

OFFICIAL NAME / UNOFFICIAL NAME(S)

Institute for Peace Studies Peace Institute
Intermountain Equestrian Center - Equestrian Center
Jorgenson Residence Hall - Jorg
Morledge - Kimball Hall - MorKim
Losekamp Hall
McDonald Commons
Morledge Facility Services Building
Practice Football Field
Prescott Hall
The Great Room
Rimview Residence Hall - Rimview
The Green
Aviation Hall
Technology Hall - Tech Hall
Tyler Hall - Tyler
Widenhouse Residence Hall - Widenhouse

ABBREVIATIONS

States

Spell out the name of states when used alone in text (e.g., She was a Pennsylvania native.) Follow AP style for abbreviation of states when used in conjunction with cities, towns, military bases, etc., in text (e.g., He was from Wayne, Pa.; Columbus, Ohio; Murfreesboro, Tenn.). General rule: spell out names of states that are five letters or fewer (Idaho, Iowa, Maine, Ohio, Texas, and Utah), plus Alaska and Hawaii. Use two-letter post office abbreviations elsewhere (rosters, addresses, etc.).

State Abbreviations

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.			

Months

Abbreviate months if you include the date (e.g., They were married Dec. 21, 2002). Do not abbreviate when used alone or with a year (e.g., They were married in

December 2002). Do not abbreviate March, April, May, June, or July.

Academic Degrees

Not capitalized when referred to in general form (e.g., master's, doctor's, doctorate, bachelor's, master of science). Abbreviate using caps with no spaces after periods (e.g., M.A., B.S., Ph.D.).

ACADEMIC PROGRAMS AND MAJORS

Course Titles

Use lowercase when referring generally to courses and classes. Capitalize specific course names (e.g., a biology course; but Biology 110 or Foundations of Biology).

Majors/Programs

Do not capitalize majors, minors, specializations and concentrations (e.g., She majored in chemistry.).

Committees

Capitalize names of specific committees and lowercase the second reference (e.g., Curriculum Development Committee, the curriculum committee).

Academic/Administrative Departments

Use lowercase for all academic departments and offices. (e.g., Department of Biology, but biology department; Office of Communication Services, but communication services office).

Numbers

Spell out numbers one through nine; use figures for 10 and above. Use numerals for dimensions, distances, percentages and ages. Spell out numbers at the beginning of a sentence.

Percentages

Use "percent" in text and symbol (%) in charts/graphs/tables. Always use number (6 percent, 50 percent, 8.5percent...). Phone Numbers: Use () around area codes, e.g., (724) 555-1111For toll-free numbers use 1-800-555-5555 or (800) 555-5555.

Money

Use figures and the dollar sign. For amounts over the thousands, use the dollar sign, a numeral and the appropriate word (e.g., \$100 million, \$3.1 trillion).

Years

For decades add an "s" to the end (e.g., 1980s). For abbreviations, use an apostrophe (e.g., a '57 Chevy).

Grade Point Averages

Always carry out to at least one decimal place (e.g., a 4.0 scale), in most cases two decimal places is preferred (e.g., a GPA of at least 3.60 is needed).

PUNCTUATION - COMMA QUESTIONS

Commas

- Use comma between city and state names and after state name or abbreviation (e.g., He was traveling from Austin, Texas, to Philadelphia, Pa., en route to Boston, Mass.).
- As a general rule, do not use the serial/Oxford comma: so write 'a, b and c' not 'a, b, and c'. But when a comma would assist in the meaning of the sentence or helps to resolve ambiguity, it can be used - especially where one of the items in the list is already joined by 'and.'
- No comma necessary in name prior to suffix (e.g., Martin Luther King Jr.).
- When a phrase lists only a month and year, do not separate with commas. When a phrase refers to a month, day and year, set off the year with commas (e.g., He said Jan. 27, 2001, was the target date; January 2001 was the opening month.)
- For numbers larger than 999 use commas to mark off thousands, millions, etc. (e.g., 1,001 reasons to smile; 2,200 students).

Hyphens

Per AP: Use a hyphen when a compound modifier precedes a noun, except the adverb very and adverbs ending in -ly. Examples: We went off campus to eat. We live in off-campus housing. She works full time. She has a full-time job. Please sign up for the trip. Don't forget the sign-up sheet.

Quotation Marks

Periods and commas always are placed within the marks. Dash, semicolon, question mark and exclamation point are placed within the marks when they apply to the quoted matter only; place them outside when they apply to the entire sentence.

Spaces

Use only one space after punctuation marks, including periods.

Sports Terms

- All-America(n)
- all-conference, all-region, but All-Mideast Region, All-Presidents' Athletic Conference (All-PAC)
- coach – lowercase unless used directly before a name (the coach issued a statement... Coach Gene Nicholson said today... Gene Nicholson, golf coach, said today... Director of Athletics Jim Dafler announced.... Jim Dafler, director of athletics, announced today...)
- kick off (v.); kickoff (n., adj.)
- national championship – capitalize only in a proper name (e.g., NCAA Division III National Championship game...)
- Presidents' Athletic Conference (first reference, PAC thereafter)
- quarterfinals, semifinals, finals
- scholar-athlete, student-athlete

TITLES

Academic and Administrative Titles

Capitalize only before a proper name. (e.g., Rocky Mountain College President Michael R. Mace; Michael Mace, president of Rocky Mountain College; Professor Stephen Germic; Stephen Germic, professor of English; Leslie Edwards is the registrar; Vice President of Enrollment Services Kelly Edwards; Greg Kohn has been named vice president for community relations and human resources.)

Use Dr. in first reference as a formal title before the name of an individual who holds a doctor of medicine degree. If appropriate in the context, Dr. may also be used for individuals who have earned other types of doctoral degrees.

Religious Titles

The first reference to a clergyman or clergywoman should include a capitalized title before the individual's name. In many cases, the Rev. is the designation that applies.

Courtesy Titles

Courtesy titles such as Mr., Mrs., Miss, or Ms. are generally not used.

Composition Titles

- Books, albums, plays, operas – italics – such as *One Flew Over the Cuckoo's Nest*, *She's So Unusual*, *The Cat and the Canary*
- Movie titles, papers, dissertations, songs, articles, TV series – quotes – such as

“One Flew Over the Cuckoo's Nest,” “Survivor”

- Newspapers – italics – *Pittsburgh Post-Gazette*, *The (Sharon, Pa.) Herald*, *New Castle News*
- Magazines – italics – *Time*, *U.S. News & World Report*, *Yahoo! Internet Life*

A

adviser (preferred over advisor)

alma mater (referring to the school or university one attended;

alumna – a female Rocky Mountain graduate; alumnae (plural)

alumni – a group of men and women who have graduated from Rocky Mountain College

alumnus – a male Rocky Mountain graduate; alumni (plural)

Argo Art Gallery

B

Baccalaureate

Board of Trustees (Board on second reference)

C

century (lowercase, use with numerals, e.g., 19th century; hyphenate as an adjective, e.g., 20th -century poet)

chair (not chairman, chairwoman, chairperson)

Chapel, as in religious service (see above for College buildings)

Christian education

Class of — (capitalize when used before the date in reference to a specific class)

College (capitalize when used as shorthand for Rocky Mountain College)

Commencement

course work (two words)

cum laude

D

Dean's List

decision making (n.); decision-making (adj.)

E

e-mail (no cap, hyphenated)

emeritus, emerita, emeriti (based on gender)

F

fall, but Fall Semester

fax (not FAX)

first-year students, First-Year Program

fund raising (follow AP style: Fund raising is difficult...; The fund-raising campaign...;

We hired a fund-raiser.)

G

grade point average or GPA (no periods; NOT quality-point average or GPA)

Graduate Program

H

Holcad

Homecoming

home page

Honors Program

I

Inquiry

Internet

L

Law PAC

Lifelong Learning Program (LLP on second reference)

log in (v.); login (n.)

log off, log on, log out

M

magna cum laude

Med PAC

N

noon (not 12 noon, or 12:00 p.m.)

O

offline

online

Opening Convocation

P

Preschool or Rocky Mountain College

problem solving (n.); problem-solving (adj.)psychology-human resources
(preferred) or human resources, psychology

Preschool Lab

Q

the Quad, the Quadrangle

R

Room (capitalize when used with a numeral,

e.g., Room 215)

S

Scrawl

semester hours (not credit hours)

speech communication (no s on the end)spring, but Spring Semester

Spring Honors Convocation

summa cum laude

summer, but Summer Session

T

theater (for a location); theatre (for the

discipline)

U

under way (two words)

V

Vespers or Vesper service (not Vespers service)vice president (no hyphen)

W

Web (on the), Web site, Web page

winter

World Wide Web

www.rocky.edu (http:// is not necessary)