



Jacksonville State University Manual of Style and Usage

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The Division of University Advancement created the *JSU Manual of Style and Usage* to help improve consistency in university publications.

The *Manual* is based on the *The Chicago Manual of Style* and contains more than a hundred of the most common mistakes found in university publications. It is arranged alphabetically for quick look-up by word (see *ensure*, for example) or area of concern (see *capitalization*).

Style deals with preferences — whether to use *percent*, *per cent*, or *%*, for example. Usage pertains to correct word choice, such as *infer* versus *imply*.

For further help with writing, we recommend *The American Heritage Dictionary of the English Language* (Fourth Edition) and the *Chicago Manual*, which are available through the University Bookstore.

Please note that news releases and public relations communications are based on the Associated Press Stylebook, in accordance with industry standards. The Office of Public Relations can provide additional information about AP style and media relations. Please contact the Office of Public Relations before disseminating information to the press.

A

Acronym/initialism — Acronyms are pronounceable abbreviated words formed from the initial letters of other words and used at JSU without periods: *WIT*, *ExSEL*, *CLEP*. Initialisms are formed from the initial letters of the words they stand for but are not pronounced as a word: *JSU*, *T/LC*, *SBDC*.

ABD — An initialism that stands for all but dissertation. Used all caps, no periods. At JSU, avoid using ABD following a name as if it were a degree, which it is not. When needing to recognize a person's credentials, write *John Doe is a PhD candidate* rather than *John Doe, ABD*. Avoid referring to someone as *Dr.* when they have ABD status.

Academic degrees — Capitalize the full proper names of academic degrees conferred by JSU and other higher education institutions. Do not capitalize the discipline or major, minor, concentration, or field of study except in the case of proper nouns. Examples: Bachelor of Science in chemistry, Bachelor of Arts in English. He has a Bachelor of Science in geography and a master's in French. Do not capitalize incomplete or shortened names of academic degrees. Examples: She has a master's in business administration. He has a bachelor's degree in geography. Use an apostrophe in bachelor's degree and master's degree.

- When used after a person's name (and this should be done sparingly), an academic degree abbreviation is set off by commas: John Doe, PhD, wrote a textbook.
- Do not precede a name with a courtesy title indicating an academic degree and then follow it with the abbreviation for the degree. Examples: Dr. John Doe, PhD, historian, is redundant. Dr. John Doe, historian, is better. John Doe, PhD, historian, is correct.
- Avoid using both *Dr.* and *title* before a name; use one or the other. Examples: *President Dr. William A. Meehan* is incorrect; *President William A. Meehan* is correct. On second references, use *President Meehan*, *Dr. Meehan*, or *the president*.
- Medical professionals who are known as *doctors* should be indicated as follows: *Dr. Joe Smith, a physician*; *Joe Smith, MD*; *Dr. Jane Doe, a surgeon*; etc.

Academic and scholarly degrees, abbreviations of — See appendix for a reference list of some of the most frequently used abbreviations in higher education. See the university's undergraduate *Catalogue* to look up faculty and their degrees.

Academic departments and colleges — Proper names of JSU's colleges and departments are capitalized, but informal or incomplete names are lowercased. Examples: the Department of Communication, the communication department, the department; the College of Nursing and Health Sciences, the dean of nursing and health sciences, nursing program, the college; English department, Department of English.

Academic disciplines — Do not capitalize generic phrases or terms for academic fields of study unless they function as proper nouns, such as English. Examples: He is a music major but has a strong interest in English and French. His sister, enrolled in the College of Arts and Sciences, is delving into history as part of her bachelor's degree program. Sam, formerly a business student, is now studying political science.

Academic titles and names — Titles are job descriptions and are used lowercase when they stand alone: *president*, dean, director, vice president, professor, etc. Capitalize a title when it *precedes* a name or when the title and name appear in a table or list (as in a directory or program). A shortened title preceding a name is acceptable, although the full formal title is often more appropriate in formal writing. Examples: *The university president will address the graduates. President William A. Meehan attended the meeting. Dr. Harvey Jackson, head of the history department, writes a weekly column. Provost and Vice President Rebecca O. Turner delivered the keynote address. Dr. Rebecca O. Turner, provost and vice president, delivered the address. Provost and Vice President for Academic and Student Affairs Rebecca O. Turner spoke to sociology students.*

Note: *Professor* should not be used as a synonym for just anyone who teaches at a university or college; *professor* is a specific academic rank. To determine a faculty member's academic rank at JSU, consult the undergraduate *Catalogue*. Double-check for accuracy when stating a person's academic rank. In addition to professors, there are associate professors, assistant professors, adjunct instructors, instructors, etc .

See “professor.”

Academic programs — The proper names of formal programs of study should be capitalized in all instances, while informal or generic descriptions of academic programs should be used lowercase. Examples: *He considered entering the archaeology program, which is in the Department of Physical and Earth Sciences. The WIT conference is sponsored by the Department of English. The English department hosts many other programs. The Master of Public Administration degree program offers a concentration in emergency management.*

Academic semester, terms, quarters — JSU's academic year is based on the *semester* system; avoid

quarter as a synonym for semester. A particular semester may be referred to as fall term, spring term, etc. The term that begins in January is the spring semester, not the winter semester. Lowercase reference to a specific semester unless it is used in table, directory, or schedule. Examples: *The fall semester begins on Monday. Enrollment grew during the fall 2003 semester. She received a degree during spring graduation.*

Academic units/entities (including centers, chairs, colleges, departments, institutes, and offices)

— Capitalize the formal name of an academic unit. Lowercase partial or informal unit names except for words that are proper nouns. Examples: Jacksonville State University, the university. The Economic Development Center has done a fine job. The center projects a stronger economy. He was a member of the faculty of the David L. Walters Department of Music. The music department held a concert. The college published 20 books last year.

Advance registration — Not *advanced* registration (no *ed*). Advance registration means early registration — registration in advance of JSU's normal registration period.

Admissions/admission / admittance — At JSU it is the Admissions Office. Example : *Go to the Admissions Office for help with your admission process.* Admittance should not be used as a synonym; admittance means physical entry to a room or other specific place. Example: *Tickets were needed for admittance to the concert hall.*

Advice/advise — *Advice* is a noun meaning *counsel* or *guidance*; *advise* is a verb meaning to offer such guidance.

Adviser/advisor — The preferred spelling at JSU is adviser; note the e.

Affect/effect — Affect is most often used in the sense of influencing or changing: *Drugs affect the nervous system.* Effect means to bring about: *The goal was to effect an outstanding recruiting plan.*

AL/Ala. — In text, use traditional abbreviations, not the USPS format. Alabama is abbreviated Ala. The Postal Service abbreviation may be used in tabular data.

Alumni association — Capitalized when used as a full proper noun: *Jacksonville State University Alumni Association.* Lowercase informal/incomplete references: *JSU's alumni association hosted a trip.* Other examples: He is an active member of the Jacksonville State University Alumni Association. She is an active member of the alumni association. The alumni association's trip to New York was a success.

Alumni association board of governors — Capitalize when used as a full proper noun: *the Jacksonville State University Board of Governors* . Lowercase incomplete references: *the alumni* board of governors.

Alumnus, alumni, alumna, alumnae, alum — JSU uses alumnus to indicate a male graduate. *Alumna* (alumnae - plural) indicates a female graduate. Alum is *colloquial* for either a male or female graduate. Use alumni when referring to a group of male and female graduates.

a.m./p.m. — Use lowercase with periods or small caps without periods. Be consistent with usage.

And — Chicago states, “Popular belief to the contrary, this conjunction usefully begins sentences, typically outperforming *moreover*, *additionally*, *in addition*, *further*, and *furthermore*.” (Chicago , 200)

And/or — Avoid when possible. Example: “Twenty-five dollar fine or thirty days in jail or both.” (Bernstein, 13)

Annual fund, capital campaign — Capitalize specific names used as proper nouns: *Jacksonville State University Capital Campaign* or the *JSU Capital Campaign*. Lowercase *capital campaign* when it stands alone. Lowercase general descriptive phrases describing various fund-raising activities: *The capital*

campaign was successful. Capitalize and use quotation marks with themes and the subtitles of themes that are based upon specific fund-raising drives or campaigns: “The Power of 125 ... Join the Celebration!” and “The Power of 125 ... Join the Celebration: A Campaign for Jacksonville State University.” Note: Shortened references to a campaign may be capitalized and quoted; take care to be consistent in use: “The Power of 125 ...”

Appendix, appendices, appendixes — Both appendixes and appendices are correct plural forms of the word appendix, although the latter is preferred.

Army — According to the *Chicago Manual*, “words such as army and navy are lowercased when standing alone.”(Chicago, 353) But note: “Titles [proper names] of armies, navies, armies, navies, air forces, fleets, regiments, battalions, companies, corps, and so forth are capitalized.” (Chicago, 353). Example: *JSU students joined the army. JSU students join the United States Army.*

Art, works of, titles of — Italicize titles of paintings, drawings, statues, photographs and other works of art. Example: Larry K. Martin's *Fighting Gamecock*.

Articles, titles of, in magazines, journals and other publications — Capitalize and enclose in quotation marks. Example: The professor's article “Reconciling the Celt” was based on extensive research.

Artist-in-residence — Note hyphens.

Assure/ensure/insure — “*Ensure* is the general term meaning to make sure that something will (or won't) happen. In best usage, *insure* is reserved for underwriting financial risk. So we *ensure* that we can get time off for a vacation, and *insure* our car against an accident on the trip. We *ensure* events and *insure* things. But we *assure* people that their concerns are being addressed.” (Chicago, 213)

Athletic (adj.), athletics (noun) — An athletics director heads the program. Example: *Athletics Director Warren Koegel*. Confusion often arises when a writer does not have clearly in mind whether the noun form (athletics) is required as a modifier or the adjective form (athletic) is required. An athletic director is a director who is an athlete, regardless of what he or she directs.

Awards — “Names of awards and prizes are capitalized, but some generic terms used with the names are lowercased.” (Chicago, 345) Examples: *Alumna of the Year; Alumnus of the Year; Outstanding Faculty Award*.

B

Bachelor of arts, bachelor of science — Lowercased *bachelor's degree* is acceptable, as are BA and BS. Capitalize when used as a proper noun: *Bachelor of Arts in English* .

Battalion — Capitalize when used with a figure to designate a name: 3 rd Battalion.

Board of trustees — Lowercase when using as a stand-alone: *The board of trustees approved the measure*. Capitalize when referring to the full proper noun, as in the *Jacksonville State University Board of Trustees*. Shortened forms should be lowercased. *The board of trustees meeting*.

Books, titles of — Italicize titles and subtitles of books. Capitalize the principal words, including prepositions and conjunctions of four or more letters. Capitalize articles (a, an, the), or words of fewer than four letters if it is the first or last word in a title.

Buildings and spaces at JSU — Capitalize the proper names of buildings on first reference, including the word building if it is an integral part of the formal name. Examples: The university has numerous buildings, including the *Theron Montgomery Building*. Use the building's full formal name rather than abbreviation on first reference. It should be Theron Montgomery Student Commons Building in first reference; acceptable second reference is Montgomery Building or Student Commons Building. The initialism TMB is not preferred in text but acceptable in tables.

Building names:

Alumni House
Anders Round House
Athletic Multi Purpose Building
Ayers Hall
Bibb Graves Hall
Brewer Hall
Bevill Center
Carlisle Fine Arts Facility
Clarence W. Daugeette Jr. International House (Please note—The International Program at JSU is formally called the James H. and Myra Hume Jones International House Program)
Computer Center
Crow Hall
Curtiss Hall
Daugeette Hall
Dixon Hall
Duncan Maintenance Shop
Fitzpatrick Hall
Gamecock Field
Hammond Hall
Honors House
Hopper Dining Hall
Houston Cole Library
JSU Stadium (Please note—The field at JSU Stadium is called Burgess-Snow Field; do not refer to the Stadium as Burgess-Snow Stadium. The housing/conference facility at JSU Stadium is called Stadium Tower.)
Kenamer Hall
Leone Cole Auditorium
Logan Hall
Martin Hall
Mason Hall
Merrill Building
McCluer Chapel
McGee Science Center
Pannell Hall
Patterson Hall
Paul Carpenter Village
Pete Mathews Coliseum
President's Home
Ramona Wood Building
Rock House
Rowe Hall
Salls Hall
Self Hall
Sparkman Hall
Stephenson Hall
Ernest Stone Performing Arts Center
Theron Montgomery Building
Visitor Center
Wallace Hall
Williams Student Health Center

Note: Do not confuse halls, centers, buildings, “houses.” For example, it is McGee Hall, Anders Round House, etc.

Spaces on the JSU campus:

Alabama Gallery
Amphitheater (lowercase)
Dillon Field
Dr. Cynthia H. Harper Child Study Center
Gold Room
James H. and Myra Hume Jones International House Program
Intramural Fields (lowercase)
Rudy Abbott Field
The Quad

Street names:

Coliseum Drive
Forney Avenue
McArthur Street
Millican Street
Russell Street
Harwell Avenue
Bennett Blvd
Roebuck Waters Drive
Beck Circle
Cole Drive

But — “Popular belief to the contrary, this conjunction usefully begins contrasting sentences, typically better than *however* .” (Chicago , 204)

C

Capitalization, down style of — JSU uses the “down” style — “the parsimonious use of capitals” (Chicago , 311)— recommended in the 15 th edition of Chicago . “Although proper names are capitalized, many words derived from or associated with proper names (brussels sprouts, board of trustees), as well as the names of significant offices (presidency, papacy), may be lowercased with no loss of clarity or respect.” (Chicago , 311) JSU also adheres to Chicago 's recommendation regarding names versus generic terms: “Many proper names combine a given name with a generic (or descriptive) term (Albion College , the Circuit Court of Lake County , President Bush). After the first mention, an official name is often replaced by the generic term alone, which (no longer strictly a proper name) may safely be lowercased.” (Chicago , 311). When in doubt, please consult the 15 th edition of Chicago . Examples of down style: *Jacksonville State University is based in northeast Alabama . The university has about 9,000 students. JSU has five colleges. Dr. Bill Meehan is president. The university is governed by a board of trustees.*

Center around — Use either *center on* or *revolve around* .

Chair, chairman — JSU's academic departments are led by department heads, not chairs.

Civil titles — Lowercase as a stand-alone; capitalize when preceding a person's name. Examples: *the president; President George Bush; the congressman; Congressman Bud Cramer; the chief justice; Chief Justice William H. Rehnquist* .

Compose, comprise — According to the Wall Street Journal, “*compose* means to create or put together... : *the US is composed of 50 states* *Comprise* means to contain, to include all or embrace. Use it only in the active voice followed by a direct object: *The US comprises 50 states* .” (Martin, 51-52.)

Contractions — Contractions are recommended for all but the most formal publications, such as the undergraduate *Catalogue* , and are helpful in conveying warmth and a conversational style. We suggest avoiding one form: he'd, we'd, etc., because he'd can mean both he had and he would, and the reader would need to get well into the text before learning which meaning it is.

Courtesy titles — Courtesy/social titles are optional. Social titles may be omitted with no disrespect. Remain consistent throughout a publication. JSU recommends using full name without a courtesy title on first reference and courtesy titles with later references. Try to determine how a woman prefers to be addressed, particularly when using *Ms* . In cases where a person's gender is not clear from the first name or context, use *he* or *she* in subsequent reference.

D

Dates — In text, avoid the all-numeral style of writing dates (10/10/52 , etc). JSU prefers the following format in text: day, month, year (13 August 2004) without punctuation. When the day is unimportant, use the month and year without punctuation: August 2004. A range of days may be written as follows: 13-18 August 2004; 1 July 2004 – 1 August 2004 .

Degrees, academic — Do not use periods in PhD, BS, MBA, etc. According to the Chicago , “The trend now is strongly away from the use of periods with all kinds of abbreviations that have carried them in the past. In the [University of Chicago] Press's view this is to the good: anything that reduces the fussiness of typography makes for easier reading.”

Capitalize full degree names when used as proper nouns; lowercase shortened uses: *Bachelor of Science* , but *bachelor's in science* or *bachelor's degree* .

Use an apostrophe in *bachelor's degree* and *master's degree* .

Departments and programs — Full formal names of JSU departments and programs are capitalized: *Department of Music*, *Department of Art*. Second references or shortened versions are lowercased: *biology program* .

Dilemma — Avoid using as a synonym for *problem* ; a dilemma implies a choice between two unattractive alternatives.

Directions — Compass points and terms derived from them are lowercased when they indicate direction or location: *JSU is in northeast Alabama* .

Disabilities — Write *people with disabilities*, not *the disabled* or *disabled people* .

Disk/disc — Use disk when referring to a floppy disk. Disc is preferred in reference to *compact disc* .

Dos and don'ts — Not do's and don't's.

E

Email — Do not hyphenate. May be used as a verb: *The director emailed an announcement.* In headlines, capitalize the *m*: *EMail Service Upgraded*.

Ensure/insure/assure — “*Ensure* is the general term meaning to make sure that something will (or won't) happen. In best usage, *insure* is reserved for underwriting financial risk. So we *ensure* that we can get time off for a vacation, and *insure* our car against an accident on the trip. We *ensure* events and *insure* things. But we *assure* people that their concerns are being addressed.” (Chicago, 213)

Events — Capitalize the full name of events, including sporting events. *Preview Day. Homecoming. Career Day.*

F

Farther/further — Farther is a physical distance; further is a figurative distance, as in, *We'll look into it further.*

Faculty — Can be used as singular or plural. Both *faculty members* and *faculty* are correct, but take care to be consistent. *The English faculty met at the Alumni House. Some faculty members write books.*

Fax — Refers to facsimile transmission. The shortened *fax* is preferred. The plural is *faxes*. FAX is incorrect, as the word is not an acronym.

Fund raising (n.), **fund-raising** (adj.), **fund-raiser** (n.) — Example (from the *Wall Street Journal* stylebook): “Fund raising is difficult, so they hired a fund-raiser to plan a fund-raising campaign.” (Martin, 99)

G

Grade-point average — Note the hyphen. May be abbreviated to GPA for multiple references or if the context allows for clear meaning.

Grades, scholastic — Letters used to denote grades are capitalized and are not italicized. Do not use quotation marks or an apostrophe with plural forms. Examples: John made all As. John received an A for the composition.

Graduate, graduate from — Universities *graduate* students, but students *graduate* from universities.

H

Headline style — The following guidelines apply to headlines in JSU publications such as *Gem of the Hills*, the *Viewbook*, and annual reports. “(1) Always capitalize the first and last words both in titles and

in subtitles and all other major words (nouns, pronouns, verbs, adjectives, adverbs, and some conjunctions — but see rule 4. (2) Lowercase the articles *the* , *a* , and *an* . (3) Lowercase prepositions, regardless of length, except when they are stressed (*through* in *A River Runs Through It*), are used adverbially or adjectivally (*up* in *Look Up* , *down* in *Turn Down* , *on* in *The On Button* , etc.) are used in conjunctions (before in *Look Before You Leap*, etc.), or are part of a Latin expression used adjectivally or adverbially (*De Facto* , *In Vitro* , etc.). (4) Lowercase the conjunctions *and*, *but*, *for*, *or*, *nor* . (5) Lowercase the words *to* and *as* in any grammatical function, for simplicity's sake. (6) Lowercase the second part of a species name, as us *lucius* in *Esox lucius* , or the part of a proper name that would be lowercased in text, such as *de* or *von* .” (Chicago , 366-367)

Honorary degrees — The honorary title *Dr.* is usually omitted. However, it is acceptable to use the reference to an honorary degree if you make it clear that the degree is honorary. Example: *Dr. John Doe, who holds an honorary doctorate from JSU, spoke Thursday.* See “academic degrees” and “courtesy titles.”

I

ID — Capitalize. No apostrophe when writing the plural: *IDs* .

Imply/infer — “The writer or speaker *implies* (hints, suggests); the reader or listener *infers* (deduces).” (Chicago , 218)

Impact — Avoid using as a verb unless in a physical context. Chicago suggests, “Try *affect* or *influence* instead. Besides being hyperbolic, *impact* is widely considered a solecism [irregularity in speech or diction].” (Chicago , 218)

Insure/ensure/assure — “ *Ensure* is the general term meaning to make sure that something will (or won't) happen. In best usage, *insure* is reserved for underwriting financial risk. So we *ensure* that we can get time off for a vacation, and *insure* our car against an accident on the trip. We *ensure* events and *insure* things. But we *assure* people that their concerns are being addressed.” (Chicago , 213)

J

Journals, journal articles — The name of a Journal should be italicized. Journal articles are put in quotation marks.

K

Korean War — Korean War, not Korean conflict.

L

Lecture titles — Capitalized and set within quotation marks; not italicized.

Legal citations, versus in — For versus, the abbreviation *v.* should be used rather than *vs.* Italicize legal citations. Example: *Roe v. Wade* . Versus may be shortened to *vs.* in sports stories but the preferred style is to spell it out.

M

Magazine titles — Italicized. Capitalize the word *magazine* only if it is part of the formal name.

Majors, minors and concentrations — The names of majors, minors, concentrations, areas, and fields of study should be lowercased, unless the word is a proper name. The formal degree name should be capitalized. Example: She received a Bachelor of Arts degree with a major in foreign language and a minor in English.

Marching Ballerinas — The correct name of the JSU dance line that performs with the Southerners is the Marching Ballerinas; it is incorrect to write it as Ballerinas . The Marching Ballerinas are referred to as a dance line, kick line, or dancers but never as a squad, team, or group.

Media, mediums — “In scientific contexts and in reference to mass communications, the plural of medium is media . But if medium refers to a spiritualist, the plural is mediums .” (Chicago, 221-222)

Movie titles — Italicized.

Mr., Mrs., Ms. — Courtesy/social titles are optional. Social titles may be omitted with no disrespect. Remain consistent throughout a publication. JSU recommends using full name without a courtesy title on first reference and courtesy titles with later references. Try to determine how a woman prefers to be addressed, particularly when using *Ms.* In cases where a person's gender is not clear from the first name or context, use *he* or *she* in subsequent reference.

Music compositions, titles of — Italicize plays, musicals, operas, and similar long compositions. Capitalize and set within quotation marks the titles of arias, choruses, dances, ensembles, songs and similar short compositions . Examples: *Messiah*, an oratorio; *You Can't Take it With You*, a play; *West Side Story* , a musical; *Signor Deluso*, an opera; “Maria,” a song; “Hallelujah Chorus,” a short composition.

N

Newspaper names — Italicize the proper name except for the, even if the is part of the formal name. If necessary to identify the state or national origin, use parentheses. Example: the Birmingham News, Birmingham Post-Herald, the Wall Street Journal, the Anniston (Ala.) Star. Second references may be shortened: the Star , the News .

Numerals — Spell out the following: “whole numbers from one through one hundred, round numbers, and any number beginning a sentence. For other numbers, numerals are used.” (Chicago , 380) Numerous exceptions exist — please consult the 15 th edition.

O

Office of, office — Capitalize only when office is part of the formal name of an organization, unit, subunit or agency; lowercase second references when the word stands alone. Examples: Office of Graduate Studies, president's office, the Office of the President.

Over — Use more than when referring to a number. Example: More than 9,000 students attend JSU.

P

Pamphlets, reports — Titles of pamphlets, corporate or institutional reports, brochures, and other freestanding publications are treated as book titles: italicize. Examples: *The university's 2003-2004 Annual Report* ; the university's *Viewbook* .

Paintings, titles of — Italicize.

Papers, titles of unpublished — According to Chicago, “Titles of unpublished works — theses, dissertations, manuscripts in collections, printouts of speeches, and so on — are set in roman type, capitalized as titles, and enclosed in quotation marks.” (Chicago , 374)

Percent — Use instead of per cent. The percent symbol (%) is used in tables.

Periodicals, titles of — Periodicals such as newspapers, newsletters, journals, magazines, and similar publications should be italicized. Words such as *magazine* and *journal* should be italicized only if they are included in the formal publication name.

PhD — No periods. No apostrophe is used in the plural form. Examples: *There were several PhDs on the faculty. John Smith, PhD.*

Plays, titles of — Italicize.

Poems, titles of — Italicize.

Possessives — Add an apostrophe and omit the possessive s on all words ending in s . Example: *Dylan Thomas' poetry, Maria Callas' singing.*

Possessive versus attributive forms — “Although terms such as employees' cafeteria sometimes appear without an apostrophe, Chicago dispenses with the apostrophe only in proper names (often corporate names) or where there is clearly no possessive meaning.” (Chicago , 285) Examples: *A consumers' group; taxpayers' associations; children's rights; the women's team, a boys' club* . But note: *Publishers Weekly, Diners Club, Department of Veterans Affairs, a housewares sale* .

Prepositions, ending a sentence with — “The traditional caveat of yesteryear against ending sentences with prepositions is, for most writers, an unnecessary and pedantic restriction. As Winston Churchill famously said, 'That is the type of arrant pedantry up with which I shall not put.' A sentence that ends in a preposition may sound more natural than a sentence carefully constructed to avoid a final preposition. Compare *Those are the guidelines an author should adhere to* with *Those are the guidelines to which an author should adhere* . The ‘rule’ prohibiting terminal prepositions was an ill-founded superstition.” (Chicago , 188-189)

Professional designations — Do not use periods with abbreviated professional designations such as CPA. Do not capitalize such credentials when spelled out. Examples: *Sue Jones, CPA* . *Sue Jones, a certified public accountant. There was a meeting of certified fund raisers.* professor — Capitalized when preceding a person's name; it should be written in lowercase when following a name. Used in reference only to full professors. Examples: *Professor Richard Nance; Professor Nance; Richard Nance, professor of English; Associate Professor Mia Giles; Miss Giles, associate professor of art.*

Note : *Professor* should not be used as a synonym indicating just anyone who teaches at a university or college; *professor* is a specific academic rank. To determine a faculty member's academic rank at JSU, consult the undergraduate *Catalogue* . Always use the correct designation for a faculty member even in casual reference. Such designations include associate professor, assistant professor, adjunct professor, and instructor .

Professorships, named — Capitalize these titles in all instances, before or after a name and when standing alone. Example: *Mark Edmundson is the Daniels Family Distinguished Teaching Professor at the*

Publication titles, capitalization — Principal words should be capitalized. Articles, prepositions, and conjunctions should be written lowercase unless used as first or last word in the title.

Q

Quad, quadrangle — lowercase, unless referring to a proper name.

Quotation marks enclosing periods and commas — Periods and commas are used inside closing quotation marks. “Periods and commas precede closing quotation marks, whether double or single. This is a traditional style As nicely expressed in William Strunk Jr. and E. B. White's *Elements of Style*, ‘Typographical usage dictates that the comma be inside the [quotation] marks, though logically it often seems not to belong there.’ The same goes for the period.” (Chicago , 242)

Quotations — When quoting a speaker in an article, follow the Associated Press rule-of-thumb: “Never alter quotations even to correct minor grammatical errors or word usage. Casual minor tongue slips may be removed by using ellipses but even that should be done with extreme caution. If there is a question about a quote, either don't use it or ask the speaker to clarify. ... Do not routinely use abnormal spellings such as *gonna* in attempts to convey regional dialects or mispronunciations. Such spellings are appropriate when relevant or help to convey a desired touch in a feature.” (Goldstein, 212)

Quotes, full versus partial — “In general, avoid fragmentary quotes. If a speaker's words are clear and concise, favor the full quote. If cumbersome language can be paraphrased fairly, use an indirect construction, reserving quotation marks for sensitive or controversial passages that must be identified specifically as coming from the speaker.” (Goldstein, 212-213)

Quotes, retaining context — “Remember that you can misquote someone by giving a startling remark without its modifying passage or qualifiers. The manner of delivery sometimes is part of the context. Reporting a smile or a ... gesture may be as important as conveying the words themselves.” (Goldstein, 213)

R

Reason why — “Although some object to the supposed redundancy of this phrase, it is centuries old and perfectly acceptable English. And *reason that* is not always an adequate substitute.” (Chicago , 227)

S

Scare quotes — Quotation marks used to “alert readers that a term is used in a nonstandard, ironic, or other special sense. Nicknamed ‘scare quotes,’ they imply, ‘This is not my term’ or ‘This is not how the term is usually applied.’ Like any such device, scare quotes lose their force and irritate readers if overused.” (Chicago , 293) Example: *Don't “diss” the work ethic.*

School — JSU is made up of academic departments, not schools. Exception: the Auctioneering School , which is a program of the Department of Continuing Education. Also note: It is the College of Nursing , not the “school of nursing.” Never refer to Jacksonville State University as a *school*.

Semester — Do not capitalize academic semesters except in directories, tabular data, etc. Example: He enrolled for fall semester 2004.

Seminar titles — Capitalize; do not italicize or set in quotes.

Southerners — The correct title of JSU's band is the Southerners. Do not use Marching Southerners. See: Marching Ballerinas.

Space, in text — Allow only one space between sentences.

Staff, singular and plural — The personnel at JSU are referred to as staff, both in the singular and the plural. Examples: The support staff of the university. John is on our staff. John is a member of our office staff.

State abbreviations — Use the traditional abbreviations, not the two-letter USPS format. Examples: Ala., Mo., Ga.

Student groups — Capitalize formal names of organized groups of students and student classes, but lowercase student classifications. Examples: the International Student Organization, the Math Club, Student Government Association, freshman class, class of 2003, freshman, sophomore, junior, senior, graduate, undergraduate.

Symbols — In text, spell out percent, degrees (temperature), feet, inches, and cents. In tables it is acceptable to use symbols (% , ° , ' , " , ¢).

T

T-shirt — Not tee shirt or tee-shirt.

Television programs, titles of — Italicize.

Theses, titles of — Use quotation marks.

Trustee — Trustee is used lowercase as a stand-alone word. Capitalize when used before a name as a proper title. Examples: *Trustee John Doe. John Doe, trustee. The trustee had a long drive*. See: board of trustees

U

Under way — “In most cases, use the two words: *The project is under way. The naval maneuvers are under way.* It is one word only when used as an adjective before a noun in a nautical sense: *an underway flotilla*. (Martin, 235)

University — Lowercase as a stand-alone word, even when referring to JSU. Examples: Mrs. Jones works at Jacksonville State University. The university is accredited. Sam attends the university each summer.

University wide — Avoid university-wide.

V

Viewbook — A publication given to prospective college students. When used as a title, the word should be used in caps and italicized. Example: High school students receive copies of JSU's annual *Viewbook*.

Vita/vitae — A condensed biography or autobiography. The term *vita* is preferred to the longer curriculum vitae . The plural form is *vitae* .

Voice-mail — *Voice-mail* , with hyphen, in all cases.

W

whether — “Generally, use *whether* alone — not with the words *or not* tacked on (*they didn't know whether to go*). The *or not* is necessary only when you mean to convey the idea of ‘regardless of whether’ (*we'll finish on time whether or not it rains*). *Whether* is sometimes replaced by *if* in informal usage (*we didn't know if we would finish*); in more formal usage, *whether* is preferred.” (Chicago , 231-232)

Workshop, titles of — Capitalize.

X

Xerox — A trademarked name; never a verb. Do not use as a generic term meaning to photocopy; write *photocopy* instead.

Y

Yearlong — Use as a closed compound word.

Year-round — Always hyphenate.

Z

zero, zeros

Appendix

Degrees:

A.A., Associate of Arts A.A.A., Associate of Applied Arts A.A.S., Associate of Applied Science A.B.,
Artium Baccalaureus (Bachelor of Arts) A.C.I.S.T., Associate in Computer Information Systems
Technology A.D., Associate Degree A.D.N., Associate Degree in Nursing A.Eng., Associate in
Engineering A.Eng.Tech., Associate in Engineering Technology A.F.A., Associate in Fine Arts A.F.S.,
Associate in Fire Science Technology A.M., Artium Magister (Master of Arts) A.M.S., Associate in Medical
Science A.S., Associate of Science A.S.N., Associate of Science in Nursing B.A., Bachelor of Arts B.A.A.,

Bachelor of Applied Arts B.A.E., Bachelor of Aerospace Engineering B.A.J., Bachelor of Arts in Journalism B.B.A., Bachelor of Business Administration B.B.E., Bachelor of Biblical Education B.C.E., Bachelor of Civil Engineering B.Cer.E., Bachelor of Ceramic Engineering B.Ch.E., Bachelor of Chemical Engineering B.C.I.S.T., Bachelor of Computer Information Systems Technology B.C.E., Bachelor of Civil Engineering B.Com., Bachelor of Commerce B.C.M., Bachelor of Church Music B.C.S., Bachelor of Commercial Science B.Div., Bachelor of Divinity B.E.E., Bachelor of Electrical Engineering B.Eng.Tech., Bachelor of Engineering Technology B.E.S.M., Bachelor of Engineering Science and Mechanics B.F.A., Bachelor of Fine Arts B.I.E., Bachelor of Industrial Engineering B.I.S., Bachelor of Interdisciplinary Studies B.L.A., Bachelor of Landscape Architecture B.M., Bachelor of Music B.M.E., Bachelor of Mechanical Engineering B.M.Ed., Bachelor of Music Education B.M.S., Bachelor of Medical Science B.Mus., Bachelor of Music B.N.E., Bachelor of Nuclear Engineering B.R.E., Bachelor of Religious Education B.S., Bachelor of Science B.S.A., Bachelor of Science in Agriculture B.S.A.Biol., Bachelor of Science in Applied Biology B.S.Agr.Eng., Bachelor of Science in Agricultural Engineering B.S.A.Math., Bachelor of Science in Applied Mathematics B.S.A.Phys., Bachelor of Science in Applied Physics B.S.A.Psy., Bachelor of Science in Applied Psychology B.S.B.A., Bachelor of Science in Business Administration B.S.B.C., Bachelor of Science in Building Construction B.S.Biol., Bachelor of Science in Biology B.S.C.A., Bachelor of Science in Construction Administration B.S.Chem., Bachelor of Science in Chemistry B.S.Econ., Bachelor of Science in Economics B.S.Ed., Bachelor of Science in Education B.S.E.E., Bachelor of Science in Electrical Engineering B.S.H.E., Bachelor of Science in Home Economics B.S.H.P., Bachelor of Science in Health Physics B.S.H.S., Bachelor of Science in Health Systems B.S.I.C.S., Bachelor of Science in Information and Computer Science B.S.I.D., Bachelor of Science in Industrial Design B.S.Ind.Mgt., Bachelor of Science in Industrial Management B.S.L.A., Bachelor of Science in Landscape Architecture B.S.Math., Bachelor of Science in Mathematics B.S.Mgt., Bachelor of Science in Management B.S.M.Sci., Bachelor of Science in Management Science B.S.N., Bachelor of Science in Nursing B.S.Pharm., Bachelor of Science in Pharmacy B.S.Phys., Bachelor of Science in Physics B.S.Psy., Bachelor of Science in Psychology B.S.T.Ch., Bachelor of Science in Textile Chemistry B.S.Text., Bachelor of Science in Textiles B.S.W., Bachelor of Social Work B.T.E., Bachelor of Textile Engineering B.Tech., Bachelor of Technology B.Th., Bachelor of Theology B.V.A., Bachelor of Visual Arts Cert., Certificate or Teacher Certification C.T., Chiropractic Technician D.A., Doctor of Arts D.A.S.T., Diploma for Advanced Study in Teaching D.B., Divinitatis Baccalaureus (Bachelor of Divinity) D.B.A., Doctor of Business Administration D.C., Doctor of Chiropractic D.D., Divinitatis Doctor (Doctor of Divinity) D.D.S., Doctor of Dental Surgery D.Min., Doctor of Ministry D.O., Doctor of Osteopathy D.P.A., Doctor of Public Administration D.R.E., Doctor of Religious Education D.S.T., Doctor of Sacred Theology D.Th., Doctor of Theology D.V.M., Doctor of Veterinary Medicine Ed.D., Doctor of Education Ed.S., Specialist in Education J.C.D., Junior College Diploma J.D., Juris Doctor (Doctor of Law) L.H.D., Litterarum Humaniorum Doctor (Doctor of Humanities) Litt.D., Litterarum Doctor (Doctor of Letters) LL.B., Legum Baccalaureus (Bachelor of Laws) LL.D., Legum Doctor (Doctor of Laws) LL.M., Legum Magister (Master of Laws) M.A., Master of Arts M.Ac., Master of Accounting M.A.Ed., Master of Art Education M.A.M., Master of Avian Medicine M.A.N., Master of Arts in Nursing M.A.R., Master of Arts in Religion M.Arch., Master of Architecture M.A.S., Master of Actuarial Science M.A.T., Master of Arts for Teachers M.A.T.S., Master of Arts in Theological Studies M.A.Y.M., Master of Arts in Youth Ministry M.B.A., Master of Business Administration M.B.Ed., Master of Business Education M.B.I.S., Master of Business Information Systems M.C., Master of Communication M.C.E., Master of Christian Education M.C.H., Master of Community Health M.Chem., Master of Chemistry M.Co., Master of Communication M.C.P., Master of City Planning M.D., Medicinae Doctor (Doctor of Medicine) M.Div., Master of Divinity M.D.S., Master of Dental Surgery M.E.E., Master of Electrical Engineering M.Ed., Master of Education M.E.S., Master of Experimental Statistics M.F.A., Master of Fine Arts M.G.A., Master of Governmental Administration M.H.A., Master of Health Administration M.H.E., Master of Home Economics M.H.P., Master of Heritage Preservation M.H.R.M., Master of Human Resource Management M.Ins., Master of Insurance M.L.A., Master of Landscape Architecture M.L.M., Master of Library Media M.Ln., Master of Librarianship M.L.T., Master of Laws in Taxation M.M.Ed., Master of Music Education M.M.S., Master of Medical Science M.Mus., Master of Music M.N., Master of Nursing M.P.A., Master of Professional Accountancy M.P.A., Master of Public Administration M.P.Acct., Master of Professional Accountancy M.P.H., Master of Public Health M.P.T., Master of Physical Therapy M.R.A., Master of Recreation Administration M.R.E., Master of Religious Education M.S., Master of Science M.S.A.E., Master of Science in Aerospace Engineering M.S.Arch., Master of Science in Architecture M.S.A.S., Master of Science in Atmospheric Sciences M.S.Biol., Master of Science in Biology M.S.Cer.E., Master of Science in Ceramic Engineering M.S.Ch.E., Master of Science in Chemical Engineering M.S.Chem., Master of Science in Chemistry M.S.Civ.E., Master of Science in Civil Engineering M.S.C.P., Master of Science in City Planning M.S.E.E., Master of Science in Electrical

Engineering M.S.Env.E., Master of Science in Environmental Engineering M.S.E.S.M., Master of Science in Engineering Science and Mathematics M.S.Geoph., Master of Science in Geophysical Sciences M.S.H.Phys., Master of Science in Health Physics M.S.H.S., Master of Science in Health Systems M.S.I.C.S., Master of Science in Information and Computer Science M.S.I.E., Master of Industrial Engineering M.S.I.M., Master of Science in Industrial Management M.S.Ind., Master of Science in Industrial and Systems Engineering M.S.L.S., Master of Science in Library Science M.S.Math., Master of Science in Mathematics M.S.M.E., Master of Science in Mechanical Engineering M.S.Met., Master of Science in Metallurgy M.S.Mgt., Master of Science in Management M.S.N.E., Master of Science in Nuclear Engineering M.S.O.R., Master of Science in Operations Research M.S.Phys., Master of Science in Physics M.S.Psy., Master of Science in Psychology M.S.R.E., Master of Science in Real Estate M.S.R.E.U.A., Master of Science in Real Estate and Urban Affairs M.S.Stat., Master of Science in Statistics M.S.T., Master of Science for Teachers M.S.Tex., Master of Science in Textiles M.S.Tex.Ch., Master of Science in Textile Chemistry M.S.Tex.E., Master of Science in Textile Engineering M.S.W., Master of Social Work M.Tax, Master of Taxation M.Th., Master of Theology M.T.S., Master of Theological Studies M.Tx., Master of Taxation M.V.A., Master of Visual Arts Pharm.D., Doctor of Pharmacy Ph.B., Philosophiae Baccalaureus (Bachelor of Philosophy) Ph.D., Philosophiae Doctor (Doctor of Philosophy) S.B., Bachelor of Science S.M., Master of Science S.T.B., Sacrae Theologiae Baccalaureus (Bachelor of Sacred Theology) S.T.D., Doctor of Sacred Theology Th.B., Bachelor of Theology Th.M., Master of Theology

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