Colby
Style and Usage Manual
2015
Consistency of usage in Colby publications conveys quality and professionalism. A lack of consistency leaves a poor impression of the institution. With that in mind, this guide is maintained as a reference for use in preparing Colby’s printed materials.

This manual does not attempt to duplicate other style guides such as the *Chicago Manual of Style*. 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, lists, invitations, etc. may use other conventions.

For help with issues not addressed here, please refer to the *American Heritage College Dictionary* (ahdictionary.com) and to the *Chicago Manual* (chicagomanualofstyle.org), which are accessible from Colby’s network and from off campus when logged into the Colby Libraries. If you cannot find guidance on a particular question, a search for any given construction at nytimes.com or newyorker.com often provides guidance. Other important references are the Colby College Catalogue (colby.edu/catalogue) and the Colby Factbook (colby.edu/ir) maintained by the Office of Institutional Research and Assessment.

If you have questions or wish to discuss issues of style or usage, please contact College Editor Stephen Collins ’74 (ext. 4352 or sbcollin@colby.edu).
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## Spelling and Hyphenation

## Commonly Misused Words
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, and the degree initials (A.B.) should not be used with a Colby class year.

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.
Wrong: Dan Harris ’93, B.A., is an author and a newsman.

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.
Right: She earned two master’s degrees.

Lowercase formal names of academic degrees: bachelor of science, bachelor of arts, 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 (Jan., Feb., Aug., Sept., Oct., Nov., Dec.) 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 (next page), not postal rules when a state is listed with a city or town in text. 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

Use postal rules for state abbreviations preceding the zip code only on envelopes.

<table>
<thead>
<tr>
<th>State</th>
<th>Abbreviation</th>
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<tbody>
<tr>
<td>Alabama</td>
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<td>Alaska</td>
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<tr>
<td>Arizona</td>
<td>Ariz.</td>
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<td>Arkansas</td>
<td>Ark.</td>
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<td>California</td>
<td>Calif.</td>
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<td>Colorado</td>
<td>Colo.</td>
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<td>Connecticut</td>
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<td>Delaware</td>
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<td>Florida</td>
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<td>Louisiana</td>
<td>La.</td>
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<td>Maine</td>
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<td>Mo.</td>
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<td>Montana</td>
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<td>Nebraska</td>
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<td>Nevada</td>
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<td>New Hampshire</td>
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<td>New Jersey</td>
<td>N.J.</td>
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<td>New Mexico</td>
<td>N.M.</td>
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<td>New York</td>
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<td>North Carolina</td>
<td>N.C.</td>
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<td>North Dakota</td>
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<td>Oregon</td>
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<td>Pennsylvania</td>
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<td>Rhode Island</td>
<td>R.I.</td>
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<td>South Carolina</td>
<td>S.C.</td>
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<td>South Dakota</td>
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<td>Utah</td>
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<td>Vermont</td>
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<td>Virginia</td>
<td>Va.</td>
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<td>Washington</td>
<td>Wash.</td>
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<td>West Virginia</td>
<td>W.Va.</td>
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<td>Wisconsin</td>
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<tr>
<td>Wyoming</td>
<td>Wyo.</td>
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</table>

### Territories

<table>
<thead>
<tr>
<th>State</th>
<th>Abbreviation</th>
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<tbody>
<tr>
<td>District of Columbia</td>
<td>D.C.</td>
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<tr>
<td>Guam</td>
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<tr>
<td>Puerto Rico</td>
<td>P.R.</td>
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<tr>
<td>Samoa</td>
<td>Samoa</td>
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<tr>
<td>Virgin Islands</td>
<td>V.I.</td>
</tr>
</tbody>
</table>

### Canadian Provinces/Territories

<table>
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<tr>
<th>State</th>
<th>Abbreviation</th>
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</thead>
<tbody>
<tr>
<td>Alberta</td>
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<tr>
<td>British Columbia</td>
<td>B.C.</td>
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<tr>
<td>New Brunswick</td>
<td>N.B.</td>
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<tr>
<td>Newfoundland</td>
<td>Nfld.</td>
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<tr>
<td>Northwest Territories</td>
<td>N.W.T.</td>
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<tr>
<td>Nova Scotia</td>
<td>N.S.</td>
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<tr>
<td>Nunavut</td>
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<tr>
<td>Ontario</td>
<td>Ont.</td>
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<tr>
<td>Prince Edward Island</td>
<td>P.E.I.</td>
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<tr>
<td>Québec</td>
<td>Qué.</td>
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<tr>
<td>Saskatchewan</td>
<td>Sask.</td>
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<tr>
<td>Yukon</td>
<td>Yukon</td>
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</tbody>
</table>

### 1.4 Countries

Spell out names of countries when they stand alone. Use United States as a noun; use 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.
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 in the Division of Student Affairs.
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
- Interdisciplinary Studies
- Natural Sciences
- Social Sciences

Academic Departments
Department of:
- Anthropology
- Art
- Biology
- Chemistry
- Classics
- Computer Science
- East Asian Studies
- Economics
- English (includes Creative Writing)
- French and Italian
- Geology
- German and Russian
- Government
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
Biomass Heating and Cogeneration Plant
Bixler Art and Music Center
Art and Music Library
Crawford Art Studios
Given Auditorium
Colby College Museum of Art
Alfond-Lunder Family Pavilion
Davis Galleries
Jetté Galleries
Lunder Wing
Paul J. Schupf Wing for the Works of Alex Katz
The Paul J. Schupf Sculpture Court
The Lawrence Walker Collins Observatory
Cotter Union
Caporale Lounge
Joseph Family Spa
Marchese Blue Light Pub
Page Commons Room
Pugh Center
Pulver Pavilion
Bobby Silverman Lounge
Davis Science Center
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
Lunder House

Miller Library
Brewster Room (main floor reading room)
Alfred King Chapman Room
Davis Educational Foundation Electronic-Research Classroom
John and Catherine Healy Memorial Room
Edwin Arlington Robinson Memorial Room
Eugenia Hall Wormser ’60 Reading Room
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
Schaier-Swenson-Watson Alumni Center
Parker-Reed Room
Science Complex
Arey Life Sciences Building
Keyes Science Building
Paul J. Schupf Scientific Computing Center
Seeley G. Mudd Science Building
F.W. Olin Science Center
Science Library
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

Mayflower Hill or the Hill (informal)
Perkins Arboretum and Bird Sanctuary

Mary Low Hall
Mary Low Coffeehouse
Woodman Hall
The Harold and Bibby Alfond Residence Complex

Athletic Facilities
Harold Alfond Athletic Center
  Alfond Ice Rink
Boulos Family Fitness Center
Carl E. Nelson Physical Therapy Center
Dunaway Squash Courts
The field house
Parker-Reed Trophy Room
Wadsworth Gymnasium

Outdoor Athletic Facilities
Alfond-Wales Tennis Courts
Bill Alfond Field
The Campbell Trails
Coombs Field (baseball)
Crafts Field (softball)
The Klein Tennis Pavilion
Loebs Field
The Ludy and Pacy Levine Athletic Grounds
  Alfond Track
Harold Alfond Stadium
Seaverns Football Field

Other Facilities
Colby-Hume Center
Colby-Marston Preserve
Johnson Pond

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 titles used after the person’s 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**, or **overseer** except as a title preceding a name. Refer to the chair of the board, not chairman or chairwoman.

**Right:** On Monday, 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 (or Jan Plan term). Use lowercase when you refer to courses and classes unless you use the specific name of a course (as listed in the catalogue) or the course uses a proper noun or numeral. Do not use quotes around course titles.

**Right:** I had a mathematics class and an environmental studies class yesterday.

**Right:** I took a mathematics course and an environmental studies course last semester.

**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.

**Right:** Michael ’72 and Anne O’Hanian Szostak ’72 returned to campus in June.

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 when used in the titles **Reunion Weekend** or the specific year, e.g. **Reunion 2016**. 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 2015** or **Colby’s 194th Commencement**.
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. or ordinals in names (III etc.) are not preceded by a comma.

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

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

Professor may be used as a courtesy title, capitalized before the person’s name. Coach is lowercase, with or without the specific name of the sport coached.

Wrong: Dr. John Thomas, Ph.D.
Right: Kevin Jones, Ph.D.
Right: Dr. Marie Jones (if she is a medical doctor)
Right: Vice President Douglas Terp ’84 is an alumnus.
Right: Douglas C. Terp ’84, vice president for administration and CFO, is an alumnus.

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 ’15, Class of 1845. 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

Consult the American Heritage Dictionary, but generally capitalize the names of historical periods. Spell out first through ninth centuries and use numbers for 10th and above with century in lowercase. Hyphenate century 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 as nouns, e.g., East Coast and the Midwest. Generally lowercase adjectives, e.g. the northern U.S., western Pennsylvania. (An exception is Southern California.) 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.
Right: The sun sets in the west.
Right: America’s water crisis is worst in the West.

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: a Federal Stafford Loan

2.21 Web Words
The word web is lowercase, as are words derived from it (e.g. website, webcam, webmaster)
The word Internet is capitalized.
HTML and URL are uppercase.
The word online is one word, not capitalized.
The word e-mail uses a hyphen.
When referring to URLs, omit http:// and www. In running text, Colby’s website is simply colby.edu.
SECTION 3
NUMERALS

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 in December 2002.
Wrong: Apply here May 7 to 9, 8 a.m. to 10 a.m.
Right: Apply here May 7-9, 8-10 a.m.

Use “to,” not 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.
Exception: Submit applications by the 14th.
Wrong: the 10th sample
Right: 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: Mackenzie and Weisbrot wrote about the ’60s

3.2 Measurements
Spell out inches, feet, and other measures in text. 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 and percentages. 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 including 1-9. 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 2-gigabyte hard disk

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 of the exchange. If referring to the four-digit extension only, use ext. or extension 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.

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 at 8:30 p.m.
Right: The museum is open 10 a.m.-4:30 p.m.

Exception: For proper alignment of a schedule in a list or column, you may use :00 and for times that fall on the hour. If zeros are used, be sure times align vertically in the column (usually flush right).

Use noon and midnight, not 12 a.m. or 12 p.m. Do not use 12 with noon or midnight.

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.

Wrong:
8 Registration
9:15 Coffee
Right:
8:00 Registration
9:15 Coffee
10:00 Plenary Session

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

3.9 NCAA Divisions
In second and subsequent references, use D-III (with hyphen) for the division in which most of Colby’s varsity teams compete (D-I for alpine and Nordic skiing).

3.10 Early Decision
For second references to Early Decision I and Early Decision II admission, use ED I and ED II with roman numerals. Also capitalize Regular Decision when referring to the admissions schedule.
SECTION 4
PLURALS AND POSSESSIVES

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
Dr. Savitz’s holdings
The Savitzes’ shared assets
The White Mules’ victory
Karl Marx’s theories

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

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>appendices</td>
<td>appendixes</td>
</tr>
<tr>
<td>colloquia</td>
<td>colloquiums</td>
</tr>
<tr>
<td>curricula</td>
<td>curriculums</td>
</tr>
<tr>
<td>memoranda</td>
<td>memorandums</td>
</tr>
<tr>
<td>millennia</td>
<td>millenniums</td>
</tr>
<tr>
<td>forums</td>
<td>fora</td>
</tr>
<tr>
<td>symposia</td>
<td>symposiums</td>
</tr>
</tbody>
</table>
5.1 Punctuation, Spaces
It is no longer correct to use two spaces after periods, question marks, etc. 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. Longer introductory phrases (five words or more) or passages where there may be confusion may benefit from the comma.

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 and 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 said, “Golly, Sergeant!” when he heard it.
Right: Sergeant Parker gave the following order: “Peel potatoes!”
Right: 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. In running quotations, each new paragraph should begin with open quotation marks.

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

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: 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 paintings, drawings, statues etc. are italicized, and so are titles of exhibitions. Title of collections are neither italicized nor put in quotes.

Works online are analogous to print publications, even if they don’t appear in print. That is, periodicals or complete works are italicized; articles or sections of works are roman and, where appropriate, enclosed in quotation marks. (See Chicago Manual, “Names and Terms” chapter, for details.)

In running text, a “the” preceding a name, even when part of the official title of an institution, company, periodical, group, etc., is lowercased.

“The Raven” from the Poe Collection
Rosanne episode “Back Off Buddy, That’s My Husband”
A story in the New York Times (“the” is lowercase and roman)
“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.
The exhibition Rediscoveries 2: New Perspectives included works from the Lunder 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, option-shift and minus/underline.) In print it is used without leading and following spaces.
Wrong: Reunion Weekend -- an event for alumni--is from June 7-9.
Right: Reunion Weekend—an event for alumni—is June 7-9 (or “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 an omission. Treat an ellipsis like a word with regard to spaces and punctuation.
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 or mixed plurals

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 E. Diamond ’56, M.A. ’86, J.D. ’08

Avoid using possessives with class year. Find another construction

Wrong: Robert W. Burke’s ’61 daughter, Kelly
Wrong: Robert W. Burke ’61’s daughter, Kelly Burke Corwen ’83
Right: Kelly Burke Corwen ’83, daughter of Robert W. Burke ’61

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
6.3 And, &
Spell out and. Don’t use the ampersand (&) except in official company names (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: Robert E.L. Strider II

6.6 Web Addresses (URLs)
When writing Web addresses for print, use lowercase and do not use http:// or www.
Wrong: The information can be found online (http://www.colby.edu/styleguide).
Right: The information can be found online (colby.edu/styleguide).
Right: The College launched insidecolby.com in 2006.
# Preferred Colby Style:

<table>
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<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>advisor</td>
<td>adviser</td>
</tr>
<tr>
<td>aesthetics</td>
<td>esthetics</td>
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<tr>
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<tr>
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</tr>
<tr>
<td>(except <em>Colby College Catalogue</em>)</td>
<td></td>
</tr>
<tr>
<td>chair and vice chair</td>
<td>chairman, chairperson, or chairwoman</td>
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<td>(co-op is acceptable)</td>
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<tr>
<td>TV</td>
<td>tv</td>
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</tbody>
</table>

## 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
- e-mail
- First-Year Convocation (orientation event at which new students sign the matriculation book)
- fundraising, fundraising campaign, fundraiser
- freelance
- high school students
- Internet
- iPlay
lifestyle
lifelong
long-standing
long-term
longtime
midyear
newly renovated (no hyphen with -ly words)
nonprofit
off-season
online, the online directory
playoffs
postdoctoral
postgraduate
preeminent
premed
preschool
Strider Theater (not theatre)
subcommittee
T-shirt
townhouse
upload (upload to the server; the upload)
voicemail
website
webcast
webmaster
**COMMONLY MISUSED WORDS**

**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**.

More than may be used for volumes.

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.