Abbreviate months if you include the date (e.g., They were married Dec. 21, 2002).

Do not abbreviate when used alone or with a year (e.g., They were married in December 2002). Do not abbreviate March, April, May, June, or July.

Academic Degrees
Not capitalized when referred to in general form (e.g., master’s, doctor’s, doctorate, bachelor’s, master of science). Abbreviate using caps with no spaces after periods (e.g., M.A., B.S., Ph.D.).

ACADEMIC PROGRAMS AND MAJORS
Course Titles
Use lowercase when referring generally to courses and classes. Capitalize specific course names (e.g., a biology course; but Biology 110 or Foundations of Biology).

Majors/Programs
Do not capitalize majors, minors, specializations and concentrations (e.g., She majored in chemistry.).

Committees
Capitalize names of specific committees and lowercase the second reference (e.g., Curriculum Development Committee, the curriculum committee).

Academic/Administrative Departments
Use lowercase for all academic departments and offices. (e.g., Department of Biology, but biology department; Office of Communication Services, but communication services office).

Numbers
Spell out numbers one through nine; use figures for 10 and above. Use numerals for dimensions, distances, percentages and ages. Spell out numbers at the beginning of a sentence.

Percentages
Use “percent” in text and symbol (%) in charts/graphs/tables. Always use number (6 percent, 50 percent, 8.5 percent…). Phone Numbers: Use () around area codes, but biology department; Office of Communication Services, but communication services office).

Money
Use figures and the dollar sign. For amounts over the thousands, use the dollar sign, but biology department; Office of Communication Services, but communication services office).

Grade Point Averages
Always carry out to at least one decimal place (e.g., a 4.0 scale; in most cases two decimal places is preferred (e.g., a GPA of at least 3.60 is needed).

PUNCTUATION - COMMA QUESTIONS

Commas
• Use comma between city and state names and after state name or abbreviation (e.g., He was traveling from Austin, Texas, to Philadelphia, Pa., en route to Boston, Mass.).
• As a general rule, do not use the serial/Oxford comma; so write ‘a, b, and c’ not ‘a, b, and c’. But when a comma would assist in the meaning of the sentence or helps to resolve ambiguity, it can be used – especially where one of the items in the list is already joined by ‘and.’
• No comma necessary in name prior to suffix (e.g., Martin Luther King Jr.).
• When a phrase lists only a month and year, do not separate with commas. When a phrase refers to a month, day and year, set off the year with commas (e.g., He said Jan. 27, 2001, was the target date; January 2001 was the opening month.).
• For numbers larger than 999 use commas to mark off thousands, millions, etc. (e.g., 1,001 reasons to smile; 2,200 students).

Hyphens
Per AP: Use a hyphen when a compound modifier precedes a noun, except the adverb very and adverbs ending in -ly. Examples: We went off campus to eat. We live in off-campus housing. She works full time. She has a full-time job. Please sign up for the trip. Don’t forget the sign-up sheet.

Quotation Marks
Periods and commas always are placed within the marks. Dash, semicolon, question mark and exclamation point are placed outside when they apply to the entire sentence. dash, semicolon, question mark and exclamation point are placed outside when they apply to the entire sentence.

Spaces
Use only one space after punctuation marks, including periods.
Sports Terms

- **All-America(n)**
- all-conference, all-region, but All-Mideast Region, All-Presidents’ Athletic Conference (All-PAC)
- coach – lowercase unless used directly before a name (the coach issued a statement… Coach Gene Nicholson said today… Gene Nicholson, golf coach, said today… Director of Athletics Jim Dafler announced… Jim Dafler, director of athletics, announced today…)
- kick off (v.); kickoff (n., adj.)
- national championship – capitalize only in a proper name (e.g., NCAA Division III National Championship game…)
- Presidents’ Athletic Conference (first reference, PAC thereafter)
- quarterfinals, semifinals, finals
- scholar-athlete, student-athlete

**TITLES**

Academic and Administrative Titles

Capitalize only before a proper name. (e.g., Rocky Mountain College President Michael R. Mace; Michael Mace, president of Rocky Mountain College; Professor Stephen Germic; Stephen Germic, professor of English; Leslie Edwards is the registrar; Vice President of Enrollment Services Kelly Edwards; Greg Kohn has been named vice president for community relations and human resources.)

Use Dr. in first reference as a formal title before the name of an individual who holds a doctor of medicine degree. If appropriate in the context, Dr. may also be used for individuals who have earned other types of doctoral degrees.

Religious Titles

The first reference to a clergyman or clergywoman should include a capitalized title before the individual’s name. In many cases, the Rev. is the designation that applies.

Courtesy Titles

Courtesy titles such as Mr., Mrs., Miss, or Ms. are generally not used.

Composition Titles

- Books, albums, plays, operas – italics – such as *One Flew Over the Cuckoo’s Nest*, *Survivor*
- Newspapers – italics – *Pittsburgh Post-Gazette, The (Sharon, Pa.) Herald, New Castle News*

A. advisor (preferred over advisor)

alma mater (referring to the school or university one attended; alma = a female Rocky Mountain graduate; alumnae (plural) alumni = a group of men and women who have graduated from Rocky Mountain College

alumnus = a male Rocky Mountain graduate; alumni (plural)

Argo Art Gallery

B. Baccalaureate

Board of Trustees (Board on second reference)

C. century (lowercase, use with numerals, e.g., 19th century; hyphenate as an adjective, e.g., 20th-century poet)

chair (not chairman, chairwoman, chairperson)

Chapel, as in religious service (see above for College buildings)

Christian education

Class of –—— (capitalize when used before the date in reference to a specific class)

College (capitalize when used as shorthand for Rocky Mountain College)

Commencement

course work (two words)

cum laude

D. Dean’s List

decision making (n.); decision-making (adj.)

E. e-mail (no cap, hyphenated)

emeritus, emerenta, emeriti (based on gender)

F. fall, but Fall Semester

fax (not FAX)

first-year students, First-Year Program

fund raising (follow AP style: Fund raising is difficult…; The fund-raising campaign…

We hired a fund-raiser)

G. grade point average or GPA (no periods; NOT quality-point average or QPA)

Graduate Program

H. Holocaust

Homecoming

home page

Honors Program

I. Inquiry

Internet

L. Law PAC

Lifelong Learning Program (LLP on second reference)

log in (v.); login (n.)

log off, log on, log out

M. magna cum laude

Mad PAC

N. noon (not 12 noon, or 12:00 p.m.)

O. offline

online

Opening Convocation