SUNY POTSDAM EDITORIAL STYLE GUIDE

*Updated by Alexandra Jacobs, Communications/Government Relations Associate
and the Office of Public Affairs Staff in January 2011*

Introduction:

The SUNY Potsdam Editorial Style Guide is intended to make writing for an external audience less complicated while promoting one consistent professional style for the College. Many of the entries in this guide follow the latest edition of the Associated Press Stylebook, which is the industry standard for most journalists. Other entries are specific to SUNY Potsdam and its preferred usages. If you have any questions about style or editing, contact Alexandra Jacobs, communications and government relations associate, at jacobsam@potsdam.edu or (315) 267-2918.

A

abbreviations and acronyms - Use only official College abbreviations. In general, and especially for off-campus audiences, avoid acronyms. Explain or spell out an acronym at first use for any audience that may not be familiar with the acronym. Periods are not necessary after the letters that form an acronym. See **building names, courses, degrees and majors**. :

academic departments – See **departments**.

addresses - In text (as opposed to mailing labels), use full official names of offices, departments and buildings in College addresses. Spell out names of buildings and *street* and *avenue.* Also see **buildings, departments** and **offices**. Use the following format for addressing envelopes:

Alexandra Jacobs
Communications & Government Relations Associate
Office of Public Affairs
State University of New York at Potsdam
44 Pierrepont Avenue
Potsdam, NY 13676-2294

Use the correct nine-digit zip code whenever possible. Note that just one space separates the state from the zip code.

- Use commas to separate the elements of an address when they are in the body of a text. *Please send responses to Alexandra Jacobs, Communications & Government Relations Associate, Office of Public Affairs, SUNY Potsdam, 44 Pierrepont Ave., Potsdam, NY 13676-2294.*
- When directing readers to campus offices, use full official name of the office and office location. *Office of Admissions, Raymond Hall 112* or *Department of Psychology, Flagg Hall 716.* Also see **offices**.
- Use abbreviations Ave., Blvd. and St. only with a numbered address in text – *The house at 33 Canal St. is purple*. Spell out when part of a formal street name without a number. *The houses on Canal Street are occupied.* Lowercase and spell out when used alone or with more than one street. *The houses on Canal and Washington streets are occupied.*
- Similar words -- alley, drive, road, terrace, place -- should be spelled out. Capitalize them when part of a formal name without a number; lowercase when used alone or with two or more names (as above).
- Always use figures for an address number. *5 Ruddy Circle*
- Spell out and capitalize First through Ninth when used as street names; use figures for 10th and above. *7 Fifth Ave., 100 21st St.*
- Abbreviate compass points used to indicate directional ends of a street or quadrants of a city in a numbered address. *222 E. 42nd St., 562 W. 43rd St., 6700*

K St. N.W. Do not abbreviate if number is omitted. *East 42nd Street, West 43rd Street, K Street Northwest.*
- Also see **states**.

address - Address a letter or an envelope, but never address a problem. It should be *dealt with, considered, tackled, coped with* or *discussed.*
- Do not use address alone as a synonym for a speech or talk – *Bill Doe's speech/ talk/presentation (*not address) *on the new plan impressed the faculty.*

administrative offices – See **offices**.

admission – Refers to a single type of admission. It is used when referring to an individual's admission. *freshman admission, transfer admission*

admissions - Refers to a collective way to the many different types of admission. Admissions also is used when referring to the fact that thousands of students are admitted. *The admissions of thousands* vs*. the admission of an individual*, *freshman, transfer, readmission*

adopt, approve, enact, pass - Amendments, ordinances, resolutions and rules are adopted or approved; bills are passed; laws are enacted.

adviser - Use the -er ending*.*

affect – As a verb, it means to influence or impact. It is not interchangeable with effect. *The recession has affected enrollment figures.* Also see **effect.**

African American, black - Both terms are acceptable, but *African American* is preferred by many. If the individual or group about which you are writing expresses a preference, use that term. Do not hyphenate *African American* (or other compound nationalities even when used as an adjective: "an honored African American novelist").

afterward - Not afterwards

air-conditioned

a la carte, a la king, a la mode

All-America, All-American - Individual team members may be called All-Americans; use All-America in other applications. *He is an All-American. He is an All-America player.*

all-around - Not all-round

all ready – The state of being ready. Use to say *everyone is ready*. See **already**.

all right (adverb**) -** Never alright

already (adverb) – Used as a time reference. *I can't believe Christmas has arrived already.*

all time (noun)

all-time (adjective)

alma mater – Always lowercase unless it is used as a title. An alma mater can refer to either the school from which someone graduated or the school song. *SUNY Potsdam's school song is simply known as the Alma Mater. His alma mater is now celebrating its centennial.*

alumni - Use *alumnus* for an individual male, *alumna* for an individual female; *alumni* for a group of males, *alumnae* for a group of females; use of *alumni* when referring to a group composed of men and women is commonly accepted. Any individual who attended SUNY Potsdam is considered an *alumna/us.* Use of *alum* and *alums* is acceptable only in informal prose.

a.m./p.m. - Use lower case letters. Also see **time**.

American Indian, Indian - See **Native American.**

and/or - Avoid this shortcut whenever context allows. Instead of writing *You may file change of major forms on Monday and/or Tuesday*, write *...on Monday or Tuesday.* If necessary, use an *or both* phrase. *salt or pepper or both.*

anxious - Never use as a synonym for eager. Anxious means fearful, apprehensive or worried.

artwork (noun)

assure – To ease someone's mind. Also see **insure, ensure**.

attribution - See **said**.

audiovisual

author, co-author - Nouns used for both men and women. Do not change them into verbs, as in *Bill Doe authored, Bill Doe and Sally Ray co-authored two* books. Instead write: *Bill Doe wrote two books; Bill Doe and Sally Ray have written two books.*

a while (noun)

awhile (adverb)

annual - An event cannot be described as annual until it has been held in at least two successive years. Do not use the term *first annual*. Instead, note that a group plans to sponsor an event annually or call it the *inaugural* event.

Asian American - No hyphen is used for either the noun or the adjective.

Associated Colleges of the St. Lawrence Valley – The consortium including SUNY Potsdam, SUNY Canton, Clarkson University and St. Lawrence University, which allows students to take up to two courses per academic at other schools on a space-available basis. For more information, see the undergraduate catalogue.

B

backward - Not backwards

bird's-eye

black – See **African American**.

black-and-white – an adjective, as is black-and-white photography, situations, etc.

bookdealer

brand-new

building names - Use these official building names on the first reference. Only the last name should be used on the second reference. *The concert will be held in the Sara M. Snell Music Theater. The Snell Theater is located…*

(Alan) Stillman Computing Center
(Amelia) Morey Hall
(Anna Patten) Draime Hall
(Asa) Brainerd Hall
(Thomas M.) Barrington Student Union
(Benjamin) Raymond Hall
(C. Donald) Timerman Hall
(Charles and Bernice) Van Housen Hall
(Clarence O.) Lehman Hall
(Edward W.) Flagg Hall
(Edwin A.) Merritt Hall
(Eliza and Katherine) Kellas Hall
(Frederick W.) Crumb Memorial Library
(F. Roger) Dunn Hall
(George Wing) Sisson Hall

(Harvey D.) Thatcher Hall
(Horace) Bowman Hall
(Liberty) Knowles Hall
(John W.) Maxcy Hall
(Malcolm) Mac Vicar Hall
(O. Ward) Satterlee Hall
Physical Plant
(Thomas B.) Stowell Hall
Townhouses A-J
(William) Carson Hall

The (Julia E.) Crane Music Center contains:
(Marie A.) Schuette Hall
(Franklin H.) Bishop Hall
(Helen M.) Hosmer (Concert) Hall
(Sara M.) Snell (Music) Theater, which are all separate buildings.

build up (verb)

buildup (noun, adjective)

bursar

bylaw

byline

byproduct

C

campus - Lowercase in all uses.

campus-wide

carmaker

carwash

chair - In all publications, whether for internal or external audiences, use chair rather than chairman or chairwoman. *Bill Doe, chair of political science.* An exception: Use chairman of the board if the title is used by a corporation.
- Do not use chair as a verb and as a synonym for such words as led, directed, headed or was in charge of, as in *Bill Doe and Sally Ray chaired a panel at the annual meeting.*
- Also see **man/mankind** and **sexist language**.

citywide

class standing – Should be lower case. *freshmen, sophomores, juniors, seniors and graduate students* (do not use postgraduate). *First-year students* is an acceptable substitute for *freshmen*. Also see **freshman**.

clichés - Avoid them a much as possible.

coed

coexist

collective nouns - Nouns singular in form, but meaning a group of things such as: board, class, committee, crowd, family, couple, faculty or team.
- Use singular verb or pronoun if the noun is being used in the sense of a single unit operating together in agreement; use plural pronoun or verb if the noun is used to name a group operating as individuals or in disagreement. *The jury reached its* (not their) *verdict; The committee set its* (not their) *agenda; The faculty* (acting separately) *have written books; The faculty* (acting at same time) *has left the building.* Check with your story's source when collective nouns are used and it's not clear whether the group acted individually or as a unit.

college – the word college should be capitalized when referring specifically to SUNY Potsdam. *The College will hold an alumni event this summer. I hope you enjoyed the tour of the College campus.* In both cases, College refers to SUNY Potsdam. *Have you sent in your college applications? She wants to take the course to prepare for college.* In both cases college does not refer to a specific institution.

college name – See SUNY Potsdam

colons - A colon is used most often to introduce a list, statement, quotation or summary. It is also used to introduce a clause relating to the preceding clause. *Jane does not study for enjoyment: It is expected of her. Participants should bring the following items: pens, paper, pillows and coffee.*
- The colon should not be used after an incomplete sentence. *Participants should bring pens, paper, pillows, and coffee.*

commas -
- appositives - Use a comma to set off a nonrestrictive appositive (a noun or noun phrase that renames a noun) and for phrases not necessary for identification. *Professor Doe's most recent book,* Interpersonal Mis-Communication, *has received favorable reviews. Cal Gallaway, director of public affairs, was there. Mike's wife, Sarah, is a chef.*

- commas in a series - In a series of three or more terms with a single conjunction, do not use a comma directly before the conjunction or after the last term. *She received grades of A, B and C.*

- coordinating conjunctions - Use a comma before a coordinating conjunction (and, but, so, or, nor, for, yet) joining two independent clauses. *These examples do not include all possible violations, but they do provide a sample of behavior that will result in disciplinary action.*

- dates - Use an internal comma after the date and year when a specific date is given. Do not use internal commas when a specific date is not given. *On Sept. 28, 2002, we went to Toronto. In September 2002, she started school. We went on vacation in September 2002 to Florida. We will hold a meeting Sept. 28, at 3 p.m., in the boardroom.*

- introductory clause or phrase - Use a comma to set off an introductory clause or phrase. *When faculty suspect students of cheating, they may bring formal charges.*

- parenthetical elements - Use commas to set off parenthetical elements (i.e., amplifying, explanatory or digressive elements) that retain a close logical relationship to the rest of the sentence. *The work is, on the whole, very satisfactory.* Also see **parentheses**.

- restrictives - Do not use commas when the phrase is necessary for identification. Carol's daughter Lindsay is excited about the Packers this year. (In this case, there is more than one daughter, and the name is necessary to identify which one is a Packers fan.)

- Use a comma before "including" and "such as" when followed by a nonrestrictive, nonessential phrase or clause. *The new policy applies to everyone, including faculty. Some students make silly excuses, such as "My dog ate my homework."*

- Do not use a comma when using a phrase like "as well as," in which the clause is essential and restrictive. *The new policy applies to faculty as well as staff.*

- Do not use commas after a man's name if he is a "Jr.," "Sr." "II," "III," etc. Wrong: *Dr. Martin Luther King, Jr.* Right: *Dr. Martin Luther King Jr.* Wrong: The Mod Squad *featured Clarence Williams, III.* Right: The Mod Squad *featured Clarence Williams III.*

- Also see **addresses**.

commencement - Lowercase when referring to general commencement. *There will be several commencement ceremonies throughout the state this year.* Capitalize when referring to SUNY Potsdam Commencement. *The 2002 SUNY Potsdam*

Commencement was held in two different sessions. SUNY Potsdam holds a *Bachelor's Commencement Ceremony* and a *Master's Commencement Ceremony*.

committees – See **majors**.

company, companies - use the abbreviation Co. or Cos. when a business uses either word at the end of its proper name, such as Ford Motor Co. or Shelter Insurance Cos. Spell out in other uses such as Aluminum Company of America. Spell out company or companies when used alone.
- Possessives: Ford Motor Co.'s profits; Shelter Insurance Cos.' profits.
- See **incorporated**.

compose, comprise, constitute - Compose means to put together:
The committee is composed of faculty and staff. Comprise means to contain, to include all, or embrace: T*he committee comprises faculty and staff.* (not *The committee is comprised of. . .*) Constitute means to make up the elements of the whole:
Faculty and staff constitute the committee.

concept, conceptualize - In general, avoid using these vague words; instead substitute idea, notion, scheme, envision, unless referring to something complex such as Einstein's concept of the universe; not as in the dean's concept of parking lot use.

contact – A more specific verb to fit a specific context should be used. *write, phone, see, find, meet approach, look up, call on, talk to* or *interview*. The word contact covers a variety of methods of today's communication, therefore the phrase, *For more information, please contact...* may be used.

cooperate

coordinate

course listings/titles - In academic planning guides and program requirement documents, refer to specific courses by their official identification, using the abbreviation and course number. If writing about a course in text, use its full proper name. See the **Undergraduate Catalogue** for a complete list of courses.

course work - Set as two words**.**

D

dashes - Use dashes to set off a parenthetical element that is very abrupt, that denotes a sudden break in thought or that has commas within it. Dashes tend to emphasize the elements being set off. The em dash character is represented by a

typist as two hyphens; it can also be found in the character set of most software programs. It can be helpful to remember that dashes separate; hyphens join. *The senator — small, old, and frail — addressed the assembly before his retirement.*

- The other specialized dash is the en dash. It is primarily used for inclusive dates and number sequences, as well as denoting the minus sign in grades. It is slightly longer than a hyphen but shorter than an em dash: *2002–2003, chapters 12–14, pages 3–15.*
- Also see **hyphens.**

database - one word.

dates - Spell days of the week. Abbreviate *Jan., Feb., Aug., Sept., Oct., Nov.,* and *Dec.* in text if accompanied by a specific date. Write out otherwise. Use no punctuation if listing only the month and the year, but set the year off with commas if listing the day of the month as well.
The weather in January is snowy.
Dec. 16, 1979
May 2003
the Class of '02
the 1960s
Tuesday, Nov. 13,
(To begin a sentence) *November 29, 2002, was...*

- Use the day along with the date and time when telling when an event will be held. *The concert will be held Monday, Sept. 15, at 7 p.m.*
- Also see **months**, **years** and **time**.

day care - Two words when used as a noun. It is also acceptable in this form as an adjective when referring to a facility that cares for children. SUNY Potsdam has a child care center on campus.

daytime

dean's list – Lowercase in all uses. *She is on the dean's list.*

decade-long

decision-making (adjective)

degree abbreviations – These are the correct abbreviations for the degrees awarded by SUNY Potsdam. They should be written out in text. For more information, see the **Undergraduate Catalogue**.
Bachelor of Arts - B.A.
Bachelor of Arts/Master of Arts - B.A./M.A.

Bachelor of Science - B.S.
Master of Science in Education - M.S.Ed.
Bachelor of Music - B.M.
Bachelor of Arts in Music – B.A. in Music
Master of Music – M.M.
Master of Arts – M.A.
Master of Science in Teaching – M.S.T.
Bachelor of Arts/Master of Science in Teaching - B.A./M.S.T.
Bachelor of Fine Arts – B.F.A.

degrees - Capitalize the full degree title; lowercase the shorter form.
Bachelor of Arts degree in environmental studies
bachelor's degree in music
Master of Education degree
master's degree

- In general, do not use abbreviations for degrees after a person's name (e.g., Bill Doe, Ph.D.), unless necessary to establish her or his credentials.
- Use periods in abbreviations of academic degrees. B.A., B.S., M.A., M.S., M.B.A., Ph.D.
- When referring to degrees in general, the first letter of the degree should be lowercase and use **'s**. Use lowercase for the subject of the degree. *Seventy people hold master's degrees. She earned a bachelor's degree in mathematics.*
- The word *degree* should not follow a degree abbreviation. *He has a B.A. in history. (*not *He has a B.A. degree in history.)*

departments - Use the full official name on first reference. Subsequent references may be in the shorter form. *Department of Chemistry* (on first reference*), the department, chemistry department.*

dilemma - Not a synonym for predicament, jam, trouble or problem. The word means that someone faces two alternative courses of action, both of which are likely to be unpleasant—such as the devil or the deep blue sea, or getting stuck between a rock and a hard place. Avoid the word in uses like *Professor Doe's dilemma is finding time to publish papers; or the dilemma our department faces is not having enough money.*

disabilities - The term *disabled* is preferable to *handicapped.* The phrase *people with disabilities* is preferable to *the disabled.* Write *He has muscular dystrophy* rather than *He is afflicted with...* or *...is a victim of . . . .* Write *She uses a wheelchair* or *walks with crutches* rather than *. . . is wheelchair-bound* or *confined to a wheelchair. Handicapped* is, however, still used for references to parking and building access.

distance learning - But distance-learning courses

doctoral/doctorate - A person is a doctoral candidate in a program; working on a doctoral degree or on a doctorate. Don't write *doctorate degree* because doctorate is a degree. Write *Bill Doe has a doctorate from Harvard, a doctoral degree from Harvard* or *a Ph.D. from Harvard*. See **titles** on how to refer to a person who has their doctorate.

E

editor in chief - No hyphens

effect – As a noun, it means the result or outcome. As a verb, it means to make, cause, produce or bring about. *The council effected a change in the finical aid policy. The effect was startling.* Also see **affect**.

elderly - A sensitive word for some people, so use it sparingly and carefully. Don't use as a description for an individual, but the word can be used generically, as in *home for the elderly or concern for the elderly*. Likewise, watch such descriptions as *old man, old woman, old people or senior citizen.*

ellipses - Use three spaced periods to indicate an omission within a quoted phrase. To indicate an omission after a complete sentence, use four spaced periods (an actual period plus the ellipsis). *"Each semester, register in advance ... and pay fees by the deadline." "The college name was changed to 'Chico State College' in 1935. ... In 1972, it became 'California State University, Chico.'"*

e-mail - Use a hyphen. Also see **hyphen**.

emerita /emeritus - Emerita*,* in the title *"professor emerita,"* means a female retired from the faculty but permitted to retain as an honorary title the rank of the last academic appointment held. Emeritus in the title *"professor emeritus,"* means a male retired from the faculty but permitted to retain as an honorary title the rank of the last academic appointment held.

emphasis - Choose only one type style to indicate emphasis (italics or bold with lowercase are most common) for consistency. Using various styles to indicate emphasis can be distracting (and may leave readers feeling like you're shouting at them). For example, You **must** meet the deadline or **your registration will be canceled***.* Avoid: You must meet the deadline or YOUR REGISTRATION WILL BE **CANCELED**!
• Wherever possible give directions in courteous, positive terms. Please turn out the lights*.* (not DON'T LEAVE LIGHTS ON!)

ensure – To make sure or certain. Also see **assure** and **insure**.

entitled – A right to do or have something, not a synonym for titled or called — staff are entitled to promotions; the book is titled/called (not entitled).

etc. - *Etc.* sometimes masks an imprecise or incomplete thought. Omit when possible, but if used, avoid *and etc.* since et cetera means *and the rest*.

ethnic groups - See **African American**, **Asian American**, **Hispanic**, **Latino**, **Mexican American, Native American**.

events – Random events occur; planned events take place; both happen.

every day (adverb)

everyday (adjective)

F

faculty - always lower case. It, like other collective nouns, is used with the singular form of a verb when considered one unit and the plural form of a verb when considered as a group of individuals. *The faculty insists that students be allowed to speak. The faculty include distinguished scholars in many fields.* Also see **collective nouns**.

fall/fall semester – See **seasons**.

fellow - Lowercase in all uses. *Bill Doe is a fellow of the International College of Mathematics.* Exception: Uppercase when part of proper name such as Fulbright Fellow. Write *fellow of* (not *fellow in*) an organization.

fewer – See **less.**

filmmaking

firsthand

following/follow(ed) - Avoid using as a preposition in sentences such as, *He spoke following dinner; A reception followed the concert. Although dictionaries record its use as a preposition, the preferred word in this use is after. He spoke after the dinner.*
• The preferred use is as a noun, verb or adjective. *He has a large following. He is following his conscience. The following statement was made.*

follow up (verb)

follow-up (noun, adjective)

foreign/foreigner - do not use when referring to students or countries. Instead write *international student(s), international country(ies) or international(s).* Use foreign with *foreign words, foreign language, foreign money, foreign names.*

forward - Not forwards

fractions - Spell out amounts less than one, using hyphens between the words: *one-half, two-thirds, four-fifths.*
• Some computer-software programs provide a function for creating fractions combined with whole numbers. When that option is not available, use figures with a space between the whole number and the fraction: *2 1/3, 5 9/10, 8 13/16.*

fraternities – See **Greek organizations**.

free-lance (verb and adjective) *Bill Doe does free-lance writing on the side.*

free-lancer (noun) *The free-lancer wrote the story.*

freshman - The class and a member of that class. Use freshmen as a plural noun. Also see **class standings**.

from . . . to – This construction denotes a logical progression. *from A to Z, from girlhood to womanhood, from stock room to board room* or *from soup to nuts.*
• To write activities that range *from bowling to fishing* makes readers wonder what goes in between. To write *from bowling to fishing to golfing to swimming* is worse. What you should write is: *activities as diverse as bowling, fishing, golfing and swimming.*

full time, full-time - Hyphenate when used as a compound modifier: *Bill Doe works full time as a chemist; Our department has 45 full-time students.*

fundraising, fundraiser – one word in all cases.

G

goodbye

grade point average - GPA can be used on first reference when used with figures, as in: *A 2.5 GPA is required.*
• Spell out and do not hyphenate when used alone. *A student's grade point average is important.*

grades - When referring to a grade, use a capital letter, but no quotation marks. Use an en dash to indicate a minus sign. Use an apostrophe for plurals. *a B- average, a CR/NC course, She earned A's and B's this semester.*

gray - Not grey; but write greyhound when describing the animal or the bus company.

Greek organizations – Should always be capitalized and refereed to by their full names on first reference. For example, *Alpha Delta Kappa* on fist reference and *ADK* afterward.

groundbreaking

H

handicapped - See **disabled**.

headquarters - Takes singular or plural verb. Don't use headquarter as a verb.

health care

Hispanic - Hispanic is used to refer to the people, culture, or speech of Spain, Portugal, and Latin America. See **Latino, Mexican American**.

hyphens - A compound is hyphenated when it comes before the noun, but not after it. *She directs their computer-assisted reference services* (but *Almost all our services are computer assisted*). *He lives in off-campus housing* (but *His home is off campus*). *She is a well-respected professor* (but *Professor Thomas is well respected*).
- A commonly used compound such as *high school* is left open when used to modify a noun, especially if the compound is a familiar one. *high school students* (not *high-school students*), *grade point average* (not *grade-point average)*
- Use a "suspended" hyphen when a base word, a suffix, or a prefix is doing double duty. *second- and third-year students; self-initiated and -implemented projects*
- The suffix *-wide* is hyphenated only after a base word of three or more syllables. *university-wide* (but *statewide)*
- Many words beginning with common prefixes are closed. *extracurricular, interlibrary, interdisciplinary, midyear, minicomputer, multicultural, postdoctoral, preregistration, socioeconomic, subcommittee*
- For guidance on hyphenating specific words, see the *Associated Press Style and Libel Manual.*

homepage - one word.

honorary degree citations – When referring to people who have received honorary degrees from SUNY Potsdam, write *Hon.* followed by the abbreviation of the year they were awarded the degree, i.e. *'91*, preceded by a comma after their name. *John Smith, Hon. '91, recently made a gift to SUNY Potsdam.*

Honors Program - Always capitalized and no apostrophe.

honor societies – The names of all honor societies and their chapters should be capitalized. For example, *Eta Sigma Gamma (Delta Theta)* – health education

I

ID - Acceptable when referring to an identification card like a driver's license or student card. *She left her ID in the student lounge.*

i.e. or e.g. - These often are confused: i.e., *id est,* means *that is;* e.g., *exempli gratia,* means *for example.* It is usually preferable to spell out the terms in text. Use abbreviations in parenthetical phrases and in tables. *Only the department's tenured faculty — that is, full, associate and assistant professors — are entitled to serve on the Personnel Committee. The university has exchange programs with universities in many European cities (e.g., Paris, London, Florence and Stockholm).*

incorporated - abbreviate and capitalize as *Inc.* when used as part of a corporate name. It usually is not needed, but when it is used, do not set off with commas: *J.C. Penney Co. Inc. announced…*
- Rule also applies to using the word limited as part of corporate name. If used, abbreviate as Ltd.
- Also see **corporation**.

Indian – Use to refer to someone from India only. Also see **Native American**.

indoor (adjective)

indoors (adverb)

Internet - It is a proper noun, so it's always capitalized.

insure – Use with insurance references only. Also see **assure** and **ensure**.

it - Avoid using the vague "it" when starting sentences or referring to something mentioned three or four paragraphs earlier. If at all possible, explain all its. Also see **it's/its**.

It's/its – *It's* is a contraction meaning "it is." *Its* is a possessive pronoun (hers, his, its). *It's a requirement that each department have its own chair. Its paint is peeling.*

J

judgment - Not *judgement*

junior, senior - Abbreviate as Jr. and Sr. only with full names of people or animals. Do not precede by a comma: *Billy Doe Jr.* Also see **commas**.

- When necessary to distinguish between father and son in second reference, use the elder Doe or the younger Doe.

K

keynote address - Not keynote speech

kick off (verb)

kickoff (noun)

L

Latino - Latino or Latina refers to a person of Latin American heritage. See **Mexican American.**

less/fewer - Use *fewer* when referring to items that can be counted individually; use *less* when referring to quantity, value, degree, or amount. *Fewer than 10 applicants called* (individuals). *I had less than $50 in my pocket* (an amount). I had fewer than 50 $1 bills in my pocket (individual items). *Potsdam got less rain this year* (quantity).

lifelong, lifestyle, lifetime

lists - It is most common to alphabetize the entries in a list, but other methods include organizing according to importance, size, cost, rarity or position in space and time. If the method of order is not obvious, explain the order.

Students may earn certificates in the following areas:
Exercise Physiology
Forensic Identification
Literary Editing and Publishing

Cast (in order of appearance):
Shirley Niven
Victor Juarez
Rasheeda Ross

- Use numbers or letters only when indicating a priority or sequence to the items. When items are numbered or lettered in a vertical list, follow each number or letter with a period. Otherwise, if the items in a vertical list need to be set off, use bullets. If one or more item in the list is a complete sentence, use a period at the end of each item. Otherwise, no punctuation is needed at the end of each item.
1. *Complete the Free Application for Federal Aid accurately and legibly.*
2. *Send it to the processor as soon as possible after January 1.*
3. *Respond promptly to requests for additional information.*

- Do not use numbers within running text.

You will qualify for admission if you are a high school graduate, meet test requirements and have completed the college preparatory subject requirements.

- Make lists parallel by using the same sentence construction for each item.

The health center provides tips to increase cultural wellness.
*   Keep an open mind.*
*   Learn more about cultures that are unfamiliar to you.*
*   Remember the Golden Rule.*

long term (noun)

long-term (adjective)

long time (noun)

longtime (adjective)

M

majors and committees - Capitalize when using the official name of a specific committees but lowercase second references. Do not capitalize the names of disciplines, majors or programs unless they are proper nouns, derivatives of geographical references or part of a designated degree.

- Examples: *SUNY Potsdam offers courses in biology, chemistry, geology, mathematics and physics. astronomy program; courses in history; economics major; English major; courses in American history; courses in Asian political systems; School of Arts and Sciences; the school*
- *He has a degree in sociology and a minor in African American studies.*
- *The Department of Economics; the economics department;*
- *The Leadership Council; the council*

man, mankind - Use nonsexist language. Don't say "he" when referring to an unspecified person. Instead, recast the sentence into the plural, or avoid the use of pronouns altogether. *Students are expected to turn in their papers on Tuesday. The students' papers are due on Tuesday* (not *Each student is expected to turn in his paper on Tuesday*).

- If it's impossible to solve the problem using these approaches, remember that "he or she" is preferable to "he/she."
- Avoid gender-specific titles or terms. Use *human* or *humankind* when referring to men and women.
  INSTEAD OF … WRITE
  chairman … chair
  businessman … business executive, manager, business person
  cameraman … camera operator, camera person
  coed … student, female student

congressman ... representative, senator, member of congress
fireman ... firefighter
forefathers ... ancestors
foreman ... supervisor
mailman ... mail carrier
Dear Sir ... Dear Director, Coordinator, Manager
spokesman...spokesperson
- Also see **sexist language** and **chair**.

masterclass, masterclasses – one word in all cases

measurements – spell out measurements like feet and inches.

Mexican American - Mexican American is used to refer to a native-born or naturalized American of Mexican heritage. See **Latino.**

midsemester, midterm, midyear

mid-30s - Ages

mid-1930s - Years

midnight - Not 12 midnight. Also see **time**.

mix (verb) See **mixture**.

mixture (noun) *The department has a mixture of students,* not *the department has a mix of students.*

modifiers - avoid vague, overused, all-purpose modifiers such as a lot, kind of, sort of, very, really, quite, somewhat, both, new, rather or wide.

months - when a month is used with a specific date or year, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov. and Dec.
- Spell out when using alone, or with a year alone. *Professor Doe came to MU in January 1992.*
- When a phrase lists only a month and a year, do not separate year with a comma.
- When a phrase refers to a month, day and year, set off the year with a comma. *Professor Doe's anniversary date is Sept. 2. Professor Doe, who has been at SUNY Potsdam since March 10, 1993, was appointed dean on Feb. 6, 1996.*
- Also see **dates**.

multifaceted, multimedia, multiphase

N

Native American - This term is sometimes preferred to American Indian. When possible, use the name of a specific tribe. Use *Indian* (not *East Indian*) to refer to the people of India.

nicknames - put in quotes, not parentheses: William "Bill" Doe; John "Jack" Doe.

non- In general, *non* takes no hyphen when used as a prefix (nonprofit, nonresident), except when the base word is a proper noun (non-Western) or begins with an *n* (non-native).

noon - Not 12 noon

numbers - Spell out only numbers one through nine and very general numbers in narrative text. *There were seven people at the meeting. There were 36 students in the class. There are approximately 4,500 undergraduates. There are a thousand reasons.*
- When a number is the first word of a sentence, spell it out, even if it would normally be expressed in figures. *Thirteen students ran across the lawn.*

When two or more numbers apply to the same category in a paragraph or a series of paragraphs, the same rules apply. If the number is under 10, write it out. If it is above 10, use figures. *There are 25 graduate students in the philosophy department, nine in the music department, and eight in the Romance languages and literatures department, making a total of 42 students in the three departments.*
- decimals/percents – Express all percentages as figures. Use the symbol % only in statistical or technical text and in tables and charts. *Of the sophomores, 5 percent are undeclared majors.*
- fractions - Quantities consisting of both whole numbers and fractions are expressed in numerals. *You will need 8.5–by–11-inch paper.*
- money - Use the dollar sign and numeral for whole dollar amounts of U.S. currency when under $1 million. For dollar amounts beyond thousands, use the dollar sign, numeral, and appropriate word. The decimal and following zeros should be omitted if all amounts in the same statement are whole dollars. Fractional amounts over one dollar are set in numerals like other decimal fractions. *The charge was $15.75 for a motorcycle. Registration is $5. Submit the application with the $100 fee. The grant was $14 million.*
- pages - Use numerals for references to pages of a book, tables, illustrations and figures. *See Table 4 on Page 7.* Also see **pages**.
- Roman numerals – Use for a man who is the third or later in his family to bear a name, for a king, queen, pope or world war. Do not insert commas between last word and Roman numeral. *John D. Rockefeller III, Pope John Paul II, Queen Elizabeth II, World War I.*
- round numbers - Approximations used in place of exact numbers may be spelled out. Round numbers over 999,999 may be expressed in numerals followed by million, billion, etc. *We get thousands of change forms each semester. The population is about 12,000. We recorded 72,483 grades last fall. The population exceeded 50 million.*

- suffixes - The suffixes -nd, -rd, -st and -th are used for: political divisions (1st Ward); military sequences courts (2nd District Court); streets after Ninth; and amendments to Constitution after Ninth.
- Also see **fractions.**

O

off-campus/on-campus - Hyphenate when used as an adjective (*off-campus housing*), but not when used as an adverb (*He lives off campus*). Also see **hyphen**.

offices – The full names of the SUNY Potsdam offices and divisions should be used on the first reference. They may be shortened or abbreviated on the second reference. *The student went to the Office of Admissions.* On second reference, the more informal name may be used. *She went to the admissions office.*
- Not all of the listings have the word office in their names. Please note which do not.
- Also see **titles of people**.

online - Set as one word, no hyphen, in all uses.

ongoing - Means still in existence. Do not use ongoing as a modifier, as it is redundant.

open-minded

P

page numbers - Always use figures, and capitalize 'page' when used with a figure: *Page 1, Page 10.* When letter is appended to the figure, capitalize it, but do not use a hyphen: *Page 20A*.

parentheses - Use parentheses to set off parenthetical elements where the logical relationship to the rest of the sentence is more remote. Parentheses tend to minimize the importance of the part set off. *The last sample we collected (under difficult conditions) was contaminated.*

part time, part-time - Hyphenate as a compound modifier: *Two part-time students. He attends school part time.*

people, persons - Use person when speaking of an individual. *One person went to the seminar.* The word people is preferred in plural uses. *Thousands of people attended the concert at the Snell Theater; There were 22 people at the staff meeting.* The word persons should be used only when in a direct quote or part of a title, as in *Bureau of Missing Persons.*

per - Save this word for such Latinate uses as per capita, per diem. Use *a* or *each* instead, as in: *Bill Doe signs up for three credit hours each semester; This year's fee is $54 a credit hour.*

percentages - Use figures: 1 percent, 2.5 percent; 0.6 percent. Repeat the word percent with each individual figure: *Professor Doe said that 10 percent to 35 percent of the papers that she read were horrible.* Also see **numbers**.

percent - One word; takes a singular verb when standing alone or when a singular word follows an of construction, as in *Professor Doe said that 60 percent was a failing grade; The president said that 60 percent of the faculty was at the board meeting; Most of the faculty has been on sabbatical.* Percent takes a plural verb when a plural word follows an of construction, as in *60 percent of the faculty members were on sabbatical last year; or most of the faculty members have been on sabbatical.*

plurals - The only nouns that take ***'s*** in the plural are abbreviations with more than one period and single letters. M.B.A.'s, R.N.'s, A's and B's, x's and y's
- Acronyms, hyphenated coinages, and numbers used as nouns (either spelled out or as numerals) add ***s*** (or ***es***) to form the plural. An exception is an acronym ending in the letter ***s***. *W-2s, 747s; FAFSAs; 1980s; hi-fis; follow-ups; sixes and sevens*; but *SOS's*
- names – to form the plural of names ending in s, add es. *We're keeping up with the Joneses.*

postdoctoral - One word. Do not use postdoc(s).

pre - Use hyphen if a prefix ends in a vowel and the word that follows begins with same vowel, as in *pre-elect, pre-empt, pre-exist*; otherwise, most 'pre' words are treated as one: *prearrange, preregister, preregistration, prewar, preseason.*
- Exceptions: pre-convention, pre-dawn.

presently - Use it to mean in a little while or shortly, but not to mean now or currently.

president - If it is the first reference to the president, write either *SUNY Potsdam President Dr. John F. Schwaller* or *Dr. John F. Schwaller, president of SUNY Potsdam.* On second reference, write *Schwaller.*

principal – A noun or adjective pertaining to a person who holds an important position or a sum of money owed as a debt.

principle – A noun meaning a basic truth, law or understanding.

professor - Do not refer to a faculty member as a professor unless the person has been awarded that academic rank. Instead, use instructor, assistant professor or

associate professor, distinguished service professor, lecturer or visiting professor. Place their title after their name and use lower case. *Brenda Carr, associate professor of humanities, will speak at the meeting.* For more information on how to refer to faculty, see **titles**

punctuation - See **colons, commas, dashes, ellipses, hyphens** and **quotation marks**

Q

quotation marks - Use quotation marks to indicate a citation or direct quotation. Place commas and periods inside the closing quotation mark; colons and semicolons outside. Placement of a question mark depends on the meaning: Does it apply to the part quoted or to the whole sentence? Question marks that are part of a title go inside quotation marks.
- Examples: *The University Catalog* says this about our satellite technology: "In 1983, the university installed a 10-meter Scientific Atlanta earth station on campus."
  "I can't attend," she said.
  Was she called "President"?
  "Is it time to go?" he asked.
  Read chapter 2, "Where from Here?"
- Remember to put single quotes *inside* double quotes when quoting a person quoting someone else or quoting a title of the above:
  "Everyone in Belgrade is singing 'We Live Again,'" he reported.
  "My article, 'The Reproductive Cycle of Female Brown Shrimp in the North Sea,' will be published soon," she said.
- In headlines, use single quotation marks. Example: *The Met: Live in HD to Feature Russian Opera 'Boris Godunov' Next Week*
- Punctuation should always appear inside quotation marks, except when using semicolons and colons, and in the case of question marks and exclamation points that apply to the entire sentence, not just the quoted material:
  Have you heard the song "Steamroller"?
  I can't believe they actually sang 'Where, oh Where, Has My Little Dog Gone?'!"

R

races, nationalities - Capitalize proper names of races, nationalities, tribes and people, as in *African American, Caucasian, Italian, Eskimo, Cherokee, Chinese*. Lowercase colors: *white, black.*

Raquette/The Racquette – The river that runs through Potsdam is the *Raquette River*. The campus student newspaper is *The Racquette*.

ranges - Correct form is *$12 million to $14 million*. Do not write *$12 to $14 million*.

This rule also applies to using the word percent: *18 percent to 20 percent.* Also see **numbers**.

rear/raise - One rears children, and raises animals and inanimate objects.

Rock 'n' roll

Roman numerals – See **numbers**.

Room numbers – Always use figures and capitalize "Room" when following the proper title name of a building: *Kellas Hall Room 106.*

S

says, said – When quoting or paraphrasing what someone said, use the word said. Avoid using says unless it is a phase that a person repeats often. *As he always says, "Okey dokey."* Said can be substituted with other words such as explained, noted, according to, continued or added to avoid monotony.
* Avoid the following words as attributes; they can be dangerous: declared, pointed out, warned, charged, claimed.
* Never use verbs denoting non-verbal processes as attribution, such as smiled, wept, laughed, as in *"I'm fond of him," she smiled/laughed.* One doesn't smile or laugh words; one says them, smiling or laughing.

scholarships - For a complete list of scholarships, see the undergraduate catalogue.

schools – There are three schools within SUNY Potsdam. They are The School of Arts and Sciences, The Crane School of Music and The School of Education and Professional Studies. See **the** for more information.

Schwaller, John F. – See **president**.

seasons - Lowercase spring, summer, fall, winter and derivatives such as springtime unless part of a formal name as in Summer Olympics, Winter Olympics.
* At SUNY Potsdam, there are fall and spring semesters, a Winterim session, and summer sessions.

semesters - Use lowercase for seasons, academic terms, and class standing - *the fall semester 2003; the spring term* (not *Fall Semester 2003 or Spring semester*)

semi/multi - Rules in prefixes apply, but in general, no hyphen. *Semifinal, semiannual, multicultural, multipurpose.* Hyphenate to avoid repeated vowels, as in *semi-invalid.* Also see **hyphen**.

sexist language - When the context requires gender pronouns, use plural forms of pronouns. If plural won't work, use *he or she* or *his and hers,* but avoid *he/she,*

him/her, and *s/he.* Avoid masculine references he and his when the description assumes that both sexes are involved. In most cases, sentences can be rewritten from singular to plural without damaging meaning or structure: *After a student has completed the application process, he is assigned an adviser* can be changed to read: *After students have applied to SUNY Potsdam, they are assigned advisers.*

- Use inclusive references such as *humankind* and *human-made* rather than *mankind* and *man-made*; use inclusive verbs such as *to staff a table* rather than *to man a table*.
- Use generic nouns such as *photographer* not *cameraman; Representatives* not *Congressmen; supervisor* not *foreman; chair* not *chairman.*
- Replace stereotyped titles: *professor* not *career woman; student* not *coed; doctor* not *lady/female doctor; nurse* not *male nurse; actor* not *actress*
- Also see **man/mankind** and **chair**.

singular/plural words - *Criterion, parenthesis, phenomenon, medium,* and *memorandum* are singular. *Criteria, parentheses, phenomena, media,* and *memorandums* are plural words.

- Collective nouns such as *committee, faculty* and *staff* name a group. If the group functions as a unit, treat the noun as singular; if the members of the group function individually, treat the noun as plural. *The committee, at its last meeting . . . The committee put their signatures on the document.* Also see **collective nouns**.

sign up (verb, noun)

sororities – See **Greek organizations**.

state names - Spell out state names when they stand alone.

- EIGHT NOT ABBREVIATED: The names of eight states are never abbreviated in datelines or text: *Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas* and *Utah.* This includes the continental states that have five letters or fewer in their names, as well as the two states that are not part of the contiguous United States.
- ABBREVIATIONS REQUIRED: Use the state abbreviations listed below when:
  - In conjunction with the name of a city, town, village or military base in datelines or in text. The two-letter Postal Service ZIP code abbreviations are included for reference, but should only be used with full addresses, including ZIP code.
  - Therefore, in press releases, official messages and *Potsdam People* article content, the city and state should be listed according to AP Style, as in Potsdam, N.Y.
- ABBREVIATIONS NOT REQUIRED: Use the two-letter Postal Service ZIP code abbreviations when:
  - Listing the city and state in a listing, as in the Class Notes section of *Potsdam People.* In such listings, always list the state, as in Potsdam, NY.
- Alabama: Ala. (AL); Alaska (AK); Arizona: Ariz. (AZ); Arkansas: Ark. (AR); California: Calif. (CA); Colorado: Colo. (CO); Connecticut: Conn. (CT); Delaware: Del. (DE); Florida: Fla. (FL); Georgia: Ga. (GA); Hawaii (HI); Idaho (ID); Illinois:

Ill. (IL); Indiana: Ind. (IN); Iowa (IA); Kansas: Kan. (KS); Kentucky: Ky. (KY); Louisiana: La. (LA); Maine (ME); Maryland: Md. (MD); Massachusetts: Mass. (MA); Michigan: Mich. (MI); Minnesota: Minn. (MN); Mississippi: Miss. (MS); Missouri: Mo. (MO); Montana: Mont. (MT); Nebraska: Neb. (NE); Nevada: Nev. (NV); New Hampshire: N.H. (NH); New Jersey: N.J. (NJ); New Mexico: N.M. (NM); New York: N.Y. (NY); North Carolina: N.C. (NC); North Dakota: N.D. (ND); Ohio (OH); Oklahoma: Okla. (OK); Oregon: Ore. (OR); Pennsylvania: Pa. (PA); Rhode Island: R.I. (RI); South Carolina: S.C. (SC); South Dakota: S.D. (SD); Tennessee: Tenn. (TN); Texas (TX); Utah (UT); Vermont: Vt. (VT); Virginia: Va. (VA); Washington: Wash. (WA); West Virginia: W. Va. (WV); Wisconsin: Wis. (WI), and Wyoming: Wyo. (WY).

Also see **addresses**.

state-of-the-art - Avoid this cliché; instead, specifically describe the upgrade or improvement to office or equipment.

step family

student-athlete - Hyphenate this compound word.

SUNY Potsdam – There are only two forms of the institutional name that should normally be used. *The State University of New York at Potsdam* (with a capitalized "the" beforehand) is the long or formal name and should be used as a first reference on external communications when the audience may not be familiar with the term "SUNY." *SUNY Potsdam* is the short or informal name that should be used in most cases, especially on second reference. *Potsdam* is the preferred colloquial term for a more casual third reference to the college, usually in a quote: *"Students know they'll receive a handcrafted education at Potsdam," Director of Admissions Tom Nesbitt said.* The terms *Potsdam College* and *Potsdam State* are discouraged.

T

T-shirt - Not tee-shirt, t-shirt, teeshirt or tea shirt

teaching assistant - The abbreviation is TA; plural is TAs. Never use the abbreviation(s) on first reference.

teen, teen-ager (nouns)

teen-age (adjective) Not teen-aged

teleconference

telephone numbers - Use figures, putting area codes in parentheses: *(315) 267 - 0000 or 1 (800) 396-0000*. For extension numbers, write: *Ext. 2, Ext. 364, Ext. 4071.*

that, which - The defining or restrictive pronoun is that; use when introducing non-parenthetic clauses; don't set these clauses off with commas. For example: *She works in the office that was remodeled.* The non-defining or non-restrictive pronoun is which; use when introducing parenthetic clauses; set these clauses off with commas. For example: *The book, which was published in 1996, won a Caldecott Medal.*

the – lowercase in all circumstances, except when referring to the full proper names of the College and its three Schools: *The State University of New York at Potsdam, The Crane School of Music, The School of Arts and Sciences, The School of Education and Professional Studies.* On second reference, these should be referred to as either *SUNY Potsdam, Potsdam, the College, Crane*, or the *School*.

thesis – theses (plural)

times - Use figures except for noon and midnight. Use a colon to separate hours from minutes: *11 a.m., 1 p.m., 3:30 p.m., 11 a.m. to 3 p.m., 3 to 5:15 p.m.* Do not write *10 a.m. this morning, 10 p.m. tonight.* Also see **date** and **a.m./p.m.**

titles, composition – The following guidelines apply to book titles, computer game titles (but not software titles), movie titles, opera titles, play titles, poem titles, song titles, television program titles and the titles of lectures, speeches and works of art:
- Capitalize the principal words, including prepositions and conjunctions of four of more letters
- Capitalize an article – the, a, an – or words of fewer than four letters if it is the first or last word in a title.
- Put quotation marks around the names of all such works except the Bible and books that are primarily catalogs of reference material. In additional to catalogs, this category includes almanacs, directories, dictionaries, encyclopedias, gazetteers, handbooks and similar publications. Examples: "The Star-Spangled Banner," "The Rise and Fall of the Third Reich," "Gone with the Wind," "Of Mice and Men," "For Whom the Bell Tolls," "Time After Time," the "CBS Evening News," "The Mary Tyler Moore Show," Encyclopedia Britannica, Webster's New World Dictionary of the American Language.
- Translate a foreign title into English unless a work is known to the American public by its foreign name. Rousseau's "War," not Rousseau's "La Guerre." Leonardo da Vinci's, "Mona Lisa."

titles, courtesy – In general, do not use the courtesy titles Miss, Ms., Mr., Mrs. in any reference. Use first and last names of the person: *Sally Ray, Bill Doe.* On second reference, *use Ray or Doe*.
- Use courtesy titles when needed to distinguish between or among people with the same last name.
- The title Dr. should be included with the name only on first reference, unless the person is a medical doctor, in which case they may be referred to as *Dr. Jones* throughout the text. *Dr. John F. Schwaller, president of SUNY Potsdam,* is referred to as simply *Schwaller* on second reference.

titles of people - capitalize and spell out formal titles such as professor, dean, director, president, chancellor, chair when they precede a name. Lowercase elsewhere. Examples: *Associate Professor Bill Doe; Bill Doe, associate professor; Professor and Chair Bill Doe; Bill Doe, professor and chair.*
- The preferred SUNY Potsdam way to identify people is with their title following their name. *Keri Williams, director of public affairs, said ....*
- Also see **offices**.

titles of works – See **quotes** and **italics**.

toward - Not towards

TV - Use only in direct quotes, headlines or in constructions such as TV dinner, cable TV or as a suffix to television stations. Otherwise, spell out television.

U

U.S. - Abbreviate when used as an adjective. *U.S. flag.* Spell out in other references, such as *Professor Doe travels throughout the United States.*

under - In general, don't hyphenate words with under as a prefix (*understaffed).*

under way - Two words in virtually all uses. One word only when used as an adjective before a noun in a nautical sense: *an underway flotilla.*

unique - Means one of a kind. Do not use it as a synonym for different, outstanding or exceptional. Avoid using: *more unique, very unique, most unique, quite unique, rather unique and somewhat unique.*

upward - Not upwards

U-turn

V

Veterans - Write without an apostrophe in such uses as *Veterans Administration, Veterans Day or Veterans of Foreign Wars.*

versus - Write vs., not v., in all uses. Note the period after the s.

videocassette (noun and adjective)

video game, videodisc, video conference

videotape (noun and verb)

voicemail – one word.

W

Washington, D.C.

webpage – one word, lowercase.

website – one word, lowercase.

week-long (adjective)

weekdays, weeknights

well-known (adjective)

whether or not, as to whether - Whether is sufficient in most cases. Whether or not is used to mean in any case. *The football team will play whether or not it rains. I don't know whether she will attend* (the "or not" is not needed here)*.*

which – See **that**.

who/whom – Use who and whom for reference to human beings and to animals with a name.
- Use who when someone is the subject of a sentence, clause or phrase. *The woman who rented the room left the window open. Who is there?*
- Use whom when someone is the object of a verb or preposition. *The woman to whom the room was rented left the window open. Whom do you wish to see?*
- Also see **that, which**.

-wide - No hyphen, as in: citywide, continentwide, countrywide, industrywide, nationwide, statewide, worldwide.

workplace, workstation

worldwide

World Wide Web - use the Web for second reference. Also **website, webpage, homepage**

Y

year-end (adjective)

yearlong, year-round

years - Use figures without commas: 1975. Use an s without an apostrophe to indicate spans of decades or centuries: the 1800s, the 1890s. Avoid *the year 2000*, when *2000* is sufficient. For shortened forms, write: '30s, '45, '50s -'60s.

Z

ZIP codes - Use all-caps ZIP for Zone Improvement Program, but always lowercase the word code. Do not put a comma between state name and the ZIP code: Palm Springs, CA 00000. Also see **addresses**.