



# **EDITORIAL STYLE GUIDE**

2020



Lee University is known for its commitment to excellence and attention to detail. We encourage communicators to honor that commitment by demonstrating care and precision in all messaging, including press releases, digital and print materials, social media posts, and editorials.

Content from Lee University should be:

**Active** - Avoid the passive voice, dull language, and run-on sentences.

**Simple** - Limit use of adjectives and superlatives.

**Concise** - Keep sentences short, tight, and focused on the objective of your message.

**Intentional** - Understand your audience(s) and purpose. Use that understanding to guide your communications.

**Clear** - Avoid heavily academic or technical language in promotional or recruitment-driven materials.

**Compelling** - Look for opportunities to connect with your audience emotionally and move them to action.

## Style Guide

In official communications, Lee University uses predominantly AP style with some exceptions. Please consult the Lee University Editorial Style guide, published with gratitude to The University of Iowa for modeling fine standards of written communication and willingness to share content from the UI Editorial Style 2018 guide.

In the guidance to follow, note that examples should be assumed accurate unless specified with the parenthetical (Not:...), which would then be followed by an example of flawed text.

Each style point is followed by the abbreviated source of the guidance in brackets, with a full reference list in the first section of the document.

# 2020 Lee University Editorial Style Guide version 1

Office of Public Relations, in conjunction with the Strategic Marketing Council

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## References

Office of Public Relations publications style is based chiefly on these:

- *Merriam-Webster's Collegiate® Dictionary*, 11th edition [Merriam-Webster]
- *The Associated Press Stylebook*, 54th edition (2019) [AP]
- Style rules specific to Lee University [LEE]
- *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 9th edition (2018) by Kate L. Turabian—use sparingly, when no other style point exists or would work for the needed application [CMS]

## Abbreviations

Generally, do not use abbreviations in text. There are exceptions; consult AP and Merriam-Webster.

### Addresses: compass points

Abbreviate compass points that follow a street address. Do not use a period.

N                      S                      NE                      SW

Do not abbreviate compass points that are part of street names, unless they occur with a numbered street address. [AP]

Northeast Road (Not: NE Road)                      314 NE Road

### Addresses, words in

Only abbreviate addresses, such as St., Ave., and Blvd., when used in conjunction with a numbered address. [AP]

### Ampersand

In text, use only when part of a non-Lee full formal name or title. In headlines and other display type, ampersands can be used for the names of Lee offices and divisions, but they should be consistent within the document or publication. [LEE]

### Days

Write out the names of days in text. Day names may be abbreviated in other formats (e.g., calendars). When abbreviating, use the first three letters without a period. [AP]

Sun      Mon      Tue      Wed      Thu      Fri      Sat

Also see “Months” below.

### Expressions: i.e., e.g.

Use “i.e.” (that is), “e.g.” (for example) only in parenthetical material. In regular text, spell out “that is,” “for example,” and “et cetera” (two words) or “and so forth.” Written-out expressions and their abbreviations should be set off with commas. [AP]

..., that is, ...                      (i.e., ...)  
..., for example, ...                      (e.g., ...)

## Grade-point average

GPA is acceptable in all references for grade-point average. [AP]

## Helen DeVos College of Education

Helen DeVos College of Education should be written out on first reference but may be abbreviated HDCOE in subsequent mentions. [LEE]

## Lee University

Abbreviate “Lee University” as “Lee” or “LeeU” (not “LU”) on second and subsequent references. Use sparingly as an adjective. Do not capitalize “university” if standing alone. [LEE]

Lee University has six colleges and schools.  
At Lee, 13 departments operate within those colleges and schools.  
LeeU has over 5,000 students.  
The university's mascot is named Valor.

## Measure, units of

Do not abbreviate units of measure in text. They may be abbreviated in lists, depending on context and/or graphic design. [AP] [LEE]

She bought one quart of milk. (Not: ...one qt. of milk.)  
Dewey is three feet tall. (Not: ...three ft. tall.)

## Months

In text, write out names of months not accompanied by a day number.

The family goes camping each year in October.  
The building will be completed in November 2002.

In text, abbreviate names of months accompanied by day number; some months (March, April, May, June, July) are not abbreviated. [AP]

|          |         |          |          |
|----------|---------|----------|----------|
| Jan. 7   | Feb. 28 | March 21 | April 24 |
| May 9    | June 6  | July 4   | Aug. 31  |
| Sept. 17 | Oct. 25 | Nov. 11  | Dec. 31  |

Other abbreviation systems for month names may be used in certain formats (e.g., calendars, display type, lists). For exceptional cases, CMS 24.4.2 (2018) provides an abbreviation system for month names; if this system is desired, use it consistently (for calendars, display type, lists, etc.) throughout a document or publication. [CMS]

## Names of agencies, organizations

Commonly recognized abbreviations for government agencies and other organizations may be used after a first spelled-out reference. Such abbreviations should appear capitalized, unspaced, and without periods. [AP]

|     |     |      |     |
|-----|-----|------|-----|
| AMA | DOT | NASA | NSF |
|-----|-----|------|-----|

## Names of cities: Fort, Mount, Port, Saint

Do not abbreviate “Fort,” “Mount,” or “Port” in city names. “Saint” may be written out or abbreviated. [AP]

|                                 |             |
|---------------------------------|-------------|
| Fort Madison (Not: Ft. Madison) | Saint Louis |
| Mount Vernon (Not: Mt. Vernon)  | St. Louis   |
| Port Angeles (Not: Pt. Angeles) |             |

## Names of companies

Abbreviations commonly used at the end of company names (e.g., Corp., Inc., Ltd.) may be used in text. Do not insert a comma before the abbreviation. For “LLC,” follow the company’s own comma usage. [AP] [LEE]

|          |                |                 |             |
|----------|----------------|-----------------|-------------|
| ACT Inc. | Lucasfilm Ltd. | Microsoft Corp. | Pfizer Inc. |
|----------|----------------|-----------------|-------------|

## Names of people

On second and subsequent references, use only surnames. [AP]

When using initials instead of names in text, close up all initials. [AP]

Use a space between the last initial and the last name. Follow initials with periods.

|            |              |
|------------|--------------|
| W.L. Green | G.B.S. White |
|------------|--------------|

Exception: When using initials for someone who is well known by initials alone, do not use periods. [LEE]

|     |     |                    |
|-----|-----|--------------------|
| FDR | JFK | MLK (Not: MLK Jr.) |
|-----|-----|--------------------|

## Names of people: Jr., Sr., II

The abbreviations Jr., Sr., II, III, and IV are used only with a complete name and are not preceded by a comma. [AP]

|                |                       |
|----------------|-----------------------|
| Hal Brown Sr.  | Robert Belson II      |
| Jim McGraw Jr. | But: Professor Belson |

## States and territories

Spell out state and territory names in the body text of a story or other publication. [AP]

She moved from Tennessee to New York.  
He lives in Mississippi.  
They traveled to Puerto Rico.  
The meeting was in Moline, Illinois.

Exception: When the state name in text is followed by a zip code as part of an address, use the two-letter, uppercase U.S. Postal Service state abbreviation. [AP]

Send the application to Acme Hiring, 442 Elixir Avenue, Des Moines, IA 50310.

Avoid using abbreviated state names in headlines, but when it is necessary, use two-letter U.S. Postal Service abbreviations. [LEE]

## Teacher Education Program

Teacher Education Program (referring to the Helen DeVos College of Education Teacher Education Program) should be written out on first reference but may be abbreviated TEP in subsequent mentions. [LEE]

## Time: a.m. and p.m.

The abbreviations “a.m.” and “p.m.” are lowercase with periods and no space between letters. There should be a single space between “a.m.” or “p.m.” and the numeral that precedes them. [AP]

6 a.m.                      11 p.m.

In display type, tabular material, or lists, “a.m.” / “p.m.” style may vary depending on graphic design. For example, small caps may be used, or the periods may be deleted. [LEE]

## United States

The noun “United States” may be abbreviated, with periods (U.S.). Omit these periods in headlines. [AP]

## Academic degrees

Use “a” instead of “the” (or “his” or “her” or “their”) before full or shortened degree titles.

Do not add “degree” after the full name of a degree or after the shortened term “doctorate.”

He earned a Bachelor of Science in psychology at Lee University.  
(Not: He earned the Bachelor of Science in psychology at Lee University.)  
(Not: He earned a Bachelor of Science degree in psychology at Lee University.)

She earned a master’s degree in economics.  
(Not: She earned the master’s degree in economics.)  
(Not: She earned her master’s degree in economics.)

They all earned master’s degrees. (Not: They all earned their master’s degrees.)  
But: She was proud of her Master of Fine Arts. Their master’s degrees helped them get better jobs.

When writing about Lee alumni in text, state which degree the subject earned (with major, if applicable) and the year in which the degree was granted. [LEE]

Jones earned a Bachelor of Arts in anthropology in 2016, then enrolled in law school.  
Jones earned a BA in anthropology in 2016, then enrolled in law school.

In certain text formats (e.g., news briefs, alumni notes), the grad year information may follow the subject’s name in parentheses. [LEE]

Brenda Jones ('16) was named editor of the University of Narnia Law Review for 2018-19.

## Abbreviation

Abbreviations of academic degrees should appear capitalized, unspaced, and without periods. [AP]  
They may be used without the word “degree” added after the abbreviations, depending on context.

|    |     |     |      |     |     |     |
|----|-----|-----|------|-----|-----|-----|
| BA | BS  | BM  | BMEd | BSN | DNP | EdD |
| MA | MAT | MBA | MS   | MEd | MM  | PhD |

## Capitalization

Capitalize formal degree titles. Lowercase informal degree titles.

|                            |  |
|----------------------------|--|
| Bachelor of Science        | bachelor's degree / baccalaureate                |
| Bachelor of Arts           |  |
| Master of Arts             | master's degree                                  |
| Master of Music            |  |
| Doctor of Philosophy       | doctorate/doctoral degree (Not: doctor's degree) |
| Doctor of Nursing Practice |  |

Capitalize the formal degree title, but lowercase the major discipline (undergraduate and graduate).  
Some formal degree titles stand alone, with no major discipline added.

Music students can earn a Bachelor of Music Education (BME) in choral or instrumental music.  
Lee nursing undergraduates earn a Bachelor of Science in Nursing (BSN) at the completion of the program.

The following examples include the correct degree abbreviations in parentheses.

Bachelor of Arts in anthropology (BA in anthropology)  
Bachelor of Science in business (BS in business)  
Bachelor of Science in Nursing (BSN)  
Master of Arts in biblical and theological studies (MA in biblical and theological studies)  
Master of Arts in Teaching (MAT)  
Doctor of Philosophy in marriage and family therapy (PhD in marriage and family therapy)  
Doctor of Education (EdD)

Write formal certificate titles in title case, always beginning with "Certificate in..." with inversions in lowercase.

|                                    |                                 |
|------------------------------------|---------------------------------|
| Certificate in Bible               | Bible certificate               |
| Certificate in Christian Education | Christian education certificate |

Lowercase minors.

He's earning a philosophy minor. He's earning a minor in criminal justice.  
She majored in communication and minored in public relations.

[AP; LEE; consult the Lee University course catalog to determine correct degree and discipline names.]

## Double major or two degrees?

Students who pursue two majors simultaneously, both in the same degree (usually Bachelor of Arts or Bachelor of Science), earn a *double major*. Several departments offer both Bachelor of Arts and Bachelor of Science in their disciplines, so be sure to verify which degree the student has earned or is earning.

He earned a Bachelor of Arts with a double major in theatre and psychology.  
She earned a Bachelor of Science with a double major in biochemistry and mathematics.

Students who pursue two majors simultaneously, each in a different degree (usually Bachelor of Arts and Bachelor of Science), earn two degrees. [LEE]

She graduated in May with two degrees: a Bachelor of Science in journalism and a Bachelor of Arts in political science.

He graduated in May with a Bachelor of Science in Nursing and a Bachelor of Science in disaster and healthcare mission management.

## True degree / discipline name

The discipline name of a degree does not always agree with the name of the department that offers the degree.

Consult the Lee University catalog <http://catalog.leeuniversity.edu/> to determine correct degree and discipline names. [LEE]

Bachelor of Science in biology (Department of Natural Sciences)  
Bachelor of Arts in psychology (Department of Behavioral and Social Sciences)  
Bachelor of Science in accounting (School of Business)  
Master of Science in Athletic Training (Helen DeVos College of Education, Department of Health, Exercise Science, and Secondary Education)  
Note: There is no longer an undergraduate degree in athletic training

## Academic sessions

### On Campus

The university is almost always in session. In addition to the fall and spring semesters, the university offers three summer sessions. These summer sessions are roughly four weeks long and begin after May commencement. These three sessions occur generally in sequence for the months of May, June, and July. The final summer session concludes at the end of July or early August with summer graduation exercises.

Here are the correct terms for the university's academic sessions (presented here in order of starting date throughout the academic year, which begins with fall semester). Lowercase in text.

fall semester  
spring semester  
May summer session  
June summer session  
July summer session  
summer session (general reference to summer sessions)  
summer sessions (referring to more than one summer session)

### Online

Through the university's Division of Adult Learning, Lee Online provides six sessions each year. Sessions are seven weeks long and are named alphabetically A through F, with Session A starting close to the beginning of the on-campus fall semester in August. Specific online sessions should be title case in text. General references to online sessions should be lowercase.

Smith enrolled in her first online classes in Session C.  
Smith was able to complete her degree in only four sessions.

[LEE]

## Agreement: subject/verb/pronoun

Subjects and verbs must agree as to number (singular or plural). Be sure to identify the correct noun as the subject of a clause or sentence to pair with the verb. Subjects are not found in prepositional phrases.

Pronouns and possessive pronouns must agree (gender and number) with their antecedent nouns.

Note: Lee University uses “they/their” as singular possessive pronouns when the gender of a subject is unspecified (preferred over “his or her”) though writing around this situation is recommended whenever possible.

A student can take their class notes to the tutoring session.

is correct, but can become

Students can take their class notes to the tutoring session.

## Collective (mass) nouns

Collective, or mass, nouns refer to aggregations of people or things (team, majority), as well as to things that are uncountable and abstract (courage, evidence). American English treats most collective nouns as singular (requiring a singular verb and singular pronouns). [AP] But depending on usage, collective nouns may be treated as plural (with a plural verb and plural pronouns). If the collective noun refers to an entity acting as a whole, treat it as singular. If it refers to a group or two or more acting in individual ways, treat it as plural. [LEE]

The majority is in control, and it has spoken. (Collective noun “majority” with singular verb “is” and singular pronoun “it.”)

The majority of the magazine’s writers are freelancers; they are always interested in new projects. (Collective noun “majority” with plural verb “are” and plural pronoun “they.”)

The couple was married on June 15. (Collective noun “couple” with singular verb “was.”)

The couple will celebrate their anniversary on June 16 this year, even though they were married on the 15th. (Collective noun “couple” with plural possessive pronoun “their,” plural pronoun “they,” and plural verb “were married.”)

Treat a collective noun consistently (singular or plural) throughout a document. Rewrite to avoid inconsistency or nonagreement. [LEE]

## Collective nouns “group,” “number,” “percentage”

Generally, “a group” and “a number” are treated as plural; “the group,” “the number,” and “the percentage” are treated as singular.

“A percentage” is treated as singular if the percentage is a ratio of a whole which cannot be counted. Treat it as plural if the ratio can be counted. [LEE]

A group of demonstrators are gathering on the pedestrian mall to show their opposition to the war. (Collective “A group” with plural verb “are gathering” and plural possessive pronoun “their.”)

The group of demonstrators has gathered on the pedestrian mall for its rally. (Collective “The group” with singular verb “has gathered” and singular possessive pronoun “its.”)

The number of loan defaults has risen [singular] dramatically over the past year.  
A growing number of borrowers are defaulting [plural] on loans.

The high percentage of successful graduates shows [singular] that the program is effective.  
A small percentage of the lawn was damaged [singular] by the drought.

## Collective nouns: sports teams and musical groups

Names of sports teams and musical groups that are plural take plural verbs and pronouns.

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The Cardinals are leading the league.  
The Flames are ahead at the half.  
The Lee Singers are performing Tuesday night.

Team names with no plural forms also take plural verbs and pronouns.

The Miami Heat are battling for third place.  
Alabama Crimson Tide are accustomed to dominating the conference.

Most singular names, particularly with geographic or collegiate references to teams, are treated as singular.

Lee Women's Soccer has a rich history of winning championships.  
Lee is ahead at the half.  
Miami is in jeopardy of losing a title bid.  
Lee University Chorale performs regularly in Pangle Hall.

Some proper names that are plural in form take a singular verb. Consistency with particular names and within particular documents should be observed.

Voices of Lee has made multiple recordings and several viral videos.  
Brooks Brothers is holding a sale.

[AP, LEE]

### Collective nouns as Lee University unit names

University unit names that are collective and/or compound nouns require singular pronouns and verbs. Rewrite to avoid confusing usage. [LEE]

The Department of Behavioral and Social Sciences has launched Lee's first PhD program.  
The College of Arts and Sciences includes six departments.  
Calling and Career tries to support students in their pursuits beyond graduation.  
Information and Marketing is one of several administrative sectors supporting the Lee University mission.

### Pronouns, possessive pronouns (unknown gender)

Use a plural pronoun (e.g., they, them) or plural possessive pronoun (e.g., theirs) to refer to a singular subject when the gender of the subject is unspecified, but avoid the situation when possible. [LEE]

Before a student registers for classes, they should consult an adviser.  
(Rewrite: Before students register for classes, they should consult an adviser.)

Find out who lost this and return it to them.  
(Rewrite: Find out who lost this and return it.)

Any student who needs to drop a class must submit a form to their adviser.  
(Rewrite: Students who need to drop a class must submit a form to their advisers.)

### Alumnus/ alumna/ alumni/ alumnae

Use the form of "alumnus" that is appropriate to gender and number.

alumna (female singular)  
alumnus (male singular)  
alumnae (female plural)  
alumni (male plural or mixed male and female plural)

“Alum” is an accepted (albeit informal) abbreviation of either singular form of the word. If text is in an informal setting, “alums” can be used to abbreviate either plural form, but for unknown or mixed gender, “alumni” is not only formal and accurate, it is only a half-character longer than “alums.” Be consistent. [LEE]

## Bias in language

Avoid usage with built-in biases.

### Gender bias: generic nouns

Avoid generic nouns that suggest gender bias (e.g., use “firefighter” instead of “fireman”). Use “chair” or “chairperson” instead of “chairman” or “chairwoman.” Use “server” instead of “waitress.”

### Gender bias: pronouns

When the gender of the subject is not specified, do not use male pronouns as a generic reference. Use “they,” “their,” or “them” instead.

Before a student registers for classes, they should consult an adviser.  
(Not: Before a student registers for classes, he should consult an adviser.)

As each student crosses the stage, the dean presents a diploma to them.  
(Not: As each student crosses the stage, the dean presents a diploma to him.)

Any student who needs to drop a class must submit a form to their adviser.  
(Not: Any student who needs to drop a class must submit a form to his adviser.)

Avoid using “he/she.” Do not use “s/he.” Using “he or she”/“his or her” is currently acceptable, but is rarely preferable to “they” or “their” in terms of readability and flow. English has long used “they” and “them” in the singular sense, the *Washington Post* has added singular “they” and its relatives to their official style guide, and the American Dialect Society named singular “they” 2016’s Word of the Year.

Also see “Agreement: Subject/Verb/Pronoun” above.

### Handicapped accessibility

Use “accessible entrance” rather than “handicapped accessible” or “handicapped entrance.”

### Medical conditions, disabilities

When referring to individuals with medical conditions, avoid using terms such as “victim” or “victim of,” “sufferer” or “suffers from,” or “afflicted with.”

Marvin was diagnosed with tuberculosis.  
Marvin has tuberculosis.  
(Not: Marvin suffers from tuberculosis.)

Avoid using labels such as “a diabetic”; instead, say “who has diabetes,” “who is diabetic,” “a person with diabetes,” or “a person who has diabetes.”

Nancy, who has diabetes, measures her blood sugar several times a day.  
Nancy, who is diabetic, measures her blood sugar several times a day.  
(Not: Nancy, a diabetic, measures her blood sugar several times a day.)

Do not use the labels “handicapped” or “disabled.” Do not refer to people without a specific disease as “normal” or “a normal.” Instead say “a person with normal blood sugar” or “people with normal heart function.” When writing about progress in understanding, diagnosing, and treating medical conditions, use the terms “advance” or “development” rather than “cure” or “breakthrough.”

## Religious affiliation/ethnicity

Avoid using nouns as religious and ethnic labels. Use the adjectival form instead.

She is Jewish. (Not: She is a Jew.)                      He is black. (Not: He is a black.)  
They are Buddhist monks. (Not: The monks are Buddhists.)  
The attendees were Christian. (Not: The attendees were Christians.)

[LEE]

## Capitalization

Use the dictionary. Capitalize words identified as “cap” or “usually cap” by *Merriam-Webster’s Collegiate®* Dictionary, 11th ed. Lowercase words identified as “often cap” or “sometimes cap.”

## Colleges, departments, other university units

Capitalize full names of university units and shortened names of university colleges, schools, departments, and sectors if the official name remains intact. Lowercase shortened names of university units where the name has been reduced to a general unit type or to refer to the discipline or function of the unit. When used as a modifier, capitalize if modifier indicates the unit name, lowercase if it indicates a discipline.

|                                      |  |
|--------------------------------------|--|
| School of Nursing                    | degrees offered by the school                                    |
| Department of Communication Arts     | courses offered by Communication Arts                            |
| Graduate Enrollment Program          | students enrolled in the program                                 |
| Lee University’s Honors Program      | the honors program; events for honors students                   |
| Office of Admissions                 | admissions office  |
| Office of University Relations staff | University Relations staff                                       |
| She will join Lee’s Nursing faculty. | A group of nursing students from around the country came to Lee. |

Lowercase inverted names of university units. For those units specified above, capitalize the specific official name, but lowercase the unit type (office, department, school, program).

|                                       |                                    |
|---------------------------------------|------------------------------------|
| School of Nursing                     | the Nursing school                 |
| Office of the President               | president’s office                 |
| Office of the Registrar               | registrar’s office                 |
| Department of Language and Literature | Language and Literature department |
| Office of Information and Marketing   | Information and Marketing sector   |

In groups of like units, capitalize specific unit designations, but lowercase general or inverted unit designations. Group like units together, if possible.

Collaborating units include the Schools of Music and Business; the math and communication departments; and the Deaf Studies and TESOL programs.

The committee draws representatives of the Departments of Natural Sciences, Language and Literature, and Communication Arts.

Do not refer to Lee’s colleges collectively. Likewise, do not invert the names of Lee’s colleges.

the Helen DeVos College of Education and the College of Arts and Sciences.

[LEE]

## Computer terms

Capitalize proper names of computer hardware, software, networks, systems, and languages.

BASIC                  UNIX                  Chrome                  Python                  Zoom

Lowercase general terms.

the internet                  the web                  website                  web page

[LEE, AP]

## Course titles

Capitalize course titles in text. Do not italicize course titles or enclose them in quote marks. [AP]

Though some students already enrolled in HUMN493: Special Topics - Irish Civilization, the course's syllabus must now be revised. Irish civilization students can sign up for the revised version of the class next spring.

## Ethnic, racial, religious, and socioeconomic groups

Do not use racial designations based loosely on color (e.g., brown, red, yellow).

Exception: "black" and "white" may be used occasionally. They are lowercase. [AP]

Capitalize names of ethnic and national groups, religions, denominations, sects, and orders. [LEE]

Aborigine                  Inuit                  Cajun                  Chicano  
Buddhist                  Hindu                  Muslim                  Quaker (a Friend)  
Conservative Judaism                  But: agnosticism/atheism

Compounds referring to groups of combined nationalities that include "American(s)" should be open, not hyphenated, in both noun and adjective form. [LEE]

African American(s)                  African American curriculum  
Asian American(s)                  Asian American ancestry  
Latin American(s)                  Latin American cuisine

## Government entities: city, state

Do not capitalize the words "state" and "city" unless part of a municipality's proper name.

a city of Waterloo official                  a Waterloo city official  
the state of Tennessee's tax laws                  Tennessee's state tax laws  
the city of Chattanooga tourism campaign                  the conference in Kansas City

## Hyphenated compounds and words in titles

In titles, the second part of a capitalized hyphenated compound should also be capitalized.

The All-Inclusive Workplace                  Not: The All-inclusive Workplace

## Place names with compass points

Capitalize directional terms when they are part of place names. This includes compass points and their compounds (e.g., North, South, East, West, Northwest, Western). Lowercase general or directional terms based on compass points when they stand alone or merely modify a place name (not comprise part of a regional name). When in doubt, use lowercase. [AP]

|                                       |                 |                     |                       |
|---------------------------------------|-----------------|---------------------|-----------------------|
| Western Europe                        | the Middle East | the West            | the Pacific Northwest |
| Southeast Asia                        | North Africa    | East Tennessee      | the south of France   |
| southern Asia                         | northern Africa | the northern states |                       |
| Canada is north of the United States. |                 | Go northwest.       |                       |

## Prepositions

In uppercase-style titles, capitalize prepositions of four or more letters. [AP]

## Proper nouns

Capitalize all proper nouns (names of a particular institution, organization, person, place, or thing).

|                                   |                 |                                      |              |
|-----------------------------------|-----------------|--------------------------------------|--------------|
| Arkansas                          | Cheryl          | Detroit                              | Mr. Billings |
| Prairie Lights Books              | the Reformation | Monday                               | October      |
| Johnson County Historical Society |                 | National Institutes of Public Health |              |

Do not capitalize a descriptive word that is added to a name or title but is not part of the true name or title.

|   |
|---|
| Acceptable Use of Information Technology Resources policy |
| National Advanced Driving Simulator building              |
| No Child Left Behind legislation                          |

Lowercase shortened or inverted names of institutions, organizations, policies, and so forth.

|   |                               |
|---|-------------------------------|
| National Institutes of Public Health      | the public health institutes  |
| Johnson County Historical Society         | the county historical society |
| Conflicts of Commitment and Interest      | conflict of interest policy   |
| Prohibition on Giving and Receiving Gifts | gift policy                   |
| Office of Admissions                      | admissions office             |
| Office of the President                   | president's office            |

[AP]

## Ranks and titles

In text, lowercase academic ranks and administrative titles standing alone or following a name.

|  |
|--|
| The student may have this requirement waived with the approval of the respective dean. |
| Margaret Smith, associate provost, opened the symposium.                               |
| The speaker was James A. Barnes, president of the company.                             |

Avoid preceding a person's name with a long title. Instead, add the title, set off by commas, after the person's name.

|   |
|---|
| John Smith, associate vice president for research, opened the symposium.      |
| (Not: Associate Vice President for Research John Smith opened the symposium.) |

Uppercase short titles that precede names or that are paired with last name only and/or are used in announcing or addressing a person.

|                             |                     |
|-----------------------------|---------------------|
| Professor Marc P. Armstrong | Professor Armstrong |
|-----------------------------|---------------------|

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Governor Terry Branstad                      Governor Branstad  
President J. Bruce Harreld                      President Harreld  
("Bruce Harreld" is acceptable on a name tag)

However, avoid using the capitalized title "Professor" in news stories.

Lowercase titles that are used descriptively rather than as part of a name.

|   |  |
|---|--|
| geography professor Marc P. Armstrong     | geography professors Armstrong and Rajagopal |
| the late professor David R. Belgium       | the late professors Benton and Dixon         |
| Lee U. former president Dr. R. Lamar Vest | former Lee presidents Vest and Hughes        |
| Iowa governor Terry Branstad              | U.S. president Donald Trump                  |

## Room names

Lowercase "room" alone and when followed by a number. Uppercase "room" if it is part of a room's name. [LEE]

The meeting is in room 245.                      Lunch will be served in the President's Dining Room.

## Scientific names of plants, animals

Capitalize phylum, class, order, family, and genus. Lowercase species (both scientific and common name), unless it includes proper nouns, such as geographical names. Italicize genus and species, but not phylum, class, order, or family. [see CMS 22.1.3]

Chordata (phylum)  
Chondrichthyes (class)  
Monotremata (order)  
Hominidae (family)  
*Gleichenia glauca* (genus and species)  
Rocky Mountain sheep

## Teacher Education Program

Capitalize "Teacher Education Program" in all references to the Helen DeVos College of Education TEP. Write out Teacher Education Program on first reference; it may be abbreviated TEP in subsequent mentions. [LEE]

## "The" in names and titles

Lowercase "the" in text when it is the first word in the name of a formal name (e.g., company, institution, organization, publication, retail outlet or restaurant).

the McLaughlin Group                      the McGraw-Hill Companies    the Fit Zone                      the Mill (restaurant)

Italicize and capitalize "the" in text when it is the first word in the italicized name of a book, film, television series, or other italicized title. Exception: names of periodicals are treated differently; see below. (Italics are not utilized in AP style, which informs Lee University's newswriting, so this guidance pertains to other forms and uses of text.)

*The Sting* (film)    *The Red Tent* (book)                      *The Sopranos* (TV series)    *The Marriage of Figaro* (opera)

Capitalize "the" in text when it is considered part of a periodical's name. [AP]

*The New Yorker*                      *Le Monde*                      *Die Zeit*  
the *Los Angeles Times*                      the *Miami Herald*                      the *Cleveland Daily Banner*

## University organizations

Capitalize full names of official Lee University representative groups. Lowercase shortened references to such groups.

Academic Council

Staff Advisory Council

the council

Capitalize formal names of Lee University committees. Lowercase shortened references to such groups.

the Lee Day Steering Committee

the steering committee

[AP, LEE]

## Ellipses

### Ellipses in text

Use three unspaced ellipsis points in place of omitted text. Do not add spaces between ellipses and their surrounding text.

Do not follow points with a period to indicate that the omitted material ended the sentence. However, the points may be preceded or followed by a comma, colon, semicolon, question mark, or exclamation point, if required to maintain the sense of the remaining material.

Capitalize the first word after the ellipses if it begins a grammatically complete sentence (even if the word was lowercase in the original). The capitalized first letter should be enclosed in brackets. [LEE]

When omitting the first part of a quoted paragraph, use a paragraph indentation and ellipses before the first quoted word of the paragraph. [AP]

Add ellipses at the end of one paragraph to indicate that the next paragraph has been omitted. [LEE]

Do not use ellipses before the first word or after the last word of a quotation, unless the sentence, as quoted, is deliberately incomplete. [AP]

### Ellipses in display type, layout

Treatment of ellipses in display type is more flexible than in text and may vary according to design and editorial considerations.

## Headlines

Generally, follow the same guidelines for grammar, editorial style, typography (italics, quotes), and so forth that are used for text. Adjustments may be made for graphic design and/or editorial considerations.

### Capitalization

Follow AP style for headlines, though design and editorial liberties are acceptable when necessary.

### Decks

Divide decks at phrases. Do not end decks with prepositions.

New program is offered / for transfer students / from community colleges (decked at phrases)  
Not: New program is offered for / transfer students from / community colleges (decked mid-phrase)

## Hyphens/dashes in compounds

This section deals with the treatment of temporary compound constructions—those that join two or more words in a specific context. Often in these temporary constructions the decision of whether to hyphenate is not bound by simple rules and often relies mostly on avoiding confusion.

For permanent compounds, compounds documented in the dictionary as accepted usage, and words formed by the addition of prefixes, follow Merriam-Webster.

AP pp. 327-328 (2019) provides additional guidelines for using hyphens in the creation of these compounds. CMS 20.3 (2018) also provides a guide for hyphenation of compounds, combining forms, and prefixes. Some of the more common, definitive rules are included below:

### Adverbs ending in “ly”

Do not use a hyphen after an adverb ending in “ly” in compound constructions.

nicely done work                      carefully built argument

### Clarity

Use a hyphen in a compound modifier when needed for clarity, but not when the meaning is clear.

|                      |                        |                        |                           |
|----------------------|------------------------|------------------------|---------------------------|
| Gulf South athletics | high school student    | civil service employee | study abroad courses      |
| wide-open door       | day care worker        | large-animal study     | community college student |
| small-business owner | free enterprise system | health care provider   |                           |

### Common element in series

Use hyphens in constructions containing two or more compounds that end in a common element and omit the common element in all but the final term.

second- and third-year students                      short- and long-term goals

Use hyphens in constructions containing two or more compounds that begin with a common element, and retain the common element in each compound.

recipe for a fast-rising, fast-baking bread                      (Not: recipe for a fast-rising, -baking bread)

### En dash with inclusive dates and numbers

An en dash is a bit longer than a hyphen. It is called such because it is roughly the width of a capital N in the font being used. It is used commonly in conjunction with numerals, like quantities, dates, and times, especially to describe a range. This range usually includes the low and high ends of the range and everything between, so the construction is known as “inclusive.”

Note: Different word processors have keyboard shortcuts to place an en dash. For example, to create the en dash in Microsoft Word, Hold Alt and type 0150 to place an en dash.

Use an en dash instead of a hyphen in inclusive dates, times, and numbers. [also see “Numbers” below.]

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The picnic will be held 3–6 p.m.  
Budget items ranged \$50–\$3,500.  
The 2007 Iowa State Fair was held Aug. 9–19.  
Fall and spring semesters ran Aug. 27, 2007–May 16, 2008.

They published the 2015–16 edition on time.  
We were asked to choose 15–20 items.

## Nationalities with “American(s)”

Compounds referring to groups of combined nationalities that include “American(s)” should be open, not hyphenated, in both noun and adjective form.

|                     |                             |
|---------------------|-----------------------------|
| African American(s) | African American curriculum |
| Asian American(s)   | Asian American ancestry     |
| Latin American(s)   | Latin American cuisine      |

## Numbers

Use a hyphen in compound constructions containing a numerical first element that acts as an adjective.

|                         |  |
|-------------------------|--|
| First-year student      | fourth-quarter touchdown                       |
| 20th-century literature | But: three-quarter-time graduate assistantship |

Do not hyphenate a numeral and the word “percent,” even as an adjective.

10 percent increase          75 percent of students

Do not hyphenate a numeral used with an abbreviation. Use a space between the numeral and abbreviation.

5 K run          8 ft. rope 2 sem.hr. course

Hyphenate simple fractions. In combinations of whole numbers and fractions, do not hyphenate after the whole number.

one-quarter          three-eighths          five and eight-tenths miles

## Italics in text

Note: This section discusses proper use of italics, which are not used by Associated Press. Therefore, for text in other uses than official university communication and newswriting and in which the use of italics is desired, the following guidance will be helpful. Additional guidance on italics can be found in the *Chicago Manual of Style*.

## Emphasis

Do not use italics for emphasis. Exception: Italics may be used in a quote to indicate the speaker’s emphasis.

She replied, “No, I won’t go!”

## Foreign words

Do not italicize commonly used foreign words.

in vivo          in vitro          ex officio          a priori

Less familiar foreign words may be italicized.

l’amour          courtois          americanismo          literario

When using common and less familiar foreign words together, treat them alike (both italic or both Roman).

## Headlines, other display type

Italics may be used in headlines and display type; use the same guidelines as for italics in text. Adjustments may be made for design and/or editorial considerations. Single quotation marks may be substituted in headlines if italicization is not possible. [LEE, AP]

## Legal cases

Italicize the full and abbreviated names of legal cases. You may shorten the case name after a full reference to it. [CMS 22.1.3 (2018)]

*Swift v. Tyson*

the *Swift* case

In *Swift*, the jury decided against the plaintiff.

## Reference to a word or term

Generally, use italics when referring to a word or term. However, in some cases quotes should be used instead of italics.

What does *informatics* mean?

He tended to say “no” more often than “yes” or “maybe.”

She decided not to italicize “In vitro” since it’s a common foreign term.

Exception: Do not use italics (or quotes) when the referenced term is preceded by “so-called.”

The so-called ingénue was more worldly than her admirers had realized.

## Scientific names of plants, animals

Italicize genus and species, but not phylum, class, order, or family. Capitalize genus, lowercase species. [also see “Capitalization” section, above.]

*Gleichenia glauca* (genus and species)

## “The” in titles

Italicize and capitalize “The” when it is the first word in the italicized name of a book, film, television series, or other italicized title (except names of periodicals; see below).

*The Sting* (film)

*The Red Tent* (book)

*The Sopranos* (TV series)

*The Marriage of Figaro* (opera)

Capitalize “The” as the first word of the name of a periodical if it is part of the periodical’s full formal name. [AP]

*The New Yorker*

*Le Monde*

*Die Zeit*

but

the *Los Angeles Times*

the *Cleveland Daily Banner*

the *Chicago Tribune*

## Titles as parts of names

Do not italicize a publication name that is part of the name of a scholarship, prize, building, organizations, et cetera.

She received a Tucker Foundation Scholarship.  
His book made The New York Times Best Seller list.

## Nationalities

### Compounds with “American(s)”

Compounds referring to groups of combined nationalities that include “American(s)” should be open, not hyphenated, in both noun and adjective form.

|                     |                           |
|---------------------|---------------------------|
| African American(s) | African American cuisine  |
| Asian American(s)   | Asian American ancestry   |
| Latin American(s)   | Latin American curriculum |

### Hispanic, Chicano, Latino

Generally, use “Hispanic” (the official U.S. government category). Exception: use “Chicano” or “Latino” and their gender and number variations, as appropriate, depending on the preference of the person or group in question.

“Chicano”: U.S. Latino immigrants or citizens of Mexican origin  
“Latino” connotes more cultural consciousness of ethnicity than does “Hispanic.”  
Latino studies deals with the Americas. Hispanic studies includes people from the Iberian Peninsula (Castile, Catalonia, the Basque Country, Galicia, Portugal, etc.) as well as Latinos.

### Native American

As with other nomenclature, using the terms preferred by the person or group in question is ideal, if possible. Using the specific tribe name is preferred over broader general terms, but if the tribe is not known, or if referring to any aggregation of tribes, “First Nation/s” is preferred.

When speaking about an individual person whose specific tribal membership is unknown, “Native American” or “American Indian” can be used in the United States (although both terms describe any such person within the Western Hemisphere). Both terms are used frequently and seemingly interchangeably on the website and in publications of the U.S. Department of the Interior’s Bureau of Indian Affairs. [bia.gov]

“Puebloan” is preferred for some tribes in the Four Corners region of the American Southwest. “Native Alaskan” has been deemed an acceptable name for the tribes in the northern reaches of North America (although Yupik and Inuit have both been put forth by their respective members to denote groups of tribes from two distinct regions within this broader geographical area). Some tribes prefer the use of “aboriginal peoples” or “aboriginal nations” when referring to any aggregation of such groups. [britannica.com]

## Numbers

Spell out numbers nine and under; use figures for numbers 10 and above. [AP]  
Do not follow a spelled-out number with a figure in parentheses.

Express large round numbers through thousands in numerals. [AP]

|       |        |         |
|-------|--------|---------|
| 1,500 | 40,000 | 396,000 |
|-------|--------|---------|

Use a combination of numerals and words to express round numbers in the millions and higher.

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|             |             |           |            |
|-------------|-------------|-----------|------------|
| 2 million   | 4.7 million | 9 million | 22 million |
| 986 million | 4 billion   |           |            |

Use commas in figures of four or more digits. (Exceptions: address numbers, year numbers, serial numbers, and other numbers that do not require commas)

Spell out all numbers that begin sentences in text. (Exceptions may be made for callouts or in marketing materials that require an eye-catching numeral—but exercise caution.)

Avoid beginning sentences with numbers that are awkward to spell out.

Numbers applied to the same category or series should be treated alike in a paragraph; do not use figures for some and spell out others. Use the treatment that applies to the majority of figures in the category: If more of the figures are 10 or above, then use figures to represent all of them, but if more are below 10, spell all of them out. Exceptions by context. [LEE]

The class included 13 students from Iowa, 2 from Kansas, and 16 from Missouri.  
The instructor had spent seven years in India, twelve in Japan, and five in Sumatra.

## Age

Always use numerals when expressing age. [AP]

|                             |                           |
|-----------------------------|---------------------------|
| an 87-year-old woman        | the child is 6 months old |
| the building is 7 years old | an 8-month-old dog        |

## Centuries

Spell out centuries one through nine lowercase. Use Arabic numerals for 10th and subsequent centuries. [AP]

|               |               |              |              |
|---------------|---------------|--------------|--------------|
| third century | ninth century | 10th century | 17th century |
|---------------|---------------|--------------|--------------|

Do not hyphenate between number and century when used as a noun. Hyphenate between “mid” and number of century, but not “late” or “early.”

|                                    |   |
|------------------------------------|---|
| We live in the 21st century.       | He studied literature of the mid-19th century.  |
| She died in the late 19th century. | The union was formed in the early 20th century. |

Hyphenate between number and century when used as an adjective. Hyphenate after “mid” in adjective form, but do not hyphenate after “early” or “late” in adjective form.

|                                       |  |
|---------------------------------------|--|
| Put away your 20th-century calendars. | We studied early 19th-century literature.            |
| He was a mid-20th-century scholar.    | The original late 17th-century recipe had been lost. |

Do not use superscript.

21st century (Not: 21<sup>st</sup> century)

Do not use an apostrophe when expressing a century in numerals.

the 1900s (Not: 1900's)

## Decades

Decades may be expressed in numerals; they may be spelled out when the century is clear.

the 1950s (no apostrophe)    the '50s    the fifties

## Decimals and ciphers

Do not use decimals and ciphers in figures indicating even dollar amounts. [AP]

\$12    (Not: \$12.00)

Do not use unnecessary colons and ciphers in figures indicating time of day.

7 a.m.    (Not: 7:00 a.m.)

Use “noon” or “midnight.” Do not use “12 noon” or “12 midnight.” Do not use “12 a.m.” or “12 p.m.”

## Grade-point average

Always express grade-point average (GPA) with one numeral before the decimal and two after the decimal, even when one or both numerals after the decimal are zeros.

a grade-point average of 3.25    a 2.70 GPA    a 3.00 GPA

## Hyphenation

Use a hyphen in compound constructions containing a numerical first element that acts as an adjective. (Use an “en” dash to join a third element to an already-hyphenated compound.)

first-year student    fourth-quarter touchdown  
20th-century literature    three-quarter-time graduate assistantship

Do not hyphenate a numeral and the word “percent,” even as an adjective.

10 percent increase    75 percent of students

Do not hyphenate a numeral used with an abbreviation. Use space between numeral and abbreviation.

5 K run    8 ft. rope    2 sem.hr. course    2 qt. bottle

Hyphenate simple fractions. In combinations of whole numbers and fractions, do not hyphenate after the whole number.

one-quarter    three-eighths    five and eight-tenths miles

## Inclusive dates and numbers

Abbreviated style: use an en-dash (“–”) to show a range of dates or numbers expressed in numerals. Do not use a hyphen.

We were asked to choose 15–20 items.  
Fall and spring semesters run Aug. 27, 2019–May 16, 2020.

Written style: always follow “from” with “to,” and “between” with “and.”

We were asked to choose from 15 to 20 items.  
Winter and spring semesters run from Aug. 27, 2007 to May 16, 2008.

Use the written style with spelled-out numbers.

You’ll have from five to seven choices.

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(Not: You'll have five–seven choices.)

Never mix the two styles (abbreviated and written).

You'll have between 10 and 20 choices.

You'll have 10–20 choices.

(Not: You'll have between 10–20 choices.)

Budget items ranged from \$50 to \$3,500.

Budget items ranged \$50–\$3,500.

(Not: Budget items ranged from \$50–\$3,500.)

The picnic will be held from 3 to 6 p.m.

The picnic will be held 3–6 p.m.

(Not: The picnic will be held from 3–6 p.m.)

The 2018 Tennessee State Fair was held from Aug. 9 to 19.

The 2018 Tennessee State Fair was held Aug. 9–19.

(Not: The 2018 Tennessee State Fair was held from Aug. 9–19.)

## Money

Use a combination of numerals and words for all round sums of money expressed in millions and higher.

\$0.3 million

\$3.8 million

\$5 billion

## Ordinals

Spell out ordinals below 10; use figures for 10 and above. [AP]

She was the fourth person to complete all of the questions.

They recently celebrated their 45th anniversary.

Do not use ordinals after figures in dates.

June 10 (Not: June 10th)

Do not use superscript in ordinals.

21st century

(Not: 21<sup>st</sup> century)

## Percent

Use numerals to express percent. Write out percent. Exception: If the text includes numerous percentage figures, use the percent symbol (%); do not insert a space between the numeral and the percent symbol. Some design requirements may necessitate the use of the percentage symbol.

8 percent

8%

## Rankings

When rankings use the word “number” followed by a number, abbreviate the word (uppercase) and use an Arabic numeral. [AP]

the No. 2 book

his No. 3 choice

the team kept its No. 4 ranking

## Semester hours/ credit hours

Use numerals to express number of semester hours. When a sentence begins with a number of semester hours, write out the number. Try to avoid beginning a sentence with a number of semester hours. Lee operates on a semester schedule, so “semester hours” and “credit hours” can be used interchangeably when referring to Lee courses.

Students must earn 9 semester hours in advanced math courses.

Nine semester hours are required.

(Not: 9 semester hours are required.)

(The first example is the most preferable, since beginning the sentence with a number should be avoided.)

## Telephone numbers

Include the area code in all telephone numbers. Separate the area code from the following seven digits with a hyphen. Do not precede the area code with “1” unless necessary (e.g., in publications for prospective international students). [LEE]

For media inquiries, call 319-356-3945.

## Time: noon, midnight

Write out “noon” and “midnight.” Do not use “12 a.m.” or “12 p.m.” Do not use “12 noon” or “12 midnight.”

## Online style

### Website names

Names of websites generally are Roman and in title case. [LEE]

Publication website names generally are italic.

Use the website’s own formatting of its name; go online to check the website’s flag, then scan the first page to spot inconsistencies and determine the site’s most common formatting of its own name.

In a site’s name, use the word “Online” uppercase only if it is part of the site’s formatting of its own name.

If the word “online” (lowercase) is not part of the site’s name, add it only to distinguish the online version of a publication from the print version. Do not italicize it.

Add “.com” only if it is part of the web site’s formatting of its name.

|  |                                   |
|--|-----------------------------------|
| Chattanooga.com (.com part of flag)  | Salon (“ .com” no longer in flag) |
| MSNBC (no “.com” in flag)  | WebMD (no space)                  |
| YouTube (no space)   | USA Today                         |
| eBay (eBay’s flag has a lowercase “B,” but other references on eBay’s first page cap the “B.”) |                                   |
| URLs   |                                   |

Use consistent typography for URLs throughout a publication or family of publications (e.g., always bold, always in a different typeface, or always in a specific color).

Do not underline URLs; underlining may obscure the underscore characters in a URL.

Preserve the URL’s original uppercase/lowercase; some URLs are case sensitive.

Do not include “http://” or “www.” in URLs.

Drop the ending slash of a URL.

When a line breaks mid-URL, never add a hyphen at the break. Break URLs as follows:

- After a double or single slash
- Before a comma, hyphen, number sign, percent symbol, period, question mark, tilde, or underline
- Before or after an ampersand or equal sign

Never enclose URLs in angle brackets (<URL>).

When a URL comes at the end of a sentence, follow it with a period to end the sentence.

Visit Lee University online at [leeuniversity.edu](http://leeuniversity.edu).

[LEE]

## Proprietary marks

### Copyright, trademark, service mark

The symbol for copyright is ©; (c) or (C) also may be used. Use of the copyright symbol in text is rare. (option + g) can be used on a Mac to create this symbol. Microsoft Word's key command is (Alt + 0169)

The symbol for trademark is ™ (Mac: option + 2 – most PC keyboards: Ctrl + Alt + t) or ® (Mac: option + r – Word and html: Alt + 0174).

Microsoft Word does not yet have a key command for the service mark symbol, which is ℠.

Omit the service mark and trademark symbols in text (there is no legal requirement to use them). Instead, capitalize registered brand names, unless their formal registered name begins with a lowercase letter (e.g., eBay, iMac).

For more information on copyright, service mark, and trademark, see *The Associated Press Stylebook*, the *Chicago Manual of Style* (consult the index), Wikipedia, and the U.S. Patent and Trademark Office website ([uspto.gov](http://uspto.gov)).

### Brand names and generic terms

Use a brand name in text only if referring to the specific brand; otherwise, substitute a generic term. When in doubt, check *Merriam-Webster*, which notes trademark. [LEE]

|                             |                          |
|-----------------------------|--------------------------|
| Bufferin (buffered aspirin) | Jacuzzi (whirlpool bath) |
| Kleenex (tissue)            | Ping-Pong (table tennis) |
| Vaseline (petroleum jelly)  | Xerox (photocopy)        |

## Punctuation

### Colons and capitalization

Material following a colon should be capitalized only if it is an independent clause. [AP]

When the colon introduces speech or dialogue, cap the first word after the colon.

## Colon in display type

In headlines, capitalize the first word after a colon. In other display type, capitalize after colon according to design and/or editorial considerations.

## Comma in series

The use of a final (serial, Oxford) comma in a series of three or more elements has become optional in any simple series. However, in complex series, series with an element containing a conjunction, and series in which its omission can confuse or alter meaning, use the serial comma.

books, journals, and articles                      or                      books, journals and articles (Both correct – serial comma is optional)  
I only invited my best friends, Jane Doe, and John Smith. (The serial comma signals that Jane and John are not my best friends, but parts of a series of invitation recipients. Without that comma, this would indicate I invited these two people, who are my best friends.)

[LEE, AP]

## Comma with adjectives

Use a comma between multiple adjectives that precede a noun.

a new, challenging assignment                      a tailored, dark-colored tunic

Exception: When the noun and the adjective that precedes it form a unit, do not use a comma before the preceding adjective.

a quiet little boy                      a cold soft drink  
a soft, brown, fuzzy stuffed bear (no comma after “fuzzy” since “stuffed bear” is a unit)

## Comma with expressions

Expressions such as “that is,” “namely,” “for example,” “i.e.,” and “e.g.” should usually be set off from surrounding text with commas. (See “Abbreviations: Expressions: i.e., e.g.” for a full explanation of the use of “i.e.,” “e.g.,” and “etc.”)

## Comma with year

Use a comma after the year in a complete date that appears in continuing text.

He received his appointment June 10, 2015, and was promoted a year later.

Do not use a comma before or after the year when only a month and year are used.

He announced his team’s discovery at the August 2019 meeting of the UFO Search Society.

## Letter grades

Letter grades in text are uppercase with no additional punctuation.

Plus/minus grades can be shown by adding the simple symbol (hyphen, not dash for minus) immediately after the letter with no space.

Her first-semester grades included two As, two Bs, and one C.

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Students must have a B+ average or higher to remain in the program.  
He earned an A- in the course.

However, to avoid situations in which the minus symbol may be confused for a standard hyphen, the grade can be shown by spelling out the word “minus” joined with the letter grade by a hyphen and no spaces. Plus grades can be spelled out in the same manner, but generally to provide internal document consistency where a minus grade has been spelled out.

Students get an A-minus for doing A-minus-level work. A grade of A-plus is not available.  
(Not: Students get an A- for doing A-level work.)

[LEE]

### Quote marks in quotations

Quoted words, phrases, and sentences used in text should be enclosed in double quote marks. (Use single quotes in headlines.)

Use single quote marks to enclose quotations within quotations.

[AP, LEE]

### Quote marks with titles

In AP style, titles usually call for quotation marks in place of italics, which are not utilized at all by AP. Lee University’s newswriting uses AP as its primary tool, so if one is writing other forms of text, consult the appropriate rule in *Chicago Manual of Style* to determine when quote marks or italics are appropriate.

### Quote marks with other punctuation

Commas and periods always go inside closing quote marks. Colons and semicolons always go outside closing quote marks. Question marks and exclamation points go outside closing quote marks, unless they belong to the quoted material. [LEE]

### Reference to a word or term

Use quotation marks when referring to a word or term, especially one that is quoted (written or spoken).

We have guidelines for using “e.g.” and “etc.”  
Our style guide helps us determine whether to write “theater” or “theatre.”

### Semicolon in a series

Use semicolons to separate elements in a series that contain internal punctuation (usually commas) or that are long and/or complex.

The committee consisted of three researchers from the Czech Republic; three audiologists, including the distinguished professor emerita, from Brazil; and a team of five speleologists, eight microbiologists, and two paleontologists from Greece.

### Typography of punctuation

All punctuation marks should appear in the same type style as the main text (usually Roman or “normal”), unless the punctuation mark belongs to material that is set off in a different type style (usually italic or bold).

[CMS]

The Martha-Ellen Tye Opera Theater will stage *Viva La Mama!*  
(Exclamation point is part of opera title, so it is italic.)

I can't believe I slept through *Lord of the Rings!*  
(Exclamation point is not part of movie title, so it is not italic.)

Exception: When a phrase or sentence in parentheses or brackets appears on a line by itself, set the parentheses or brackets in the same type style as the text they enclose.

## Spelling

### Spelling guidelines

Follow *Merriam-Webster's Collegiate® Dictionary*, 11th ed., to determine correct spelling in cases such as these:

- First spelling for words that have alternate spellings
- Main spelling rather than “variation of...” (separate listings)
- Compounds: one word or two? hyphenated?
- Words with prefixes: hyphenated?
- Words with suffixes: drop the final “e” and double the final consonant, or not?
- Plural form of a word
- Accents in foreign words

### Theater/theatre

Use the “er” spelling for theater enterprises and venues in general (unless the organization’s own correct spelling is “re”).

Exception: Use the “re” spelling in all references to Lee University’s theatre program, its students, and its performing spaces.

|                        |                              |
|------------------------|------------------------------|
| Fox Theater            | Buzz Oates Black Box Theatre |
| Professor of theatre   | Space Place Theater          |
| Lee U. Theatre Program | Carmike Theater              |

## Titles: People and things

Also see “Abbreviations” and “Capitalization” sections above. NOTE: Guidance from AP and CMS on the typeface and format of titles of compositions are complex and contradictory. For specific instructions, consult the guide appropriate to the particular content and purpose of your text. For official communication, Lee University will use AP guidance.

### Administrative appointments, faculty rank

When referring to faculty members who also are administrators, the faculty rank goes first.

Dr. Blayne Carroll, professor and chair of Mathematical Sciences

Exception: For Lee U president, vice presidents, and deans, the administrative rank goes first.

Dr. Dewayne Thompson, dean of the School of the Business and distinguished professor of business

Exception: When context makes the administrative rank most relevant, it should be stated first.

Dr. John Smith, president of the faculty senate, described the senate's resolution as courageous. Smith, professor of chemistry, had urged the group to take a bold step.

Avoid preceding a person's name with a long title. Instead, add the title, set off by commas, after the person's name.

Dr. Jayson VanHook, vice president for Information and Marketing, opened the faculty meeting.  
(Not: Vice President for Information and Marketing Dr. Jayson VanHook opened the faculty meeting.)

[LEE]

## Faculty: emeritus/emerita

This word often is added to formal titles to denote the individuals who have retired retain their rank or title. When used, place emeritus after the formal title, not before. Use emerita for similar references if a woman prefers it. [AP]

Dr. Carolyn Dirksen, distinguished professor emeritus (or emerita) of English  
(Not: Dr. Carolyn Dirksen, emeritus distinguished professor of English)

Professor Emeritus Dr. Jerome Boone  
(Not: Emeritus Professor Dr. Jerome Boone)

Use the form of "emeritus" that is appropriate to gender and number.

emerita (female singular)  
emeritus (male singular)  
emeritae (female plural)  
emeriti (male plural or mixed male and female plural)

Never refer to professors emeriti as "retired"; simply say "professor emeritus" (or "emerita"), not "retired professor emeritus" (or "emerita").

## Hyphenated compounds in titles

In titles, the second part of a hyphenated compound should be capitalized.

The All-Inclusive Workplace

## Names: Jr., Sr., II

The abbreviations Jr., Sr., II, III, and IV are used only with a complete name and are not preceded by a comma.

Hal Brown Sr.                      Robert Belson II  
Jim McGraw Jr.                     But: Professor Belson

## "The" in names and titles

Lowercase "the" in text when it is the first word in the name of a formal name (e.g., company, institution, organization, publication, retail outlet or restaurant).

the McLaughlin Group      the McGraw-Hill Companies      the Fit Zone      the Mill (restaurant)

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Italicize and capitalize “the” in text when it is the first word in the italicized name of a book, film, television series, or other italicized title. Exception: names of periodicals are treated differently; see below. (Italics are not utilized in AP style, which informs Lee University’s newswriting, so this guidance pertains to other forms of text.)

*The Sting (film) The Red Tent (book) The Sopranos (TV series) The Marriage of Figaro (opera)*

Capitalize “the” in text when it is considered part of a periodical’s name. [AP]

|                              |                         |                                   |
|------------------------------|-------------------------|-----------------------------------|
| <i>The New Yorker</i>        | <i>Le Monde</i>         | <i>Die Zeit</i>                   |
| the <i>Los Angeles Times</i> | the <i>Miami Herald</i> | the <i>Cleveland Daily Banner</i> |