A consistent writing style is essential to effective communications. This document provides guidelines for style, word use and other editorial issues particular to St. Lawrence University. These standards apply in all published materials that represent the University to an external audience, in both print and electronic media.

The guide follows the latest edition of *The Associated Press (AP) Stylebook* and www.dictionary.com, with exceptions specific to St. Lawrence noted. Other exceptions may be desirable in rare instances, for example for clarity of meaning. In such cases, St. Lawrence’s office of University Communications is the final arbiter.

Please note that style for academic writing may differ from this guide. Much academic writing adheres to the *Chicago Manual of Style*, which, while similar to *AP* in many respects, also carries significant differences. Similarly, there are accepted variations for social media, differing with each platform.

This style guide is produced by St. Lawrence’s office of University Communications, and was last updated in September 2013. Comments, suggestions and questions may be directed to Neal Burdick, director of editorial services, at nburdick@stlawu.edu.

Entry words below are noted in **boldface** and represent the preferred spellings and capitalizations. Those that appear in **bold brackets** are categories. Titles appear in *italics*. Further explanation is included when necessary to explain nuances, variations or exceptions.

A

**a/an:** Follow standard usage, choosing *an* when its antecedent begins with a consonant mimicking a vowel sound: a historic occasion, an honorary degree.

*[Abbreviations]:* Commonly used abbreviations of more than two letters do not require periods and should be in upper case: GPA, HEOP, NCAA, FAFSA, FERPA. *Exception:* Ph.D. Avoid “NYC” for New York City, except rarely in Class Notes, or in quoted material. For state abbreviations, go to Appendix 2.

**a cappella**

*[academic departments]:* see *capitalization*.

**acknowledgment,** not acknowledgement.
the Adirondacks: refers to both the mountain range and the region. The Adirondack Park (not Adirondack State Park) is the largest park in the U.S., excluding Alaska.

[administrative offices]: see capitalization

admissions (plural)

adviser, not advisor.

affect/effect: One has an effect on something, but is affected by something. Affect is not synonymous with “impact” when used as a verb: The blossoms were affected by the early spring.


afterward, not afterwards.

All-America, All-American: Individual team members may be called All-Americans. Use All-America in other applications. She is an All-American. He is an All-America selection.

alma mater: Lowercased and not italicized except in reference to St. Lawrence’s alma mater (song), the title of which is “Alma Mater” (uppercase, in quotation marks, and note no “The.”) If you are a Laurentian, the name of your alma mater’s alma mater is “Alma Mater.”

alumnus, alumni, alumna, alumnae: Use in reference to those who have completed at least two semesters at St. Lawrence. (The Latin root “alum” means “student,” not “graduate.”) Use alumnus (alumni in the plural) when referring to a man who has attended a school. Use alumna (alumnae) when referring to a woman who has attended a school. Use alumni when referring to a group of men and women or a group whose gender allocation cannot be determined. The shortcut alum is to be avoided except in very casual references or in quotes.

Alumni Association, Alumni Executive Council

a.m./p.m.: 9 a.m., 4 p.m. (note the space between the numeral and the abbreviation).

and/& (ampersand): Avoid “&” except in trademarked business names: Procter & Gamble. Note art and (not &) art history department.

annual fund: the formal name is the St. Lawrence Fund.

artwork

athletic: a descriptor – a person may be athletic. The goalie executed an athletic move to make the save.

athletics: director of athletics, athletics facilities. The academic department’s name is Intercollegiate Athletics and Recreation.
B

**Bachelor of Arts, Bachelor of Science**: note upper case; bachelor’s degree (lower case) is acceptable in any reference.

**Basic Engineering Combined Plan**: This can be referred to as the 3+2 (note plus sign) Engineering Program.

**Best Western University Inn**

**biochemistry**

**Board of Trustees**: Capitalize as a formal noun when referring specifically to St. Lawrence’s Board of Trustees, otherwise lowercase: The Board of Trustees voted to approve the budget. Lowercase “board” on second reference: The board will meet in the Hannon Room. Note that “board” requires a singular verb.

**[Buildings, Named Spaces and Campus Landmarks]**: Generally, a shortened version of a space’s name is acceptable after first reference (Charles W. Rebert Residence Hall; Rebert Hall), and often on first reference (Brush Alumni House).

**Business in the Liberal Arts** major: Note the word “in.”

C

**CA**: college assistant, an undergraduate who has responsibilities in campus residences.

**campus**: Lowercase in all uses.

**campus-wide**

**Canaras Conference Center**: The name is “Saranac” spelled backward. Canaras on second reference. Avoid Camp Canaras in formal references.

**[Capitalization]**:

-- Majors and minors are not capitalized unless they contain the adjectival form of a proper noun: English, biology, Caribbean and Latin American studies. See Appendix 1.

-- When employing an individual’s title, capitalize if it precedes the name, but lower case if it follows: Dean of Admissions and Financial Aid Jeff Rickey, but Jeff Rickey, dean of Admissions and Financial Aid.

-- The names of academic departments and programs are capitalized if the formal name (Department of History) is used, but not if the informal name (history department) is used, unless they contain the adjectival form of a proper noun (English, Caribbean and Latin American studies).

-- The names of administrative offices are capitalized.
Catalog: The *St. Lawrence University Course Catalog*; the catalog.

Center for Collegiate Volunteerism

**chair**: Preferred title for the presiding officer of a department or committee. Avoid “chairperson.” **Exception**: Bruce Benedict and E.B. Wilson are each chairman emeritus of the Board of Trustees. The preferred form for an academic department chair is “Professor and Chair of (Department)” when title precedes name, lower case when title follows name.

**Class of**: Capitalize when referring to a particular class with the year: The Class of 1999 celebrated its reunion.

**[Class Year designations]**:
-- The class numerals always come last, including when a maiden name is in play: Jane Alumna St. Lawrence ’00.
-- Space and no comma between name and numerals. “M” before the numerals indicates a graduate degree: M’09. (Note no spaces.)
-- Lower case “n” after the numerals indicates a non-graduate: Grace Potter ’06n.
-- Note spacing and punctuation if an individual possesses both an undergraduate and a graduate degree: Meg Bernier ’07, M’09.
-- P’09 and GP’09 stand, respectively, for the parent(s) and grandparent(s) of a member of the Class of ’09.
For other alumni naming idiosyncrasies, go to (the Class Notes Style url). A single quotation mark (’) is not a substitute for an apostrophe (’).

**Commencement Weekend, Commencement** when referring to St. Lawrence’s graduation event.

Community-Based Learning Program

**comprehensive fee**: It comprises tuition, room, board, a student activities fee and class dues.

**comprise/compose**: The whole comprises the parts; the parts compose the whole. The Board of Trustees comprises 40 members; 40 members compose the Board of Trustees.

**course load**

**course titles**: Full names of courses are capitalized but not set off in italics or with quotation marks: He took Professor Smith's course, The Social Psychological Study of Self. Lowercase when not referring to proper name of course: He met Professor Smith while taking his course on social development. **Exception**: a proper noun in the course title: Shakespeare; Russian history.

**course work**

Creasy Commencement Commons, Creasy Way
CSTEP: The formal name is Collegiate Science and Technology Entry Program; the acronym is usually acceptable on first reference.

D
data: A plural noun, it normally takes plural verbs and pronouns. The data indicate that…

Dates: Use figures for days of the month, omitting nd, rd, st, th. Abbreviate only Jan., Feb., Aug., Sept., Oct., Nov. and Dec. when used with a specific date. Place a comma between the month and the year and following the year when the day is mentioned: On May 20, 2012, Commencement brought together hundreds of people. Do not place a comma between the month and the year when the day is not mentioned: The May 2012 Commencement brought together hundreds of people.

[days of the week]: Spell out; do not abbreviate.

Dean-Eaton Hall, Dean-Eaton Formal Lounge

Dean’s List

Diana B. Torrey ’82 Health and Counseling Center: Second reference, Torrey Center.

E
early decision (also regular decision): lower case in text; upper case is acceptable in lists, charts, etc.

email: no hyphen. But use a hyphen with other “e” terms, e.g. e-commerce.

emeriti/emeritus: Emerita, in the title “professor emerita,” means a woman retired from the faculty but permitted to retain as an honorary title the rank of the last academic appointment held. Emeritus refers to a man with the same status. The plural is emeriti. Place immediately after the formal title: Professor Emerita of English Susan Ward, or Susan Ward, professor emerita of English.

estudios Hispánicos

extracurricular

4+1 Business Programs: We have two: the 4+1 MBA Programs and the 4+1 MS Program in Finance (note the plus sign).

Facebook
Facilities Master Plan / FMP. On second and subsequent references, master plan and/or plan are acceptable.

fall/fall semester

Family Weekend

Fides et Veritas: The St. Lawrence motto, which translates to “fidelity (or faith) and truth.” Use capitals.

field house: Two words (Newell Field House, Leithead Field House).

field work

first-year student, First-Year College, First-Year Program, First-Year Seminar

[foreign words and phrases]: Unfamiliar foreign words and phrases are usually italicized. Words that appear in any standard English dictionary are probably familiar enough not to warrant italics: alma mater, a cappella, carpe diem, magna cum laude.

freshman: avoid, using “first-year student” instead.

fundraiser, fundraising

GA: graduate assistant (mostly in athletics). Spell out on first reference.

grade-point average/GPA: . Spell out and hyphenate on first reference and when used alone. Otherwise, GPA is acceptable when used with figures: A 3.5 GPA is required.

Greek, Greeks: May be used to refer collectively to fraternities and sororities and their members.

Greek organizations: Capitalize and use full name on first reference, abbreviate afterward (Kappa Delta Sigma-KDS; Omicron Delta Kappa-ODK). Exceptions: Beta Theta Pi-Beta; Chi Omega-Chi O; Delta Delta Delta-Tri-Delta.

Gridiron (yearbook; italicized; no “The” in formal title, but the Gridiron, the yearbook).

Gunnison Memorial Chapel: “The chapel” is acceptable on second reference; avoid Gunnison Chapel.
Hall-Leet Stadium

**HEOP**: The formal name is Higher Education Opportunity Program; the acronym is acceptable on subsequent reference. The formal name of St. Lawrence’s unit, which is not necessary in almost all references, is the Arthur O. Eve Higher Education Opportunity Program.

Herring-Cole Hall

*The Hill News*

homepage

I

**i.e.,** (note punctuation)

**e.g.,** (note punctuation)

[International Programs]: The name of the nation, not the city, is preferred (Austria Program, not Vienna Program). **Exception**: London Program (not Programme).

Internet (note capitalization)

**ISEP**: Acronym for the International Student Exchange Program, acceptable on second reference.

J

**Jr.**: No comma between a name and this title; Robert N. Wells Jr. The same is true for Sr., III, etc.

**judgment** (not judgement)

K

**KSLU**. It is **not** the oldest college radio station in the country.

**Kenya Semester Program**, Kenya Program or KSP on subsequent reference. It is one of the oldest continuously operating academic programs in Kenya, but not the oldest.

L

**Launders Library**: This, along with Launders Science Library, is an acceptable second reference for the J. Harold and Ruth C. Launders Science Library and Computing Center.
Laurentian is always to be preferred over the archaic “Larry,” except in quotes, typically in Class Notes.

The Laurentian: Student literary magazine.

Little River Nature and Recreational Area: Note the “-al.” Formal name for the Kip Tract, which is acceptable in most uses.

M

MacAllaster House: The formal name of the President’s House (note capitalization), often used in conjunction with “54 East Main Street.” The soccer stadium and the 24-hour study area in the library also bear the MacAllaster name.

[Magazine]: St. Lawrence, but “the St. Lawrence magazine.”

[Majors and minors]: Do not capitalize unless they contain the adjectival form of a proper noun: English, biology, Caribbean and Latin American studies. See Appendix 1.
-- Combined majors: use a hyphen (environmental studies-English)
-- Double majors: use “and” (philosophy and sociology)

Master of Education, Master of Science: master’s degree is acceptable in any reference.

McNair Scholars Program: The formal name is Ronald E. McNair Postbaccalaureate Achievement Program; the abbreviated name is usually acceptable on first reference.

midnight, not 12 midnight, which is redundant.

mid-semester, mid-term, mid-year

mid-: Use with a hyphen: mid-30s for persons’ ages, mid-1930s for decades.

[military ranks]: Follow standard capitalization rules, capitalizing a rank only if it precedes a person’s name.

Moving-Up Day

multi-field major

multi-language major

N

[Names/Titles of Persons]: full title and first and last name on first reference, title capitalized if it precedes name, lower case if it follows; last name only in subsequent references. Exceptions: Endowed professorships are capitalized, even when the title follows a name: Obiora Udechukwu,
Charles A. Dana (or Dana) Professor of Art and Art History. See also below. In more casual uses, particularly on the Web and in social media, a student’s first name may be used in subsequent references.

[Names of Endowed Professorships, Scholarships, Spaces, etc.]: Full name on first reference, abbreviated name in subsequent references (Charles D., Sarah A. and John D. Munsil Professor of Government; Munsil Professor). The St. Lawrence stewardship office can help with these.

**Newell Center for Arts Technology (NCAT)**

noon, not 12 noon, which is redundant.

**the North Country**

**North Country Public Radio**: NCPR on second reference. For more, see WSLU-FM.

**Numbers:**
-- Write out one through nine, use digits for 10 and up.
-- Use commas in four-digit (and higher) numbers (1,000, etc.).
-- Exceptions:
  -- people's ages, always use digits (“their 1-year-old son…”).
  -- percentages, always use digits and the word "percent" spelled out, not %, except in tabular materials.
  -- times, always use digits (note: 9 a.m., without the ":00," lowercase, periods).

**O**

**ODY**: see below, “Owen D. Young Library.”

**ODYsseus**: The library’s search engine.

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

**online**: He registered online; she took advantage of online registration.

**Orientation**

**Outdoor Program**

**Owen D. Young Library**: ODY Library is acceptable after first reference.

**P, Q**

**Permanent Collection**: The artwork owned by the University, and maintained in the Richard F. Brush Art Gallery (Brush Gallery in subsequent references).
**PowerPoint:** The proper name of a Microsoft product.

**pre-law, pre-med**

**Pre-Management Program**

**President/president:** As with any title, capitalize when used before full name (President William L. Fox announced), lowercase when used alone (the president announced). Second reference: President Fox announced.

**[Program Names]:** see Appendix 1 and also Capitalization.

**Quad:** The area bounded by Vilas Hall, the Noble Center, Dean-Eaton Hall, Gunnison Memorial Chapel and Richardson Hall.

**Quantitative Resource Center:** Full name is the Martha E. ’62 and Gregg E. Peterson Quantitative Resource Center. Peterson Quantitative Resource Center or QRC in subsequent references.

**R**

**RC** residential (not resident) coordinator

**[Ranges]:** Correct form is from 2000 to 2005 (or between/and), not “from 2000-2005.”

**regular decision** (also **early decision**): lower case in text; upper case is acceptable in lists, charts, etc.

**reunion/Reunion/**: The formal name of the occasion is Reunion Weekend. They came for Reunion, but … for their 10th reunion.

**ROTC:** Acceptable in first reference to Reserve Officer (note singular) Training Corps. St. Lawrence has two programs, in conjunction with Clarkson University: Army ROTC and Air Force ROTC, for which AFROTC is acceptable.

**S**

**SAT:** Use only the acronym when referring to the Scholastic Aptitude Test or the Scholastic Assessment Test, as it has alternately been known.

**Safety and Security:** The complete formal name of “the security office.”

**Saint/St. Lawrence:** Use “Saint” only when referring to the historic individual. When referring to the institution, always use “St.” In set type, avoid splitting “St.” and “Lawrence.”
Saints: Our athletics mascot, always plural referring to a team or the overall program.

St. Lawrence County: It is not the largest county east of the Mississippi, the Rockies, or anywhere else. It ranks 7th east of the Mississippi.

Senior-Year Experience

[serial comma]: This refers to the comma before the conjunctions and or or in a series of items (football, baseball and soccer). Following AP, avoid using in a simple series. Use best judgment for clarity in a complex series (one that has a conjunction within one of the items, e.g., toast, green eggs and ham, and coffee).

SLU: Avoid this abbreviation, except in special and limited cases. Its use on athletics apparel, outside of the purview of this editorial style guide, is acceptable.

Sophomore Initiative

spring/spring semester

[State abbreviations]: Follow AP guidelines (see Appendix 2). Per AP, USPS abbreviations are intended only for mailing purposes.

[Standardized tests]: Abbreviations are acceptable on first reference: SAT, ACT, GRE, MCAT. Note that St. Lawrence is test-optional (hyphenated).

Steiner Senior Residences: The formal name of the senior townhouses, which, along with townhouses, is acceptable on subsequent reference.

Strategic Map: The formal name is “The St. Lawrence Promise.” Either or both may be used in first and later references.

study abroad, study-abroad programs: also, and more formally, international study, international programs. Use hyphen only when using as a compound modifier. Avoid the term “abroad program.” “Off-campus study program” may be applied to an international or U.S. program, e.g., the Adirondack Semester.

Summerterm

Sykes Residence (not Hall)

Sykes Common Room (not Sykes Formal Lounge, Sykes Commons Room or Sykes Commons)

T

TAP: acronym for Tuition Assistance Program; the acronym is acceptable on subsequent reference.
[Team names]: lowercase, except Alpine and Nordic (skiing), which are derived from proper nouns. The St. Lawrence mascot is the Saints (note plural).

theater: Exception: space names that use “theatre”: The W. Lawrence and Winifred Frazee Gulick Theatre (Gulick Theatre on subsequent reference). But the Edson R. Miles Theater (the Black Box on subsequent reference).

Thelmo: The full name is the Thelomathesian Society, St. Lawrence’s student government body. The short form is acceptable in most uses.

[Time designations]: Avoid “:00” in top-of-the-hour designations. Five in the afternoon is 5 p.m.

[Titles of People]: Use the applicable professorial or administrative rank and title rather than “Dr.” Do not abbreviate Professor to “Prof.” Capitalize a person’s title if it precedes the name, but lower case if it follows: Dean of Admissions and Financial Aid Jeff Rickey, but Jeff Rickey, dean of Admissions and Financial Aid. See also capitalization.

[Titles of Works]: The following are italicized: titles of books, magazines, newspapers and journals. All other titles are placed in quotation marks.

Tom Fay Field
toward, not towards.

Townhouses: see Steiner Senior Residences.

Tri-Delta: Note the hyphen.

U, V

under way: two words

University, when referring specifically to St. Lawrence University; university when referring to other universities or to the concept of the university.

Unitarian Universalist/ism: No hyphen. The denomination is the result of a merger in the 1960s. St. Lawrence was founded by the Universalists but is now non-denominational.

upperclass students: This term (one word, lowercase) designates sophomores, juniors, and seniors.

Vietnam: one word.

W
**[Web addresses]**: Do not underline. Do not include http:// or www, unless excluding either would cause confusion or cause the address not to work. Place a period at the end of a sentence that ends with a Web address. Note capitalization oddities regarding “Web/web” here and in the three entries below.

webpage

website

**WORD Studio**: The formal name is the Writing, Oral Communication, Research and Design Studio; the acronym WORD Studio is preferred after first reference.

World Wide Web: the Web is acceptable on first reference.

**WSLU-FM**, an affiliate of National Public Radio. The station’s name is North Country Public Radio (NCPR on second reference). WSLU is one of several call letters for NCPR, which broadcasts throughout the North Country, the Adirondacks and into Canada.

**X.Y.Z**

years: no apostrophe in decades: the 1990s. Apostrophe in contracted years: the Blizzard of ’88, the Class of ’06, the ’90s. **Exception**: 9/11.

**Appendix 1**: St. Lawrence University academic program names.

Department Majors
- anthropology
- art and art history
- biochemistry
- biology
- chemistry
- computer science
- conservation biology
- economics
- English
- environmental studies
- estudios Hispánicos
- Francophone studies
- geology
- global studies
- government
history
mathematics
multi-language
music
neuroscience
performance and communication arts
philosophy
physics
psychology
religious studies
sociology

Combined Majors
African studies
Asian studies
Business in the liberal arts
Canadian studies

Interdisciplinary Majors
biology–physics
economics–mathematics
environmental studies with biology, chemistry, economics, English, geology, government,
         mathematics, philosophy, psychology or sociology
geology–physics
International economics and modern languages
multi-field major
double major

Department Minors
Anthropology
Arabic studies
art and art history
biology
chemistry
Chinese studies
computer science
economics
education
English
estudios Hispánicos
Francophone studies
geology
German studies
global studies
government
history
mathematics
music
performance and communication arts
philosophy
physics
psychology
religious studies
sociology
sports studies and exercise science

Program Minors
African studies
African-American studies
Asian studies
Canadian studies
Caribbean and Latin American studies
European studies
film and representation studies
gender and sexuality studies
Native American studies
outdoor studies
peace studies
statistics

Appendix 2: State Abbreviations

(Note that 8 states are not abbreviated.)

By directive of the U.S. Postal Service, and according to the professional style guide we follow (the Associated Press Stylebook), USPS abbreviations (e.g., NY) should be used only when a full and complete address is used for mailing purposes or to list a mailing address.

Do not abbreviate the names of any foreign countries or Canadian provinces and territories. For the United States, use U.S. or USA.

Abbreviate the states as follows when used in conjunction with a city. For example, Canton, N.Y.; Washington, D.C.; Orlando, Fla. Spell out otherwise.

U.S. States

Alabama: Ala.
Alaska
Arizona: Ariz.
Arkansas: Ark.
California: Calif.
Colorado: Col.
Connecticut: Conn.
Delaware: Del.
(District of Columbia): D.C.
Florida: Fla.
Georgia: Ga.
Hawaii
Idaho
Illinois: Ill.
Indiana: Ind.
Iowa
Kansas: Kan.
Kentucky: Ky.
Louisiana: La.
Maine
Maryland: Md.
Massachusetts: Mass.
Minnesota: Minn.
Mississippi: Miss.
Missouri: Mo.
Montana: Mont.
Nebraska: Neb.
Nevada: Nev.
New Hampshire: N.H.
New Jersey: N.J.
New Mexico: N.M.
New York: N.Y.
North Carolina: N.C.
North Dakota: N.D.
Ohio
Oklahoma: Okla.
Oregon: Ore.
Rhode Island: R.I.
South Carolina: S.C.
South Dakota: S.D.
Tennessee: Tenn.
Texas
Utah
Vermont: Vt.
Virginia: Va.
Washington: Wash.
West Virginia: W.Va.
Wisconsin: Wis.
Wyoming: Wyo.