

Colby

Colby

STYLE AND
USAGE
MANUAL

Colby Style and Usage Manual (2008)

INTRODUCTION

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Consistency of style conveys quality and professionalism in Colby publications. A lack of consistency can leave a poor impression of the institution. With that in mind, this style guide is maintained as a quick reference for use in preparing Colby's printed materials.

This manual does not attempt to duplicate other style guides such as *The Associated Press Stylebook* and *The Chicago Manual of Style*. Instead, it treats usage and style issues particular to Colby and presents guidelines for issues frequently encountered but not covered (or covered differently) in other stylebooks. This guide is meant for Colby publications and official correspondence. Academic writing, journalism, press releases, or Web content may use other conventions.

For help with issues not addressed here, please refer to *The American Heritage College Dictionary*, Fourth Edition, and to the Chicago and AP guides. If you cannot find guidance on a particular question, a search for that construction at www.nytimes.com often provides examples. If you have further questions or wish to discuss issues of style or usage, please contact College Editor Stephen Collins at ext. 4352 or e-mail him at sbcollin@colby.edu.

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SECTION 1 ABBREVIATIONS

- 1.1 Academic Degrees
- 1.2 Months
- 1.3 States/Territories
- 1.4 Other Countries

1.1 Academic Degrees

A.B. (no space after first period)—abbreviation for *Artium baccalaureus*, bachelor of arts, the degree Colby grants
B.A.—bachelor of arts
M.B.A.—master of business administration
Ed.D.—doctor of education

Right: James T. Kirk has a Ph.D. in astronomy.
James T. Kirk has a doctorate in astronomy.

The word **degree** should not follow a degree abbreviation.

Wrong: He has a B.A. degree in history.

Right: He has a B.A. in history.

Right: She earned her Ph.D. at Harvard.

When referring to degrees in general, lowercase the first letter of the degree and use the apostrophe + s ('s).

Right: They all had doctoral degrees in engineering.

Right: He earned a bachelor's degree in mathematics.

Lowercase formal names of academic degrees: bachelor of science, bachelor of arts in art, master of arts, doctor of philosophy.

Colby degree: bachelor of arts (written out) and A.B. (abbreviation for the Latin *Artium baccalaureus*)

1.2 Months

Abbreviate months if you include a date. Do not abbreviate months when used alone or only with a year. Do not abbreviate March, April, May, June, or July.

1.3 States/Territories

Spell out the names of states when they stand alone. Abbreviate according to AP (see next page), not postal, rules when a state is listed with a city. Use a comma following the state name when the sentence continues.

Right: The sophomore came from Lompoc, Calif., to study chemistry.

State/Territory Abbreviations for Use in Text

When an entire address is written, use postal rules for state abbreviations preceding the zip code. Otherwise, use these Associated Press state abbreviations in text.

State	Abbreviation		
Alabama	Ala.	South Dakota	S.D.
Alaska	Alaska	Tennessee	Tenn.
Arizona	Ariz.	Texas	Texas
Arkansas	Ark.	Utah	Utah
California	Calif.	Vermont	Vt.
Colorado	Colo.	Virginia	Va.
Connecticut	Conn.	Washington	Wash.
Delaware	Del.	West Virginia	W.Va.
Florida	Fla.	Wisconsin	Wis.
Georgia	Ga.	Wyoming	Wyo.
Hawaii	Hawaii		
Idaho	Idaho	Territories	Abbreviation
Illinois	Ill.	District of Columbia	D.C.
Indiana	Ind.	Guam	Guam
Iowa	Iowa	Puerto Rico	P.R.
Kansas	Kan.	Samoa	Samoa
Kentucky	Ky.	Virgin Islands	V.I.
Louisiana	La.		
Maine	Maine	Canadian Provinces/Territories	Abbreviation
Maryland	Md.	Alberta	Alta.
Massachusetts	Mass.	British Columbia	B.C.
Michigan	Mich.	New Brunswick	N.B.
Minnesota	Minn.	Newfoundland	Nfld.
Mississippi	Miss.	Northwest Territories	N.W.T.
Missouri	Mo.	Nova Scotia	N.S.
Montana	Mont.	Nunavut	Nunavut
Nebraska	Neb.	Ontario	Ont.
Nevada	Nev.	Prince Edward Island	P.E.I.
New Hampshire	N.H.	Quebec	Qué.
New Jersey	N.J.	Saskatchewan	Sask.
New Mexico	N.M.	Yukon	Yukon
New York	N.Y.		
North Carolina	N.C.		
North Dakota	N.D.		
Ohio	Ohio		
Oklahoma	Okla.		
Oregon	Ore.		
Pennsylvania	Pa.		
Rhode Island	R.I.		
South Carolina	S.C.		

1.4 Countries

Spell out names of countries when they stand alone. Use United States as a noun, U.S. as a modifier.

Right: We enrolled students from Labasa, Fiji, and Lusaka, Zambia, in the current class.

Right: U.S. Ambassador to Venezuela Patrick Duddy '72 returned to the United States.

SECTION 2

CAPITALIZATION

- 2.1 Academic Divisions, Departments, Programs, and Administrative Offices and Departments
- 2.2 Buildings
- 2.3 Alma Mater
- 2.4 Alumni Association, Alumni Council
- 2.5 a.m. and p.m.
- 2.6 Funds
- 2.7 Board of Trustees, Faculty, President, Overseers
- 2.8 Classes and Courses
- 2.9 The College
- 2.10 Committees, Clubs
- 2.11 Commons
- 2.12 Official and Courtesy Titles
- 2.13 Student Titles
- 2.14 Student Classifications
- 2.15 Historical Periods
- 2.16 Honors
- 2.17 Majors, Programs
- 2.18 Regional Designations
- 2.19 Seasons
- 2.20 State and Federal
- 2.21 Web Words

2.1 Academic Divisions, Departments, and Programs, and Administrative Offices and Departments

Capitalize the names of Colby departments, offices, and divisions and the words **department**, **office**, and **division** when they appear together: Art Department, Department of Art, Admissions Office, Office of Admissions.

Right: Office of the President, President's Office

Right: The director of campus life is part of the Dean of Students Office.

Right: The English Department office is in Miller Library.

Right: New offices were created for the departments of Government, History, Economics, and Anthropology.

Academic Divisions

Division of:

Humanities
Natural Sciences
Social Sciences
Interdisciplinary Studies

Academic Departments

Department of:

Administrative Science
Anthropology
Art
Biology
Chemistry
Classics
Computer Science
East Asian Studies
Economics
English
French and Italian
Geology
German and Russian

Government
History
Mathematics
Music
Philosophy
Physics and Astronomy
Psychology
Religious Studies
Sociology
Spanish
Theater and Dance

Interdisciplinary Programs

African Studies Program
African-American Studies Program
American Studies Program
Creative Writing Program
Education Program
Environmental Studies Program
International Studies Program
Jewish Studies Program
Latin American Studies Program
Science, Technology, and Society Program
Women's, Gender, and Sexuality Studies Program

Other Programs

Colby Cares About Kids (CCAK)
Davis United World College Scholars (no hyphen)
Department of Athletics
The Goldfarb Center for Public Affairs and
Civic Engagement
Integrated Studies Program
January Program (Jan Plan)
Oak Institute for the Study of International Human
Rights

Administrative Offices and Departments

Colby College Libraries
Colby College Museum of Art or Colby Museum of Art
Colby Bookstore
College Relations Operations and Analysis
Counseling Services
Department of Security
Dining Services
Eustis Service Center
Farnham Writers' Center
Health Services
Office of Academic Affairs and the Dean of Faculty
Office of the Administrative Vice President and
Treasurer
Office of Admissions and Financial Aid
Office of Alumni and Donor Relations
Office of Career Services
Office of the Chaplains
Office of the Colby Fund
Office of Communications
Office of Corporate, Foundation, and
Government Relations
Office of the Dean of Students
Office of Financial Planning
Office of Financial Services
Office of Human Resources
Office of Information Technology Services
Office of Institutional Research and Assessment
Office of Investments
Office of Major Gifts
Office of Multicultural Affairs
Office of Off-Campus Study
Office of Planned Giving
Office of the President
Office of the Registrar
Office of Scheduling and Facilities
Office of Special Programs
Office of Student Financial Services
Office of Campus Life
Physical Plant Department
Special Collections
Student Financial Services

2.2 Buildings

Use the official name of campus facilities with capitals in formal communication. On second reference, if the name is partial, you may shorten the name with the appropriate designation. On second reference when you use no proper name, lowercase **hall**, **center**, **union**, and **building**. Do not use **building**, **hall**, **union**, and **center** interchangeably.

Right: The Eustis Administration Building houses the Office of the President. The building is near Cotter Union.

Right: The Office of Institutional Research and Assessment is also in the Eustis Building. The office keeps track of enrollment data.

Buildings and Rooms

Bixler Art and Music Center
Art and Music Library
The Colby College Museum of Art
Jetté Galleries
Davis Galleries
The Crawford Art Studios
The Lunder Wing
Paul J. Schupf Wing for the Works of Alex Katz
The Paul J. Schupf Sculpture Court
Given Auditorium
The Lawrence Walker Collins Observatory
Cotter Union
Joseph Family Spa
Marchese Blue Light Pub
Page Commons Room
Pugh Center
Pulver Pavilion
Diamond Building
Ostrove Auditorium
Eustis Administration Building
Garrison-Foster Building
Gould Music Shell
Harold Alfond Athletic Center
(see *Athletic Facilities below*)
Hill Family Guest House
Lorimer Chapel
Rose Chapel
Lovejoy Building
Lovejoy 100
Miller Library
Alfred King Chapman Room
Edwin Arlington Robinson Memorial Room
John and Catherine Healy Memorial Room
Davis Educational Foundation Electronic-

Research Classroom
Lunder House
Millett House
Physical Plant
President's House
Roberts Building (not Union)
Smith Room
Hurd Room
Robins Room
Smith-Hurd-Robins Room
Whitney Room
Runnals Building (not Union)
Dunn Dance Studio
Strider Theater
Cellar Theater
Schair-Swenson-Watson Alumni Center
Parker-Reed Room
Science Complex
Science Library
Arey Life Sciences Building
Keyes Science Building
Paul J. Schupf Scientific Computing Center
Seeley G. Mudd Science Building
F.W. Olin Science Center

Residence Halls

Roberts Row
Drummond Hall
Goddard-Hodgkins Hall
Piper Hall
Treworgy Hall
Grossman Hall
Pierce Hall
Perkins-Wilson Hall

Johnson Hall
 East Quad
 Butler Hall
 Champlin Hall
 Small Hall
 West Quad
 Chaplin Hall
 Pepper Hall
 Robins Hall
 Anthony-Mitchell-Schupf
 Averill Hall
 The Hillside Complex
 Leonard Hall
 Marriner Hall
 Sturtevant Hall
 Taylor Hall
 Williams Hall
 The Heights
 Dana Hall
 Coburn Hall
 Foss Hall
 Mary Low Hall
 Mary Low Coffeehouse
 Woodman Hall
 The Harold and Bibby Alford Residence Complex

Athletic Facilities
 Harold Alford Athletic Center
 Alford Ice Rink
 Boulos Family Fitness Center
 Carl E. Nelson Physical Therapy Center
 Dunaway Squash Courts
 Field House
 Wadsworth Gymnasium
 Outdoor Athletic Facilities
 Alford Track
 Alford-Wales Tennis Courts
 Bill Alford Field
 The Campbell Trails
 Coombs Field (baseball)
 Crafts Field (softball)
 The Klein Tennis Pavilion
 The Ludy and Pacy Levine Athletic Grounds
 Loebs Field (soccer practice fields)
 Seaverns Football Field
 Seaverns Stadium

Other Facilities
 Colby-Hume Center
 Colby-Marston Preserve
 Johnson Pond
 Perkins Arboretum and Bird Sanctuary

2.3 Alma Mater

Lowercase **alma mater** (unless in a title).

2.4 Alumni Association, Alumni Council

Lowercase all second references to the **association** and **council**.

2.5 a.m. and p.m.

Do not capitalize **a.m.** or **p.m.** and do not space after first period.

Right: 3 p.m., 9 a.m. (For more about times, see Section 3.7 on page 14.)

2.6 Board of Trustees, Faculty, President, Overseers

Capitalize **Board of Trustees**. Capitalize **Trustee**, **President**, and **Overseer** as a title before a name.

Lowercase second reference to the board or to trustees.

Refer to the Overseers (not Board of Overseers). When referring to **Overseers** as an entity, capitalize.

Do not capitalize **faculty**, **president** (except when referring to the President of the United States), or **overseer**. Refer to the chair of the board, not chairman or chairwoman.

Right: Trustee John Wilkins made a speech.
Right: She has been a trustee for four years.
Right: The board sets policy on funding for the College.
Right: The president talked to the Overseers.

2.7 Classes and Courses

Classes are individual sessions; courses generally last for a semester. Use lowercase when you refer to courses and classes, unless you use the specific name of a class (as listed in the catalogue) or the class uses a proper noun or numeral. Do not use quotes around course titles.

Right: I had a mathematics class and a performing arts class.
Right: I am taking American Music, Introduction to Psychology, and Intermediate Spanish.

2.8 Class Years

Capitalize Class in all references to Colby class years. Use the apostrophe (not opening single quote) to abbreviate class years. Use four digits in class years from more than 90 years ago.

Right: The Class of 1956 broke the fundraising record.
Right: Dr. Clarence E. “Doggie” Dore ’39 was the College physician. (Not ‘39.)
Right: Elijah Parish Lovejoy, Class of 1826, was a martyr to abolition and freedom of the press.

2.9 Colby Fund

Capitalize all references to funds, e.g.: the **Colby Fund**, the **Colby Fund for Parents** or the **Parents Fund**. Lowercase all second references to the fund. (No apostrophe in **Parents**—it’s an adjective, not a possessive noun.)

2.10 The College

Capitalize **College** by itself only when it refers to Colby.
Wrong: Alumni visit the college during Homecoming.
Right: The College moved to Mayflower Hill in the mid-20th century.
Right: The College competes with other colleges’ woodsmen’s teams.

2.11 College Events

Capitalize **reunion** only in the title **Reunion Weekend** or **Reunion 2008**.
Capitalize **Family Homecoming Weekend** (no hyphen).
Capitalize **commencement** only as part of the formal title and only when it refers to Colby’s commencement, as in **Commencement 2008**.

2.12 Committees, Clubs

Capitalize names of committees and clubs and lowercase second references. Lowercase names of subcommittees.
Right: The Student Affairs Committee met Thursday. Our committee planned to honor the guest speakers.
Right: The marketing subcommittee of the Development Committee meets Saturday.

2.13 Official and Courtesy Titles

Titles are capitalized only when written before a person's name. Refer to the *Colby College Catalogue* for official titles.

Do not put a courtesy title before a person's name if a degree title follows it. Use the abbreviations only after a full name, never after just a last name. Lowercase titles unless they precede a name. Second and subsequent references generally use last names only.

Vice President has no hyphen. When used after a name, a courtesy title is set off by commas. Titles such as **C.P.A.** are preceded by a comma. **Jr.** is not preceded by a comma.

A title is never used for an honorary degree. Colby publications only use the title **Dr.** for medical doctors.

Courtesy titles such as **Mr.**, **Mrs.**, **Ms.**, and **Miss** are generally not used in either first or subsequent references.

Wrong: Mr. Jones, Ph.D.

Wrong: Dr. John Thomas, Ph.D.

Wrong: College President Dr. William D. Adams

Right: Kevin Jones, Ph.D.

Right: College President William D. Adams

Right: Dr. Marie Jones

Right: Kevin Jones, Ph.D., will address the educators.

Right: Douglas C. Terp '84, administrative vice president

Right: John McCarron, C.P.A.

2.14 Student Classifications

Do not capitalize **first-year student**, **sophomore**, **junior**, or **senior**, whether referring to a class or to an individual student. When referring to a particular class year, capitalize **Class**, e.g., Class of '89, Class of '45. Use **first-year** (with hyphen) when referring to an individual or the whole body of first-year students.

Right: The senior class sponsored the lecture.

Right: He is a senior English major.

2.15 Historical Periods

Capitalize the names of historical periods. Spell out first through ninth centuries and use numbers for 10th and above with century in lowercase. Capitalize **Colonial** when referring to the period in U.S. history; lowercase as a style of architecture. Hyphenate when using as an adjective.

Right: the Renaissance

Right: Baroque music

Right: the 20th century

Right: the 20th-century historian

2.16 Honors

Lowercase **cum laude**, **magna cum laude**, and **summa cum laude**. Do not italicize.

2.17 Majors, Programs

When they are not a part of a designated degree, do not capitalize majors, specializations, or concentrations of study except for proper names: English, Spanish, German, etc.

Right: He received a bachelor of arts in history.

Right: She majored in economics and Spanish.

Right: concentration in creative writing

Right: a program in women's, gender, and sexuality studies

Right: the Women's, Gender, and Sexuality Studies Program

2.18 Regional Designations

Capitalize regions within the United States but not within individual states, e.g., East Coast and Midwest, but western Pennsylvania. Lowercase when referring to central Maine or the state of Maine. Belgrade Lakes is capitalized.

Right: Colby and the Belgrade Lakes are located in central Maine.

2.19 Seasons

Lowercase **spring**, **summer**, **fall**, and **winter** and all derived words such as **springtime**. Capitalize only when part of a formal name.

Right: fall semester, summer session

Right: Winter Olympics

Right: We had an especially dry summer.

2.20 State and Federal

Lowercase **state** in all references. Use caps for **federal** as part of formal name or title. Lowercase it when used as an adjective to distinguish something from state, country, city, town, or private entities.

Right: our state colleges

Right: the federal loans

Right: The state of Maine

Right: our state grants

Right: Federal Communications Commission

Right: Federal Stafford Loan

2.21 Web Words

Each word in World Wide Web is capitalized.

The word Web is capitalized when it refers to the World Wide Web. Web site is two words; site is not capitalized.

The word Internet is capitalized.

HTML is uppercase. Spelled out it is, Hyper-text Markup Language.

Online is one word and not capitalized.

The word URL is uppercase.

Homepage, webcast, and webmaster are not capitalized unless they begin a sentence.

SECTION 3

NUMERALS

3.1 Days, Months, Years

3.2 Measurements

3.3 Money

3.4 Numbers

3.5 Percentages

3.6 Telephone Numbers

3.7 Time

3.8 The Colby Eight

3.1 Days, Dates, Months, Years

Do not use **on** with dates unless its absence would lead to confusion. To describe sequences or inclusive dates or times use a hyphen (-) without spaces for **to**. Abbreviate months when a date is used (see section 1.2).

Wrong: The program ends on December 15, 2002.

Right: The program ends Dec. 15, 2002.

Right: The program ends in December 2002.

Right: The program ends in December.

Wrong: Apply here May 7 to 9, 8 a.m. to 10 a.m.

Right: Apply here May 7-9, 8 a.m.-4 p.m.

Do not use a hyphen when using “**from**.”

Wrong: The exhibition ran from May 1-23.

Right: The exhibition ran from May 1 to 23.

Spell out ordinals **first** through **ninth** and use numerals with appropriate letter suffixes for 10th and above.

Right: the first semester, the second vice president

Right: the ninth sample, our 50th anniversary

Do not use ordinals (**st**, **th**, etc.) with dates except when the month is not written. Do not use superscript ordinals.

Wrong: Submit applications by Oct. 14th.

Right: Submit applications by Oct. 14.

Exception: Submit applications by the 14th.

Wrong: the 10th sample, our 50th anniversary

When referring to decades, change to numerals or capitalize the decade. Use apostrophe only if the use is possessive.

Wrong: Fraternities were banned in the 1980's.

Right: The Beatles dominated the music scene in the 1960s.

Right: The Seventies was the decade of the “me generation.”

Right: She graduated with the Class of '29.

Right: the '60s

3.2 Measurements

Always spell out **inches**, **feet**, and other measures. When writing measurements in lists etc., do not use smart quotes, use straight quotes.

Wrong: 6'2”

Right: 6'2"

Right: a 40-foot yacht

3.3 Money

Use the dollar sign and numbers. Do not use a decimal and two zeros.

Wrong: \$15.00

Right: \$15

Right: \$15.25

For dollar amounts beyond thousands, use the dollar sign, number, and appropriate word.

Wrong: The budget was \$82,600,000.

Right: The grant was \$82.6 million.

Right: It is a \$14-million building.

3.4 Numbers

Generally, spell out whole numbers **one** through **nine**, use figures for **10 and above**. Use figures for dimensions, percentages, distances, computer storage capacities, and several other measures. Grade levels are an exception—always spell them out. Check the *Associated Press Stylebook* for exceptions. Spell out numbers at the beginning of sentences. Use figures for ages. Avoid using fractions of years; use months.

Right: nine secretaries

Right: 16 buildings

Right: 4 inches

Right: He teaches eleventh grade.

Right: She has a daughter, Jill, 3.

Right: His son is 18 months old.

Right: Twenty students registered for the class.

Right: 8 megabytes, a 6-megabyte memory

3.5 Percentages

In tables, write percentages with the numeral and % symbol. In prose, spell out the word **percent** except in scientific, technical, and statistical copy.

Right: Seventy percent responded favorably.

Right: More than 90 percent of the class earned A's, and only 2 percent failed.

Right: That is a 2-percent failure rate.

3.6 Telephone Numbers

If a publication is strictly for use on campus, you may omit the initial three numbers. If referring to the four-digit extension only, use **ext.** before the number. If the publication may or will be sent off campus, include the area code.

Right: 207-859-4000

Right: ext. 4000

Wrong: x4000

3.7 Time

When writing a time that falls on the hour, do not use **:00**. State the hour with **a.m.** or **p.m.** or **o'clock**.

Wrong: The concert begins at 8:00 p.m.

Wrong: The concert begins at 8 p.m. Friday evening.

Right: The concert begins at 8 p.m.

Right: The concert begins Friday evening at 8 o'clock.

Right: The concert begins at 8:30 p.m.

Right: The museum is open 10 a.m.-4:30 p.m.

For **12 a.m.** and **12 p.m.** use **noon** and **midnight** without **12** before.

Wrong: The session will end at 12 noon.

More Wrong: The session will end at 12 p.m.

Right: The session will end at noon.

Right: He came to work at midnight.

Exception: For proper alignment of a schedule in a list or column, use **:00** for times that fall on the hour if there are entries contained in the schedule that do not.

Wrong:

8 Registration

9:15 Coffee

Right:

8:00 Registration

9:15 Coffee

3.8 The Colby Eight

Spell out **Eight** in the name of the a cappella group The Colby Eight.

PLURALS AND POSSESSIVES

4.1 Names

4.2 Plurals

4.3 Preferred Plurals

4.1 Names

Form plurals of family names that end in **s** by adding **es**.

The Jameses live in Waterville.

Form plurals and possessives of proper names that end with **s**, **x**, and **z** like this:

the Joneses' reputation

Bro Adams's hair

Karl Marx's theories

Savitz's holdings

Form the possessive of plural one-syllable proper names like this:

the White Mules' victory

4.2 Plurals

Form plurals of the following by adding **s** alone.

the early 1920s (the early '20s)

several YMCAs

in twos and threes

Form plurals of the following by adding **'s**.

M.A.'s and Ph.D.'s

SOS's

S's, A's, and I's

x's and y's

the three R's

4.3 Preferred plurals

Yes

appendices

colloquia

curricula

data

memoranda

millennia

forums

symposia

No

appendixes

colloquiums

curriculum

datums

memorandums

millenniums

fora

symposiums

PUNCTUATION BASICS

5.1 Punctuation, Spaces

5.2 Introductory Phrases

5.3 Parentheses

5.4 Punctuation with Quotations

5.5 Punctuation with States, Countries, and Dates

5.6 Series

5.7 Titles: Italics and Quotes

5.8 Hyphens and Dashes

5.9 Colons

5.10 Ellipses

5.1 Punctuation, Spaces

With the advent of computers and word processing it is no longer correct to use two spaces after periods, question marks, etc. in non-academic writing. Use a single space.

5.2 Introductory Phrases

Introductory phrases such as **Last year** and **In 1966** do not require commas. When in doubt, leave it out.

5.3 Parentheses

Place the period inside the parentheses only when the matter enclosed is an independent sentence forming no part of the preceding sentence.

Right: Most Colby students are from public high schools. (Of course, there are exceptions.)

Right: Most professors have doctorates (although some have terminal master's degrees such as the M.F.A.).

5.4 Punctuation with Quotations

Commas always go inside the quotation marks. Periods always go inside the quotation marks. Exclamation points and question marks go inside the quotation marks when they are a part of the quoted matter. Otherwise, they go outside.

Right: Gomer Pyle said, "Golly, Sergeant!" when he heard the news.

Right: Sergeant Parker gave the following order: "Peel potatoes!"

Right: Francis Schaeffer's book asks, "How Shall We Then Live?"

Right: What did King mean when he said, "I have a dream"?

Semicolons and colons should be placed outside quotation marks or parentheses. When a passage ending with one of these punctuation marks is quoted, the colon or semicolon is dropped.

Right: President Adams stated that the plan needed "a few minor adjustments"; however, he did not reject it entirely.

In running quotations, each new paragraph should begin with open quotation marks.

5.5 Punctuation with States, Countries, and Dates

Commas should be used after a date (month, day, and year) and place (city, state, and/or country).

Right: On January 1, 1990, a new year began.

Right: The Waterville, Maine, native came home.

5.6 Series

Colby style uses the serial or Oxford comma before the last item in a series.

Right: The president, vice president, and dean of admissions were all present.

5.7 Titles: Italics and Quotes

When writing titles, the whole title should be in italics and the parts in quotation marks. For example, a book of poems would be in italics, but a poem from the book would be in quotation marks; a television show would be in italics, but the episode would use quotation marks, etc. Titles of plays are italicized.

Titles of individual works of art, titles of paintings, drawings, statues etc. are italicized; titles of collections and exhibitions are neither italicized nor put in quotes.

“The Raven” from *The Poe Collection*

Gone with the Wind

Rosanne episode “Back Off Buddy, That’s My Husband”

The New York Times

“Babylon Revisited” is the first work in *Babylon Revisited and Other Stories*

Richard Serra’s print *Brownie McGhee* is part of Richard Serra at Colby College, The Paul J. Schupf Collection.

5.8 Hyphens and Dashes

A hyphen (-) is a single short mark. It is used to join words or numbers (see 3.1). Hyphens are used to connect compound modifiers, however, they are omitted when the first modifier is an adverb ending in -ly.

Right: A well-known author spoke in the smoke-free restaurant.

Right: Reunion Weekend is June 7-9.

Wrong: This mostly-ignored manual is of little use.

A m-dash (—) is a single long mark, not two hyphens (--).

(On a Mac, hold down option-shift and the minus/underline key.)

Wrong: Reunion Weekend--an event for alumni--is from June 7-9.

Right: Reunion Weekend—an event for alumni—is June 7-9 ... or is from June 7 to 9.

5.9 Colons

When introducing a list, avoid using a colon following a verb.

Wrong: The list includes: a 128-acre arboretum, a 6.2-acre pond, and 8.5 miles of trails.

Right: The list includes the following: a 128-acre arboretum, a 6.2-acre pond, and 8.5 miles of trails.

5.10 Ellipses

Ellipses indicate something that has been left out. Three dots (without spaces between) signify an omission; four (with a space between the period and the ellipsis) signify a sentence break and the omission.

SECTION 6 USAGE

6.1 A, An

6.2 Alumni

6.3 And, &

6.4 Collective Nouns

6.5 Jr. and Sr., II and III

6.6 URLs

6.1 A, An

Use **a** before words that start with a consonant sound, **an** before words that start with vowel sounds. A European vacation; a historical novel; an hourglass; an NBC feature story.

6.2 Alumni

Identify past and current students by their class years with an apostrophe (' , not ´) before the year.

alumna—feminine singular

alumnae—feminine plural

alumnus—masculine singular

alum—masculine or feminine singular

alums, alumni—masculine plural; masculine plural and/ or feminine plural

Right: John W. Smith '42, Chagrin Falls, Ohio, likes to work in his garden.

Right: Fred '50 and Mary Smith Jones '53 were active in the Waterville Colby Club.

Right: Mary (Smith '53) and Fred Jones '50 were active in the Waterville Colby Club.

If a person has more than one degree, place a comma between the class years.

Right: Robert W. Burke '61, M.A. '81

Avoid using possessives with class year. Find another construction

Wrong: Robert W. Burke's '61 son

Catalogue Rule: Do not list honorary degrees from other institutions. Regarding highest degrees earned at other institutions: if undergraduate, it should precede Colby honorary degree; if advanced, it should follow Colby honorary master's degree and Colby honorary doctorate.

Right: Richard L. Abedon '56, M.A. '86, J.D.

Right: Peter D. Hart '64, M.A. '89, LL.D. '85

Right: Robert N. Anthony '38, M.A. '59, L.H.D. '63, M.B.A., D.C.S.

6.3 And, &

Spell out **and**. Don't use the ampersand (&) except in company names as specified (Johnson & Johnson, *U.S. News & World Report*).

6.4 Collective Nouns

The nouns **faculty** and **staff** should be used as collective nouns.

Right: The French faculty meets regularly with the other language faculties.

Wrong: The faculty sometimes disagree among themselves.

Right: Faculty members sometimes disagree among themselves.

6.5 Jr. and Sr., II and III

Jr. and **Sr.** and other personal suffixes should not be preceded by a comma. When using II and III, do not use a comma.

Right: John Jones Sr.

Right: Philip J. Carter Jr.

Right: Hugh J. Gourley III

Right: Robert E.L. Strider II

6.6 Web Addresses (URLs)

When writing Web addresses for print, do not use `http://`. Start with `www`.

Wrong: The information can be found online (`http://www.colby.edu`).

Right: The information can be found online (`www.colby.edu`).

(Note that some e-mail programs require the `http://` to display URLs as active links.)

SPELLING WORDS AND HYPHENATED WORDS

Preferred Colby Style:

Yes	No
advisor	adviser
aesthetics	esthetics
archaeology	archeology
audiovisual	audio-visual
bilingual	bi-lingual
catalog	catalogue
<i>(except Colby College Catalogue, first or second reference)</i>	
chair and vice chair	chairman, chairperson, or chairwoman
coeducational	co-educational
cooperative	co-operative
<i>(co-op is acceptable)</i>	
coordinate	co-ordinate
course work	coursework
daycare	day-care
extracurricular	extra-curricular
paraprofessional	para-professional
percent	per cent
TV	tv

Other Words

Consult the *American Heritage College Dictionary* regarding hyphenation of words and combined words. Some common examples are listed below:

All-America (for team)
 All-American (for individuals)
 All-New England
 child care
 database
 earth science, life sciences, physical sciences (name of department), physical science (name of degree)
 e-mail
 fundraising, fundraising campaign, fundraiser
 freelance
 high school students
 Internet
 lifestyle
 lifelong

long-standing
long-term
longtime
midyear
newly renovated (no hyphen with -ly words)
nonprofit
off-season
online, the online directory
playoffs
postgraduate
preeminent
preschool
Strider Theater (not theatre)
subcommittee
T-shirt
townhouse
upload (upload to the server; the upload)
Web site
webcast
webmaster

COMMONLY MISUSED WORDS

Author, Host

Try to avoid using these words as verbs.

Insure, Ensure, Assure

Insure means to establish a contract for insurance of some type.

Ensure means to guarantee.

Assure means to inform with a view to removing doubt.

None

None may be construed as either singular or plural, according to the thought to be conveyed: “no amount” (when the following noun is singular) or “no individuals” (when the following noun is plural).

None of the fruit was eaten.

Not one of the volcanoes in Chile is active.

When the meaning is “not one,” it is better to use **not one** than **none** with a singular verb.

Not one of the guests has arrived.

Over, More Than

When referring to a quantity, use **more than**, not **over**.

I have more than \$5 in my wallet.

While

While means “at the same time as.” Do not substitute **but** or **and** with **while**.

Wrong: While the council chair was a Democrat that year, the post was held for 20 years thereafter by a Republican.

Right: Although the council chair was a Democrat that year, . . . the post . . .

Right: The council chair that year was a Democrat, but the post was held . . .

Wrong: He is a doctor, while his wife is a dentist.

Right: He is a doctor, and his wife is a dentist.

Who, whom

Who is used for a grammatical subject, where a nominative pronoun such as **I** or **he** would be appropriate.

The actor **who** played Hamlet was there. **Who** do you think is the best candidate?

Whom is used where an objective (object of) pronoun would be appropriate.

To whom did you give the letter?

The man whom the papers criticized did not show up.

Test by turning the sentence around to say, "The papers criticized the man [him]." Therefore, the objective form (him, whom) is correct in the original sentence.