner
athletics director	high school (n., adj.), high school-aged (adj.)
avant-garde	high-speed Internet access
ball field, ball game, but ballpark, ballplayer	Lakes Region, Monadnock Region
best known, better known (adj.; no hyphen in comparative and superlative forms)	lineup
best-seller, best-selling novel	Little East Conference (LEC), All-LEC
catalog vs. catalogue	Lloyd P. Young Student Center, L. P. Young Student Center, Student Center
chamber music concert series	longtime
cross country	most valuable player (MVP)
drop-off (n., adj.)	Mountain View Room
Eastern College Athletic Conference (ECAC)	North Woods (usually sing.)
e-mail, e-newsletter	number one (n., adj.)
firsthand (adj.)	OK
folk art, folk song	online
full-time (adj., pred. adj.)	points per game (PPG)
fund-raiser, fund-raising	postseason, preseason

premier chef (best, ranked first of its type; adj.)
premiere of a movie (first performance; n.)
prizewinning, Pulitzer Prize winner (n.),
Pulitzer Prize-winning (adj.)
rebounds per game (RPG)
runner-up, runners-up
Saul O Sidore, Sidore Series
schoolmate
schoolteacher
South, Southerner (U.S. region), Southwestern,
but southern France (l.c. as geographic
location)
sportscaster
Service-Learning
still life
thank-you (n., adj.)
The Keene Sentinel
The New York Times
theatre vs. theater (not MW; to avoid confusion)
third-seed
T-shirt
TV
United States (n.), U.S. (adj.)
Vanguard sportsmanship award
Veterans Day
Washington, D.C.
website
weeklong (adj.)
well-known (adj.), well known (pred. adj.)
year-round (adj., pred. adj.)

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