

## Editorial Style Guide

Following is an editorial style guide for Atlantic Cape publications:

### academic degrees

*Note: no space after periods*

A.A., Associate in Arts

A.A.S., Associate in Applied Science

A.S., Associate in Science

B.A., Bachelor of Arts

M.S., Master of Science

Ed.D., Doctor of Education

Ph.D., Doctor of Philosophy

Right: Louise Kaplan has an Ed.D. in education or Louise Kaplan has a doctorate in education.

Right: The student received an A.S. in business administration.

### Ph.D. and Ed.D.

When used after a name, an academic abbreviation is set off by commas. John Jones, Ph.D., spoke.

The word “degree” should not follow a degree abbreviation:

Wrong: He has a B.A. degree in history.

Right: He has a B.A. in history.

When referring to degrees in general, lowercase the first letter of the degree. Bachelor’s and master’s use an apostrophe. Never use an apostrophe for associate degree.

Right: Seventy people hold associate degrees

Right: They all had associate and Bachelor’s degrees in nursing.

Right: He earned an associate degree in business administration.

Capitalize formal names of academic degrees: Associate in Arts, Associate in Science, Associate in Applied Science

### A, an

Use *a* before words that start with a consonant other than an unsounded h; use *a* before words that start with a vowel if the vowel sound is “yew” or “yur” as in European or university. *An* goes before words that start with the vowels a, e, i, o and u and also before words that start with an unsounded h, as in hourglass and honor.

### academic departments/offices

Use uppercase: the Department of History, the History Department, the Department of English, the English Department, or when department is part of the official and formal name: Atlantic Cape Community College Department of Admissions.

Wrong: enrollment services office

Right: Enrollment Services Office

Capitalize the word College when referring to Atlantic Cape.

Wrong: The college has several departments.

Right: The College has several departments.

Right: Academy of Culinary Arts

Right: The Academy was established in 1981.

### **academic titles**

Atlantic Cape uses Dr. as a courtesy title for a person holding a doctorate degree.

### **advisor**

not adviser

### **age**

Always use numerals. Hyphenate only when the age is used as an adjective before a noun or as a replacement for a noun:

Right: The 3-year-old girl. The competition is for 10-year-olds.

Right: Sally Smith, 41, lives in Mays Landing. That book is four years old.

### **Alma Mater**

Always capitalize Alma Mater

### **alumna, alumnae, alumni, alumnus**

alumna - singular, female

alumnae - plural, women only

alumnus - masculine

alumni - male plural or male and female plural

alum - singular, male or female; appropriate only in informal contexts

Identify past and current students by their class years with an apostrophe before the year

Right: Cristie Ricciotti '07 serves on the board.

Right: John Jones Jr. '89 is a successful chef.

Right: George Smith III '88 works at the casino.

If a person has more than one degree, place a comma between the class years.

Right: Dr. Alice Rainey '85, '87 addressed the crowd.

### **a.m./p.m.**

Use a.m. and p.m. No capitals or spaces after periods. When identifying time span, both in the morning, only use a.m. once, for example, 9-11 a.m. If time spans morning and afternoon, state as 11 a.m.-2:30 p.m. Avoid being redundant:

Wrong: 3 p.m. in the afternoon

**among, between** (see Between/among)

### **ampersand (&)**

Avoid unless part of an official name, i.e. Johnson & Johnson

**annual**

Do not use unless it refers to an event that has happened at least two years in a row.  
Never use the term first annual.

**archaeology**

not archeology

**between, among**

*Between* introduces two items and *among* introduces more than two: The funds were divided *among* Kerry, Dean and Edwards. However, *between* is the correct word when expressing the relationships of three or more items considered one pair at a time: Negotiations on a debate format are under way *between* the network and the Kerry, Dean and Edwards committees.

**bilingual**

not bi-lingual

**Board of Trustees**

Capitalize Board of Trustees and Trustee as a title before a name. Use lower case on second reference to the board.

Right: The Atlantic Cape Board of Trustees meets the fourth Tuesday.

Right: Trustee Andrew Melchiorre said

Right: He has been a trustee since...

Right: The board met on Tuesday night.

**book-signing**

hyphenate

A book-signing will follow the presentation.

**buildings**

Use the official name of campus facilities with capitals in formal communication. On second reference, if the name is partial, you may shorten the name with the appropriate designation. On second reference when you use no proper name, lowercase hall, center and building. Do not use building, hall and center interchangeably.

Right: Walter Edge Hall houses the College theater.

Right: The Daniel Leeds Library contains more than 76,000 books...

Right: The library contains more than 76,000 books...

**building titles:**

Simon Lake Hall (A)  
Silas Morse Hall (B)  
Charles B. Boyer Hall (B)  
Samuel Richards Hall (B)  
Walter E. Edge Hall (C)  
Daniel Leeds Hall (library)  
Richard Somers Hall (D)  
Jonathan Pitney Hall (gym)  
Ruth Lee Allied Health building (H)  
J building  
K building  
M building (Academy of Culinary Arts facility)  
Careme's Gourmet Restaurant  
Mays Landing East, (T) *not* East Campus

**campus names**

Mays Landing Campus  
Cape May County Campus (CMCC)  
Charles D. Worthington Atlantic City Campus or Worthington Atlantic City Campus (WACC)  
Mays Landing East (see building titles)

**campuswide, collegewide**

not college wide or college-wide

**catalog**

not catalogue

**chair, vice chair**

As academic leadership title. Use instead of chairman, chairwoman or chairperson.

**chairman, chairwoman**

As board of trustees officers, use chairman, chairwoman instead of chair or chairperson.

**child care center**

not day care  
Barbarito & Beyers Preschools

**classes and courses**

Use lowercase when you refer to courses and classes, unless you use the specific name of a class or the class uses a proper noun or numeral.

Right: I had a psychology class and a business class.

Right: I had General Psychology I and Business Law II.

**co-ed, co-op**

Do not hyphenate coeducational or cooperative unless you abbreviate them. Use caps for shortened reference to the Cooperation Education Office. Do not use co-ed to refer to a person.

Right: Atlantic Cape is a co-ed institution.

Right: The Co-op Office placed the student in a job.

**College**

Capitalize college when using the proper name or on second reference to Atlantic Cape.

Right: Atlantic Cape Community College.

Right: The College is located in the heart of the Pinelands.

Right: The student decided to go to college.

**collegewide**

see campuswide

**commas (use in a series)**

Use commas to separate elements in a series, but do not put a comma before the conjunction in a simple series:

The flag is red, white and blue. He would nominate Tom, Dick or Harry.

However, do use a comma at the end if an integral element of the series that requires a conjunction:

I had orange juice, toast, and ham and eggs, for breakfast.

Introductory phrases such as Last year and In 1968 do not require commas. When in doubt, LEAVE IT OUT.

**committees**

Capitalize names of specific committees and lowercase second references.

Right: The Curriculum Committee met this week.

Right: The committee planned to discuss the proposal.

**coordinate**

not co-ordinate

**course work**

not coursework

**courtesy titles**

Do not put a courtesy title before a person's name if a degree title follows it. Use the abbreviations only after a full name, never after just a last name. Lowercase titles unless they precede a name. Second and subsequent references generally use last names only.

Titles such as CPA should be preceded by a comma and should be written in full caps with no periods. When used after a name, a courtesy title is set off by commas.

The title Dr. may be used when a Ph.D., Ed.D. or M.D.

Wrong: Mr. LoPresti, Ph.D.

Right: Dr. Gene LoPresti

Wrong: Dr. Peter L. Mora, Ed.D.

Right: Peter L. Mora, Ed.D. (with comma after Mora)

Wrong: College President Dr. Peter Mora

Right: College President Peter Mora

Right: Gene LoPresti, Ph.D., will address the committee.

Right: Carmen Royal, dean of students

Right: Dean of Students Carmen Royal

Right: Mark Camma, CPA

Courtesy titles such as Mr., Mrs., Ms. and Miss are generally not used in either first or subsequent references.

**dates** (also see months)

Do not use *on* with dates when its absence would not lead to confusion. To describe sequences or inclusive dates or times use an en dash (-) for *to*.

Wrong: The program ends on December 15, 2007.

Right: The program ends Dec. 15, 2007.

Wrong: The program ends in December 2007. (unless it's not the current year)

Right: The program ends in December.

Wrong: Apply here May 7 to 9, 8 a.m. to 10 a.m.

Right: Apply here May 7-9, 8-10 a.m.

Right: Apply here May 7-9, 8 a.m.-4 p.m.

Spell out numerical designations first through ninth and use numerals with appropriate letter suffixes for 10<sup>th</sup> and above.

Right: the first semester, the dean

Right: the 10<sup>th</sup> sample, our 40<sup>th</sup> anniversary

Do not use *st*, *th*, etc. with dates.

Wrong: Submit applications by Oct. 14<sup>th</sup>.

Right: Submit applications by Oct. 14.

Use an apostrophe for class years.

Right: Atlantic Cape was founded in the 1960s.

Right: He belonged to the Class of '70.

**decades**

50s, 60s...90s. Does not need apostrophe.

**degrees**

See academic degrees

**department**

See academic departments

**division titles:**

Academy of Culinary Arts (ACA)

Charles D. Worthington Atlantic City Campus (WACC)

Cape May County Campus (CMCC)

Casino Career Institute (CCI)

Center for Regional and Business Research (CRBR)

Health Professions Institute (HPI)

Institute for Service Excellence (ISE)

**e-mail**

Abbreviated term for electronic mail.

**entitled, titled**

Entitled means one has the right to something, as in “She is entitled to the inheritance.”

Use *titled* to introduce the name of a publication, theater production, etc.

**faculty**

Takes singular verbs and pronouns:

The faculty has approved the measure.

Faculty members have been invited.

**fax**

lowercase; short for facsimile.

**full time, full-time**

Hyphenate when used as a compound modifier.

She is a full-time student.

Otherwise no hyphen.

She attends school full time.

**fundraising, fundraiser**

One word in all cases

**general education**

Use capitals for General Education at Atlantic Cape.

Right: She completed her General Education courses last spring.

**GPA** (grade point average)

OK for grade point average on second reference, but do not use periods in the abbreviation.

### **grades**

Use a letter grade with no quotation marks and no apostrophes when referring to more than one letter grade:

He received a B in history.

She received two As and three Bs on her report card.

### **group**

Takes singular verbs and pronouns: The group is reviewing its position

### **home school**

Hyphenate only when used as a modifier:

I am home schooling my children.

She is a home-schooled student.

The College has a special home-school program.

### **ID**

Informal for identification

### **insure, ensure**

*Insure* means to establish a contract for insurance of some type; *ensure* means to guarantee

### **Internet** (capitalize)

### **it's, its**

It's is only a contraction for it is or it has.

Its is a possessive form of the pronoun it:

The university raised its enrollment requirements.

### **Jr. and Sr.**

Jr. and Sr. and other personal suffixes should not be preceded by a comma.

Wrong: Dr. Lawrence R. Winchell, Jr.

Right: Dr. Lawrence R. Winchell Jr.

### **laptop**

One word, no hyphen.

### **login, logon, logoff (n.)**

But use as two words in verb form.

I log in to my computer.

### **majors, programs**

Do not capitalize majors, programs, specializations or concentrations of study when they are not part of a designated degree.

Right: He received an Associate in Arts in History.  
Right: She majored in business.  
Right: program in accounting

### **money**

Use the dollar sign and numbers. Do not use a decimal and two zeros.

Wrong: \$15.00  
Right: \$15  
Right: \$15.25

For dollar amounts beyond thousands, use the dollar sign, number and appropriate word.

Wrong: The grant was \$13,000,000.  
Right: The grant was \$13 million.  
Wrong: The budget was \$76,200,000.  
Right: The budget was \$76.2 million.

### **months**

Abbreviate months if you include a date. Do not abbreviate months when used alone or only with a year. Do not abbreviate *March, April, May, June* or *July*.

### **more than, over**

Use more than to discuss numbers:

The United Way raised more than \$50,000.

Use over to discuss spatial relationships:

A plane flew over the building.

### **newly renovated**

no hyphen with -ly words

### **non**

In general, no hyphen when forming a compound that does not have special meaning and can be understood if “not” is used before the base word: noncredit.

However, use a hyphen before proper nouns and in awkward combinations: non-nuclear.

### **noncredit**

No hyphen needed.

### **nonprofit**

May also use not-for-profit.

**numbers**

Generally, spell out whole numbers one through nine, use figures for 10 and above. Use figures for dimensions, percentages, ages, distances, computer storage capacities and several others. Grade levels are an exception—always spell them out. Check the Associated Press Stylebook for exceptions. Spell out the number when used at the beginning of a sentence, except a year.

Right: 2006 was a very good year

Right: eight students

Right: 14 buildings

Right: 4 inches

Right: He teaches eighth grade.

Right: She has a son, Joseph, 3 ½.

Right: Twenty students registered for the class.

Right: 8 megabytes, a 6-megabyte memory.

**off-campus off campus**

Same as on-campus (below)

**on-campus (adj.), on campus (adv.)**

Use on-campus when you describe things. Use on campus when you show location.

Hyphenate when used as an adjective:

It is an on-campus event.

Use as two words, without hyphenation when used as an adverb:

The event is on campus.

**offline**

One word when discussing computer connections

**ongoing**

one word

**online**

One word when referring to computer communications

**online learning**

No hyphen needed.

**over, more than**

See: more than, over

**paperwork**

one word

**parentheses**

Place the period inside the parentheses when the matter enclosed is an independent sentence forming no part of the preceding sentence. Otherwise, place it outside.

Right: Most Atlantic Cape students are from New Jersey. (Of course, there are a few exceptions.)

Right: Many professors have their doctorates (although some have only their master's degrees).

**part time, part-time**

Hyphenate part-time when using it as a compound modifier.

Right: She works part time.

Right: She is a part-time student.

**percentages**

In tables, write percentages with the numeral and % symbol. In prose, use percent. Spell out the word **percent** except in scientific, technical and statistical copy.

Right: Seventy percent responded favorably.

Right: More than 90 percent of the class earned As and only 2 percent failed.

**phone numbers**

see telephone numbers

**photo captions**

When writing photo captions for a group of people, do not use "Row 1, Row 2," etc. Use "Front Row," "Row 2," etc., to "Back Row." Always identify people from left to right. Use "l-r" for left to right.

**p.m./a.m.**

see a.m./p.m.

**president**

Capitalize president only as a formal title before a name:

President Peter L. Mora

Use lowercase in all other cases:

There will be a reception in the president's office.

**professor**

Capitalize these titles as a formal title before a name.

Assistant Professor Rita Michalenko is teaching that class.

Lowercase in all other cases.

Rita Michalenko is an assistant professor of art.

### **quotation marks**

The period and the comma always go inside quotation marks.

Right: “Atlantic Cape now offers 11 degrees online,” said Dr. Ronald McArthur, dean of instruction.

Right: President Peter Mora said, “Atlantic Cape is a leader in online education.”

The dash, the semicolon, the question mark and the exclamation point go within the quotation marks when they apply to the quoted matter only.

They go outside when they apply to the whole sentence.

Right: President Mora stated the plan needed “a few minor adjustments”; however, he did not reject it entirely.

In running quotations each new paragraph should begin with open quotation marks.

### **race**

Capitalize names of races (Jew, Negro, Caucasian, Hispanic), but do not capitalize black and white when used to refer to races.

### **regional designations**

Use capitals when referring to South Jersey as a region. Use lower case when referring to southern New Jersey in geography:

Right: Atlantic Cape is in South Jersey.

Right: Atlantic Cape’s theater productions entertain southern New Jersey.

### **seasons**

Lowercase spring, summer, fall and winter. Capitalize only when part of a formal name.

Right: fall semester, summer session

Right: Winter Olympics

Right: We had a wonderful summer vacation.

Right: School opened in the fall.

### **space-available basis**

Hyphenate this compound modifier

### **state abbreviations**

Spell out the names of states when they stand alone. Abbreviate according to Associated Press, not postal rules, when a state is listed with a city.

Ala.	Ga.	Maine	Neb.	Ohio	Texas
Alaska	Hawaii	Md.	Nev.	Okla.	Utah
Ariz.	Idaho	Mass.	N.H.	Ore.	Vt.
Ark.	Ill.	Mich.	N.J.	Pa.	Va.
Calif.	Ind.	Minn.	N.M.	R.I.	Wash.
Colo.	Iowa	Miss.	N.Y.	S.C.	W.Va.
Conn.	Kan.	Mo.	N.C.	S.D.	Wis.
Del.	Ky.	Mont.	N.D.	Tenn.	Wyo.

Fla.	La.				
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Right: Atlantic Cape Community College students are eligible for New Jersey financial aid.

Right: The student came from Phoenixville, Pa.

### **state and federal**

Lowercase state in all references. Use caps for federal as part of cooperative or governmental bodies that use the word as part of their formal names. Lowercase it when used as an adjective to distinguish something from state, county, city, town or private entities.

Right: our state colleges

Right: the federal loans

Right: the state of New Jersey

Right: our state grants

Right: Federal Communications Commission

### **Student Government Association**

May abbreviate SGA

### **telephone numbers**

Direct inward dial numbers may be listed with 343-prefix:

4701-4719

4800 series

4900 series

5000 series

5100 series

5600 series

Can only be reached by dialing 625-1111, 646-4950 or 463-4774 and requesting the extension:

4700 series (except 4701-4719)

5200 series

5300 series

5400 series

5500 series

5700 series

5800 series

If the publication is strictly for on-campus use, you may omit the area code. If it may be sent off campus, include the area code in parentheses with a space between the parenthesis and the exchange.

Right: (609) 343-4907

If you include more than one extension, use a / between the numbers:

Right: (609) 343-4907/4923

**theater, theatre**

Use “er” spelling unless “re” form is part of a proper name:

Students will learn about the history of the theater.

But: American Ballet Theatre

**time**

When writing a time that falls on the hour, do not use :00. Simply state the hour with a.m. or p.m. Avoid using o’clock when referring to time.

Wrong: The concert begins at 8:00 p.m.

Right: The concert begins at 8 p.m.

Right: The concert begins at 8:30 p.m.

Right: The concert begins at 8:30 Friday evening.

For 12 a.m. and 12 p.m., use noon and midnight without 12 before.

Right: The session will end at noon.

Right: The security guard reported to work at midnight.

**toward, towards**

One takes action toward something, not towards it.

**TV**

not tv

**upload**

one word

**user ID**

two words

**Veterans Day****voice mail**

Two words, no hyphen

**Web**

An abbreviated name for the World Wide Web

Also Web page, Web site; but webcam, webcast, webmaster

**Well-being**

use hyphen

## Pet Peeves

Avoid redundant words, awkward expressions and extended phrases. This is a partial list.

### No-no

### Yes-Yes

#### A

Absolutely essential  
accompany  
accordingly  
additional  
address  
adequate enough  
adjacent to  
afford an opportunity  
anticipate  
a large number/part  
almost  
a number of  
appreciable  
approximately  
as a means of  
at the present time

essential  
go with  
so  
added, more, other  
discuss  
enough  
next to  
allow, let  
expect  
many, most  
nearly  
some  
many  
about  
to  
now

#### B

basic fundamentals  
be responsible for

basic(s)  
handle

#### C

capability  
center around  
comes into conflict  
comply with  
comprise  
concerning  
constitutes  
construct  
contact

ability, can  
center in, at or on  
conflicts  
follow  
form, include, make up  
about, on  
is, forms, makes up  
build  
call, write, reach

#### D

designate  
determine  
do no hesitate to call  
due to the fact that

appoint, choose, name  
decide, figure, find  
call  
due to, since

#### E

equitable

fair

evidenced  
exhibit  
exhibits a tendency to

showed, shown  
show  
tends to

## **F**

facilitate  
factor  
feedback, input  
foreign imports  
for the purpose of  
furnish  
future prospects

ease, help  
reason, cause  
opinion, reaction  
imports  
to  
give, send  
prospects

## **G**

generate  
gives consideration to

do, make, create  
considers

## **H**

head up  
holds a belief

head  
believes

## **I**

if at all possible  
impacted  
implemented  
in accordance with  
in addition  
in an effort to  
inception  
in conjunction with  
initiate  
in order to  
in the near future  
input

if possible  
affected, changed, hit  
carry out, do follow  
by, following, under  
also, besides, too  
to  
start  
with  
start  
to  
soon  
comments, advice, response

## **J**

joint cooperation  
just exactly

cooperation  
exactly

## **L**

legislation

law

## **M**

makes an attempt  
maximize  
minimize

attempt, tries  
increase, enlarge, expand, broaden  
decrease, lessen, reduce

modify

change

**N**

necessary (pre)requisites

(pre)requisites

new innovations

innovations

numerous

many, most

**O**

objective

aim, goal

optimum

best, greatest, most

output

comment, idea

over

more than

**P**

past experience

experience

personnel

people, staff

pre-planning

planning

prioritize

put in order

prior to

before

provides guidance for

guides

possibly might

might

postpone until later

postpone

purpose is to

(omit)

**Q**

qualified expert

expert

**R**

refer back

refer

retain

keep

**S**

send a communication to

notify

similar to

like

solicit

ask for

state-of-the-art

latest

**T**

try and fix

try to fix

**U**

utilize, utilization

use

**V**

viable

practical, workable

**W**

warrant

whereas

without further delay

with the exception of

call for, permit

since

now, immediately

except for

# Atlantic Cape Community College

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Witness (college representative) \_\_\_\_\_

Subject of photo/videotape \_\_\_\_\_