

HILBERT COLLEGE

EDITORIAL STYLE GUIDE

EDITORIAL GUIDELINES

What is a Style Guide?

Do you capitalize a title before a person's name? Is it full time student or full-time student? The Hilbert College Editorial Style Guide provides a set of standards to use when you are not sure how a word, term or name should be spelled, punctuated or referred to properly. It provides consistency so our readers won't be distracted from the messages by variations in style. The more consistency in style, the more Hilbert sends a cohesive image to the college's many audiences.

The style references listed in this guide are communications/public relations and media accepted standards that are used by Hilbert. This guide covers grammar, spelling and punctuation rules specific to public relations/communications efforts, publications produced at Hilbert, such as brochures and Web site pages, and marketing projects and pieces. However, it generally is not for use in academic or scholarly papers. Please note that this is not an exhaustive list. You may also refer to the Associated Press Stylebook, the style source followed at Hilbert.

You are strongly urged to use the standards set in the Hilbert Editorial Style Guide. Feel free to contact the Office of Public Relations with questions or suggestions related to the guide.

How to Use the Style Guide

This guide is divided into two sections and arranged alphabetically for easy look-up. **The General and College-Specific Style** section includes general style and terms and usages specific to Hilbert and Western New York.

The second section covers **Troublesome Words** to help you determine correct usage. If you are viewing the style guide from your computer, you can easily find a particular term by using the "Find" feature located in the "Home" menu.

General and College-Specific Editorial Style

A	
TERM	NOTES
a.m., p.m.	<p>Lowercase, with periods. Avoid the redundant <i>10 a.m. this morning</i>.</p> <p>See times.</p>
Academic Affairs, Office of	<p>Use <i>Office of Academic Affairs</i>, not <i>Academic Affairs Office</i> on first reference.</p> <p>Lowercase on second and informal references. <i>The office governs academic matters.</i> OR <i>the academic affairs office</i></p>
academic degrees	<p>Lowercase the degree name and major on all references. <i>bachelor's degree in human services</i></p> <p>See associate's degree, bachelor's degree, doctorate, master's degree, and religious titles.</p>
Academic Services, Office of	<p>Use <i>Office of Academic Services</i>, not <i>Academic Services Office</i> on first reference.</p> <p>Lowercase on second and informal references. <i>The office is in Bogel Hall.</i> OR <i>the academic services office</i></p>
academic titles	<p>Capitalize and spell out formal titles when they precede a name. Lowercase elsewhere. <i>Professor of Business Administration Patrick Heraty</i> <i>Sandra Augustine, professor of accounting</i></p>
acronyms	<p>Use sparingly. Use an acronym only after first using the full name. Use of the full name should be followed by the acronym in parentheses. <i>Commission on Independent Colleges and Universities (CICU)</i></p>
addresses	<p>Abbreviate <i>Ave., Blvd., St.</i> only with a numbered address. <i>5200 South Park Ave.</i></p> <p>Spell out and capitalize when part of a formal street name without a numbered address. <i>South Park Avenue</i></p> <p>Always spell out <i>Alley, Drive, Road</i> and <i>Terrace</i> such as <i>Camp Road</i>.</p> <p>See New York and state names.</p>
Admissions, Office of	<p>Use <i>Office of Admissions</i>, not <i>Admissions Office</i> on</p>

	<p>first reference.</p> <p>Lowercase on second and informal references. <i>The admissions office is open.</i> OR <i>the admissions staff, the office</i></p>
African-American (n., adj.)	Hyphenate.
ages	<p>Always use figures. Hyphenate ages when expressed as adjectives before a noun or as substitutes for a noun. <i>a 5-year-old boy</i>, but <i>the boy is 5 years old</i> <i>The boy, 7, has a sister, 10.</i></p>
Allegany County	Capitalize.
Alumni Relations, Office of	<p>Use <i>Office of Alumni Relations</i>, not <i>Alumni Relations Office</i> on first reference.</p> <p>Lowercase on second and informal references. <i>Submit your information to the office.</i> OR <i>the alumni relations office</i></p>
alumnus, alumni, alumna, alumnae	<p>Use <i>alumnus</i> (<i>alumni</i> in the plural) when referring to a man who has graduated from Hilbert College.</p> <p>Use <i>alumna</i> (<i>alumnae</i> in the plural) for similar references to a woman.</p> <p>Use <i>alumni</i> when referring to a group of men and women graduates.</p> <p><i>Alum(s)</i> can be used on second reference.</p>
ampersand (&)	<p>Generally not used except in law firm names or part of a company's formal name. <i>Damon & Morey</i></p>
annual fund	<p>Use <i>Hilbert Fund</i> when referring to the college's annual fund campaign.</p> <p>Lowercase otherwise. <i>The annual fund was a success.</i></p>
associate's degree	<p>Lowercase. <i>Mary Smith received an associate's degree from Erie Community College.</i></p> <p>Hyphenate when used as a compound modifier. <i>associate-degree program</i></p>
association	<p>Do not abbreviate. Capitalize as part of a proper name. <i>American Medical Association</i></p> <p>Lowercase otherwise.</p>
Athletics, Office of	<p>Use <i>Office of Athletics</i>, not <i>Athletics Office</i> on first reference.</p> <p>Lowercase on second and informal references.</p>

	<i>The office is located in the Hafner Recreation Center. OR the athletics office</i>
B	
baccalaureate degree	Preference is to use <i>bachelor's degree</i> . See bachelor's degree .
bachelor's degree	Lowercase and use an apostrophe. <i>John Jones received a bachelor's degree in business administration from Hilbert.</i> Hyphenate when used as a compound modifier. <i>bachelor's-degree program</i>
board of trustees	Capitalize formal name. <i>Hilbert College Board of Trustees</i> Lowercase on informal references. <i>The board of trustees met this week.</i>
Bogel Hall	Capitalize.
Business/Finance, Office of	Use <i>Office of Business/Finance</i> , not <i>Business/Finance Office</i> on first reference. Lowercase on second and informal references. <i>The office handles financial tasks. OR the business/finance office</i>
C	
campus	Lowercase. <i>Hilbert College campus</i>
Campus Center	Capitalize.
Campus Ministry, Office of	Use <i>Office of Campus Ministry</i> , not <i>Campus Ministry Office</i> on first reference. Lowercase on second and informal references. <i>The office offers opportunities for spiritual development. OR the campus ministry office</i>
Campus Safety, Office of	Use <i>Office of Campus Safety</i> , not <i>Campus Safety Office</i> . Lowercase on informal references. <i>Campus safety provides 24-hour coverage. the campus safety office, the office</i>
Career Development Center	Use <i>Career Development Center</i> . Lowercase on second and informal references. <i>The office offers many career and job workshops.</i>
Catholic, Catholicism	Capitalize.
Cattaraugus County	Capitalize.
century	Lowercase, spelling out numbers less than 10.

	<i>the first century, 21st century</i>
Chautauqua County	Capitalize.
classwork	One word.
class year	Acceptable references are: <i>Jane Smith '76</i> <i>Jane Smith, who graduated in 1976</i>
clubs	Capitalize the names of Hilbert clubs. <i>Adventure Club, Criminal Justice and Forensic Science Association</i>
co-chair	Use a hyphen to indicate a position or status. <i>co-chair, co-editor</i>
college	Capitalize only if used as part of a proper name. <i>Hilbert College</i> Lowercase otherwise. <i>The college is located in Hamburg, N.Y.</i>
college-level, college-wide	Hyphenate as in <i>college-level learning, college-wide meeting.</i>
commas	Use commas to separate elements in a series, but do not put a comma before the conjunction in a simple series: <i>The flag is red, white and blue.</i> Insert a comma before the concluding conjunction in a series if an integral element of the series requires a conjunction. <i>I had orange juice, toast, and ham and eggs for breakfast.</i> Use a comma before the concluding conjunction in a complex series of phrases. <i>The points to consider are whether the athletes are skillful enough to compete, whether they have the stamina to endure the training, and whether they have the proper mental attitude.</i> Commas go <u>inside</u> quotation marks. <i>"Our institution is the best in the country," he said.</i> Additional guidance is available in the AP Stylebook and also see quotations .
committee	Capitalize only if used as part of a proper name. <i>Academic Affairs Committee</i> Lowercase otherwise. <i>The committee will meet next week.</i>
company, companies	Use Co. or Cos. when a business uses the word at the <u>end</u> of its proper name. <i>Ford Motor Co., American Broadcasting Cos.</i> But: <i>XYZ Company of America</i>

	If <i>company</i> or <i>companies</i> is alone in a second reference, spell the word out.
Council for Advancement and Support of Education (CASE)	Use <i>Council for Advancement and Support of Education (CASE)</i> on first reference. Use <i>CASE</i> on second reference.
Counseling Center	Use <i>Counseling Center</i> . Lowercase on informal reference. <i>The center is open Monday through Friday.</i>
counties	Lowercase in plural combinations. <i>Erie, Niagara and Genesee counties</i>
course titles	Caps and in quotes when referred to in a sentence. "Introduction to Human Services"
coursework	One word.
courtesy titles	In general, do not use the courtesy titles <i>Miss, Mr., Mrs.,</i> or <i>Ms.</i> The only exception is if they appear in a direct quote. "Mr. Jones is a very capable teacher," said Smith. See religious titles .
credit hours	Use figures. <i>72 credit hours</i>
D	
dates	Use <i>Monday, Tuesday,</i> etc., for days of the week within seven days before or after the current date. Use the month and a figure for dates beyond this range. <i>The lecture will be held on Oct. 12.</i> But not, <i>Oct. 12th.</i> When using the time with a date, list the time first. <i>Student orientation will be held at 5 p.m. Jan. 14.</i> When referring to a period of time, such as March 2 through March 8, do not repeat the month. <i>March 2-8</i> For a period spanning more than one year, such as 2001 through 2005, do not repeat the 20. <i>2001-05, but do not refer to it as 2001-5.</i> See months .
degrees	Preferred form is to avoid abbreviation and use a phrase. <i>Jack Miller received a bachelor's degree in accounting from Hilbert.</i> OR <i>English degree</i> See associate's degree, bachelor's degree, doctorate, and master's degree.

dimensions	Use figures and spell out <i>inches, feet, yards, etc.</i> , to indicate depth, height, length and width. Hyphenate if used as adjectives. <i>he is 5 feet 10 inches tall, the 5-foot-4-inch woman, the storm left 6 inches of snow</i>
distance learning, distance-learning	<i>Hilbert has joined the growing area of distance learning.</i> Hyphenate when used as a compound modifier. <i>distance-learning classroom</i>
doctorate, doctoral	Use <i>doctorate</i> , not <i>Ph.D.</i> <i>He received a doctorate in chemistry from Notre Dame University.</i> OR <i>doctoral program</i> See religious titles.
doctor	Do not use the courtesy title <i>Dr.</i> except in direct quotes: <i>"Dr. Jones oversaw the program," said Mary Smith.</i>
E	
e-mail	Hyphenate.
emerita, emeritus	Use <i>emerita</i> (<i>emeritae</i> in the plural) when referring to a female retired from the board of trustees or from teaching but retains as an honorary. Use <i>emeritus</i> (<i>emeriti</i> in the plural) for similar references to a man who retains an honorary title. Use <i>emeriti</i> when referring to a group of women and men.
Enrollment Management, Office of	Use <i>Office of Enrollment Management</i> , not <i>Enrollment Management Office</i> on first reference. Lowercase on second and informal references. <i>The office is on the first floor in Franciscan Hall.</i> OR <i>the enrollment management office</i>
etc.	Abbreviate.
exam	Spell out <i>examination</i> on first reference.
events	Capitalize with no quotes. <i>Quad Party '09</i> Use quotes for specific topics in an event. <i>He will lead a workshop on the "Impact of Technology in Education."</i>
F	
faculty	Lowercase.
four-year degree, four-year program	Hyphenate and lowercase. Spell out the number. <i>four-year degree, four-year program</i>
Franciscan	Capitalize.

Franciscan Sisters of St. Joseph (FSSJ)	Capitalize and spell out on first reference. <i>Franciscan Sisters of St. Joseph (FSSJ)</i> Use <i>FSSJ</i> on second reference.
freshman, freshmen	Use <i>freshman</i> for singular reference. Use <i>freshmen</i> for plural reference.
full time, full-time	Hyphenate only when used as a compound modifier. <i>He works full time.</i> <i>She is a full-time student.</i>
fundraising	<i>They oversee the college's fundraising.</i>
G	
general education requirements	Lowercase.
Genesee County	Capitalize.
grade point average (GPA)	Use <i>GPA</i> for all references: <i>3.4 GPA</i> , but not <i>3.40 GPA</i> . Use only <u>one</u> <i>0</i> after the decimal point for a GPA with numbers no higher than <i>0</i> after the decimal. <i>3.0</i> , but not <i>3.00</i> .
graduate-level	Hyphenate with no apostrophe when used as a compound modifier. <i>graduate-level courses</i>
graduate program, student	Lowercase <i>graduate program</i> and <i>graduate student</i> .
graduate school tests	Use of the full name should be followed by the acronym in parentheses. <i>Graduate Record Exam (GRE)</i> Use <i>GRE</i> on second reference.
H	
Hafner Recreation Center	Capitalize. Lowercase in second and informal references. <i>The game will be held in the center.</i>
Hawks	Name of Hilbert's sports teams.
high school, high-school	Capitalize when used as part of a proper name. <i>Frontier High School</i> Lowercase on informal reference. <i>She attended high school.</i> Hyphenate when used as a compound modifier. <i>high-school student</i>
higher education, higher-education	<i>access to higher education</i> Hyphenate if used as a compound modifier. <i>higher-education costs</i>
Hilbert College	Use <i>Hilbert College</i> on first reference.

	Use <i>Hilbert</i> or <i>the college</i> on second reference.
Hilbert Connections	Name of Hilbert's alumni magazine.
Hispanic	Capitalize.
home page	Two words.
Honors Program	Capitalize.
honorary degrees	All references to honorary degrees should specify that the degree is honorary. Do <u>not</u> use <i>Dr.</i> before the name of an individual whose only doctorate is honorary.
I	
Inc.	Abbreviate and capitalize as <i>Inc.</i> when used as part of a corporate name. Use a comma before <i>Inc.</i> <i>Mattel, Inc.</i>
Information Services, Office of	Use <i>Office of Information Services</i> , not <i>Information Services Office</i> on first reference. Lowercase on second and informal references. <i>The office oversees computing services.</i> OR <i>the information services office</i>
Institute for Law and Justice	Capitalize on first reference. Lowercase on second and informal references. <i>The institute is a conduit for applied law enforcement research.</i>
Institutional Advancement, Office of	Use <i>Office of Institutional Advancement</i> , not <i>Institutional Advancement Office</i> on first reference. Lowercase on second and informal references. <i>The office is on the second floor in Franciscan Hall.</i> OR <i>the institutional advancement office</i>
Internet	Capitalize. <i>Internet</i> is not interchangeable with Web site. See Web site .
Intranet	Capitalize. An Intranet Web site is for internal use only.
it's and its	<i>It's</i> is a contraction for <i>it is</i> . <i>It's on the table.</i> <i>Its</i> is the possessive form of the neuter pronoun. <i>The company changed its name.</i>
J	
junior, senior	Abbreviate as <i>Jr.</i> or <i>Sr.</i> Do not precede by a comma.

	<i>James Olson Jr.</i>
L	
Lake, lakes	Capitalize as part of a proper name. <i>Lake Erie</i> Lowercase in plural uses. <i>lakes Erie and Ontario</i>
languages	Capitalize the proper names of languages. <i>English, French, Spanish, Italian</i>
Leo House	Capitalize. One of Hilbert's on-campus apartment buildings.
liberal arts, liberal studies	Lowercase. <i>liberal arts courses</i> <i>liberal studies curriculum</i> <i>liberal studies student</i>
M	
major	Lowercase. <i>psychology major</i>
master of public administration (MPA)	Lowercase. <i>Hilbert offers a master of public administration program.</i> Use an apostrophe in the possessive. <i>She received a master's degree in public administration.</i>
master of science, master of arts	Lowercase <i>master of science, master of arts.</i>
master of science in criminal justice administration (MSCJA)	Lowercase. <i>The master of science in criminal justice administration program is available at Hilbert.</i> Use an apostrophe in the possessive. <i>He earned a master's degree in criminal justice administration.</i>
master's degree	Lowercase <i>master's degree</i> and use an apostrophe. <i>Johnson received a master's degree from Boston College.</i> A <i>master's degree</i> or a <i>master's</i> is acceptable in any reference. <i>She received a master's degree in criminal justice administration.</i> <i>She has a master's in criminal justice administration.</i>
master-level	Hyphenate with no apostrophe when used as a compound modifier. <i>master-level courses</i>
McGrath Library	Capitalize. Lowercase on informal references. <i>The library is open.</i>
Mission Integration, Office of	Use <i>Office of Mission Integration</i> , not <i>Mission</i>

	<p><i>Integration Office</i> on first reference.</p> <p>Lowercase on second and informal references. <i>The office guides the campus community in understanding and integrating Hilbert's Franciscan tradition.</i> OR <i>the mission integration office</i></p>
money	<p>Use figures and the \$ sign without the decimal point and 00 if cents are not included. <i>The book cost \$25. But not \$25.00</i></p> <p>Use a comma for amounts higher than \$999. \$1,500, not \$1500</p> <p>Spell out the word <i>cents</i> and lowercase for amounts less than a dollar. <i>5 cents</i></p>
months	<p>Capitalize the names of months in all uses.</p> <p>When a month is used with a specific date, abbreviate only <i>Jan., Feb., Aug., Sept., Oct. Nov.</i> and <i>Dec.</i> <i>Oct. 30, April 19</i></p> <p>Spell out the month when used alone or with only a year. When listing only a month and year, do not separate the year with a comma. <i>January 2000 was a cold month.</i></p> <p>When a phrase refers to a month, day and year, set off the year with commas. <i>Aug. 23, 2008, was the target date.</i> But the year should not be included unless you are referring to a date in a year other than the current one.</p>
Multicultural Affairs, Office of	<p>Use <i>Office of Multicultural Affairs</i>, not <i>Multicultural Affairs Office</i> on first reference.</p> <p>Lowercase on second and informal references. <i>The information is available in the office.</i> OR <i>the multicultural affairs office</i></p>
N	
Native American	Capitalize.
need-based scholarship	Hyphenate.
newspapers	<p>Put in italics. Capitalize <i>the</i> in a newspaper's name only if that is the way the publication prefers to be known. <i>The Buffalo News</i></p> <p>Lowercase <i>the</i> if not part of a newspaper's name. <i>the West Seneca Bee</i></p>

<p>New York state</p>	<p>Capitalize and spell out on first reference. <i>New York state</i></p> <p>Use <i>NYS</i> on second reference.</p>
<p>New York State Education Department</p>	<p>Use <i>New York State Education Department</i>, not <i>New York State Department of Education</i>.</p> <p>Use <i>state education department</i> on second reference. <i>The program is registered by the state education department.</i></p>
<p>Niagara County</p>	<p>Capitalize.</p>
<p>noon</p>	<p>Only use <i>noon</i>. It's redundant to refer to it as <i>12 noon</i>.</p>
<p>numbers</p>	<p>Use numerals for numbers 10 and higher. Spell out numbers less than 10. <i>two, eight</i></p> <p>Spell out numbers in the beginning of a sentence or rewrite the sentence so the number is not at the beginning. <i>Two hundred freshmen entered the college last year.</i> Change to: <i>Last year 200 freshmen entered the college.</i></p> <p>Spell out casual expressions. <i>Thanks a million.</i></p> <p>Spell out <i>first</i> through <i>ninth</i> when they indicate sequence in time or location. Starting with <i>10th</i> use figures. <i>25th anniversary</i> <i>The session will be held on the second floor.</i></p> <p>Avoid redundancies such as <i>first annual</i>.</p> <p>Additional punctuation and usage examples: <i>Act 1, Scene 2</i> <i>a 5-4 court decision</i> <i>the 1990s, the '90s</i> <i>\$2.45 million, \$650,000</i> <i>6.5 percent</i> <i>60 degrees</i> <i>a ratio of 2-to-1</i> See ages, percentages and credit hours.</p>
<p>O</p>	
<p>on campus, on-campus</p>	<p>If the phrase modifies an immediately following noun, then hyphenate the word.</p>

	<p><i>The lecture was held on campus.</i> <i>He's enrolled in the on-campus program.</i></p>
P	
Paczesny Hall	Capitalize.
part time, part-time	<p><i>She's attending college part time.</i></p> <p>Hyphenate when used as a compound modifier. <i>He is a part-time student.</i></p>
percentages	<p>Use figures and spell out percent. <i>2.5 percent, 10 percent</i></p> <p>For amounts less than 1 percent, precede the decimal with a zero. <i>The number of students increased by 0.8 percent.</i></p>
phone numbers	<p>Toll-free numbers do not use parentheses. <i>1-800-649-8003</i></p> <p>Use parentheses with area codes. <i>(716) 649-7900</i></p> <p>Comma is after a phone number with an extension. <i>(716) 649-7900, ext. 411</i></p>
President, Office of the	<p>Use <i>Office of the President</i>, not <i>President's Office</i> on first reference.</p> <p>Lowercase on second and informal references. <i>The office is located in Franciscan Hall.</i> OR <i>the president's office</i></p>
professor	<p>Do not abbreviate. Lowercase when the title does not precede the name. <i>John Babi, associate professor of criminal justice</i></p>
programs	<p>Use <i>program(s)</i> when referring to general degree program(s) or program information. <i>Hilbert is offering a new degree program.</i> <i>The program offers hands-on training.</i> <i>general requirements of the English degree program</i></p> <p>Hyphenate when used as a compound modifier. <i>bachelor's-degree program</i></p>
Public Relations, Office of	<p>Use <i>Office of Public Relations</i>, not <i>Public Relations Office</i> on first reference.</p> <p>Lowercase on second and informal references. <i>Contact the office by phone.</i> OR <i>the public relations office</i></p>

Q	
quotations	<p>Running quotations: If a full paragraph of quoted material is followed by a paragraph that continues the quotation, do not put close-quote marks at the end of the first paragraph. However, put open-quote marks at the start of the second paragraph. Continue in this fashion for any succeeding paragraph, using close-quote marks only at the end of the quoted material.</p> <p><i>“The number of new students has increased, but we would like see the numbers increase even more next semester.</i></p> <p><i>“In addition, more efforts are in place to retain our current students,” she said.</i></p> <p>Avoid unnecessary fragments: Do not use quotation marks to report a few ordinary words that a speaker or writer has used.</p> <p>Wrong: <i>The professor said he would “reschedule the test” if the college was closed because of bad weather.</i></p> <p>Right: <i>The professor said he would reschedule the test if the college was closed because of bad weather.</i></p> <p>Quotes within quotes: Alternate between double quotation marks and single marks.</p> <p><i>“The college president wrote in her letter that ‘the program is a cut above other similar programs.’ That has shown to be true,” he said.</i></p> <p>Use three quotation marks together if two quoted elements end at the same time.</p> <p><i>She said, “The president wrote in her letter that ‘the program is a cut above other similar programs.’”</i></p> <p>Additional guidance is available the AP Stylebook.</p>
R	
Regents	<p>Capitalize <i>New York State Board of Regents</i>.</p> <p><i>Regents level, not Regent’s level.</i></p>
religious titles	<p>Women religious: Always use <i>Sister</i> before a name: First reference: <i>Sister Ann Marie Hudzina, FSSJ</i></p> <p>Second reference: <i>Sister Ann Marie</i></p> <p>Never abbreviate <i>Sister</i>. Do not use <i>Sister</i> alone without the name.</p>

	<p>Use <i>Ph.D.</i> only if the individual has an earned doctorate degree. <i>Sister Edmunette Paczesny, FSSJ, Ph.D.</i></p> <p>Priests: <i>the Rev.</i> is the designation that applies before a name on first reference Use only a last name if he uses a surname. <i>the Rev. John Jones</i> on first reference, <i>Jones</i> on second reference.</p> <p>Use <i>the Rev. Dr.</i> only if the individual has an earned doctoral degree. <i>the Rev. Dr. Paul Smith</i></p> <p>Use <i>Monsignor</i> before the name of a Catholic priest who has received this honor.</p> <p>Use <i>Father</i> before a name. <i>Father Michael Sajda, OFM Conv.</i></p> <p>Additional guidance is available in the Catholic News Services' <i>Stylebook on Religion</i>.</p>
residence hall	Lowercase.
Residence Life, Office of	<p>Use <i>Office of Residence Life</i>, not <i>Residence Life Office</i> on first reference.</p> <p>Lowercase on second and informal references. <i>For more information, contact the office.</i> <i>OR the residence life office</i></p>
room numbers	<p>Use figures and capitalize <i>Room</i> when used with a figure. <i>Room 211</i></p>
Rufino House	Capitalize. One of Hilbert's on-campus apartment buildings.
S	
saints	<p>Abbreviate as <i>St.</i> in names of saints, cities and other places. <i>St. Francis</i> <i>St. Joseph Hospital</i> <i>St. Paul, Minn.</i></p>
St. Agnes House	Capitalize. One of Hilbert's on-campus apartment buildings.
St. Francis	Capitalize.
St. Joseph Hall	Capitalize. Hilbert's original residence hall.
St. Katherine House	Capitalize. One of Hilbert's on-campus apartment buildings.
scholarship	<p>Lowercase unless it is part of a formal name of a scholarship. <i>The first scholarship was awarded.</i> <i>Jane Jones received the Lambert and Margaret</i></p>

	<i>Graham Scholarship.</i>
seasons	No caps when used without a year. <i>The event will be held in the spring.</i> Capitalize when used with a year. <i>Fall 2010, not fall of 2010</i>
semester	Lowercase when used without a year. <i>fall semester</i> Capitalize when used with a year. <i>Spring 2011 semester</i>
sports phrases and terms	Refer to the <i>Associated Press Stylebook Sports Guidelines and Style</i> section.
sports teams	Lowercase. <i>The Hilbert College men's basketball team won last night's game.</i>
state names	Spell out when the state stands alone in textual material. <i>Pennsylvania</i> Abbreviate if used with a city, town or village name. <i>Hamburg, N.Y.</i> States never abbreviated within text: <i>Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah.</i> See addresses and New York .
student(s)	Lowercase. <i>Hilbert students, a psychology student</i>
student-athlete	Hyphenate.
Student Activities, Office of	Use <i>Office of Student Activities</i> , not <i>Student Activities</i> on first reference. Lowercase on second and informal references. <i>student activities office, the office coordinated the event</i>
Student Government Association (SGA)	Use <i>Student Government Association (SGA)</i> on first reference. <i>SGA</i> on second reference.
Student Finance, Office of	Use <i>Office of Student Finance</i> , not <i>Student Finance Office</i> on first reference. Lowercase on second and informal references. <i>student finance office, learn more from the office</i>
Student Life, Office of	Use <i>Office of Student Life</i> , not <i>Student Life Office</i> on first reference. Lowercase on second and informal references. <i>The office is located in Franciscan Hall.</i> OR <i>the student life office</i>
Student Records, Office of	Use <i>Office of Student Records</i> , not <i>Student</i>

	<p><i>Records Office</i> on first reference.</p> <p>Lowercase on second and informal references. <i>Information may be obtained from the student records office.</i></p>
T	
titles	<p>Only time an individual's title is capitalized is when it precedes his or her name. <i>Director of Student Activities Jane Smith</i></p> <p>Otherwise: <i>Jane Smith, director of student activities</i></p>
titles of books, magazines and plays	<p>Use italics. <i>Newsweek</i></p>
titles of movies, TV shows, radio shows and poems	<p>Put in quotes: "Law and Order" "All Things Considered"</p>
times	<p>Use figures except for <i>noon</i> and <i>midnight</i>. Do not put 12 in front of <i>noon</i>.</p> <p>Insert periods in <i>a.m.</i> and <i>p.m.</i> and use without 0s. <i>8 a.m., 11 p.m.</i></p> <p>Use a colon to separate hours from minutes. <i>3:30 p.m.</i></p> <p>Avoid such redundancies as <i>10 a.m. this morning</i>.</p>
Trinity Hall	<p>Capitalize. Hilbert's new residence hall.</p>
two-year degree, two-year program	<p>Hyphenate and lowercase. Spell out the number. <i>two-year degree, two-year program</i></p>
U	
United States	<p>Spell out <i>United States</i> on first reference. Use <i>U.S.</i> on second reference.</p>
upper-level	<p>Hyphenate when used as a compound modifier. <i>upper-level courses</i></p>
W	
Web site	<p>Capitalize <i>Web</i> only, not <i>site</i>. <i>Hilbert College's Web site address is www.hilbert.edu.</i></p> <p><i>Web site</i> is not interchangeable with <i>Internet</i>.</p> <p>See Internet.</p>
Western New York	<p>Spell out <i>Western New York</i> on first reference.</p> <p>Use <i>WNY</i> on second reference.</p>
William E. Swan Auditorium	<p>Capitalize. Use <i>William E. Swan Auditorium</i> on first reference and <i>Swan Auditorium</i> on second reference.</p>

	Lowercase on informal references. <i>The auditorium was filled to capacity.</i>
work-study	Lowercase and hyphenate.
Wyoming County	Capitalize.
Y	
years	Use figures. 2002 Use an s without an apostrophe to indicate spans of decades. 1990s

Troublesome Words

The words listed here are some that often have you leafing through the dictionary to confirm their capitalization, hyphenation or simply their correct usage. These are the general acceptable uses and also preferences used by Hilbert College. Refer to the *Merriam-Webster Dictionary* for additional assistance.

A	
a, an	Use the article <i>a</i> before consonant sounds. <i>a historic event, a united stand</i> (sounds like you) Use the article <i>an</i> before vowel sounds. <i>an energy crisis, an honorable mention</i> (h is silent)
accept, except	<i>Accept</i> means to receive. <i>Except</i> means to exclude.
accommodate	
accreditation	
acknowledgment	
affect, effect	<i>Affect</i> is a verb, means to influence. <i>The game will affect the standings.</i> <i>Effect</i> , as a verb, means to cause. <i>She will effect many changes in the company.</i> <i>Effect</i> , as a noun, means result. <i>The effect was overwhelming.</i>
afterward	Not <i>afterwards</i> .
B, C	
backward	Not <i>backwards</i> .
benefit, benefited, benefiting	
biannual, biennial	<i>biannual</i> means twice a year <i>biennial</i> means every two years
bimonthly, biweekly	
co-author, co-authored	
cut back (v.), cutback (n. and adj.)	<i>He cut back spending.</i> <i>The cutback will go into effect in May.</i>
D, E	
database	
daylong, daytime	
desktop	
each other, one another	Two people look at <i>each other</i> . More than two look at <i>one another</i> . Either phrase may be used when the number is indefinite. <i>We help each other. We help one another.</i>
effect	See affect, effect .
every one, everyone	Two words when it means each individual item. <i>Every one of the clues was worthless.</i> One word when used as a pronoun meaning all persons.

	<i>Everyone wants to attend the event.</i>
F, G	
farther, further	<i>Farther</i> refers to physical distance. <i>He walked farther into the woods.</i> <i>Further</i> refers to an extension of time or degree. <i>She will look further into this.</i>
fax	Acceptable as a short version of facsimile or facsimile machine.
fewer, less	Use <i>fewer</i> for individual items, <i>less</i> for bulk or quantity. <i>Fewer than 10 applicants called.</i> (individuals) <i>I had less than \$10 in my wallet.</i> (amount) <i>But: I had fewer than five \$1 bills in my pocket.</i> (individual items)
get-together	
Greater	Capitalize <i>Greater</i> when used to define a community and its surrounding region. <i>Greater Buffalo</i>
H, I	
health care (n.), health-care (adj.)	<i>The program will focus on understanding health care and its impact on consumers.</i> <i>But: health-care costs</i>
high-tech	
holidays and holy days	Capitalize <i>Christmas, New Year's Eve, Easter, etc.</i>
irregardless	A double negative. <i>Regardless</i> is correct.
J, K	
judgment	Not <i>judgement</i> .
kindergarten	
know-how	
L, M	
manageable	
minuscule	Not <i>miniscule</i> .
monthlong	
multimedia	
N, O	
nationwide	
noncredit	
nontraditional	
no one	
overall	
P, Q	
permissible	
policy-maker (n.), policy-making (n., adj.)	
premiere	

principal, principle	<p><i>Principal</i> is a noun and adjective meaning someone or something in first rank, authority, importance or degree. <i>She is the school principal.</i></p> <p><i>Principle</i> is a noun that means a fundamental truth, law, doctrine or motivating force. <i>They fought for the principle of self-determination.</i></p>
privilege	
questionnaire	
R, S	
re-elect	
referable	
sizable	
small business, small-business owner	
statewide	
study abroad	
subcommittee	
T, U	
theater	<p>Use <i>theater</i>. Use <i>theatre</i> only if part of a proper name. <i>Studio Arena Theatre</i></p>
total, totaled, totaling	
toward	Not <i>towards</i> .
travel, traveled, traveling	
upward	Not <i>upwards</i> .
V, W	
versus	Abbreviate as <i>vs.</i> in all uses.
well-being	
wherever	
white-collar	
workforce, workforce training	
worldwide	
worthwhile	
X, Y, Z	
X-ray	
year-end (adj.), yearlong	
zigzag	
ZIP code	