

Emory University
Style Manual

EMORY



FOREWORD | *Why an Emory University Style Manual?*

Like any large corporation or institution, Emory University each year produces thousands of print and e-publications that describe our services to students, alumni, donors, and the general public. These materials include magazines, catalogs, viewbooks, web pages, posters, brochures, newsletters, invitations, and more. Given that these publications convey our image and message to thousands of people, maintaining high standards of accuracy and consistency is essential to conveying a positive, professional image of the university.

As a service to the university community and its clients, Emory has created this style manual, which is a nonacademic, in-house reference source that includes hundreds of entries—some related specifically to university-related issues and others to frequently cited style questions. It was created to give the writers and editors of Emory’s promotional and marketing materials answers to common questions about style and usage.

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How to Use the Style Manual

For ease of use, entries are arranged alphabetically. Highlights of the manual include:

- a guide to punctuation and usage
- abbreviations of academic degrees granted by Emory University and professional titles
- an overview of the university's identity guidelines

The manual uses *The Chicago Manual of Style*, 16th edition (CMS), as its preferred style source. For significant rule changes from the CMS 15th edition to the 16th edition, please consult the Chicago Manual of Style Online under Significant Rule Changes at www.chicagomanualofstyle.org/about16_rules.html. Note: For clinical/scientific audiences, the Emory University style manual also encompasses guidelines from the *American Medical Association Manual of Style* (AMA), which is adapted from CMS. The *Emory University Style Manual* also uses select items from the *Associated Press (AP) Stylebook* (see **addresses**, **state names**). The *Merriam-Webster's Collegiate Dictionary*, 11th edition, is the manual's preferred dictionary. If you have questions that are not addressed in these sources, please contact one of these sources:

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Emory Graphic Standards and Identity

An institution as large and varied as Emory requires a consistent visual identity that unifies its various affiliates. Emory's current standards, which have been in use since 1999, reinforce the unique character and quality of each academic and administrative unit, while simultaneously making it clear that Emory stands behind each of them.

In addition to the main university graphic identifiers, most schools and major units have their own complementary set of identity graphics for print and web, which were developed in careful consultation with deans and unit heads. Downloadable logos and wordmarks for Emory University, its schools, and major units can be found on the web at identity.emory.edu/ (print graphic standards) and webguide.emory.edu/ (web graphic standards). The "EMORY" wordmark is a federally registered trademark. A sanctioned identifier of the university—a school or major unit logo that includes the shield symbol and the wordmark EMORY—should appear on each publication. If you wish to have an identifier created specifically for your program or department, please contact the Office of Brand Management at 404.727.2757 or stanis.kodman@emory.edu.

The typeface Goudy is reserved for the Emory wordmark and never should be used in text or display copy. You should never attempt to render the Emory logo by typing the letters in

a word-processing or page-layout program. None of the logos are typed words but rather specifically designed vector art (which means that they can be reduced or enlarged without losing their inherent proportions).

The graphic standards include a group of typefaces for use in everything from small, internal materials to larger pieces promoting the university to outside constituencies. Among the typefaces chosen for Emory are several that are commonly installed on PCs and Macs. Sabon is the recommended font for body copy in most printed pieces.

Serif Typefaces	Sans Serif Typefaces
Bodoni	Frutiger
Minion	Meta
Sabon	Syntax
Times New Roman	Univers

Emory's primary colors are Emory blue (PMS 280) and gold (PMS 131). Emory University wordmarks can be reproduced in Emory blue (PMS 280) or black, or in white on an Emory blue or dark background. The logos should not be reproduced in gold.

Preparing Copy

If you do not have time to write copy or need assistance developing concepts, writing services are available from Emory Creative Group. If you prepare the copy yourself, email it as a Word attachment to the editor or project manager assigned to your job.

Copywriting Tips

Here are some ideas that should be considered when preparing copy for your publication:

- Maintain a positive, consistent tone throughout the piece; e.g., serious, witty, academic, personal, informal, or lively.
- Be concise. The shorter the piece, the better.
- Use simple and direct language.
- Use professional diction or tone in your writing. Do not use slang unless appropriate.
- Support your text with strong titles, descriptive headlines, and subheads.
- Put the most important information at the beginning of the piece.

- Make sure all information is accurate.
- Write for the target audience and to its level of expertise.
- Use examples to illustrate your points.
- Use a variety of sentence lengths and construction to help emphasize concepts.
- Use proper paragraph development (topic, details, close) and avoid one- or two-sentence paragraphs in printed materials.
- Avoid editorializing. Use attribution and direct quotations to convey opinions.

Basic Proofreading Tips

When proofreading copy, consider the following:

- Make sure the message is clear and concise.
- Eliminate redundancy.
- Check spelling using both a spell-check program and a dictionary. If a word looks like it's spelled wrong, it probably is. Double-check hyphenation of prefixes and take care to use correct, consistent capitalization.

- Look for consistent rendering of numbers. See the entry **numbers** in this style manual.
- Watch for balanced sentence length.
- Be consistent in the use of first, second, and third person.

Check information accuracy:

- Is information accurate and complete?
 - Is quoted material verbatim?
 - Are paraphrases accurate?
 - Will future events become past events by the time of publication?
 - Skim the entire document to get a sense of the layout and content.
-
- Check for format consistency in headlines, capitalization, centering, margins, and line spacing.
 - Watch for missing words.
 - Be consistent with singular and plural.
 - Check spelling, punctuation, and grammar. Pay particular attention to little details, such as Emory's boilerplate, addresses, telephone numbers, and people's names. (A proofreading tip: check copy by reading the entire document, word for word, backward.)
 - Review number styles, check accuracy of mathematical equations, and cross-reference page numbers with the table of contents. If your copy contains lists, make sure that the sequence established—whether alphabetical or numeric—is consistent and not missing any elements.
-
- Read out loud fine print or statistical copy to another proofreader.
 - Check all editorial changes against original hard copy.
 - Make sure apostrophes are all the same style.
 - Check your advertisement size against the publication's order form or rate guide.
 - Make sure the piece meets Emory identity standards and that the appropriate accreditation statement and notice of nondiscrimination (if required) are included.
-
- Check headlines and subheads for content, length, and consistency of typeface.
 - Avoid awkward hyphenations, or individual words or letters at the end of lines and paragraphs.
 - Provide directions in addresses. Spell out north, south, etc. Do not put periods in NE, SE, etc.
 - Time designations are in lowercase: a.m., p.m., and noon.
 - Titles of published matter are set in italics instead of quote marks.
-
- Spell out the word percent in running copy, i.e., 12 percent. (Exception: In copy aimed at a clinical or scientific audience, the percent sign is preferred, i.e., 12%.)
 - Use proper dates (day, month, year) in titles, mastheads, etc.
 - Phone numbers use periods, not hyphens: 404.727.5515.

A

a, an

An is used before words beginning with an unsounded consonant or a vowel. *A* is used before a word beginning with a sounded consonant.

an hour, an egg

a hotbed of controversy, a zoo

an MA, a PhD

a historic moment

abbreviations

Abbreviations fall into two categories of acronyms: those formed by using only the first letters of a phrase's constituent words (e.g., BA for bachelor of arts) and those formed by using more than the first letter of each word (e.g., vol. for volume). As these examples illustrate, the former do not take periods and the latter usually do.

abbreviations for academic degrees

Academic degrees are rendered without punctuation.

BA, MA, MBA, JD, PhD, EdD, EdS

See also academic degrees.

academic degrees

bachelor of arts in

bachelor's degree in

bachelor's degrees in

NOT bachelor's of

master's degree in

doctoral degree in

doctorate in

NOT doctorate of

NOT doctorate degree

Academic degrees are not used with a person's name.

Thomas C. Arthur is the dean of the law school.

NOT Thomas C. Arthur, JD, is the dean of the law school.

Sample plural forms: PhDs, MAs, MBAs

See also titles of people.

See also abbreviations for academic degrees (this page) and Emory University Degree Offerings (page 45).

abbreviations, clinical technical terms

Use AMA style guide., e.g., ECG for electrocardiogram (not EKG)

accents, diacritical marks

Use only on words that are still considered foreign, not on words commonly used in American English such as resume and cliché. Here's the test: If a word appears in the main section of an American dictionary (and not in an appendix on foreign words and phrases), you can consider it assimilated. Capital letters do not take accent marks.

See foreign words.

accreditation statement

This statement appears in all catalogs and major recruitment pieces of the university. To meet the Southern Association of Colleges and Schools' (SACS) standards, it must be used verbatim, as provided by Emory Creative Group:

Emory University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number 404.679.4501) to award degrees at the associate, bachelor's, master's, and doctoral levels.

acknowledgment

No e before the m.

See also judgment.

ACT (American College Test)

The abbreviation for this college entrance exam is written without periods.

See also PSAT and SAT.

addresses

See the online Emory University Directory/Phonebook for a list of university addresses. To comply with postal regulations, use the postal abbreviations for states (e.g., GA for Georgia) in address field or in running text whenever a zip code is used. In other text, including alumni class notes, state names should be abbreviated according to *AP* style. See also state names.

Street names are also abbreviated (e.g., Ave., Blvd., and Hwy.) (*CMS* 15.35) Although *CMS* recommends spelling out street addresses under 100 (as in Ninety-Third Street), this can be cumbersome. We recommend using numerals for all building numbers and street addresses. Do not use periods in compass-direction addresses such as NW and SE.

3100 SW 9th Ave.

See also state names.

admission

Please note that Emory admission offices use the singular.

Office of Admission

NOT Office of Admissions

adviser, advisor

The Chicago Manual of Style recommends the -er suffix, and “er” is also the first spelling in Webster’s. For other words with alternative spellings, use the first spelling in Webster’s.

affect, effect

affect (verb): to influence, effect (verb): to cause, effect (noun): a result

African American

Note that this is written without a hyphen, whether it is used as a noun or an adjective.

See also nationality and race.

ages

Spell out all ages under 10. Hyphenate ages used as nouns.

She will turn 15 next week.

It’s difficult handling a two-year-old.

See also numbers.

all-time (adj.)

Use the hyphen.

Note: The phrase “all-time record” is illogical. The word *record* itself incorporates the data of all previous time, and no record can purport to stand for all time.

a lot

Always written as two words. Because this phrase lacks precision, try not to use it.

although

Be sure not to confuse the usage of *although* with that of *while*, which suggests the passage of time.

Although I studied Shakespeare, I enjoy modern theater.

NOT While I studied Shakespeare, I enjoy modern theater.

See also while.

alumnus, alumni, alumna, alumnae

One man: alumnus

Two or more men: alumni (pronounced alumn-eye)

One woman: alumna

Two or more women: alumnae (pronounced
alumn-eye)

For a group containing both men and women, use
alumni.

a.m., p.m.

Use periods and lowercase letters to express morning
or afternoon. For even hours, colons and zeros are
not necessary, except in the case of invitations, which
should use the more formal designation (10:00 a.m.)

10 a.m. (not 10 a.m. this morning, which is redundant)

9–9:30 a.m.

11:30 a.m.–1 p.m.

Note: Numerals should never be used to express
noon or midnight. Lowercase these designations as
well.

The seminar will meet from 11:00 a.m. to noon.

NOT The seminar will meet from 11 a.m. to Noon.

ampersand (&)

Avoid using ampersands in running text and even in
charts or other places with limited space. The only
case in which ampersands are appropriate is when
the symbol is part of the official name of a company
or publication:

Fitzgerald & Co.

U.S. News & World Report

Note: Avoid using ampersands when possible online.
They can become garbled in HTML display and may
cause errors.

annual

An event cannot be described as annual until it has
occurred for at least two successive years.

NOT first annual

any more, anymore

The two-word *any more* is used only in the negative
sense and always goes with a noun.

Emory will not pursue any more building projects this
year.

Written as one word, anymore is used to modify a
verb and should be used only at the end of a thought.

We don't go there anymore.

I don't like her anymore.

any one, anyone, every one, everyone

Use the two-word expressions when you want to
single out one element of a group.

Any one of those students can apply to Emory.

Every one of those clues was worthless.

Use the one-word expressions for indefinite refer-
ences; note that these expressions take singular verbs.

Anyone who has graduated from high school can apply
to Emory.

Everyone wants a happy life.

See also none.

any way, anyway

Write as two words only when you mentally can
insert the word *one* in the middle. The rest of the
time, write as one word.

Any [one] way you want to write the letter is fine.

The committee opposed the plan, but it was imple-
mented anyway.

apostrophe

See Guide to Punctuation and Usage on page 47.

as regards

See regard, regards.

assure, ensure, insure

Assure goes with some reference to people, and means to convince or to give confidence to.

Ensure means to guarantee.

Insure involves monetary coverage according to policy.

I assured the old gentleman that he could indeed insure his 23 cats and thus ensure them a decent burial.

as yet

Yet is nearly always as good, if not better.

We don't know the verdict yet.

NOT We don't know the verdict as yet.

athletic (adj.), athletics (noun)

The singular form is the correct adjective:

The athletic boy played tennis, soccer, and golf.

The adjectival form, however, sounds odd in relation to programs (seeming to suggest, for example, that they are in good cardiovascular condition). Consequently, using the noun as an adjective is acceptable in a case such as:

We are proud of our athletics programs.

The noun *athletics* usually takes a plural verb:

Our athletics are the envy of many universities.

When writing copy about avid sports enthusiasts, avoid the phrase athletic supporters.

attributive nouns

Attributive nouns modify other nouns, such as “state roads,” “harvest moon,” and “prison guard.” When these forms become plural/possessive, they can get tricky. For instance, should it be “boys room” or “boys’ room?” What about “teachers lounge” v. “teachers’ lounge?” Although varying opinions exist on this subject, the CMS eliminates the apostrophe only in proper names.

a consumers' group

taxpayers' meeting

the women's team

a boys' club

BUT Diners Club

Department of Veterans Affairs

audio-

Words like audiovisual are closed and do not take hyphens.

a while, awhile

With *for* or any other preposition, use two words; otherwise, use one word.

We rested for a while.

We rested awhile.

B

baccalaureate

Although *Webster's* lists this word as a noun, it is more accurately used as an adjective to describe a bachelor's degree or a service in which one is conferred.

Baker Woodland

The name for this nature preserve near the Carlos Museum takes the singular form.

backyard

One word.

based on

The safest place for this much-abused phrase is after a *to be* verb:

Our decision to reprint the admission brochure was based on last year's increase in enrollment.

Don't let this modifier dangle at the beginning of a sentence. Here's the test: At the beginning of a sentence, if you can substitute *because of* or *given*, do so.

Because of last year's increase in enrollment, we decided to reprint the admission brochure.

NOT Based on this year's increase in enrollment, we decided to reprint the admission brochure.

Note: Avoid using *based upon*; it is unwarranted.

See also **dangling modifiers** and **due to**.

because

Don't use as a substitute for *that*.

The reason I left the focus group was that I felt sick.

OR I left the focus group because I felt sick.

NOT The reason I left the focus group was because I felt sick.

Beginning a sentence with *because* is correct as long as you are not unintentionally creating a fragment.

Because I wanted to have a glowing complexion, I vowed to drink eight glasses of water each day.

NOT Because I said so.

See also **reason . . . is that**.

Bible, biblical

The noun takes an initial cap but no italics or underline; lowercase a preceding the unless it begins a sentence.

She read a verse from the Bible.

The Bible was her only comfort.

Lowercase the adjectival form.

The biblical passage brought him to tears.

black

See **nationality and race**.

both to and to both

Correlative constructions such as *both . . . and*, *either . . . or*, and *not only . . . but also* should connect parallel sentence elements:

The new building code applies both to factories and to single-family dwellings.

The new building code applies to both factories and single-family dwellings.

Faulty: The new building code applies to both factories and to single-family dwellings.

businesses

See **names of businesses**.

businessman/men

The words *business person* and *business people* are preferred.

See also **sexism**.

can, may

See may, can.

capitalization

The following rules apply to running text (i.e., promotional copy in paragraph form in brochures, newsletters, magazine articles, flyers, and advertisements). These rules adhere to a “down” style of capitalization (i.e., a predominant practice of lowercasing words), which gives the copy a clean and modern look. Capitalization in other formats featuring lists or freestanding lines of text (e.g., memorandum headings, commencement programs, and invitations) may differ, often tending toward a more extensive use of capital letters.

Capitalize these elements:

Job titles that directly precede a proper name

Dean Lisa A. Tedesco, President James W. Wagner,
Assistant Professor of Spanish and Portuguese Hernán
Feldman

Named academic professorships and fellowships

Mary Emerson Professor of Piano William H. Ransom,
Irwin T. Hyatt Jr. Professor Emeritus

BUT Fulbright scholar

Formal names of academic departments or administrative offices

Department of Biology, Office of the Provost

Schools and divisions within Emory

Roberto C. Goizueta Business School, School of Medicine, Division of Campus Life

BUT lowercase general references to schools and divisions (when reference is ambiguous, use initial capital letters):

business school, medical school, campus life division

The school that is an exception is the Rollins School of Public Health, which is the School of Public Health on second reference.

See also school names.

Names of specific courses

Biology 101, History of Civilization (Note: no quotation marks.)

Names of specific programs

MBA Program, Emory Parent Giving Program

BUT lowercase second, truncated references to specific programs:

Students in the business program enjoy its internship component.

General references to the university

She gave me a tour of the university campuses.

Political divisions of the world (e.g., state, county, etc.) used as part of a proper name

DeKalb County

Nouns designating specific regions of the United States and the world

the South, the East Coast, the Midwest, North Georgia

BUT The family is moving to western Australia.

See also directions and regions.

Titles of awards, prizes, or scholarships, including nouns (e.g., *award*) if they are part of the title, but not articles, prepositions, or conjunctions within the title

Academy Award, Pulitzer Prize, International Music Scholarship, Woman of the Year Award

Names of religious and secular holidays

Ash Wednesday, Mother's Day

Both elements in hyphenated compounds in headlines

Post-Apocalyptic Ruin of Civilizations, Medium-Sized Libraries

First elements are always capitalized in headlines or titles; subsequent elements are capped unless they are articles, prepositions, coordinating conjunctions, or such modifiers as flat or sharp following musical key symbols.

Out-of-Fashion Initiatives, Run-of-the-Mill Responses

Second elements attached to prefixes are not capped unless the element is a proper noun or adjective.

Strategies for Re-establishment

BUT Sexual Politics in the Post-Kennedy Administration

BUT Pre-Raphaelite Paintings Revisited

Full names of committees

The Office of Finance Budget Committee meets on the third Monday of each month.

BUT The committee adjourned at 3 p.m.

State, city, and town names when used as proper nouns

The family recently moved here from Jefferson City.

The Detroit City Commission will vote tomorrow.

BUT Oxford College is located outside the city of Atlanta.

Don't capitalize these elements

Job titles that follow a proper name

James W. Wagner, president of Emory University, has a background in engineering.

Freestanding job titles

James W. Wagner assumed the office of president in September 2003.

The committee will include all Emory deans.

Who is chair of the Board of Trustees?

She is an adjunct professor.

Role-denoting epithets

biology professor Gray Crouse, historian Susan M. Socolow

Informal references to offices or departments as distinguished from their official names

the biology department, the provost's office

Majors, minors, and areas of specialization

biology major, psychology minor, hospital pharmacy technician certificate

Degrees and degree programs

Emory offers more than 15 doctoral programs.

I'm studying for a bachelor's degree in psychology.

Areas of study

I'm taking two history courses. Are you interested in business and entrepreneurship?

Grade levels

Students in grade one have progressed well this year.

Introductory the preceding the name of a school or organization

the James T. Laney School of Graduate Studies, the Johns Hopkins University, the Ohio State University, the University of Chicago

Seasons or school terms

spring 1998, fall term

Academic years

first-year student, sophomore, junior, senior

See also first-year student.

Generic names of buildings on campus

library, residence hall, field house

Titles of forms

student transaction form, financial aid form, application form

The words *black* and *white* to designate race

See nationality and race.

Adjectives designating regions of the United States

southern, eastern, midwestern

Although most religions and secular holidays are capitalized, holidays that are descriptive of an event are not.

The president's inauguration day follows New Year's Day.

For a comprehensive discussion of capitalization, see *The Chicago Manual of Style*, 16th edition.

See also titles of people and titles of works.

Word elements of acronyms

anterior cruciate ligament (ACL)

The parts of disease names that are not proper nouns are not capitalized.

Parkinson's disease, Down syndrome

chairman

The word chair is preferred.

See also sexism.

class of

There are three acceptable ways to express this:

John Smith, Emory College Class of 1987, considered a career in business.

John Smith 87C has become a stockbroker.

John Smith is a member of the Emory College Class of 1987.

At Emory, class years are listed with an abbreviation of the school attended. For alumni, they are considered part of their name and should be listed on first reference with no accompanying punctuation to separate them from the name. If alumni have graduated more than 100 years in the past, use all four numbers to denote class year.

Jane Smith 91Ox
Stacey Taylor 84N
Robert W. Woodruff 1912C
Mordecai Brown 1894C

If a graduate has earned a degree from more than one school at Emory, the degrees are listed in the order they were obtained with no accompanying punctuation.

Jane Smith 91Ox 93C

Below is a full list of school abbreviations. These are for use in all Emory publications and websites. Graduates of Goizueta Business School (both before and after the naming) have special designations for use in business school publications. Non-business school publications should use the simpler designations.

AH	Allied Health
B	Goizueta Business School (undergraduate)
C	Emory College of Arts and Sciences
D	School of Dentistry
G	James T. Laney School of Graduate Studies
H	Honorary
L	School of Law
M	School of Medicine
MBA	Goizueta Business School (graduate)
MR	medical resident
N	Nell Hodgson Woodruff School of Nursing
Ox	Oxford College
PH	Rollins School of Public Health
PhD	All doctor of philosophy degrees
T	Candler School of Theology

For use only in Goizueta Business School publications:

BBA	undergraduate
MBA	master's
EMBA	Executive MBA
EvMBA	Evening MBA

For use only in university admission pieces:

On first reference alumni class years should be referenced in all Emory publications and on all Emory websites. It is not necessary to list them on second reference or in headlines.

Current students should have their class years listed as well. For example:

John Smith 13C
Peggy Jones 04C 07L 12PhD

Honorary degree recipients are considered Emory alumni and on first reference should be indicated as such:

His Holiness the XIV Dalai Lama 98H

cliches

No! No! A thousand times no!

Other common transgressions: a tradition of excellence, caring professors, a quality education, close proximity.

co

Retain the hyphen when forming nouns, adjectives, and verbs that indicate occupation or status.

co-author, co-chair, co-owner, co-pilot, co-signer, co-sponsor, co-worker

Use no hyphens in other combinations.

coed, coeducation, coequal, coexist

coed

Use this term to mean inclusive of both genders; do not use to refer to a female student.

There are several coed residence halls on campus.

collective nouns

Nouns that denote a unit—such as class, committee, faculty, family, group, team, and student body—take singular verbs and pronouns:

The faculty is delighted that the team has committed itself to higher academic standards.

In those instances in which the reference is to the individuals who are part of a particular unit, then the reference is plural:

The faculty are eating their slices of key lime pie.

See also **faculty**.

Some words that are plural in form become collective nouns and take singular verbs when they represent a unit:

The data he produced is worthless.

colon

See the Guide to Punctuation and Usage on page 47.

comma

See the Guide to Punctuation and Usage on page 47.

commit, commitment, committed

Please exercise care with these commonly misspelled words.

companies

See names of businesses.

Compare with versus compare to

Compare “to” is used to show how one item resembles another:

The boy compared his father’s head to an egg. OR Shall I compare thee to a summer’s day?

Compare “with” is used to show how one item differs from another (Hint: This usage is needed more frequently than “compare to.”)

The investigator compared the facts of the Rineman case with those of the Billings incident.

compose, comprise

Compose means “to create or assemble.”

The United States is composed of fifty states.

Comprise means “to embrace or contain.”

The United States comprises fifty states.

A zoo comprises mammals, reptiles, and birds (because it “embraces,” or “includes,” them).

Never use “comprised of”; use “composed of.”

compound words

When in doubt, look up individual entries in *The Chicago Manual of Style’s* Hyphenation Guide for Compounds and Words Formed with Prefixes or *Merriam-Webster’s Collegiate Dictionary* (11th edition).

Use a hyphen to separate a compound modifier that comes before the noun it modifies.

He was wearing a blue-green shirt.

Adverbs ending in -ly do not take a hyphen.

Emory Report is a widely distributed university publication.

computer/online terms

CD

compact disc

chat room

two words

database

one word

disk, diskette

note the difference from compact disc

double-click

email

Ethernet

home page

two words

hyphen v. dash

an em dash can become garbled online; to avoid this, use hyphens or double hyphens (--) with spaces on either side

Internet

ISP

Internet service provider

italics

for visual clarity, minimize the use of italics online, especially in small font sizes

kilobytes

512K, no space before capitalized K

laptop

one word

Listserv

capitalize as trademark

Login, logon,

logoff

one word as a noun; two words as a verb

offline, online

PC

personal computer (plural: PCs, no apostrophe)

quotation marks

try to avoid the use of “smart” or “typeset style” quotes online as they can become garbled

real time (n.); real-time (adj.)

software names

use manufacturer’s spelling, e.g., Mactintosh, Apple iTunes, Microsoft PowerPoint

URL

uniform resource locator

videoconference, video conferencing
 video game
 the web, website, web page, webcam, webcast,
 webmaster

website v. website refers to a collection of
 webpage web pages sharing a domain name
 or design; web page refers to a
 single page within a website or to a
 one-page site; home page refers to
 a website's first or primary page

Congressman, Congresswoman

Avoid these. Representative or US representative is preferred.

See also sexism.

co-op

Although the word cooperative is written without hyphenation, its abbreviated form is hyphenated to prevent confusion with the word coop.

course work (noun)

Two words.

cross-country

See sports terms.

currently

Use this word to mean now, as opposed to the word presently, which means soon.

Currently, I am working on my master's degree; I expect to finish it presently.

curricula, curriculums

Webster's lists *curricula* before *curriculums*.

curriculum vita (singular), curricula vitae (plural)

cutlines (captions)

Whenever possible, use full sentences for captions, followed by a period.

dangling modifiers

Careful writers avoid these. A dangling modifier is a word or phrase that modifies either a term that has been omitted from a sentence or a term to which it cannot easily be linked. The modifying phrase preceding the comma in the second example below is a dangling modifier because it seems to modify the test rather than the sentence's ostensible subject, the people who arrived late.

Having arrived late, we missed the beginning of the test.

NOT Having arrived late, the test was in progress when we started.

See also based on, due to, hopefully, and thankfully.

dash

See the Guide to Punctuation and Usage on page 47.

data (plural), datum (singular)

The singular is rarely used. The plural is pronounced day-ta.

To avoid the tricky question of subject-verb agreement presented by the word data, which can be used as either a singular or a plural, try using synonyms: research, research findings.

See collective nouns.

database

See computer/online terms.

dates

List years using all four numerals.

1997

NOT '97

To show a span of years, list all four numerals for both years and separate the years with an en dash.

1997–1999

NOT 1997–99

Express centuries and decades as follows:

the 20th century, the 1880s

NOT the 1880's

Spell out the days of the week and the months of the year, unless it is necessary to abbreviate in charts, tables, or advertising matter with limited space.

See the Guide to Punctuation and Usage on page 47.

Note the punctuation of these sentences:

The events of Tuesday, September 11, 2001, were unforgettable.

The events of December 1941 were decisive.

The events of spring 1998 will determine the future of the business.

Note: Although the day of the month is actually an ordinal (and pronounced that way in speaking), the American practice is to write it as a cardinal number:

April 18

NOT April 18th

decision maker

degrees

See *academic degrees*.

different

For statements of comparison, use *different from*, not *different than*.

directions and regions

Lowercase terms such as north, northeast, and south when they indicate compass directions. Capitalize them when they designate regions:

This university is located just east of Atlanta's downtown.

I enjoy living in North Georgia, but I miss Southern California and the West Coast in general.

Note: Names of countries take capitals: South Korea, Northern Ireland.

See also **capitalization**.

disabled

dormitory

The preferred term is residence hall.

dual-degree (adj.), dual degree (noun)

As an adjective, this phrase takes a hyphen:

The versatile young woman sought a dual-degree program in Spanish and international business.

As a noun, no hyphen:

The young man has a dual degree in engineering and psychology.

due to

Often misused, so watch out. Avoid beginning a sentence with this phrase; the safest place for it is after a form of the verb to be.

The cancellation was due to bad weather.

NOT Due to bad weather, the game was cancelled.

When in doubt, see if you can substitute the phrase *caused by*. If you can, your sentence is correct.

See also **based on**.

E

each and every

Both a cliché and a redundant phrase; avoid.

e.g., i.e.,

These abbreviations take periods and are always followed by a comma. The former stands for the Latin *exempli gratia*, meaning “for example.”

Emory students can choose from a wide variety of Atlanta entertainment options (e.g., museums, concerts, shopping).

Don't confuse *e.g.*, with *i.e.*, which stands for *id est*, or “that is.” Whereas *e.g.*, refers the reader to several possible examples of a given case, *i.e.*, refers him or her to all examples of a case.

Please refer all questions of style to the correct office (i.e., Emory Creative Group or Health Sciences Publications).

either/or, neither/nor

These can be used only when two items are being discussed. If more than two items are in question, these constructions cannot be used.

She will choose either the red or the blue.

NOT She will choose neither the red, the green, nor the blue.

ellipsis (. . .)

This series of three dots indicates the absence of quoted words. It also can be used to indicate a pause in or incompleteness of thought. A four-dot ellipsis indicates quoted material left out after the end of a complete sentence.

“. . . Bin put on his shell-rimmed glasses, which at once made him resemble an official participant in the conference. . . . Nobody stopped him all the way to the theater.” (Ha Jin, *In the Pond*)

See the Guide to Punctuation and Usage on page 47.

email

Lowercase the e (except when the word appears in a headline or at the beginning of a line or sentence). Do not use a hyphen.

email addresses

If an email address falls at the end of a sentence, include the terminal period:

Contact the director of Emory Creative Group at susan.carini@emory.edu.

emeritus (m., sing.), emerita (f., sing.), emeriti (plural)

Paul H. Anderson Sr. is a trustee emeritus of the Emory University Board of Trustees.

Professor Emerita Mary F. Neff

The president addressed the professors emeriti.

Emory addresses

Mailing and/or street addresses for various buildings at Emory can be found online at <http://it.emory.edu/phonebook/MailingAndStreetAddresses.pdf>.

Emory campuses

The university has four campuses, which are to be capitalized as follows: main campus, Oxford campus, Briarcliff campus, Clairmont campus.

For external audiences, use Emory University on first reference; use either Emory or the university on second reference. Note the lowercase treatment of university.

emphasis

Resist the urge to emphasize words, since bold, italic, underlined, and uppercase type can be jarring to readers. Do not use multiple type styles for emphasis.

ensure

See assure, ensure, insure.

et al.

An abbreviation for the Latin *et alia*, meaning “and others”; used only in note citations and bibliographies, not in regular text.

NOT et. al.

etc.

An abbreviation for the Latin *et cetera*, meaning “and so forth.” Avoid using this abbreviation since its vagueness tends to weaken writing. Instead of tacking etc. on the end of a sentence, indicate up front that the list of examples will not be exhaustive.

NOT We will engage in activities such as hiking, fishing, swimming, etc.

BUT Our activities will include hiking, fishing, and swimming.

every day, everyday

She goes to work every day.

He is wearing everyday shoes.

every one, everyone

See any one, anyone, every one, everyone.

exclamation point

See the Guide to Punctuation and Usage on page 47.

faculty

Use this word only if you are referring to the singular, collective body of teachers at a school:

The students are high achievers, and the faculty is known for excellent teaching.

When you are referring to individual teachers (singly or in a group), use the more personal faculty member or faculty members.

She is the faculty member most popular with students.

Students and faculty members served on the committee.

See also ratio.

See also collective nouns.

farther, further

Farther denotes physical distance; *further* denotes an extension of time or degree.

We must not go any farther into the woods until we have further considered our strategy.

fax (adjective, noun, verb)

This word, which is short for facsimile, is not an acronym; it should not be written in all caps.

See also phone numbers.

federal

No initial cap unless the word is part of a proper name.

The federal guidelines are very clear.

We sent the package via Federal Express.

The US Federal Reserve will raise interest rates.

fewer

See less.

first, firstly

When you're conveying information in order of importance, and you want to alert your reader to this strategy, use first, second, third.

NOT firstly, secondly, thirdly

first-class (adj.), first class (noun, adverb)

We stayed in a first-class hotel.

He pronounced the accommodations first class.

firsthand (adj.)

One word, no hyphen.

first-year student

This phrase applies to students pursuing an initial year of study in an Emory undergraduate program and replaces the gender-specific *freshman*.

forego, forgo

To forego means go before, precede.

To forgo means to abstain from.

foreign words

Foreign words appearing in the main section of an American dictionary (and not in an appendix on foreign words and phrases) are considered assimilated.

nuit blanche
tout ensemble
fait accompli
vox populi

Although the dictionary vacillates on the question of diacritical marks for certain words, we believe a cleaner style is more fitting:

cafe, resume, cliche, facade

See also accents, diacritical marks.

If you're quoting a foreign phrase, put it in italics and include the appropriate diacritical marks.

If you're mentioning the name of a foreign place or person, include diacritical marks but skip the italics.

Fortune 500

Do not italicize.

fractions

In nonscientific, running copy, spell out all fractions.

Less than one-third of the class failed the exam.

Use numerals for fractions with whole numbers.

That fax machine uses only 8 ½ x 11 paper.

When typing fractions, leave a space between the whole number and the fraction, as in 8 ½.

freelance

One word, no hyphen.

Fulbright

Always takes an initial cap, as in a Fulbright grant.

full-time, full time

(also part-time, part time)

(adj.) She has a full-time job.

(adv. phrase) She works full time.

fund-raiser (noun), fund-raising (noun), fund-raising (adj.)

Webster's hyphenates the nouns as well as the adjective.

Her success as a fund-raiser was unequalled.

Fund-raising is at a record high.

Our fund-raising success exceeds our wildest dreams.

See also compound words.

further

See farther, further.

G

geographical terms

See directions and regions.

See also capitalization.

Glenn Church

The official name is Glenn Memorial United Methodist Church, but when used as a performance venue, it is called Glenn Auditorium.

GPA, grade point average

GPA stands for grade point average. The abbreviation does not take periods, and the words *grade point average* are not capped even when they precede the parenthetical abbreviation.

She has a grade point average (GPA) of 3.5.

grades (letter)

Use the capital letter alone, no quotation marks around it or italics.

Those who miss the final exam will receive an F in the course.

graduate (verb)

Use the active voice.

She graduated from Emory.

NOT She was graduated from Emory.

H

handicapped, disabled

Do not use outdated terms such as *handicapped*, *invalid*, *lame*. Use specific terms for individual disabilities when possible. If not, treat *disabled* as an adjective or a verb. When writing about persons with disabilities, do not use normal to refer to people without disabilities, use *able-bodied* or *typical* instead. A person with some hearing loss is *hearing impaired*; one totally without hearing is *deaf*. The *challenged* designations are also outdated; instead, use terms such as *physical*, *sensory*, or *mental disability*.

headlines

Capitalize all major words and do not use terminal punctuation.

Alumni and Students Gather for Homecoming 2011

For more information about capitalization of titles, see *CMS*.

health care

The preferred usage is to leave both the adjectival and noun forms of this word open.

Our programs cater to health care professionals.

The nation needs a better system of health care.

high school

Two words; no caps unless you are using the school's proper name.

She enjoys high school.

She attends Druid Hills High School.

She couldn't find a date for her high school prom.

high-tech (adj.), high tech (noun)

Hispanic

See nationality and race.

historic, historical, history

Historic refers to a noteworthy or famous event in

the past; *historical* can refer to any event in the past. *History* refers to a chronological record of events affecting a nation, an institution, or a person. Avoid *past history* (redundant).

Current usage dictates that *a* is used before words beginning with a sounded consonant.

A historic occasion

NOT an historic occasion

See **a, an**

homecoming

Lowercase when it refers to the general event. Uppercase when used as the official proper name of the event.

At my college, homecoming was the social event of the year.

We are making preparations for Homecoming 2012.

hometown (noun or adj.)

hopefully

This often-misplaced modifier means “full of hope.” If your sentence reads: “*Hopefully, the sun will shine tomorrow,*” it means that when the sun shines tomorrow, it will be full of hope. To express the idea that you are full of hope, revise your sentence to: “*I hope the sun will shine tomorrow.*”

Hopefully can fall at the beginning of a sentence as long as it is placed next to the term it is supposed to modify: “*Hopefully, the puppy sat beneath the finicky toddler’s high chair.*”

See also **importantly** and **thankfully**.

however

Attach it to the previous sentence with a semicolon, or place it later in its own sentence.

The semester seemed interminable; however, summer vacation arrived at last.

OR The semester seemed interminable. At last, however, summer vacation arrived.

hyphen

See the Guide to Punctuation and Usage on page 47.

hyphenated words

See **compound words**.

i.e.,

See e.g., i.e.,

impact (verb)

Avoid using this word to mean affect.

How will your decision affect her?

NOT How will your decision impact her?

imply, infer

According to *Webster's*, *infer* means “to derive as a conclusion from facts or premises,” whereas *imply* means “to involve or indicate by inference, association, or necessary consequence rather than by direct statement.”

I infer from his silence that he does not approve.

His silence implied his disapproval of the situation.

importantly

The “ly” sounds as if the subject is performing, in a self-important way, whatever action is modified by *importantly*. Avoid by rephrasing.

More important, we offer free tuition.

NOT More importantly, we offer free tuition.

See also **first, firstly**.

Inc.

According to *CMS*, in straight text, the word *Inc.* usually can be dropped from a company name.

J. C. Penney announced that its stock is splitting.

Indians

See **nationality and race**.

individual

Whenever you can, avoid using this word (which works fine as an adjective) as a noun. In noun form, it can sound pretentious; use *person* instead.

She is an accomplished person.

NOT She is an accomplished individual.

If you're talking about more than one person, use *people* or *persons*, *NOT* *individuals*.

initials

When a person uses initials instead of a first name, the space between the initials should be the same as that between the initials and last name: H. L. Mencken. Entire names represented by initials, like JFK, don't take periods.

in spite of

Despite means the same thing and is shorter.

insure, ensure, assure

See **assure, ensure, insure**.

in terms of

A piece of padding best omitted. Rephrase:

The salary made the job unattractive.

NOT The job was unattractive in terms of salary.

international students

Avoid describing non-American students as *foreign*. Instead, describe them as *international students*.

It is . . .

Generally, a weak beginning for a sentence. Recast:

I am proud to welcome the graduating class.

NOT It is with pride that I welcome the graduating class.

its, it's

Possessive pronouns (*its*, *ours*, *his*, *hers*, *theirs*, *yours*) do not take apostrophes. *Its* means belonging to it; *it's* is a contraction for *it is*.

See **apostrophe** in the Guide to Punctuation and Usage on page 47.

J

JD

See academic degrees.

Jr., Sr.

Do not use a comma before *Jr.* or *Sr.*

The Martin Luther King Jr. exhibit was interesting.

BUT Martin Luther King, Jr. Center for Nonviolent Social Change (per that organization's name)

See **comma** in the Guide to Punctuation and Usage on page 47.

judgment

No e before the m.

See also **acknowledgment**.

L

Latino/a

See nationality and race.

lawmaker (noun)

less

Should not be used for fewer. *Less* refers to quantity; *fewer* refers to number.

The college had fewer students this term.

NOT The college had less students this term.

life-size (adj.)

NOT life-sized

lifestyle (noun)

One word.

lifetime (noun)

One word.

lists

There are two styles of lists: run-in style and outline style. Follow these general rules and consult *CMS* for more specific instruction. Whatever style you use, it is important to be consistent in its use.

Run-in style:

Enumerated lists, those that take letters or numbers, can remain in running text if they are short and not too numerous. Numbers or letters should be in parentheses, and commas should separate items. The first letters of items in run-in lists should be lowercased.

The theory is founded on (1) generally accepted principles, (2) verifiable scientific facts, and (3) anecdotal information.

Outline style:

If the items to be listed are too extensive or complex to list in run-in style, the list should follow outline style by beginning each item on a separate line. Vertically listed items should be bulleted.

Avoid punctuation and uppercasing in vertical lists unless the item contains multiple sentences and/or proper nouns. Do not use “and” before the final item.

The school's sports program includes:

- baseball
- football
- softball
- track
- soccer

Investigators drew several conclusions about the crime scene:

- Police officers followed procedures to the letter.
- Physical evidence was altered by natural circumstances.
- The victim failed to report the crime immediately.

The required reading material includes the following:

- *For Whom the Bell Tolls*, which is one of several Hemingway books to be read this year.
- *The Grapes of Wrath*, which is a Steinbeck classic set during the Depression.
- *Great Expectations* by Charles Dickens—the oldest book on the reading list—is the first one we will discuss.

magazine names

Italicize the title. If the word magazine is not part of the publication's official title, lowercase it and put it in roman type; consult the publication or its website for the proper spelling: *Harper's Magazine*, *Time* magazine, *Newsweek*, *U.S. News & World Report*, *BusinessWeek*.

See also newspaper names and titles of works.

makeup (noun), make up (verb), make-up (adj.)

man, mankind

To avoid sexist language, use humanity or humankind instead.

See sexism.

marketplace (noun)

MasterCard

may, can

These words have a subtle but important distinction as Theodore M. Bernstein notes in *The Careful Writer*: *can* is used to denote the “ability or power to do something, *may* for permission to do it.”

MBA v. M.B.A.

See academic degrees.

memorandum

The plural is memorandums.

midterm (adj., noun)

money

Isolated references to US currency are spelled out or expressed in numerals in accord with the general rules discussed under **numbers**. If the number is spelled out, so is the unit of currency, and if numerals are involved, the dollar sign (\$) is used. Always write out *cents*.

On my seventh birthday, I was thrilled to receive one dollar from each of my aunts.

I generously gave my little sister 10 cents that had been languishing in my sock drawer.

Don't use periods and zeros after a whole dollar amount unless you're comparing it to a fractional dollar amount.

The application fee is \$20.

BUT I was going to pay \$16.00 for the CD, but I found it on sale for \$13.95.

Sums of money that are cumbersome to express in numerals or to spell out in full may be expressed in units of millions or billions, accompanied by numerals and a dollar sign:

The university received a donation of \$1 million.

a \$4.5 billion endowment

See also **numbers**.

Month

Spell out the month and use numerals on dates within running copy.

January 4, 2008

In tabular materials and date-heavy materials such as classnotes, use three-letter abbreviations with a period: Jan., Feb., Mar., Apr., Jun., Jul., Aug., Sep., Oct., Nov., Dec.

more than v. over

When you are describing a comparative amount, use more than:

We have more than 50 full-time faculty members.

She saved more than \$1,000 for her college expenses.

In the case of ages, use over instead:

He is over 40.

movie titles

See **titles of works**.

myself

Correctly used as an intensifier (I want to eat the entire cake myself), as a reflective (I hurt myself), or sometimes as an object of a preposition (Because I was by myself, I took all the guilt upon myself, and soon I was beside myself). Helpful hint: You can use *myself*—or *himself*, *herself*, or *yourself*—only if there is a matching pronoun earlier in the sentence to which it refers. In the examples above, *myself* refers to *I*. Never use *myself* as a substitute for *me*.

Feel free to contact the president, the chancellor, or me at any time.

NOT Feel free to contact the president, the chancellor, or myself at any time.

N

names of businesses

Check with the business itself, Standard & Poor's Registry of Corporations, or a reference librarian to make sure you have the exact spelling.

The Coca-Cola Company, Delta Air Lines, Georgia-Pacific, BellSouth, Emory Healthcare

names of people (Jr., III)

See **comma** in the Guide to Punctuation and Usage on page 47.

nationality and race

Capitalize the proper names of nationalities, peoples, races, and tribes: Jewish, French, Hispanic, Latino, Eskimo, Cherokee, African American, Asian (*Note*: avoid *Oriental*). Capitalize Native American.

According to *CMS*, proper nouns designating race that are open as nouns (e.g., African American, Native American) are also open as adjectives.

Lowercase distinctions of color: *black*, *white*; but keep in mind that African American is preferred to *black* as a designator of race.

See also **African American**.

NCAA (National Collegiate Athletic Association)

When you mention the divisions of this group, capitalize division and use a roman numeral.

NCAA Division III

newspaper names

Follow *CMS* practice in terms of capitalizing and italicizing.

She reads the *Sun-Times* every weekday morning, and she gets the *New York Times* every Sunday.

Have you read the latest issue of the *Wheel*?

See also **magazine names** and **titles of works**.

non

Publications follows *CMS* rules for when to use a hyphen with *non*. See *CMS* for examples and a complete explanation.

nondiscrimination statement

Like the accreditation statement, the nondiscrimination statement must appear in all viewbooks, catalogs, applications, and most major admission pieces. And, like the accreditation statement, the nondiscrimination statement must be printed verbatim, as provided by Emory Creative Group.

Emory University does not discriminate in admissions, educational programs, or employment on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, or veteran/Reserve/National Guard status and prohibits such discrimination by its students, faculty, and staff. Students, faculty, and staff are assured of participation in university programs and in use of facilities without such discrimination. The university also complies with all applicable federal and Georgia statutes and regulations prohibiting unlawful discrimination. All members of the student body, faculty, and staff are expected to assist in making this policy valid in fact. Inquiries and complaints should be directed to the Equal Opportunity Programs Office, Emory University, Administration Building, Atlanta, Georgia 30322-0520. Telephone: 404.727.6016 (V/TTY).

none

None uses a singular verb:

We kept working until 9 p.m., and none (i.e., not a single one) of us was resentful.

None of the students (i.e., not a single one) has any desire to transfer.

nonprofit (adj.)

nonresident

now

A simple, substantial word, much preferred to more cumbersome constructions.

See **currently, presently, point in time.**

numbers

We recommend spelling out whole numbers and ordinal numbers from one through nine and using numerals thereafter. In more formal writing, *CMS* style may be used. *CMS* spells out numbers one through ninety-nine.

CMS: There were eighty-four instances of code violations.

AP: The fire department says 14 people were rescued from the blaze.

For ages, use numbers for ages 10 and above.

Mary has a 14-year old daughter.

He is four years old.

Use a comma in numbers of 1,000 or more (unless you're reporting SAT scores, which take no commas).

Her essay summarizes 2,000 years of Christian history.

She felt lucky to get a 1400 on the SAT.

Numbers applicable to the same category should be treated alike within the same context. If any number within a category is less than 10, all numbers in the category are to be expressed as numerals—except if a number falls at the beginning of a sentence (see below):

Although her brother was 14 and she only 8, Ramona couldn't believe his judgment was superior to hers.

Use numbers to designate position or rank.

Grady Hospital is a level 1 trauma center.

The men's tennis team at Oxford College ranked No. 1 in 2009.

type 2 diabetes, stage 4 breast cancer, phase 1 clinical trial

Spell out a number at the beginning of a sentence, regardless of the inconsistencies this may create. If your sentence then seems too cumbersome, rearrange the sentence so that the number falls later.

Fourteen men and 12 women traveled to the swim meet.

OR There were 14 men and 12 women at the swim meet.

For references to money, no zeros should be used for sums higher than six figures.

\$1 million

NOT \$1,000,000

Spell out cents under 10:

five cents, 20 cents

Do not use decimals for whole amounts of money.

\$50

NOT \$50.00

\$2.4 million to \$2.8 million

When there is a sequence assigned to forming names, use numerals and do not use superscript for ordinal numbers.

1st ward

7th fleet

Spell out first through ninth if indicating sequence or time or location.

Eighth Amendment

first base

When numbers are used as a modifier or in measurements, use figures.

8-watt bulb

10 square feet

size 6 dress

40 miles per hour

Ratios are always rendered as numbers.

Statistics say that 1 in 3 people like fish.

Emory style dictates that telephone numbers be rendered with periods instead of hyphens. Phone numbers rendered on the web are the exception.

404.727.2000

See **money**.

For percentages, use numerals followed by the word percent.

The state tax is 5 percent.

Only 30 percent of the class passed the exam.

Exception: In scientific, clinical, and statistical writing and in tables or charts where space is tight, use the percent (%) sign.

See also **ranges** and **ratio**.

okay

Note spelling; this is academic style rather than journalistic.

online

See **computer/online terms**.

on-site (adj.), (adv.)

on v. upon

Upon is a stuffy, overly formal way of saying on. The exception is when *upon* is used to make a time reference.

We decided **on** a new restaurant for lunch.

BUT Credits will be transferred **upon** graduation.

oral, verbal

Use **oral** to refer to spoken words:

She gave an **oral** promise.

Use **verbal** to compare words with some other form of communication:

His tears revealed the sentiments his poor **verbal** skills could not express.

over

See **more than v. over**.

P

parentheses

See the Guide to Punctuation and Usage on page 47.

part-time, full-time (adj.)

See *full-time, full time*.

passive voice

Avoid it whenever you can.

The professor gave her a passing grade.

NOT She was given a passing grade by the professor.

His friend asked him for his notes.

NOT He was asked for his notes by his friend.

past v. last

I read it during the past year.

NOT I read it during the last year.

people, person, persons

No absolute rule exists for choosing between *people* and *persons*; *people* is less formal. Where possible, avoid the use of *persons*.

Thousands of people applied for financial aid, but only five persons won full scholarships.

See also *individual*.

percent

One word. Write it out rather than use the percent (%) sign—unless you're writing copy for a table or chart, you're trying to fit copy in a tight space or you are writing for a clinical/scientific audience..

Percent takes a singular verb when it stands alone or when it is followed by an "of" construction containing a singular word.

The teacher said that 60 percent was a failing grade.
Sixty percent of our effort was lost.

When the of construction contains a plural word, use a plural verb.

She said that 50 percent of the students were there.

See also *numbers* and *percentage*.

percentage

Use *percent* when you are reporting an actual figure, as in 50 percent.

Use *percentage* when you are describing a collective proportion:

A high percentage of Oxford students is from Georgia.

The greater your income, the higher percentage you are likely to save.

period

See the Guide to Punctuation and Usage on page 47.

person

See *people, person, persons*.

PhD

See *academic degrees*.

phone numbers

Phone numbers are rendered with periods between the elements, not hyphens.

404.727.6036, 800.727.6036

plurals

See the *plurals* in the Guide to Punctuation and Usage on page 47.

plus

Colloquially, this word is considered acceptable as a synonym for *and* or *moreover*, but use it sparingly, if at all. Don't use plus to start a sentence; substitute *furthermore*, *in addition*, *moreover*, or similar words.

p.m.

See *a.m., p.m.*

point in time

At this point in time is redundant. Instead, say *at this point* OR *at this time*. Better yet, simply say *now*.

policy maker

possessives

See apostrophe in the Guide to Punctuation and Usage on page 47.

postdoctoral (adj.)

Also *postdoctorate* (n.)

postgraduate (adj.)

postsecondary (adj.)

practicum (noun)

The plural is *practicums*.

prefixes

See compound words.

prelaw, premed, preprofessional

premier (adj.)

premiere (noun)

Premier means first in rank, time, or importance:

Candler School of Theology is the premier seminary for United Methodists in the Southeast.

Because *premier* means first, there can't be more than one, and it can't be used with an indefinite article (i.e., a premier institution).

A *premiere* is the first showing or performance of a work.

The Schwartz Center premiered a composition by music professor John A. Lennon.

preposition at end of sentence

Positioning a single preposition at the end of a sentence is characteristic English idiom:

That's something this book can help you with.
Your writing will be stronger, though, if you reserve the end of a sentence for strong, emphatic words, which prepositions aren't. Rephrase when you can:

This book can help you with questions of style.

presently

Do not use to mean *now*.

Presently implies *soon*; if you want to indicate *now* and avoid confusion, use *currently* instead.

See also *currently*, *now*, and *point in time*.

president

Capitalize only when it directly precedes a proper name:

President James Wagner, President Barack Obama,
Presidents Carter and Clinton

See also *capitalization* and *titles of people*.

priority

Means "something that is more important than other considerations; something that deserves to be first." Therefore, you can't have more than one priority, any more than one person or experience can be "more unique" than another (see **unique**). Use *priority* alone, without the addition of *top* or *first*.

professor

Capitalize only if it precedes a proper name.

BUT lowercase if *professor* refers to a generic designation and is not an actual title:

Professor Erickson

She patterns her playing style after music professor Kyle Smith.

See also *capitalization* and *titles of people*.

Q

proved, proven

The past tense of *prove* is *proved*; *Webster's* suggests *proved* as the past participle:

The dean has proved her point.

But there are exceptions:

A proven belief (adjective preceding noun)

That rumor has not been proven true. (with negative)

PSAT (Preliminary Scholastic Aptitude Test)

Also known as PSAT/NMSQT (National Merit Scholar Qualifying Test).

No periods.

See also ACT and SAT.

qualitative, quantitative

Qualitative refers to qualities (characteristics, properties, attributes):

Qualitative analysis would tell us those facets of Emory that appeal to transfer students.

Quantitative refers to quantity (amount, measure, size, volume):

Quantitative analysis would yield the proportion of Southeastern natives at Emory.

quotation, quote (nouns)

Although both are listed in *Webster's* to refer to verbal or written passages attributed to another person or to an estimated price, use *quotation* in formal writing:

We will solicit a quotation from each of Emory's trustees.

NOT We will get a quote from each trustee.

quote (verb)

Can you quote the Declaration of Independence from memory?

May I quote you on that statement?

R

race

See **nationality and race**.

ranges

Use the words *to* or *between* to represent the range between two factors:

The distance is from 12 to 15 miles.

Estimated attendance was between 15,000 and 17,000.

Use an en dash for abbreviated ranges appearing in listings and charts.

noon–3 p.m.

ratio

Use figures, without a hyphen or colon:

There is a student/faculty ratio of 12 to 1.

reason . . . is that

Never say “the reason . . . is because . . .”

NOT The reason she applied to Emory is because the campus felt right.

BUT The reason she applied to Emory is that the campus felt right.

Better yet, cut the extra words:

She applied to Emory because the campus felt right.

See also **because**.

refer, refer back

This word, derived from the Latin words meaning “carry back” or “carry again,” already contains the idea of “back.” The phrase *refer back* is redundant.

regard, regards

The singular form is correct in prepositional phrases such as *in regard to* and *with regard to*, both of

which mean the same thing as the antiquated plural form phrase *as regards* (**NOT** *as regards to*).

You can avoid the whole question of singular v. plural, and can also sound much more modern, by simply replacing all those wordy phrases with *concerning* or *about*.

religious titles

Protestant variants:

Official title: the Reverend David Jones, senior pastor, Glenn Memorial United Methodist Church. In conversational address: Dr. (or Mr.) Jones. For letters/written reference: Rev. David Jones. Casual/generic reference: the minister, the pastor.

Roman Catholic variants:

Official title: the Reverend Bryan Small. In conversational address: Father Small. For letters/written reference: Father Small. Casual/generic reference: the pastor.

Jewish variants:

For rabbi and cantor, capitalize these titles before a person’s full name on first reference: Rabbi Zalman Lipskier. On second reference, use only the last name.

Muslim variants:

Official title: the Imam Plemon El-Amin. In conversational address: Imam El-Amin. Casual/generic reference: the imam.

residence hall

Use this term rather than *dormitory*.

resume

No accent marks.

See also **foreign words**.

Round Table v. roundtable

Use *Round Table* to describe King Arthur and his knights or when specifically used in a name. Use *roundtable* to describe meetings, conferences, and deliberations held in such a manner.

RSVP

All uppercase, no periods.

rules and regulations

Both a cliché and a redundant phrase; avoid.

said, says

Use said with direct and partial quotes as well as paraphrases. Says is also appropriate to use with quotes.

“Emory has a beautiful campus,” the visiting student said.

NOT The visiting student says Emory has a beautiful campus.

SAT (Scholastic Aptitude Test)

Use no periods in the abbreviation and no commas in the scores of this exam administered by the College Entrance Administration Board.

See also ACT and PSAT.

school names

Emory has nine schools of undergraduate, graduate, and professional education. When all schools are listed, they should appear by date of founding or alphabetically.

Except for internal publications, the formal name of the school should appear on first reference. First, second, and internal/informal references (if applicable) are as follows:

Emory University, Emory, the university

Emory College of Arts and Sciences, Emory College, the college

Oxford College of Emory University, Oxford College, Oxford, the college

Emory University School of Medicine, Emory School of Medicine, school of medicine

Nell Hodgson Woodruff School of Nursing, school of nursing, the nursing school

Candler School of Theology (*Note: No the precedes Candler School of Theology.*)

United Methodist students make up the majority of the

student body at Candler School of Theology.

Emory University School of Law, Emory Law, law school

Goizueta Business School (*Note:* No the precedes Goizueta Business School.)

BusinessWeek and *U.S. News & World Report* consistently rank Goizueta Business School's Executive MBA program in the top ten.

James T. Laney School of Graduate Studies, Laney Graduate School, the graduate school

Rollins School of Public Health, RSPH (*internal*), the School of Public Health (*Note:* Never use public health school.)

See also capitalization.

Scripture, scriptures, scriptural

Names of scriptures and other highly revered works are capitalized but not italicized.

Donna and Marvin Schwartz Center for Performing Arts

Note: There is no *the* preceding Performing Arts.

seasons

See capitalization.

See also dates.

self- (prefix)

Hyphenate unless preceded by un- or followed by a suffix.

unselfconscious
selfless
self-centered

See compound words.

serial comma

This is a major difference between *CMS* and *Associated Press (AP)* styles. Use the serial comma. *See* **serial comma** in the Guide to Punctuation and Usage on page 47. (*Note:* *Emory Report*, the Emory web, and the Department of Athletics and Recreation use *AP* style.) Scientific text should always use serial commas to avoid confusion and clarify the elements of the series.

sexism

Sexist biases are encoded in our language. To help perpetuate a vocabulary that is fair to both women and men, use ungendered language whenever you can. Examples:

firefighter, not fireman

US representative, not Congressman

chair, not chairman

businessperson, not businessman

When possible, avoid *he* and *his* as inclusive references. Don't use slash-forms: *she/he* and *his/her*.

Saying *his* or *her* and *he* or *she* is fine, but those expressions can be awkward. It would be better to alter the sentence using plurals instead of singulars.

"All students plan their own programs," rather than the equally correct, *"Each student plans his or her own program."*

since

Avoid using in place of *because*. Although it is an accepted usage according to *Webster's*, *since* is more clearly used to indicate a time reference:

It has been seven months since we first heard the news.

The show was canceled because no one showed up.

NOT The show was canceled since no one showed up.

See **because**.

Social Security number

Note uppercase and lowercase initial letters, but SSN when abbreviated.

split infinitive

See verbs.

sports terms

Because *The Chicago Manual of Style* does not contain a comprehensive listing of sports terms, see *The Associated Press Stylebook and Libel Manual*.

See NCAA (National Collegiate Athletic Association).

St Andrews

Note: no period after *St* in this sister school to Emory.

state names

Use postal state abbreviations—omitting the comma between city and state—only with full addresses, including a zip code. For all other uses, use the following abbreviations for states.

Ala., Ariz., Ark., Calif., Colo., Conn., Del., Fla., Ga., Ill., Ind., Kan., Ky., La., Md., Mass., Mich., Minn., Miss., Mo., Mont., Neb., Nev., N.H., N.J., N.M., N.Y., N.C., N.D., Okla., Ore., Pa., R.I., S.C., S.D., Tenn., Vt., Va., Wash., W.Va., Wis., Wyo.

Note: the following states are not abbreviated: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas, and Utah.

See addresses.

state-of-the-art (adj.)

Avoid overuse of this term; it's becoming a cliché.

study abroad

Do not hyphenate *study abroad*.

Students can visit more than 50 countries in Emory's study abroad program.

We encourage our students to study abroad.

student-athlete

subjunctive mood

Use the subjunctive mood of a verb for contrary-to-fact conditions and for expressions of doubts, wishes, or regrets:

If I were rich, I wouldn't have to work.

I wish it were possible to take back my words.

Sentences that express a contingency or hypothesis may use either the subjunctive or the indicative mood, depending on the context. In general, use the subjunctive if there is little likelihood that the contingency might come true:

If I were to inherit millions, I wouldn't have to worry about money.

BUT If this bill passes as expected, it will provide a tax cut.

syllabus/syllabi

Webster's lists *syllabi* first as the plural form.

T

teacher

At Emory, professor or instructor is preferred whenever possible.

See also professor.

telephone numbers

See phone numbers.

television

See TV.

thankfully

Another dangling modifier, often used in sentences like this: “*Thankfully, the rain waited until after my wedding day.*” If you want to convey that you, rather than the rain, were thankful, revise one of two ways:

I was thankful the rain waited until after my wedding day.

OR Thankfully, I marveled that the rain had waited until after my wedding day.

See also hopefully, importantly, and dangling modifiers.

that/who v. which/who

Restrictive clauses: *That* (or *who*, for persons) identifies which one and does not need a comma.

A corporation that works with Emory will never regret that association.

My brother who works in Toledo came home for the holidays. (In this example, the *who* tells which brother, the one who works in Toledo.)

Nonrestrictive clauses: *Which* (or *who*, for persons) identifies information that is not essential to the sentence and is separated by a comma.

My new Cadillac, which has a sunroof and an MP3 player, is the most luxurious car I’ve ever driven.

My oldest brother, who works in Toledo, came home for the holidays. (In this example, the sentence’s subject

tells us which one because the writer can have only one oldest brother. The information about Toledo therefore is not necessary to the meaning of the sentence.)

the

If you’re wondering whether to place this article before the name of one of Emory’s centers, colleges, and schools, honor the institution’s preference. Unless it’s the first word in a sentence, don’t capitalize *the*.

BUT The Carter Center

See also school names.

theater, theatre

Use theater except for proper names of theaters that spell themselves *theatre*.

We enjoyed our trip to the theater.

Theater Emory has joined with the Alliance Theatre to produce two original plays next season.

the fact is...

A bad beginning. If you know the fact, simply state it.

their, they’re, there

Their indicates possession, *they’re* is a contraction for *they are*, and *there* is an adverb that reveals location.

They’re proud of their new car that is parked over there.

there is, there are

Whenever possible, avoid using either of these weak constructions at the beginning of a sentence.

this

The pronoun *this*, used to refer to the complete sense of a preceding sentence or phrase, can’t always carry the weight and so may produce an imprecise statement. Avoid letting *this* stand alone at the beginning of a sentence, clause, or phrase; and never let it stand alone at the beginning of a paragraph.

NOT This is an excellent value.

BUT This program provides excellent value.

through

Note spelling. Do not use the colloquial short form, *thru*.

time

See a.m., p.m.

time zones

Capitalize the full name of the time in force within a particular zone, for example, Eastern Standard Time, and Central Standard Time.

When you're citing clock time in a particular time zone, abbreviate and punctuate as follows: noon EST, 9 a.m. CST.

titles of conferences, seminars, and meetings

Capitalize all the principal words in the full titles of conferences and meetings. Do not italicize or put in quotes.

We will attend the American Lung Association's 2012 International Conference on Cancer.

James Wagner is the keynote speaker at the International Conference on Education.

BUT The tax conference ends on Thursday.

titles of people

In general, *AP Stylebook* rules for title apply to Emory publications and websites.

Chaired professorships should be fully defined and capitalized on first reference and can be shortened as needed on second reference:

Alan Abramowitz, Alben W. Barkley Professor of Political Science, Barkley professor.

“Professor,” or a similar designation, is not capitalized before a name (or anywhere else) unless the full job title of the professor is listed.

I visited professor John Smith in his office. We met Assistant Professor of Chemistry Harry Doyle at Saba. Harry Doyle is an assistant professor of chemistry.

Do not use courtesy titles such as Mr., Miss, Ms., or Mrs. except in special circumstances such as an award or a formal invitation, although even in this context their usage is not mandatory. Do not use them on second reference.

Reverend, or Rev., is an acceptable title before a name, because it indicates a job title.

Emory publications do not list academic degrees after a name, due to limited space and the highly educated nature of the academy, where people often have multiple degrees.

In general, do not use Dr. before a name except in special circumstances.

Do not use designations such as MD or Esq. after a name.

Occupational titles (as opposed to formal titles) do not take caps:

astronaut John Glenn, biology professor Charles Saxe

Capitalize civil, military, religious, academic, and professional titles when they precede a personal name:

Pope John Paul II, Professor Michele Benzi, Sister Honora

Lowercase titles when they come after a name or when they are used alone:

Abraham Lincoln was president of the United States.

James W. Wagner is the 19th president of Emory University.

President Jim Wagner came to Emory from Case Western Reserve University.

Michele Benzi is a full professor in the Department of Mathematics and Computer Science.

See also **capitalization** and **religious titles**.

titles of works

Use italics for books, plays, newspapers, periodicals, movies, TV and radio shows, and titles of photographs and art exhibitions..

Capitalize the first and last words and all the principal words, including prepositions and conjunctions of five or more letters. Lowercase *a*, *the*, *and*, *or*, *for*, *nor*, prepositions of less than five letters, and the *to* in infinitives. Don't lowercase parts of speech other than those listed here—even if they're less than five letters.

Free to Be, You and Me

Butterflies Are Free

The Odyssey

Cousin, Cousine

Buffy the Vampire Slayer

All Things Considered

For stories, songs, articles, chapters, speeches, and poems, use quotation marks instead of italics and capitalize as above. *Note:* Long poems take the italic form.

"The Gift of the Magi"

"The Robber Bridegroom"

"Stopping by Woods on a Snowy Evening"

BUT *Beowulf*

For papers, theses, dissertations, and other unpublished works, use quotations and capitalize as above.

For a more complete discussion, see *CMS*.

See also **magazine names** and **newspaper names**.

total (noun)

The phrase *a total of* is often redundant.

Five students received awards.

NOT A total of five students received awards.

toward, towards

As *Webster's* recommends, use *toward*, not *towards*. The same holds true for other similar combinations, such as *backward*, *inward*, and *upward*.

trademarks

Trademarks such as Kleenex, Xerox, and Coke should be capitalized. Check them in the *Trade Names Directory*, available in most public libraries.

Although owners of trademarks must use the special trademark symbol—® or ™—in their advertisements, the general public is under no such obligation.

Some product names—such as thermos, nylon, and jeep—were originally brand names but have come to be used commonly.

Be wary of using these trademark names unless you are referring specifically to that product. Use the noted alternative:

Levi's/jeans

Jello/gelatin

Prozac/antidepressant, Pepcid/antacid, and Tylenol/acetaminophen

Q-tips/cotton swabs

Vaseline/petroleum jelly

Band-Aid/adhesive bandage

Scotch tape/tape

transfer, transferred, transferring**T-shirt****turnaround (noun, adj.), turn around (verb)**

Usually brochures have a six-week turnaround.

Turn around in that driveway if you have room.

TV

Acceptable as an adjective or in such constructions as cable TV. Generally, though, use television as the noun.

undergraduate (noun, adj.)

Avoid using the slang *undergrad*.

under way

Two words.

unique

This word means “having no like or equal.” Logically, a thing cannot therefore be “more unique,” “most unique,” or “very unique.” Try substituting another word: *novel, exceptional, remarkable, rare, inimitable, peerless, incomparable, uncommon, unusual*.

-up (suffix)

Follow *Webster's*; hyphenate if the word is not listed.

Sample nouns/adjectives: breakup, checkup, cleanup, closeup, follow-up, grown-up, layup, makeup, mix-up, mock-up, pileup, runners-up, setup

BUT when any of these occurs as a verb, write it as two words.

upperclass**URL addresses**

URL stands for uniform resource locator, the web address used to access sites on the Internet. Do not apply special styles to URLs such as bold or italic typefaces. Do not underline. You may shorten web address listings in various ways but always test the functionality of the abbreviated version before sharing it in print, online, or email formats. You can usually eliminate the *http://* and, often but not always, drop the *www* at the beginning of the web address. Include a period if a URL comes at the end of a sentence, but do not hyphenate if it is broken at the end of a line. When a URL must be broken over a line, CMS recommends breaking before rather than after a slash.

The web address for Emory University's Center for Women is womenscenter.emory.edu/.

The web address for Emory Healthcare is emoryhealthcare.org.

See also computer/online terms.

US

Note the lack of periods, which is a new element of the 16th edition of *CMS*. Used as an adjective but not as a noun for *United States*. When you need a noun, either write out *United States* or use *the nation*. Avoid using the abbreviation *USA* or the word *America*.

verbal

See *oral, verbal*.

verbs

SPLITS. In general, avoid awkward constructions that split either the infinitive form of a verb (to leave, to help, etc.) or the compound forms (had left, have arrived, etc.).

She planned to leave immediately.

NOT She planned to immediately leave.

We had left home hurriedly.

NOT We had hurriedly left home.

Sometimes, however, such splits are necessary to avoid misreading:

She wanted to really help her friend.

Those who do well are usually rewarded.

The budget was tentatively approved.

versus

Legal cases use *v*. In running copy, spell out.

very

An intensifier that actually drains meaning from your sentences if used too often. (When too many points are emphasized, none stands out.) Often you can find a more precise way of expressing your thoughts:

I was thrilled he asked me out.

NOT I was very happy he asked me out.

When my novel was rejected, I despaired.

NOT When my novel was rejected, I was very sad.

vice president

No hyphen. The same rule holds true for other “vice” compounds.

videoconferencing, videodisc, videogame, videotape

One word.

BUT laser disc, compact disc

VISA

Trademark name of credit card and company. All caps.

website versus web page

When referring to any web presence that contains more than one page or location, use *website*. *Web page* should only be used to refer to a single page within a site, or a single-page site with no internal links. Use *home page* only to refer to the opening or introductory page of a website.

See also **computer/online terms.**

well (adv.)

Compounds formed with well plus a participle or an adjective are hyphenated before but not after a noun.

a well-known author

the child is well read

which

This word must have a definite antecedent in your sentence. Don't use *which* to refer to a whole idea, and NEVER use *which* as a conjunction.

We will hire him if he passes the drug test, but I doubt that he will.

NOT We will hire him if he passes the drug test, which I doubt. (ambiguous reference)

She wants to know whether he passed the test, but I have no idea.

NOT She wants to know whether he passed the test, which I have no idea.

See **that/who v. which/who.**

while

Usually refers to time. Avoid indiscriminate use of *while* as a substitute for *and*, *but*, and *although*.

Sherry toured Oxford while her friend waited in the car.

NOT While I disagree with you, your point is well taken.

BUT I disagree with you, but your point is well taken.

See also **although** and **a while, awhile.**

who, whom

With whom are you going to the dance? (*Whom* is the object of the verb *going*.)

Who is that girl in the corner?

whoever, whomever

The form depends on the word's use in the sentence.

Whoever answers the phone will receive my exciting message. (*Whoever* is the subject of the verb *answers*, and the entire phrase *whoever answers the phone* functions as the subject of the verb *will receive*.)

I will speak to whoever answers the phone. (This one is tricky. *Whoever* functions as the subject of the phrase *answers the phone*; the entire phrase *whoever answers the phone* is the object of the preposition *to*.)

Repeat this story to whomever you see. (Here, *whomever* is the object of *you see*, and *whomever you see* is also the object of the preposition *to*.)

Hint: Try substituting *anyone who* or *anyone whom*; that might help you choose the correct form.

wide- (prefix)

Usually takes a hyphen: wide-eyed, wide-open.

Exception: widespread.

-wide (suffix)

Does not take a hyphen: worldwide, statewide, campuswide.

Exception: CMS says to hyphenate long, cumbersome words such as university-wide.

-wise (suffix)

Avoid this suffix whenever you can.

word breaks

Do not separate the elements within phrases such as 6 p.m., St. Catherine, Mrs. Worthy.

Exception: Class years can be broken away from alumni names.

words as words

Put in italics:

"Distinguishing between *whoever* and *whomever* always confounds me," he lamented.

workforce, workplace (nouns)

work-study (adj., noun)

Use a hyphen, not a slash.

NOT work/study

world-class

yearlong, weeklong, daylong

One word.

Years

When creating invitations or other publications for Emory that contain dates, be sure to include the year for future historical reference. To indicate ranges of years, do not use dashes except in a citation or list and do not abbreviate.

NOT 2007–08

1990 to 2000

He took a leave of absence during the 2007–2008 academic year.

zip code

Emory University Degree Offerings

AA	Associate of Arts
AMSc	Associate of Medical Science
BA	Bachelor of Arts
BBA	Bachelor of Business Administration
BMSc	Bachelor of Medical Science
BS	Bachelor of Science
BSN	Bachelor of Science in Nursing
DM	Doctor of Ministry
DPT	Doctor of Physical Therapy
JD	Doctor of Law
LLM	Master of Law
MA	Master of Arts
MAT	Master of Arts in Teaching
MBA	Master of Business Administration
MD	Doctor of Medicine
MDiv	Master of Divinity
MEd	Master of Education
MM	Master of Music
MMSc	Master of Medical Science
MPH	Master of Public Health
MPT	Master of Physical Therapy
MS	Master of Science
MSM	Master of Sacred Music
MSN	Master of Science in Nursing
MSPH	Master of Science in Public Health
MTS	Master of Theological Studies
PhD	Doctor of Philosophy
ThD	Doctor of Theology
ThM	Master of Theology

Emory Places and Programs

Official Emory programs are capitalized. Exceptions apply for capitalization on stand-alone lists.

Campaign Emory

Capitalize the official names of academic departments; lowercase on second reference.

Department of Economics, the economics department

Lowercase references to Emory using the words university and college.

The university has unveiled a new benefits package for staff.

The college no longer has a major in violence studies.

Below are the names of university buildings, centers, and programs. When applicable, appropriate second references appear as well. This list is not exhaustive.

Administration Building
Allen Church (Oxford College)
Atwood Chemistry Center
B. Jones Center
Baker Woodland
Burlington Road Building
Callaway Center

Campuses

Atlanta campus (or main campus, depending on audience)
Briarcliff campus
Clairmont campus
Oxford campus

Cannon Chapel

Centers

Center for Ethics
Center for Myth and Ritual in American Life, MARIAL Center
Center for Women at Emory, Center for Women
The Carter Center
Children's Healthcare of Atlanta, Children's on second reference (never CHOA)
Emory-Children's Center (always use the hyphen); ECC on second reference
Fox Center for Humanistic Inquiry, CHI, the center
James Weldon Johnson Institute for the Study of Race and Difference

Cox Hall
Dental School Building
Dobbs University Center, DUC
Emerson Concert Hall (Schwartz Center)
Emerson Hall (Chemistry)

Emory Clinic: Building A, Building B, Building C
Emory College Center for Creativity & Arts
Emory Conference Center
Emory Continuing Education (formerly Emory Center for Lifelong Learning)
Gambrell Hall

Health care campuses

Emory University Hospital
Emory University Hospital Midtown (formerly Emory Crawford Long Hospital)
Emory University Orthopaedics & Spine Hospital
Saint Joseph's Hospital

Glenn Auditorium (as performance venue)
Glenn Memorial United Methodist Church (for religious services)
Grady Memorial Hospital
Houston Mill House
Lullwater Preserve (not Lullwater Park)
Manuscript, Archives, & Rare Book Library, MARBL
Mary Gray Munroe Theater, MGM Theater
Mathematics and Science Center, Math & Science Center
Michael C. Carlos Museum, Carlos Museum, the Carlos, museum
Miller-Ward Alumni House, Miller-Ward, MWAH
North Decatur Building
Oxford Chapel
Oxford Road Building
Performing Arts Studio
Pitts Theology Library
Quadrangle, Quad
Rollins Research Center
Schatten Gallery (includes main gallery and corridor gallery)

Schools

Emory University
Candler School of Theology, Candler, theology school
Emory College of Arts and Sciences, Emory College, the college
Emory University School of Law, Emory Law, law school
Emory University School of Medicine, Emory School of Medicine, school of medicine, medical school
Goizueta Business School

James T. Laney School of Graduate Studies, Laney
Graduate School, graduate school
Nell Hodgson Woodruff School of Nursing, school of
nursing, nursing school
Oxford College of Emory University, Oxford College,
Oxford, the college

Rollins School of Public Health, RSPH (internal), school
of public health

Schwartz Center for Performing Arts, Schwartz Center
Seney Hall (Oxford College)
Student Activity & Academic Center, SAAC
Tarbutton Hall (Emory)
Tarbutton Performing Arts Center (Oxford)
White Hall
Whitehead Biomedical Research Building
Winship Cancer Institute of Emory University, Emory's
Winship Cancer Institute,
Woodruff Health Sciences Center Administration
Building, WHSCAB
Woodruff Health Sciences Center, WHSC (internal),
health sciences
Woodruff Memorial Research Building
Woodruff P. E. Center, WoodPEC
Yerkes National Primate Research Center, Yerkes
1525 Building
1599 Building
1762 Building

Guide to Punctuation and Usage

This section includes selected guidelines only; it does not attempt to cover all the rules of punctuation. For further information on the use of punctuation, consult the *Chicago Manual of Style*, the *Associated Press Stylebook*, a dictionary, or a grammar handbook.

apostrophe

For nouns plural in form but singular in meaning, add only an apostrophe: mathematics' rules, measles' effects, United States' wealth.

For singular nouns ending in s sounds (but not in s itself), add apostrophe and s:

Butz's policies, the fox's den, Marx's theories, Xerox's product

For names ending with an unpronounced s, add apostrophe and s:

Descartes's *Meditations*, according to the author, was meant to defend the Christian faith.

For names ending with an “eez” sound, add apostrophe and s:

Xerxes's reign was from 486 to 465 BC.

Euripides's plays seem modern by comparison with those of his contemporaries.

Note: When these forms are spoken, the additional s is generally not pronounced.

Never use an apostrophe to denote the plural of a personal name: the Smiths, not the Smith's.

To designate possession in a last name ending in s, such as Johns, add an apostrophe without an additional s—Johns'.

Don't use an apostrophe with plural abbreviations of degrees or tests, or with dates:

MBA's, SAT's, GPA's

1990s, 1860s

See plurals.

colon

Capitalize the first word after a colon only if it is a proper noun or the start of a complete sentence. Insert only one space after the colon.

She gave us her promise: The company will make good all the losses.

BUT That evening we had three goals: to eat dinner, discuss the day's work, and get to bed before 2 a.m.

Unnecessary colons. The words preceding a colon should form a complete sentence. If you find yourself putting a colon after such as or a verb, it is probably incorrect. (Hint: Try reading your sentence out loud and see how silly it sounds to come to a complete stop after such as.)

comma

In a series, put a comma before the and:

The campus tour included the library, the gym, and the theater.

See dates.

You can omit the comma after a short introductory phrase, but only if no ambiguity will result:

At St. Mary's you feel immediately at home.

BUT On the street below, a curious crowd gathered.

With conjunctions: When a conjunction such as and, but, or for links two independent clauses, use a comma before the conjunction if the subject of each clause is expressly stated:

We visited Washington, and our senator greeted us personally.

BUT We are visiting Washington and plan to see the White House.

Use a comma after introductory words ending in ly.

Previously, Thomas Lawley served as acting dean.

With numbers: Use a comma in numbers of 1,000 and above, unless they appear in an address or an SAT score.

Names of people:

Ben F. Johnson III is chair of the Emory University Board of Trustees.

James L. Ferman Jr. serves on the executive committee of the board.

Names of states or nations, with city names

Last year we had students from Selma, Alabama, and from Fargo, North Dakota; this year we have students from Dublin, Ireland, and even from Reykjavik, Iceland.

Placement with quotation marks: Commas always go inside quotation marks.

See also academic degrees and class of.

dash

There are several types of dashes, each with specific uses. For the purposes of this manual, there are three types to know: the em dash, the en dash, and the hyphen. Most wordprocessing programs have em and en dashes available. For those that don't, use two hyphens to represent an em dash, and a hyphen to represent an en dash. The same rules apply for dashes on the web.

The em dash is the longest and denotes an abrupt change, interruption, or emphatic phrase. Do not place spaces before or after the dashes:

The professor's hypothesis—though rejected by scholars—actually had merit.

The en dash is shorter than the em dash and is used to connect continuing or inclusive numbers:

1968–1972, 10 a.m.–5 p.m., pp. 38–45

En dashes should be used in complex adjectival phrases to avoid confusion

the post–Civil War period, non–brain-injured patients, Winston-Salem–based company, physician–lawyer–directed program

The hyphen is used for numbers that are not inclusive, such as Social Security numbers or for hyphenated compound words, names, or modifiers:

word-of-mouth, Olivia Newton-John, a fast-moving car

ellipsis

For omission: Use to indicate any omission from within a quoted passage. Three dots—beginning with a space, and with an additional space after each dot—indicate an omission within a sentence or between the first and last words of a quoted fragment.

Spacing of ellipses: If the words preceding an ellipsis constitute a grammatically complete sentence, place a period at the end of the sentence, add a space, and then add the three dots, with spaces in between them.

The spirit of our American radicalism is destructive and aimless. . . . On the other side, the conservative party . . . is timid and merely defensive of property. . . . It does not build, nor write, nor cherish the arts, nor foster religion, nor establish schools.

Important: Unless you have a clearly defensible reason, don't use an ellipsis as a "trailing off" end to a phrase or sentence.

exclamation point

Use exclamation points sparingly. They can make writing seem both juvenile and falsely enthusiastic.

hyphen

Other than for word divisions and compound modifiers, hyphen use should be limited. Hyphens are commonly but erroneously used where em dashes and en dashes should be used.

See also dash.

parentheses

Remember that parentheses, though sometimes serviceable, are jarring to the reader. If you find them cropping up often in your writing, simplify your sentences or your thoughts; try including the parenthetical material some other way.

Punctuation: If the parenthetical material is a fragment and comes at the end of your sentence, place the period outside the parenthesis (as with this example). But if the parenthetical material stands alone as a sentence, include the period within the parenthesis: (Such are the basics of correct punctuation.)

period

Periods always go inside quotation marks.

Omit periods from academic degrees.

MD, PhD, ThD

plurals

For numbers and noun coinages: simply add an s:

YMCA's, the 1920's, CPA's, laser's, PhD's

Single letters, add 's: x's and y's, p's and q's, but all As

Italic plurals: put the final s (or 's) in roman type:

I love the *Rubaiyat's* lyrical poems.

Words as words: don't use an apostrophe:

His speech had too many *ifs, ands, and buts*.

See also **apostrophe**; check manual for individual words such as curriculum and memorandum.

quotation marks

For irony, quaintness, or unfamiliarity: If you're striving for an ironic or quaint effect with a particular word or phrase, or if you're making the first reference to an unfamiliar expression, you may set it off with quotation marks:

I was tickled to learn that Patti had “gored his ox.”

Otherwise—except for direct quotations—use quotation marks sparingly.

With other punctuation: Periods and commas go inside. Dashes, semicolons, question marks, and exclamation points go inside only if they’re part of the quoted matter; otherwise, put them outside.

Quotations within quotations: Alternate between double and single quotation marks:

Tamara said, “Ginger told me only yesterday, ‘I realize that accusing Patti of “goring his ox” was going a bit too far.’ ”

Note: The “smart quotes” used by programs such as Microsoft Word can result in garbled copy on the web. Turn off the smart quotes feature when writing copy for the web.

semicolon

To link independent clauses: The semicolon can replace such conjunctions as and, but, or for:

The package was due last week; it arrived today.

To clarify a series: Semicolons can shed light in a series that contains internal commas:

He leaves a son, John Smith of Chicago; two daughters, Jane Smith of Wichita, Kansas, and Mary Smith of Denver, Colorado; and a sister, Rochelle Glick of Sweet Lips, Tennessee. (Note: the semicolon also appears before the and in such a series.)

Even when a conjunction is present, use a semicolon before it if the individual clauses contain internal commas:

They pulled their boats from the water, sandbagged the retaining walls, and boarded up the windows; but even with these precautions, the island was hard-hit by the hurricane.

serial comma

Use a comma before the and in a series of three or more items.

Be sure to keep the elements in a series parallel.

She applied to Emory University, Georgia Tech, and Oxford College of Emory University.

NOT She applied to Emory University, Georgia Tech, and especially liked Oxford College of Emory University.

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