

Colby

Style and Usage Manual

2015

Colby Style and Usage Manual (2015)

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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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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 baccaulaureus*, 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 baccaulaureus*)

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.

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.	Québec	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; 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.

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 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

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

Interdisciplinary Programs

African-American Studies
American Studies (includes Cinema Studies)
Education
Environmental Studies
Global Studies
Jewish Studies
Latin American Studies
Science, Technology, and Society
Women's, Gender, and Sexuality Studies

Other Programs

Colby Academic Research Assistants (CARA)
Colby Achievement Program in the Sciences (CAPS)
Colby at Bigelow Laboratory for Ocean Sciences
Colby Cares About Kids (CCAK)
Colby Center for the Arts and Humanities
Colby in Dijon
Colby in Salamanca
Colby in St. Petersburg
Colby Liberal Arts Symposium (CLAS)
Colby Writing Program
Davis United World College Scholars (no hyphen)
Department of Athletics
Gender and Sexual Diversity Program
Goldfarb Center for Public Affairs and
Civic Engagement
Integrated Studies Program
January Program or Jan Plan (with space)
Oak Institute for the Study of International Human
Rights
Senior Scholars Program

Administrative Offices and Departments

Career Center
Colby College Libraries
Colby College Museum of Art or Colby Museum of Art
Colby Bookstore
Counseling Services
Department of Security
Dining Services
Division of Development and Alumni Relations
Division of Student Affairs
Eustis Service Center
Farnham Writers' Center (plural possessive)
Garrison-Foster Health Center
Health Services
Office of Admissions and Financial Aid
Office of Alumni Relations
Office of Campus Life
Office of Capital Gifts and Gift Planning
Office of the Colby Fund
Office of Communications
Office of Corporate, Foundation, and
Government Relations
Office of the Dean of Students
Office of Development and Alumni Information
Services
Office of Donor Relations
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 Media Resources
Office of Multicultural Affairs
Office of Off-Campus Study
Office of the President
Office of the Provost and the Dean of Faculty
Office of the Registrar
Office of Religious and Spiritual Life
Office of Scheduling and Facilities
Office of Special Programs
Office of Student Financial Services
Office of the Vice President for Administration and
Chief Financial Officer
Physical Plant Department
Special Collections

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

Schair-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 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

The field house

Parker-Reed Trophy Room

Wadsworth Gymnasium

Outdoor Athletic Facilities

Alford-Wales Tennis Courts

Bill Alford Field

The Campbell Trails

Coombs Field (baseball)

Crafts Field (softball)

The Klein Tennis Pavilion

Loebs Field

The Ludy and Pacy Levine Athletic Grounds

Alford Track

Harold Alford 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, 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.

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.

Right: Submit applications by Oct. 14.

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.

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

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

Yes

appendices

colloquia

curricula

memoranda

millennia

forums

symposia

No

appendixes

colloquiums

curriculum

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

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: On Jan. 1, 2014, 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 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.

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 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 '73, LL.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

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 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.

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)</i>	
chair and vice chair	chairman, chairperson, or chairwoman
cocurricular	co-curricular
coeducational	co-educational
cooperative	co-operative
<i>(co-op is acceptable)</i>	
course work	coursework
daycare	day-care
extracurricular	extra-curricular
paraprofessional	para-professional
percent	per cent
theater	theatre
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
 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.