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General Principles

The Monterey Institute of International Studies’ primary reference for questions regarding style is the Middlebury Editorial Style Guide, incorporated in this document as Appendix A. The Chicago Manual of Style, Webster’s New World College Dictionary, and Strunk & White’s The Elements of Style serve as secondary references. The guidelines that follow supplement these general references.

Every Monterey Institute communication—whether in print, electronic, or verbal form, whether intended for an external or an internal audience—represents the Institute’s brand, voice, and identity to an important audience. Consistency and clarity in these representations are essential to building greater awareness of the Institute. Every Institute communication carries the potential to help the organization, its students, faculty, and staff to achieve greater success and recognition for the work we do, and reflects directly on our standards and professionalism.

Our Name

For the first reference in an article or document, use Monterey Institute of International Studies. For second and following references, use (the) Monterey Institute (with the article in lowercase, unless at the beginning of a sentence) or (the) Institute.

In external-facing communications, avoid the acronym “MIIS.” While commonly used among those who are familiar with the Institute, the use of “MIIS” can be confusing to a general audience. There are two exceptions to this rule. The first exception to this rule is on the Web, where space limitations and the presence of the logo as an obvious reference point sometimes make the use of “MIIS” the most practical solution. The second is in alumni communications, since former students often refer to the Institute as “MIIS.” (Note: “MIIS” is typically pronounced “miz.”)

Our Logo

The following is the Institute’s official logo:

Please do not use any other logo on any official Monterey Institute document, form, publication, or web product. See the Monterey Institute Branding and Graphic Identity Guidelines (available under the Communications & Policies tab on the Faculty & Staff page of the website) for additional information about usage of the logo.

1 There is one exception to the above. Because members of the media typically use the Associated Press Stylebook rather than Chicago, all media-directed pieces such as news releases and media kit materials will be edited by the Communications Office to adhere to Associated Press style.
Copies of the logo are available from the Communications Office.

The Institute seal, seen at left above, is an integral part of the logo and may only be used separately from the rest of the logo with the prior approval of the Communications Office.

**Writing Guidelines**

Good writing is founded on several simple principles. The following tips are taken from a combination of Strunk & White’s *The Elements of Style* and typical communications best practices:

**Be concise.** Get to the point and avoid technical terms unless they are absolutely necessary to achieve understanding. Choosing precise nouns and effective verbs eliminates the need for many adjectives and adverbs.

**Be clear.** The clarity of your idea to the reader is the most important thing about it. If it’s a complex idea, try to break it down into easily digestible chunks. If it’s obscure or difficult to explain, try using an analogy or other form of comparison to bring clarity.

**Organize your thoughts.** Good writing may not be perfectly linear—it may travel from point A to point C and H and L and then back to D before arriving at its destination of M—but it is always headed somewhere, and a good writer offers clues to the reader along the trail so that they have a sense of where you are headed.

**Engage the reader.** Good writing has personality. It may be your personality or a personality you adopt while writing. But effective writing always has a human element that brings it to life and triggers an emotional response in the reader. Flat, lifeless writing increases the likelihood that the reader will not retain the information you are trying to communicate.

**Use all of a writer’s tools.** It’s easy to fall into a rut—every sentence the same length and/or structure, every paragraph the same size, bullets and subheads and everything perfectly orderly, and perfectly dull. Mix it up. Write a four-word paragraph and make it work. Put an unusual analogy in the middle of the long paragraph that follows it. Use bullets where they help break up and organize ideas, but if you find yourself using them all the time, force yourself to try something else. Don’t be afraid to break rules, as long as by breaking them you further the causes of concision, clarity, and engagement with the reader. You have one all-important mission as a writer: engage your audience.

**Other Guidelines**

Please note that the Middlebury Style Guide should serve as first reference for most style questions; therefore, the remainder of this guide focuses only on questions and issues that are in some way unique to the Institute. Please direct any questions about the guidance found here to Jason Warburg in the Communications Office at jwarburg@miis.edu or 831.647.3516.
“A Graduate School of Middlebury College”. The Institute’s name is sometimes paired with a reference to its status as a graduate school of Middlebury College, a descriptive reference that is also part of the Institute's logo. Whether or not this descriptive reference should be capitalized depends on how it is being used. In most cases, it is simply a phrase being used to describe the Institute in a sentence, and should not be capitalized. On rare occasions, context may indicate that the phrase is intended as a direct quote from the logo, in which case it should be capitalized as if you were simply writing out the logo. All three of the following are correct:

- The Monterey Institute of International Studies is a graduate school of Middlebury College.
- The Monterey Institute of International Studies, a graduate school of Middlebury College, is located in Monterey, California.
- The school where I work is formally known as the Monterey Institute of International Studies, A Graduate School of Middlebury College.

**Be the Solution.** The Institute’s promotional tagline “Be the Solution” should be formatted appropriately for the context in which it used, whatever that may be. If it is simply a phrase being used in a sentence, use sentence case: “We encourage our students to be the solution.” If it functions as a headline or title, put it in title case (“Be the Solution”). If it is used as a standalone slogan, as in most Institute advertising, the ® registration mark should be applied.

**Degree references.** When an Institute graduate is referenced, their degree and award date should be placed inside parentheses following their name. No comma is needed between the degree name and degree award date, and the date should be indicated with an apostrophe and the last two digits of the year awarded. A correct reference would be formatted this way:

Firstname Lastname (MATI '07).

For a single degree, use the full acronym including the appropriate BA or MA reference: BAIS, MAIIP, MAIPS, MATESOL, MATI, MBA, MPA, etc. For dual degrees awarded in the same year, format this way: BAIS/MBA '97. For dual degrees awarded in different years, format this way: BAIS '97, MBA '98.

**E-mail signatures.** The recommended e-mail signature format for all Institute employees includes your full name, title, phone, fax (optional), and e-mail address:

Your name
Your title
Monterey Institute of International Studies
831.647.xxxx
831.647.xxxx fax
firstname.lastname@miis.edu

Access your e-mail signature block in Outlook by clicking through to Tools / Options / General / E-mail Options / E-mail Signature. If you want to also include the MIIS logo in your automated signature, download the specially-sized image file named “MIIS Logo - email signatures”. After
saving this file to your hard drive, insert it as the last element of your signature, below the text block shown above.

**Fonts and alignment.** For external documents, use Times Roman or Garamond. For internal documents, either Times Roman, Garamond, or Arial is acceptable. Garamond is very similar to the Bembo font used in the Institute’s logo and is therefore recommended for external documents with a visual/graphic focus; Times is equally as appropriate for more text-heavy documents. Set paragraph alignment to “left” (click on Format/Paragraph/Alignment) and allow the right margin to be “ragged” (not “justified”).

**Letterhead template.** A downloadable letterhead template is available on the website.

**M² / M-squared.** Activities and groups related to collaborative efforts between the Monterey Institute and Middlebury College are frequently described using the term “M²” or “M-squared.” In text, the preferred presentation is M², with a capital M and the 2 as a superscript. In some environments (e.g. the web), superscripts may not be available—in those situations, M-squared is the preferred substitute.

**Universities, colleges, and schools.** The CSU system includes a comma before the campus location (California State University, Monterey Bay). Its acronyms have no comma or hyphen (CSUMB). The UC system includes “at” before the campus location (University of California at Santa Cruz). Its acronyms have no comma or hyphen (UCSC). The half-abbreviation (UC Santa Cruz) is acceptable for second references, and when—mostly in writings for a California audience—a full first reference is not required for clarity.

**Writing for the Web.** When writing for the MIIS website it may be helpful to consult the MIIS Web Style Guide.

# Acronyms

For the first reference, use the full name and follow it with the acronym in parenthesis. Using the acronym thereafter is acceptable, but try to avoid overuse and always make sure an explanatory first reference is included for an external audience that may not be familiar with, for example, GSIPM or GSTILE.

Also, observe the distinction between plurals, which do not take an apostrophe (Twelve NGOs met…), and possessives, which do take an apostrophe (The IEC’s position …).

**Degrees**

- **BAIS** Bachelor of Arts in International Studies
- **MACI** Master of Arts in Conference Interpretation
- **MAIEM** Master of Arts in International Education Management
- **MAIEP** Master of Arts in International Environmental Policy
- **MAIPS** Master of Arts in International Policy Studies
MANPTS Master of Arts in Nonproliferation and Terrorism Studies
MAT Master of Arts in Translation
MATESOL Master of Arts in Teaching English to Speakers of Other Languages
MATFL Master of Arts in Teaching a Foreign Language
MATI Master of Arts in Translation and Interpretation
MATLM Master of Arts in Translation and Localization Management
MBA Master of Business Administration
MPA Master of Public Administration

Research Centers

CBE Center for the Blue Economy
CCS Center for Conflict Studies
CNS James Martin Center for Nonproliferation Studies (also JMCNS)
GLOBE Center for Globalization and Localization of Business Exports (also GLOBE Center)
MonTREP Monterey Terrorism Research and Education Program

Schools

GSIPM Graduate School of International Policy and Management
GSTILE Graduate School of Translation, Interpretation, and Language Education

Other Internal Acronyms

CLS Custom Language Services
DLC Digital Learning Commons
DPMI Development Project Management Institute
EAPP English for Academic and Professional Purposes
EPGS English Preparation for Graduate Studies
EPTI English Preparation for Translation and Interpretation
IPSS International Professional Service Semester
SILP Summer Intensive Language Program

Other Common Acronyms

AACSB Association to Advance Collegiate Schools of Business
ASEAN Association of Southeast Asian Nations
CRS Congressional Research Service
DLI Defense Language Institute
DOD Department of Defense
ESL English as a Second Language
FAO Food and Agriculture Organization
FBIS Foreign Broadcast Information Service
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Full Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>GATT</td>
<td>General Agreement on Tariffs and Trade</td>
</tr>
<tr>
<td>GIS</td>
<td>Geographic Information Systems</td>
</tr>
<tr>
<td>GPA</td>
<td>Grade point average</td>
</tr>
<tr>
<td>IDB</td>
<td>Inter American Development Bank</td>
</tr>
<tr>
<td>IEC</td>
<td>Information, Education and Communications</td>
</tr>
<tr>
<td>IELTS</td>
<td>International English Language Testing System</td>
</tr>
<tr>
<td>IGO</td>
<td>International government organization</td>
</tr>
<tr>
<td>IMF</td>
<td>International Monetary Fund</td>
</tr>
<tr>
<td>MED</td>
<td>Micro-enterprise development</td>
</tr>
<tr>
<td>MOH</td>
<td>Ministry of Health</td>
</tr>
<tr>
<td>NAFTA</td>
<td>North American Free Trade Association</td>
</tr>
<tr>
<td>NEASC</td>
<td>New England Association of Schools &amp; Colleges</td>
</tr>
<tr>
<td>NGO</td>
<td>Non-governmental organization</td>
</tr>
<tr>
<td>NIS</td>
<td>Newly Independent States</td>
</tr>
<tr>
<td>NPS</td>
<td>Naval Postgraduate School</td>
</tr>
<tr>
<td>NSEP</td>
<td>National Security Education Program</td>
</tr>
<tr>
<td>ODN</td>
<td>Overseas Development Network</td>
</tr>
<tr>
<td>PCV</td>
<td>Peace Corps Volunteer</td>
</tr>
<tr>
<td>RPCV</td>
<td>Returned Peace Corps Volunteer</td>
</tr>
<tr>
<td>TOEFL</td>
<td>Test of English as a Foreign Language</td>
</tr>
<tr>
<td>UN</td>
<td>United Nations</td>
</tr>
<tr>
<td>UNDP</td>
<td>United Nations Development Programme</td>
</tr>
<tr>
<td>UNEP</td>
<td>United Nations Environmental Programme</td>
</tr>
<tr>
<td>UNHCR</td>
<td>United Nations High Commissioner for Refugees</td>
</tr>
<tr>
<td>U.S.</td>
<td>United States</td>
</tr>
<tr>
<td>USAID</td>
<td>United States Agency for International Development</td>
</tr>
<tr>
<td>WB</td>
<td>World Bank</td>
</tr>
<tr>
<td>WMD</td>
<td>Weapons of mass destruction</td>
</tr>
<tr>
<td>WTO</td>
<td>World Trade Organization</td>
</tr>
</tbody>
</table>
Appendix A:

Middlebury Editorial Style Guide
If you are sometimes bewildered about such things as whether to capitalize a person’s title, or how to format a list, or when to use hyphens, this manual can help. The Middlebury Editorial Style Guide was developed by the communications office to standardize the College’s print and online publications.

**What is a style guide?**
A style guide is a set of standards to be applied when writing and designing documents. Many organizations develop their own style guides to reflect their specific preferences and practices, to insure that publications remain stylistically consistent.

**References**
Our primary arbiters for matters of style include:
- *Chicago Manual of Style Online* ([www.chicagomanualofstyle.org](http://www.chicagomanualofstyle.org))

**Preferred Spelling and Capitalization List**
Many words have alternate spellings and capitalization rules. Deciding which to use can cause headaches (even arguments) and not deciding can create inconsistencies. Our preferences for frequently used words and expressions follow:

**A**
- A (when referring to a grade, no quotation marks); grades of A or As
- AB (*artium baccalaureus*) or BA (*Bachelor of Arts*)
- Academy Award winner; Academy Award–winning producer
- ACT (*American College Test*)
- a.k.a. (for “also known as”)

1
Americans with Disabilities Act Office, ADA Office
adviser
African American (no hyphen)
All-American
alpine skiing
Alumni College
Alumni Fund
Alumni Leadership Conference (ALC)
alum(s) (informal for alumnus/a/i)
alumnus (masculine singular), alumna (feminine singular), alumnae (plural feminine),
alumni (plural all, or a group of unknown gender)
AM (small caps, more formal usage); or, a.m.
Annual Giving; Annual Fund; Office of Annual Giving
Arabic School (Language Schools)
Asian American (no hyphen; avoid use of Oriental)
Axinn Center at Starr Library; Donald E. Axinn ’51, Litt. D. ’89 Center for Literary and
Cultural Studies at Starr Library

B
B (when referring to a grade, no quotation marks); grades of B or Bs
BA, Bachelor of Arts, Bachelor of Arts degree, bachelor’s degree
Baccalaureate
BCE (before common era)
Bible
biblical
black (lowercase in reference to race)
Board of Trustees, the board, the trustees
Brandeis University-Middlebury School of Hebrew
Brandeis University-Middlebury Program in Israel
Bread Loaf School of English
Bread Loaf Writers’ Conference
C

C (when referring to a grade, no quotation marks); grades of C or Cs

café, also cafe
campus-wide
Career Services Office, CSO, Career Services
Carroll and Jane Rikert Ski Touring Center
catalog
Center for International Affairs
CD, CDs
C (centigrade); 78 degrees C (no period used within a sentence); 78°C (no spaces)
CEO, CEOs
chair, chairperson
Château, the Château, le Château
Chinese School (Language Schools)
Chip Kenyon ’85 Arena; Kenyon Arena
class, Class of 2013 (cap for specific classes),
co words (close most co words, such as coexistence, cocurricular)
coauthor, cocurricular, cohead
co-chair
College (when referring to Middlebury)
College Advancement
  Alumni and Parent Programs
  Annual Giving; Alumni Fund, Annual Fund, Parents’ Fund
  Corporate and Foundation Relations
  Gift Planning
  Graduate Giving
  Leadership Gifts
  Parent Giving
  Principal Gifts
College-wide
Commencement
Commons; Ross Commons; the Commons
Commons dean
Commons system
Convocation
cooperative
course work
cum laude (roman type, no italics)
curriculum vitae, CV; curricula vitae, CVs (plural); informal usage: vita, vitae (pl.)

C.V. Starr-Middlebury Schools Abroad
  C.V. Starr School in Latin America
  C.V. Starr-Middlebury School in China
  C.V. Starr School in the Middle East
  C.V. Starr School in France
  C.V. Starr School in Germany
  C.V. Starr School in Italy
  C.V. Starr School in Japan
  C.V. Starr School in Russia
  C.V. Starr School in Spain

D
D (when referring to a grade, no quotation marks); grades of D or Ds
data (used as a plural noun, i.e. “earnings,” or a singular “mass noun,” i.e. “information”)
database
Davis Family Library
Dean’s List
dean of the College
dean of curriculum
dean of the faculty; dean of the College; the dean’s office
dean of planning and assessment

Degrees granted by Middlebury College:
  BA—Bachelor of Arts (also, AB—artium baccalaureus)
  MA—Master of Arts
  MBA—Master of Business Administration (MIIS)
MLitt—Master of Letters
MPA—Master of Public Administration (MIIS)
MS—Master of Science
DML—Doctor of Modern Languages

Honorary Degrees:
LHD—Doctor of Humane Letters (Hon LHD)
DArt—Doctor of Art (Hon DArt)
DLitt—Doctor of Letters (Hon DLitt)

Department of Physics; physics department; Department of French; French department
Donald E. Axinn ’51, Litt. D. ’89 Center for Literary and Cultural Studies at Starr Library; Axinn Center at Starr Library (Note: the use of “Litt. D.” here is an exception to our style because that is how the building was named.)
dot-com

E
East, east (cap when referring to geographic location; lowercase for compass direction)
Eastern Europe
electronic mail
e.t.c. (usually followed by a comma)
e.g. (use when you mean “for example”; roman type, usually followed by a comma)
e-mail; e-book; e-commerce; e-shopping (Note: Most E-words are still hyphenated in Merriam-Webster. Most words that combine an initial letter with a word begin with a capital letter and use a hyphen (T-shirt, U-turn, S-curve, X-ray).
emerita (feminine singular); emeritus (masc. singular); emeritae (fem. pl.); emeriti (masc. plural or masc/fem plural)
environmental studies, environmental studies program, Program in Environmental Studies
euro
extracurricular

F
F (when referring to a grade, no quotation marks); grades of F or Fs
F (Fahrenheit) 45 degrees F (no period used within a sentence); 45°F (no spaces)
faculty head, faculty cohead
faculty is, faculty are, faculty members (all okay, depends on context)
Middlebury’s faculty is recognized nationally for excellence in teaching.
Chemistry faculty are meeting with their students over the weekend.
Twenty faculty members are working to solve the problem.

Fall Family Weekend
fall; fall semester; fall semester courses
fax
Feb
fellow; Watson Fellow
filmmaker
first-class mail
first-year seminar; capitalize when title of course
first-years; first-year students
Franklin Environmental Center at Hillcrest; Janet Halstead Franklin ’72 and Churchill G.
Franklin ’71 Environmental Center at Hillcrest
freshman (use first-year instead)
French School (Language Schools)
Fulbright Scholar; scholar
full time (noun); full-time (adjective, adverb)
That new position is full time.
I have a full-time job at the new restaurant.
fund-raiser (noun)
fund-raising (adj.); fund-raising (noun)

G
Gordon C. Perine ’49 Golf Tournament
Grades: A B C D F; Pass/Fail; Credit/No Credit; Honors; Incomplete (cap, no quotation marks)
German School (Language Schools)
GP’99 (grandparent of student from Class of 1999; no space between P and apostrophe)
Great Hall; Tormondsen Great Hall

H
high school (no hyphen as adj. or noun)
historic (a historic, not an historic)
home page
homecoming; Homecoming 2009 (cap when referring to specific homecoming)
Homecoming Weekend

I
i.e. (use when you mean “that is”; roman type, usually followed by a comma)
Incomplete (the grade)
in-language events; events are in language
international students
international studies
Inc. (It is no longer necessary to separate with a comma: World Recycling Inc.)
Institute (When referring to Monterey Institute of International Studies)
Internet
introductory words or phrases:
  First (not firstly)
  Second (not secondly)
  Most evident (not most evidently)
  More important (not more importantly)
its (possessive): it’s (contraction for it is)
  The tree is big; its leaves are golden this fall.
  It’s imperative that you listen.
Italian School (Language Schools)

J–L
Japanese School (Language Schools)
Jr. (It is no longer necessary to separate with a comma: Michael Johnston Jr.)
Kathryn Wasserman Davis School of Russian
Language Schools (capped and plural in reference to the set of schools)
Language School (capped and singular in reference to one person’s experience or one school)
Specific School Names:
  Arabic School
  Brandeis University-Middlebury School of Hebrew
  Chinese School
  French School
German School
Italian School
Kathryn Wasserman Davis School of Russian
Japanese School
Portuguese School
Spanish School

library; Davis Family Library
lifelong
literary studies; Program in Literary Studies

M
magna cum laude (roman type, no italics)
Mahaney Center for the Arts; Kevin P. Mahaney ’84 Center for the Arts
majors are lowercased unless they include a word normally capped:
sociology, physics, English and American literatures, French, classics
master’s degree; Master of Arts degree; master’s degrees
McCardell Bicentennial Hall; John M. McCardell Jr. Bicentennial Hall
middle age (noun); middle-aged (adj.); the Middle Ages
Midd (short for Middlebury)
Midd Kid
Middlebury (it is permissible to hyphenate at line break)
Middlebury College Alumni Association; MCAA (no periods)
Middlebury Interactive Languages (MIL)
Middlebury Initiative; Initiative
Middlebury Online
Middlebury Magazine (When used as a title, italicize in running text)
Middlebury-Monterey Language Academy (MMLA)
MiddLab
MiddNet
MiddPoints
Midwest
midcareer; midwinter; midterm; mid-August; mid-1990s
mini-reunion
Monterey Institute of International Studies, a graduate school of Middlebury College (MIIS); the Institute
Monterey-Middlebury Language Academy (MMLA)
multicultural; multifaceted; multimedia (*most multi words are not hyphenated*)
Museum of Art; the museum

N
nationwide
Native American (*no hyphen, as adjective or noun*)
need-blind admission
Nobel laureate; Nobel Prize winner
nonacademic; noncertified; nondegree; nonfiction; nonmajor; nonprofit; nonscience; non-Christian; non-Anglo (*Most non words are not hyphenated unless they include a proper noun.*)
Nordic skiing
North; north (*cap when referring to geographic location; lowercase for compass direction*)

O
off-campus (*adj. before a noun*); off campus (*not a modifier*)
off-campus study; study off campus
off-line
OK; okay
on-campus (*adj. before noun*); on campus (*not a modifier*)
online (*noun & adj.*)

P
P’00 (*parent of student in Class 2000; no space between P and apostrophe*)
Parents’ Association
Parents’ Committee
Parents’ Fund
percent (*spell out in text; use % symbol in tables and scientific copy*)
PhD; PhDs (*plural*); doctoral degree; doctorate (*not doctorate degree*)
phonathon
playwright
policy maker
postdoctoral; postwar
PM (small caps, more formal usage); or p.m.
preadmission; premed; prelaw; preschool (no hyphen with most pre words)
President Ronald D. Liebowitz; Ron Liebowitz, the president of Middlebury College
professor; Professor Susan Smith; Susan Smith, professor of chemistry; chemistry
professor Susan Smith; Professor of Chemistry Susan Smith; John Felder, professor emeritus; James P. Kindlemeier, Briggs Professor of Greek Studies
Program in Environmental Studies
Pulitzer Prize winner; Pulitzer Prize–winning author

R
Ralph Myhre Golf Course
real-life situation (adj.); Nothing like that is found in real life (noun)
real-world experience; experience in the real world
residence hall (preferred instead of dorm)
residence hall adviser
reunion; 25th reunion; Reunion Weekend; Reunion 2011; Reunion Parade

S
SAT (Scholastic Aptitude Test)
Schools Abroad
C.V. Starr School in Latin America
C.V. Starr-Middlebury School in China
C.V. Starr School in the Middle East
C.V. Starr School in France
C.V. Starr School in Germany
C.V. Starr School in Italy
C.V. Starr School in Japan
C.V. Starr School in Russia
C.V. Starr School in Spain
scholar-athlete
semiretired
staff is, staff are, staff members (all okay, depends on context),
Our staff is among the most experienced in the nation.
Middlebury staff are busy cleaning up after the largest reunion ever.
Several of our staff members are planning to submit their ideas individually.

Snow Bowl
socioeconomic
South; south (cap when referring to a geographic location; lowercase for compass direction)
Spanish School (Language Schools)
spring; spring break; spring semester; spring semester course
statewide
summa cum laude (roman type, lowercase)
summer school ; summer Language Schools

T
T-shirt; tee
The Orchard; the Orchard (in running text)
theater (for all uses except for proper names using alternate spelling)
theatre (This is the second spelling in Webster’s and a Middlebury department/major.);
Department of Theatre; Hepburn Zoo Theatre; Wright Memorial Theatre.
toll-free number
Tormodsen Great Hall; Great Hall
trustee; trustees; John Doe, trustee

U–V
up-to-date (hyphenate in all positions)
United States; USA; U.S. (periods)
user-friendly
vice president (no hyphen)
videotape; video recorder
voice mail
W
Washington, DC (in mailing addresses); Washington, D.C. (in running text)
Web, the (proper noun, for World Wide Web)
web address
web page
weblog; blog
webcam
webcast
webmaster
website
West; west (cap when referring to geographic location; lowercase for compass direction)
white (lowercase when referring to race)
Winter Carnival
winter term
winter term courses
work-study; work-study program
World Wide Web; the Web (proper noun)
worldview
writing program

X–Z
Xerox (noun); xerox (verb, or use copy or photocopy instead)
year-round
yearlong
zipcar
Other Style Concerns

ABBREVIATIONS / ACRONYMS

U.S., USA
PhD, BA, AB, MA, MLitt, MD
NATO, AIDS, CEO
e.g., i.e.
etc.
a.k.a. (for “also known as”)
AM, PM; or a.m., p.m. (use SMALL CAPS for a more formal and easier-to-read look)

Periods with Abbreviations:
• Use periods with abbreviations ending in lowercase letters: Dr., Ms., etc.
• Use periods with initials standing for a person’s name: J. R. Tolkien. Do not use periods with initials that replace the full name: JFK.
• No periods are used with abbreviations comprised of full capitals, even if lowercase letters appear within the abbreviation: PhD, MD, CEO
• In running text, use periods with traditional state abbreviations and the United States (U.S.) (see States)

General Use Guidelines
Use full words the first time the abbreviation or acronym is used in text, and place the abbreviation or acronym in parentheses immediately following.
Do not begin a sentence with an abbreviation. Exceptions: Mr., Ms., Mrs., Dr., and St.

Capitals vs. Lowercase
Initialisms used as nouns tend to be capped: HIV, UFO, FAQ
Over time, some longer initialisms become lowercased (radar). Refer to Webster’s when in doubt.

Abbreviations, plural
Abbreviations without periods take s, no apostrophe. Apostrophes may be used if misreading is a possibility.
BA, BAs;

Abbreviations with one period usually add the s before the period:
ed., eds.; yr., yrs.; Dr., Drs.

Abbreviations with more than one period use apostrophe s:
p.p.’s; the d.t.’s
**Accent Marks**

Foreign words that have been incorporated into English often retain their original accents. Check the dictionary when in doubt—use first spelling.

vis-à-vis; déjà vu

**Addresses**

Middlebury addresses should spell out the name of the building and the name of the department, or use the box number:

<table>
<thead>
<tr>
<th>Joe Smith</th>
<th>Jane Jones</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box 0000</td>
<td>Dining Services, McCullough</td>
</tr>
<tr>
<td>Middlebury College</td>
<td>Middlebury College</td>
</tr>
<tr>
<td>Middlebury, VT 05753</td>
<td>Middlebury, VT 05753</td>
</tr>
</tbody>
</table>

**Apostrophe**

In class years and decades, the apostrophe should point to the left:

- '02, P’00, GP’89
- ’80s, ’20s

There is no apostrophe in a range of dates:

1985–89

**Note:** According to *Chicago Manual of Style Online* Q&A: “In word-processed documents, when apostrophes are preceded by a space (as opposed to those in the middle of a word, like it’s), the software thinks the writer wants an opening quotation mark and supplies one. When documents aren’t proofread carefully, these marks appear in place of apostrophes.”

**Avoid using “daggers”:** A dagger is a straight, pointed character that can be used as a reference mark:

- Not OK: ‘80
- OK: ’80

**How to make a left-facing apostrophe:** This character is located in Microsoft Word’s “insert” menu > symbols > normal text > special characters. Select the “single closing quote.” PC users, creating a shortcut is helpful if you use the character often.

Mac shortcut: shift + option + right bracket key

**Awards**

Nobel Prize in physics; Nobel Prize winners

Pulitzer Prize in poetry
BIAS-FREE CONTENT
We strive to make our publications representative of the community and the target audience. Therefore, it is important to keep in mind that words can inflame and divide or welcome and include. Avoid language that is biased toward race, age, gender, sexual orientation, religion, or disability.

Choose words that do not treat one group as the norm and another group as a subset. When possible, strive for gender-neutral terms. Use “workers” instead of “workmen,” “chairperson” or “chair” instead of “chairman” or “chairwoman,” “head of school” instead of “headmaster,” “first-year student” instead of “freshman.”

Acceptable terms for referring to physical and cultural differences seem to change fairly quickly; therefore, it is wise to stay abreast of these changes or get guidance (from professionals who work with the particular group, the ADA Office, relevant Internet sites, peer groups) when in doubt. When writing about someone with a disability, for example, it is now considered unhelpful, even inflammatory, to use language that seems to focus on struggle or that sensationalizes the person’s situation, as in words like “suffers from” or “is a victim of.” Always ask yourself whether mentioning a particular fact about a person is relevant to the mission of the project.

In choosing photos for your project, try to include a variety that demonstrates the variability among the people at Middlebury (when pertinent to the project), with younger and older individuals, people with disabilities, and various ethnic backgrounds engaged in non-stereotypical activity.

CAPITALIZATION
See Titles for rules about professional and academic titles.

Names, Associations, Conferences, and Official Policies
As a rule, official names are capitalized. Unofficial or shortened names are not. This applies to offices, buildings, departments and programs, as well as to committees and boards, symposia, conferences, course titles, forms, applications, and so on. For example, the Board of Trustees is shortened to the board. The Residential Life Committee becomes the committee. The Department of French—the French department; Middlebury College Museum of Art—the museum; the Common Application for Admission—admission application.
**Exceptions:** Exceptions may sometimes be made to avoid confusion or because the shortened, generic term has become a proper name in its own right.

References to Middlebury College, when shortened, are always capped—College; Language Schools when shortened is Schools; Chinese School when shortened is School, which applies to the other Language Schools as well; Monterey Institute of International Studies when shortened is the Institute; the Middlebury Initiative when shortened is the Initiative.

Names of official policies, such as Institutional Diversity and Undergraduate Honor System, should be capitalized. However, when the concept is being discussed, use the lowercase. Middlebury College is strongly committed to promoting *diversity* on campus. A strict *honor system* is enforced at the College.

In running text, lowercase a *the* that precedes a name:
   - The Underhill Foundation
   - When you visit the Underhill Foundation, please check their address.

**Holidays**

Capitalize holidays, ceremonies, and recurring observances:
   - Winter Carnival; Thanksgiving; Commencement; Baccalaureate; Convocation; Midyear Celebration

Do not capitalize seasons and academic periods:
   - winter term; fall admission; summer break

**Grades**

Capitalize the letters used for grades and grade names. Do not place quotation marks around grades.
   - A, B, C, D, F, Pass, Incomplete. Grade of B. Grades of B or Bs

**Headlines**

Capitalize
   1. The first and last word, no matter what part of speech they are

**Lowercase**

1. Articles (*a, an, the*)
2. Coordinating conjunctions (*and, but, or, for, nor*)
3. All prepositions (*through, on, in, to,*) except when they are used adverbially (*Look Up*) or adjectivally (*the On Button*) or when part of a Latin expression used adjectivally (*In Vitro*)
4. The *to* in infinitives.
5. Part of proper names that would normally be lowercased, ex. “van” or “de”
6. The second part of a species name (*Homo sapiens*)
Headline Examples:
What I’ve Been Thinking Of
Peter van Dyke’s Drive through the Countryside
Helping *Homo sapiens* to Survive
The Science of In Vitro Fertilization Form

**Headlines with hyphenated words:** Cap both elements. The only exception is if the subsequent element is an article *(a, an, the)*, coordinating conjunction *(and, but, or, for, nor)*, preposition *(through, on, in, to, etc.)*—or the modifiers *flat, sharp, and natural*.

Self-Sustaining Economics
F-sharp Concerto
Concerto in F-Sharp
Full-Time Jobs
Twenty-Fifth Street Headquarters

**Headlines with a prefix:** This is basically one word, not two, so the second element is not capped unless it is a proper noun or proper adjective.
Anti-intellectual Attitudes on the Increase
Non-Christian Organization Donates Books

**Original Quotes**
When quoting original material, use the capitalization system of the original, even if it does not conform to College style.

As the soldier explained 100 years ago, “We have forgiven Men and Little Children who did not know what to expect from our Party.”

**Exception:** when a quote is used as an integral part of a sentence, the initial cap in the original may be dropped.

He still believes that “we have forgiven Men and Little Children.”

---

**CLASS YEARS & DEGREES**
In College publications, always mention the alum’s class year in the first reference.

**Present Century**
Class of 2009
Suzanne Lunde, Class of 2009
Suzanne Lunde ’09

**Note:** The apostrophe points to the left.

**1900s**
Classes from previous centuries that duplicate numerals of classes in the present century should be written in full.

John Smith, Class of 1906
John Smith II ‘60 (referring to 1960)
John Smith III ‘06 (referring to 2006)

1800s
John Smith, Class of 1855

Febs
Try to avoid using the .5 designation because it is very difficult to verify in Banner, does not necessarily mean anything to older alumni, and becomes cumbersome.

Febs choose whether to be affiliated with the class that graduated before or after them, and this is generally reflected in Banner.

Marcia Long (graduated in February 2011) may choose either Marcia Long ’10 or Marcia Long ’11.

Exception: On those rare occasions when individuals insist on the .5 designation and supply the information themselves: Marcia Long ’10.5

Language Schools and Advanced Degrees
Betty Smith MA’90
Clint Underwood ’90, MA’95

Betty Smith, MA French ’90
Thomas Horn, MA English ’02
Clint Underwood ’90, MA Spanish ’95

Betty Smith ’90, MS (MIIS) ’10
Peter Lang, MPA (MIIS) ’12
Lucinda Lander, MA (MIIS) ’12
John Jones, MBA (MIIS) ’08

Mark Thane, Hon DArt ’10
James Caldwell, Hon LHD ’01
Suzanne Proctor, Hon DLitt ’96

Rule of thumb for spacing with advanced degrees and complex combinations: If a comma follows the person’s name, then place one space between each element that follows.

Parents & Grandparents
Jennifer Jenkins P’90
Jeremiah Long P’80, P’90, GP’07
Combinations of Degrees
Lucille Taft ’82, MA French ’85
Sylvester Sinclair ’10, MA (MIIS) ’13

Combinations of Degrees and Relationships
Jennifer Lee ’90, MA English ’94, P’14
Frederick Favre ’48, MA Spanish ’60, P’62 ’68, GP’90

Combinations of People
John Major ’90 and Lucille Johnson ’91
Benjamin ’80 and Alice Smith Right ’80 (maiden name is Smith)
Susan James Johnston ’95 and James Johnston

Note: The alum is always listed first.

Maiden Names
James ’00 and Melissa Thompson Fredericks ’02 (maiden name is Thompson)
Maiden names should be used in College publications so that alumni will be able to recognize classmates. In running text, they can be put in parentheses if needed.

On Name Tags
For the small area on nametags, it’s fine to amend these rules to fit the space.
For example, Jeremiah Long P’80, P’90, GP’07 could be changed to Jeremiah Long P’80’90G’07.

On Invitations/Talks/Programs
Any of the designations above may be used on invitations. The class year and degree may be spelled out for more formal treatments.

Example:
You are cordially invited to a lecture
New Trends in French Cuisine
and buffet luncheon
at the home of
Cecile Jacobs Smith ’90, MA French ’98,
and Joshua Smith ’90

Degrees granted by Middlebury College:
BA—Bachelor of Arts (also, AB—artium baccalaureus)
MA—Master of Arts
MBA—Master of Business Administration (MIIS)
MLitt—Master of Letters
COLLECTIVE NOUNS

Collective nouns related to quantity (percentage and fractions—thirty percent, one-fourth, half) take a singular verb when preceded by the. Otherwise, the verb agrees with the number of the noun in the prepositional phrase that follows it:

After receiving their pink slips this week, the third of employees with stock options has decided to cash in company stocks.

but

Fortunately, four fifths of the employees have stocks to cash in. (plural noun in prepositional phrase)

Unfortunately, four fifths of last year’s harvest was lost. (singular noun in prep phrase)

“Number of” as a collective noun

Whether it takes a singular or plural verb depends on which article precedes it: definite the or indefinite a.

The number of trees planted this year has doubled.

but

A number of experts have demonstrated that planting trees in the fall improves their viability.

One of

“One of” takes a singular verb because it refers to one

One of those men fixes cars every day.
One of those who
“One of those who” takes a plural verb because the verb refers to “those”
   One of those men who fix cars will work on your new project.

COLON
Colons introduce material that amplifies the preceding statement or elements. The element following the colon begins with a capital letter if it is more than one sentence long, a formal statement, or a quotation.

    We found this to be extraordinary: young people are very enthusiastic about our study.

    The study revealed an unexpected result: Sleep-deprived people are more effective at driving with their eyes closed. Well-rested people are more cheerful.

Do not place a colon in the middle of a sentence, between the verb and object or between a preposition and object.

    **Wrong:** You will need: your best attitude and a good night’s sleep.
    **Correct:** You will need your best attitude and a good night’s sleep.

    **Wrong:** We will be traveling to: New York, Massachusetts, and Rhode Island.
    **Correct:** We will be traveling to New York, Massachusetts, and Rhode Island.

Place a colon after the salutation in a business letter or address:
   Alumni and Friends:

Use to introduce a list or series:
   Please include the following items in your suitcase: socks, ties, and underwear.

COMMA
Commas should be used to make text more clear and understandable, but they tend to be overused. Rule of thumb: when in doubt, leave it out!

Adjective String
In general, if two or more adjectives preceding a noun can be joined with “and,” separate them with commas, unless the noun and adjective are considered to be a unit, e.g., “bad boy.” Use judgment. Too many commas can make writing choppy.
   She made a donation to a new political organization.
   It will be a frigid, expensive winter.
City, State
After city and after state in running text:
   The College is located in Middlebury, Vermont, near Lake Champlain.

Compound Sentence
To separate two sentences connected with a coordinating conjunction, and, but, or—two
subjects, two verbs that could be made into two sentences.
   Correct: The professor is highly talented, and he will surprise you with his ideas.
   Correct: Johnson is highly talented, but Truman isn’t.
   Wrong: Jones went home, and unlocked the doors. (Just one subject, no comma
needed)

Dates
Before and after the year, in full dates within sentences:
   The president was born on August 9, 1950, in a New York checker cab.

Between day and year in full dates:
   May 1, 2002

Introductory Elements
After introductory elements that can be eliminated without changing the meaning of the
main clause:
   By the time you get this message, you will probably have forgotten our
conversation.
   If you agree with our decision, please sign and return the contract.

It is not necessary to use the comma after short introductory elements, unless needed for
clarity:
   Before lunch we usually work out.

Series
Separating each item in a series, including the last item:
   He brought bread, potatoes, green beans, and butterscotch.

COMMONLY CONFUSED WORDS, A FEW (more problematic words may be found in Chicago
Manual of Style, page 262)
Affect (v. to influence, to change)  Effect (n. a result, a consequence)
Already (everyone is prepared)  Already (adv. by this time, previously)
Allusion (n. indirect suggestion)  Illusion (n. false or misleading idea)
Altogether (adv. completely)  All together (at the same time or place)
Anyway (adv. in any case)  Any way (in any manner)
Decent (adj. proper, respectable)  Descent (n. action of going down)
Desert (n. hot, dry region)  Dessert (n. last course of the meal)
Emigrate (v. to leave one’s country)  Immigrate (v. to move to a new country)
Farther (adv. greater physical distance)  Further (adj. additional; to an advanced point)
Its (pronoun, possessive)  It’s (contraction for “it is”)
Precede (v. to go in front of someone)  Proceed (v. to move forward)

**COMPOUND ADJECTIVES AND NOUNS**
Two words used as one expression may be written as one word, as a hyphenated word, or as two separate words. Which form to use often depends upon the use or position in the sentence.

We arrived at the football field at *halftime*. (noun)
This ad says it is a *half-time* position. (adjective before noun)
He lives in the *first-floor* apartment. (adjective before noun)
His apartment is on the *first floor*. (follows noun)

When in doubt about whether to hyphenate, check the dictionary. Also, see *Chicago Manual of Style*, section 7.77.

**CONJUNCTIONS**
Conjunctions such as *and*, *or*, *but*, and *nor* may be used to begin a sentence. However, doing so should not be a substitute for clear writing.

**DATES, TIME, AND ERAS**

**Dates**
At Middlebury, we express dates: month/day/year
March 16, 1998
The meeting is on March 7 (not: March 7th, 7 March).
We will see you on the 13th of July.
October 7–17, 2011; October 7–November 5, 2011
Tickets are on sale, Wednesday, June 5, at the concert hall.

**Note:** See “Hyphens and Dashes” for more on en-dash use: An en dash is longer than a hyphen and is used between inclusive numbers, to show a range.

In a sentence, separate the day and year with commas:
The president was born on August 9, 1950, in a New York checker cab.

No comma is used when the month and year appear without a day:
The weather pattern changed in October 1998 for the better.

**Cultural Periods**
Some are lowercased; some are capitalized. Refer to *Chicago Manual of Style* or the dictionary.
romantic period; nuclear age; classical period; Victorian era; colonial period; Roaring Twenties; Ice Age; Middle Ages; Renaissance

**Centuries and Decades**
Spell out centuries, using the same numeral rules (spell anything lower than 10).

fourth-century art
life in the 21st century

Several options for identifying decades may be used:
1980s, 1960s; ’60s, ’80s; eighties, sixties
*Note: no apostrophe between the year and s*

**Eras**
Abbreviations for eras are set in full caps, with no periods:

AD “Anno Domini” (“in the year of the Lord”)
CE “of the common era” equivalent to AD
BC “before Christ”
BCE “before common era” equivalent to BC
BP “before the present”

AD precedes the year, the others follow it.
150 BC
AD 150

Commas are not used in dates with fewer than five digits.
3200 BC
10,500 BC

**Time of Day**
All of the following are acceptable—consistency is key; don’t vary the format within the same document or story:

Use numerals with AM and PM, and words with o’clock:
5 AM; five o’clock

Use small caps, or lowercased letters with periods:
AM; PM
a.m.; p.m.

Use numerals when the exact moment is important:
The train departs at 2:08 PM.
Other uses:
- 9:00 PM; 9 PM
- noon; midnight

**Note:** There is no such thing as 12:00 a.m. or 12:00 p.m. because a.m. begins immediately after midnight and p.m. begins immediately after noon.

Showing ranges:
- 9:30 AM–10:30 PM, or 9:30 AM to 10:30 PM
- from 9 AM to noon (do not use a dash to show range when also using “from”)

**What are small caps?** They are capital letters about three-quarters smaller than regular caps. Choose them from the font menu in Microsoft Word or from Word’s formatting palette.

---

**ELLIPSIS POINTS**

Three points, or dots, show that something has been omitted (a word, line, etc.) from the text. The points are placed on the line and are separated equally from each other and the text before and after.

For an omission in midsentence:
- He has developed many theories . . . most of them complex.

For an omission at the end or beginning of a sentence, a period precedes the ellipsis points:
- We have tried to make peace. . . . The forces for change will negotiate sooner or later.

Other punctuation used in the original should be retained with three ellipsis points
- Why can’t we find this thing, . . . that he described?

**Note:** When possible, do not use Word’s ellipsis symbol, which does not use equal spaces. Instead, make the symbol yourself.
- #.#.#.# (space dot space dot space dot space)

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**E-MAIL**

Keep in mind that people have the tendency to “glaze over” when they open long e-mail. Be reader friendly: be brief, start sentences with capital letters, double space between paragraphs, and make paragraphs short.
**FOREIGN EXPRESSIONS**

Italicize unfamiliar expressions that have not become part of the English language or that are unfamiliar to most people. Such words often retain their original accent marks after incorporation into English. Check the dictionary and use the first spelling.

Some words no longer need to be italicized: à la carte, à la mode, ad hoc, bona fide, carte blanche, per se, a cappella, vis-à-vis, magna cum laude.

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**HYPHENS DASHES**

**Double hyphens**
Don’t use them. Instead, use the em dash (—).

**Em Dashes**
These are long dashes, the equivalent length of an M (—), used to set off parenthetical text or digressive elements. There should be no space on either side:

This has been a long haul—to Hades and back—for everyone involved.

**En Dashes**
Half the length of the em dash (–). Used between inclusive numbers, to show a range.

The cost is $50–$55.
My weight has ranged from 125–165 lbs in the last decade.

Sports scores do not indicate a range, and therefore use a hyphen.

To make an em-dash or an en-dash in Word on a PC or Mac:

- place your cursor where the mark will go
- go to “Insert” in the program menu and open up “Symbol”
- highlight the appropriate symbol
- click “insert”

*Mac key codes:*
em-dash: option/shift/hyphen
en-dash: option/hyphen

*PC key codes:*
em-dash: shift + alt + hyphen
en-dash: “windows symbol key” + alt + hyphen

Or, create your own shortcuts by following the directions in the Symbol section

**Hyphens**

*With Prefixes & Suffixes*
In general, prefixes are not followed by hyphens unless the resulting word can be confused with another word, is difficult to decipher, or precedes a number or a capitalized word.

**co:** coauthor; cowriter; codirector; coedit; *but* co-chair

**fold:** threefold

**like:** no hyphen unless word ends in l. lifelike; funnel-like

**mid:** midwinter; midyear; midlife; mid-Atlantic; mid-August; mid-1990s

**non:** nonprofit; nonstudent; nonmajor

**pre:** preprofessional; premed; prelaw

*Suspending hyphens*

Use when a series of hyphenated adjectives modifies the last noun in the series:

- first- and second-level courses
- two- and three-year-old children

*With Measurements*

Hyphenate measurements that serve as adjectives preceding a noun:

- The bandage is a two-inch-long strip of gauze.
- Place this four-foot block of wood in the fire.

Connect measurements with hyphens when the numbers represent a range, and they function as an adjective preceding a noun:

- We knew that the tsunami might create 80-to-90-foot tidal waves.

*With Fractions*

Hyphenate spelled-out fractions when used as modifiers, unless the numerator or denominator is already hyphenated. Whole numbers are not linked to the fraction with hyphens.

- one-half empty; two-thirds majority
- fifty-six hundredths; four twenty-fifths
- five and three-tenths inches

*With Whole Numbers*

Hyphenate from 21 to 99 when spelled out:

- twenty-one; ninety-nine; one hundred forty-eight

*With Sports Scores*

- The game ended in a 21-21 tie.
- Middlebury won in double overtime, 3-2.

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**JR., SR., AND III**

It is no longer required to use commas before and after these elements, as they are considered part of the name.

- Marshall Flint Jr. addressed the crowd.
Jason Milquevay III boarded the flight to New Zealand.

**Letters, Written—Preferred Format**

In general, for typed letters use the font Bembo Regular, 11pt. If Bembo is not available, Garamond is recommended as an alternative.

If you are sending an electronic letter off campus, Times New Roman is recommended. This typeface is the most commonly available typeface on both PCs and Macs, so your letter is most likely to look as you intended on the recipient’s computer.

Microsoft Word templates are available for download on the [College Communications](#) website. The preferred format sets the entire letter flush-left and is aligned with the Middlebury Word mark.

**Letters Used as Words or Letters**

Individual letters that are used as letters should be italicized. When the letter is lowercased, an apostrophe is used to make it plural. When the uppercase letter is used, an apostrophe is not usually needed.

- Mind your p’s and q’s.
- Put your X on this spot.
- There are too many Xs on this page.

Scholastic grades are capped and set in roman type.

- I got an A in English and a B in French.
- Jan had straight As.

**Middlebury**

It is permissible to hyphenate Middlebury at line breaks if it improves the spacing of the printed document.

**Nondiscrimination Statement**

Middlebury College complies with applicable provisions of state and federal law which prohibit discrimination in employment, or in admission or access to its educational or extracurricular programs, activities, or facilities, on the basis of race, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity and expression, age, marital status, place of birth, service in the armed forces of the United States, or against qualified individuals with disabilities on the basis of disability.
Middlebury College hereby designates the dean of the College to coordinate its efforts to comply with and carry out its responsibilities under Title IX of the Education Amendments of 1972 as amended. In general, Title IX prohibits discrimination in educational programs on the basis of sex. The College hereby designates the vice president for administration and treasurer to coordinate its efforts to comply with and carry out its responsibilities under Section 504 of the Rehabilitation Act of 1973. Section 504, where applicable, generally prohibits discrimination against qualified handicapped individuals, in educational programs and employment, on the basis of handicap.

**NUMBERS**

Never start a sentence with a numeral. Spell out the number:

One hundred and thirty-five people attended the conference.

In general

Spell out numbers one to nine in text.

Use numerals for 10 and higher.

Thousands take a comma: 2,450 not 2450.

Large, round, even numbers used as approximations are spelled out:

The history spans some four thousand years of Western civilization.

Very large numbers (million and higher) may be expressed with a combination of numerals and spelled-out numbers.

2 million people; 10 trillion is a large number

These same rules apply to ordinals:

seventh place; 30th position; 135th award; third in line

Clusters of Numbers

Numbers within a sentence or paragraph that cluster together and are used in the same context should maintain consistency. If one of the numbers would normally be written as a numeral, use numerals for all in that same category. It is fine to have one category written with numerals and another with numbers spelled out:

There are 14 graduates, 25 alumni, 3 first-year students, and 1 senior in the program.

Middlebury faculty published 20 books in 2010; 5 were on the bestseller list, and they will be publishing 7 books next month.

When mother came, we found seven dead pigeons outside. That didn’t deter us from enjoying our snack. She served 5 kinds of cookies, 11 new beers, and 7 types of goat cheese.
Decimals
Use numerals, even in text:
   We are expecting to harvest 5.4 tons of corn.

Fractions
Simple fractions: Spell out in text. Hyphenate the fraction if it represents a single quantity or when used as a modifier.
   five-sixths of the population
   He received two-thirds majority
   But: I’m dividing my estate into five fifths to distribute to my heirs.
   Five-sevenths full

Whole numbers plus fractions: These can be spelled or expressed in numerals, whichever is most readable. (Do not link whole numbers to the fraction with a hyphen)
   Three and three-fourths cups of flour should be enough to make pizza.
   The recipe calls for 3 ¾ cups of flour.

Measurements
Hyphenate measurements that serve as adjectives preceding a noun:
   The bandage is a two-inch-long strip of gauze.
   Place this four-foot block of wood in the fireplace.

Connect measurements with hyphens when the numbers represent a range, and they function as an adjective preceding a noun:
   We knew that a tsunami might create 80-to-90-foot tidal waves.

Money
References to money may be written as numerals or spelled out. If spelled, also spell the unit of currency, except when using very large numbers.
   fifty cents; six dollars; seventy-five euro
   $.50; $125
   $1 million; $10.3 billion

Percentages
Always express percentages as a numeral-word combination, except in charts and scientific copy:
   25 percent, 4 percent

Reunion Years
Use numerals for specific reunions: 20th reunion, 10th reunion
Reunion events may be expressed this way: Reunion 2012, Reunion Weekend

Temperature
45 degrees F (no period after the F within a sentence)
45 F (no spaces)
**Possessives**

Add ‘s to create the possessive, even for singular names ending in an s, x, z
Jones’s art, Xerox’s bill, Bill Buzz’s restaurant

If the name is plural, add the apostrophe after the s.
the Joneses’ art

With a compound subject, put the apostrophe after the second name:
Doug and Linda’s house

If the subject is not compound but two separate entities, both take an apostrophe:
students’ and faculty’s health plans

**Exceptions:** Nouns that are the same in both singular and plural form: politics’; species’
Some “for sake” expressions: for goodness’ sake; but for appearance’s sake.

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**Quotation Marks with Other Punctuation**

Commas and periods go inside quotation marks:
The name of the article is “Never Try This at Home,” and we all read it.

Semicolons and colons go outside if they are not part of the quoted material:
He told her he was “testing the waters”; indeed, he jumped off the bridge.

Question marks and exclamation points go either inside or outside, depending upon
whether the quoted statement is part of the question or exclamation:
“I shall overcome!” he shouted.
Did he say, “I will balance the budget”?

---

**Semicolon**

Use semicolons to separate independent clauses not joined by a conjunction:
The weather is gloomy; we are all very depressed. (*This can also be expressed as
two sentences.*)

May be used between clauses in a long compound sentence, even when they are joined by
a conjunction.
The university has won so many awards in these fields that students are on waiting
lists for applications, begging for interviews, and trying to bribe the admissions
officers for special consideration; but the admissions procedures are not changing as
a result of this newfound fame.
To separate clauses linked with the following adverbs: *then, however, thus, hence, indeed, accordingly, besides, and therefore*:

- The Nobel Prize winners are most pleased; indeed, they are planning a huge celebration.
- The geologist discovered a new mineral; therefore, she is naming it after herself.

To separate items in a series that is long and cumbersome or that contains internal commas:

- The students should take one course in math; three in languages; two chosen from political science, history, or art; and one senior capstone course.

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**Sentence Fragments**

When incomplete sentences are used as captions, pull quotes, and subheads, a period is not needed. When sentence fragments are interspersed with full sentences, periods may be necessary for visual clarity and consistency. This might be the case in a vertical list.

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**Spacing**

Place one space between initials in a name. *(T. H. Smith)*

Exception: no spaces between the initials of C.V. Starr-Middlebury School Abroad

There are no spaces or periods with initials that serve as proper names, such as LBJ, JFK, AAA.

Always single space between sentences. *(Using double spaces is a holdover from the days of typewriters.)*

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**Split Infinitives**

Definition: The insertion of a word or phrase between “to” and the verb.

- to madly love; to deliberately lie

**Not** a split infinitive:

- to be always prepared
- to be constantly searching

Split infinitives are no longer considered to be an egregious error; in fact, sometimes the split infinitive is the only way something can be expressed. If a split infinitive can be avoided by placing the modifier elsewhere without detracting from the impact or readability of the sentence, that is preferable.

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**States**

Vermont State, the state of Vermont
Spell out the full state name in running text.
Two-letter postal codes may be used in some informal lists and must always be used when a zip code follows.

In formal lists (such as in a president’s report), use the traditional state abbreviations listed below, when abbreviations are used:

Alaska (no abbreviation)
Ala.
Ark.
Ariz.
Calif.
Colo.
Conn.
D.C.
Del.
Fla.
Ga.
Guam (no abbreviation)
Hawaii (no abbreviation)
Iowa
Idaho
Ill
Ind.
Kans.
Ky.
La.
Mass.
Md.
Maine
Mich.
Minn.
Mo.
Miss.
Mont.
N.C.
N.Dak.
Nebr.
N.H.
N.J.
N.Mex.
Nev.
N.Y.
Ohio
Oklahoma
Ore.
Pa.
P.R.
R.I.
S.C.
S.Dak.
Tenn.
Tex.
Utah
Va.
V.I.
Vt.
Wash.
Wisc.
W.Va.
Wyo.

**SUPERSCRIPSTS**

Do not use superscripts. They tend to make the spacing between lines uneven and cause problems with editing.

1st; 2nd; 3rd *not*: 3rd or 3\textsuperscript{rd}

**TELEPHONE NUMBERS**

Use dots instead of hyphens or parentheses. In most cases, omit the 1 that precedes the area code.

802.443.2100

Any phone number involving extra digits or unusual number sequences (such as overseas numbers) should provide every digit the caller needs in order to place the call. Example, a call to Darwin, Australia:

011 International prefix used to dial outside of USA
61 International country code used to dial to Australia
8 Local area or city code used to dial to Darwin
LN The local number

011.61.8.local number

**THEY/THEIR/THEM**

There may be times when *they*, *their*, or *them* is a necessary choice as a pronoun for a singular noun of nonspecific gender. This is most likely to occur after *nobody*, *everybody*, *one*, *anyone*, or nouns that may be either singular or plural,
depending upon their usage—faculty or student body, for example. When possible, rewrite the sentence.

The use of he/she or him/her, although more grammatically accurate in these cases, is a distraction.

Anyone can take their medicine when it tastes like strawberry shortcake. *(okay, but not great)*

Anyone can take his or her medicine when it tastes like strawberry shortcake. *(distracting)*

Most people can take their medicine when it tastes like strawberry shortcake. *(rewritten)*

The faculty decided to take its resolution to the administration. *(singular sense)*

The faculty are very pleased with their new students this year. *(plural sense, all members of the faculty)*

The members of the faculty are very pleased with their new students. *(rewritten)*

We try to let each student take his or her exam home. *(distracting)*

We try to let students in this situation take their exams home. *(rewritten)*

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**Titles**

A, An, The

What to do with an initial, A, An, or The in a title when used in running text. Drop the initial article if it makes the text awkward.

The Town’s College is one of our most useful reference books.

His Town’s College proved to be one of our most useful reference books.

In running text, lowercase the when it precedes the name of a society, association, building, or other proper name, even when it is part of the name. This also applies to the in magazine and newspaper titles. Any initial the in the titles of periodicals (journals, magazines, and newspapers) should be subsumed by the surrounding text or dropped.

The project is funded through the Prudential Foundation.

Reading the New York Times is great way to start the day.

When the name of an entity includes a definite article, such as “The Grille” or “The Who,” it should be lowercased in running text. “We are eating lunch at the Grille.”

Academic and Professional

Capitalize the title when it precedes the name and is part of the name:

I would like to introduce Doctor John Smith.
President Ronald Liebowitz will be addressing the audience.
We traveled with Professor Bill Johnson.

Do not capitalize when the title follows the name (almost always a descriptor):
    John Smith, professor of biology
    Barack Obama, president of the United States

Do not capitalize when the title precedes the name, but is acting as a descriptive title:
    Renowned geology professor Andrea Lane will deliver the keynote address.
    Happily, designer Randy Russet made the costumes.
    Meet our bass player Lucinda J. Horvick ’05.
    We saw former president of the United States Bill Clinton.
    Friends of Middlebury Music president Jane Darling

**Exception:** A named professorship is always capitalized, no matter where it falls
    *William Wilson*, John M. Martin Professor of Physics, will be there.
    John M. Martin Professor of Physics *William Wilson* will be there.

    Trustee Emerita Suzanne Simpson; Suzanne Simpson, trustee emerita; the trustee;
    the professor; Professor John Jones; John Jones, professor emeritus; Professor
    Emeritus John Jones

**In general**
Middlebury office names that are also used as general terms, such as *public affairs*,
*admissions*, *alumni relations*, *financial services*, and government offices, such as
*agriculture*, *commerce*, *defense*, *education*, *transportation*, should be lowercased when
used in titles that don’t precede the name.
    He is the vice president of facilities services.
    Sarah James, director of alumni relations.

**In vertical lists**
For the sake of appearance and consistency, it is permissible to cap all titles and
departments in vertical lists, appearing in program notes, president reports, etc.
    Mary Smith, Professor of Geology
    Fred Dartmouth, Milton Johnson Distinguished Professor of Classical Studies
    David Jones, Assistant Professor of English
    Dorothy Bartlett, William Loadstone Professor of Environmental Studies

**Courses**
Course titles combine the department code with a numerical designation and the title:
    JAPN 0101 First-Year Japanese. Place a space between the department code and the
course number. Course titles are printed in roman type, capped, with no quotation marks.
It is not necessary to include the course number in general interest texts.
Professor Smith’s course the Beginning of the Universe has had a waiting list for several years.

Departments and Offices
Running text—Departments and offices are capped only when the full, correct name is used:

Go to the Office of the Dean of the College if you have questions. Someone in the dean’s office will be able to help.

The Department of Biology will move to the new science center. All of the science departments, including the biology department, will move.

The Middlebury Museum of Art has a new installation. There is a new installation at the art museum.

In lists—see professional titles above. It is permissible to cap all offices and departments for the sake of consistency and readability.

Creative Works

Art
Paintings, Photographs, Sculpture, etc.
Titles of works of art of most types are capped and italicized, including cartoons and photographs.

The FBI lists Munch’s The Scream as one of the most stolen works of art. Yosemite Valley, Winter is one of Ansel Adams’s most striking photos. People always enjoy reading The Far Side.

If the name is from antiquity and the creator is unknown, usually the title is capped in roman type:
The museum has the rare Palace Bowl on display.

Art Exhibitions
Names of large-scale exhibitions are capped, roman type. Small-scale exhibitions (at a local museum) and their exhibition catalog titles are italicized.

The Toronto World’s Fair
The new exhibit at the art museum, Mixed Signals, is extraordinary.

Drama
Movies, Television, Radio, Plays
Movies, ongoing television and radio programs, and plays are capped and italicized:
We enjoyed reruns of Leave It to Beaver
The blockbuster Live Free or Die Hard was not my favorite.
Television and radio series are capped with no quotation marks:
The American Idol series broke records for viewership three years running.

Individual episodes of television and radio series are capped, with quotation marks:
“Ultimatum” was one of best episodes of The Office.

Music

**Instrumental:**
Cap generic name, no quotes: Piano Sonata no. 2
Italicize descriptive title: *Dances of the Band of David*
Lowercase *n* for no.
Lowercase opus, op.
Cap Major and Minor: Bach’s Mass in B Minor

**Operas and songs**
Long compositions are italicized, shorter ones set in quotes, roman type
“The Star Spangled Banner”
*The Marriage of Figaro*

**Recordings**
An album is italicized. Individual tracks take caps and quotation marks. The name of the performer is set in roman type:
The CD *Home for the Holidays* includes music by the Middlebury Chamber Singers and a solo performance by Jason Judge, singing “Midnight in Vermont.”

Web Works

**Blogs**
Named blogs are italicized. An initial “the” is treated as part of the title.
Specific blog entries are capped with quotation marks.
“My Time Has Come,” a post in the blog *Today’s Ruminations*, outlines his plans.
Peter Dominick is my favorite blogger. Have you read *The Upbeat Town* yet?

**Podcasts**
Treat podcasts and video blogs similarly to blogs. Regularly published features are italicized. Individual segments are capped with quotation marks.

**Websites**
Website titles may consist of the name of the site, may use part of the domain name, or may refer to the entity responsible for the site.

In running text, use roman type, headline-style, without quotation marks. An initial “the” is lowercased midsentence.
Google; Google Maps; White House.gov; Amazon; NYTimes.com
Some websites, however, are closely linked or completely similar to their print publications, and are therefore styled accordingly.

*Chicago Manual of Style Online* has the answers to your questions.
I found the spelling in *Merriam-Webster.com*.

Pages or sections of websites are capped, headline style, and placed in quotation marks.
To find the answers, visit “Frequently Asked Questions,” at Middlebury.edu.

**Written Works**

**Books:**
Italicize book titles.

Please read *The College on the Hill*.

An initial *A, An, or The* may be dropped if it does not fit the syntax of a sentence.

**Book series:**
Use roman type, headline style, without quotation marks, for the names of book series or editions. The words *series* and *edition* are lowercased when they are not part of the title:

Norton Books Field Guide series

**Periodicals (newspapers, magazines, and newsletters):**
Capitalize and italicize, except for a “the” in the title. This is because some periodicals use “the” as part of their title and some do not; the most consistent approach is to leave it out of the title:

The story appeared in the *New York Times*.

Periodical titles included in the names of awards, buildings, organizations are not italicized:

Middlebury Magazine Short Story Prize
Tribune Towers

**Magazine Articles and Short Stories:**
Roman type, capitalize, and quotation marks:

The story “The Secret Life of Walter Mitty” was first published in the *New Yorker*, in 1939.

**Poems and Plays**
 Plays and long poems are italicized and capitalized:

*Paradise Lost* will take you a while to read.
We have tickets to *A Christmas Carol*.

Short poems are capped with quotation marks. Poems identified by their first lines are capped, sentence style, with quotation marks.

Frost’s “A Prayer in Spring” seems apt right now.
“Shall I compare thee to a Summer’s day?” is my favorite sonnet.

**Unpublished Works**

Dissertations, speeches, manuscripts, student work including posters:
Roman type, headline style, and enclose in quotation marks:
\[\text{“An Investigation into Nomenclature Anomalies in Biological Systems”}\]

**Miscellaneous Titles**

College symposium: Capped with quotation marks
Lecture series: Cap only
Lecture: Capped with quotation marks
College course: Capped only
Text on Signs: Capitalized, headline style

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**Vertical Lists**

When possible, introduce the list with a complete grammatical sentence followed by a colon.

**In general:** Try to use parallel syntax (sentences, fragments, questions) with each item, which will make the list orderly and more understandable. *Chicago Manual of Style Online* cautions that “parallel doesn’t mean identical. If your items are complex, it may not be practical to match them word for word with parallel parts of speech.”

**Styling Vertical Lists**

Vertical lists can be styled in many ways, as unmarked lists, as numbered or bulleted lists, in paragraph style with internal punctuation, as a sentence, and with subdivided items.

**Unmarked list:**

We hope you will bring these items to our open house:
- lawnmower
- snow blower
- leaf rake
- new plantings for along driveway

**Numbered list:** *(Items may be capitalized or lowercased.)*
We hope you will bring these items to our open house:
1. Lawnmower
2. Snow blower
3. Leaf rake
4. New plantings for along driveway

**Paragraph style:**

When you come to our open house, we hope you will consider these facts: (1) Since the house is big, we will need some way to manage the large amount of trash that will be generated. (2) Our building has been in disrepair for several years. (3) The previous owner absconded with our deposit, and (4) we are not happy with its overall appearance.

**Sentence style:** *(The first element may be capped or lowercased.)*

We hope you will bring these items to our open house:
1. several leaf rakes to allow for easy removal of old compost,
2. one light wheelbarrow that is easy to push,
3. some good music to work to, and
4. a sense of play, so that you can stay all day.

We hope you will bring these items to our open house:
• Several leaf rakes to allow for easy removal of old compost,
• One light wheelbarrow that is easy to push,
• Some good music to work to, and
• A sense of play, so that you can stay all day.

**Subdivided list:**

We hope you will bring these items to our open house:
1. Leaf items
   • Rakes
   • Wheelbarrows
• Leaf bags

2. Food items
  • Beer
  • Hot dogs
  • Ice

3. Musical items
  • Instruments
  • iPods
  • Loud speakers

**Use of periods in vertical lists:**

In general, follow the examples above. When a list contains a combination of sentence fragments and full sentences, try to revise so they are all similar. If that is not possible, use periods after all items for visual consistency.

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**VOICE**

Write in the active voice, as simply as possible.

Active, not convoluted: The College educates students to become advocates for change.

Passive, convoluted: Students are educated by the College to develop an awareness of their obligation to become advocates for change.

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**WEB**

**Addresses**

Web addresses should be kept on one line whenever possible. If it is necessary to break a web address, do so before a form of punctuation, (i.e., hyphen or period) or after a slash (/). Do not add a hyphen at the end of the line.

Example:

www.middlebury.edu/ offices/news/communications

after line break:

www.middlebury.edu/offices/
news/communications

In running text, drop the “http://” or “www” before a web address unless the site will not load without it.
It can be helpful to style the address in a different typeface from the accompanying text (italic type within roman copy, for example) so the reader comprehends it at a glance.

Sentence capitalization rules apply. The first letter of a sentence is always capitalized, whether it’s the e in eBay, or the i in iPod.

Terminal Punctuation
If an Internet or e-mail address falls at the end of a sentence, conclude with a period or other end punctuation. This will not confuse most readers.

When writing for an online environment, where a link must be active, make sure that the hyperlink destination does not include the final period, which can result in a broken link. Hyperlinks can usually be edited.

Some programs automatically make everything following “http://” active until they reach a space, which means they may include the period or other terminal punctuation. In this case, edit the link or rewrite the sentence so that the URL or e-mail address doesn’t come at the end.

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