

MANHATTAN UNIVERSITY STYLE GUIDE

Produced by the office of Marketing

Hierarchy of Style

1. The Associated Press Stylebook, 57th Edition
2. Merriam-Webster's Collegiate Dictionary (11th Edition)

Other Resources

1. Lasallian Style Guide – lasallian.info
2. Lasallian Ministries Exchange
3. Working With Words

academic degrees: Capitalize title of degree. For example: Bachelor of Science, Master of Arts. But lowercase when generally referring to degree. For example: a bachelor's degree or a bachelor's.

Use periods between letters when writing the abbreviations (B.A., M.A., M.S., etc.). Note that periods are omitted when there are three or more consecutive capital letters: MFA, BFA, MBA, etc.

Lowercase academic specialty, such as philosophy.

alma mater: Do not capitalize or italicize.

alumni: Do not capitalize. Do not use "alum" or "alums."

Alumna refers to one female graduate.

Alumnae refers to a group of female graduates.

Alumnus refers to one male graduate.

Alumni refers to male graduates and to mixed groups of male and female graduates.

ampersands: Use "and," rather than an ampersand as a general rule. Ampersands should be used only when the name of a company, group or composition specifically calls for it, as in Johnson & Johnson. Exceptions may be made for designed pieces or when space is limited.

athletics: The University has 18 men's and women's NCAA Division I athletics teams. As of July 2025 it will have 21 teams.

Capitalize Manhattan University Jaspers and Manhattan Jaspers, but do not capitalize the names of Manhattan University sports teams.

Example: The women's soccer team won Saturday's game.

board of trustees: Do not capitalize. However, capitalize “Manhattan College Board of Trustees.”

Brother: Spell out and capitalize in all cases. For Lasallian Christian Brothers, include the designation “FSC” following the name.

Example: Brother Robert Berger ’73, FSC

For members of other religious orders, such as priests and nuns, spell out “Father” and “Sister” on first reference and use “Fr.” and “Sr.” on subsequent references.

Brothers of the Christian Schools: Capitalize “Brothers” and “Christian Schools.”

bulleted lists: Bulleted complete sentences should be formatted as such, i.e., beginning with a capital letter and ending with a period. For single words or short phrases, capitals and periods may be dropped.

Format bulleted lists using parallel structure for consistency. Do not include complete sentences and short words or phrases in the same list.

campus: lowercase “south campus” and “north campus” when referencing the two distinct sections of the Manhattan University grounds.

capitalization: Only capitalize proper nouns.

centers: Capitalize “center” when part of an office name, for example, Center for Career Development. Lowercase “center” on subsequent references when it’s used alone.

Example: The center will host a seminar.

chairs: When citing a faculty member who holds a faculty chair, include the full title of the chair on first reference.

Example: Hany Guirguis, Ph.D., the Ambassador Charles A. Gargano Endowed Chair, attended the meeting.

Note that “chair” is preferable to “chairman” or “chairwoman.”

Chapel of De La Salle and His Brothers

class: Lowercase when referring to a graduating class. For example: The class of ’53. You can use the full year or abbreviated year, but remember to use a single closing quotation mark, as above.

Commencement: Capitalize when referring to the Manhattan University Commencement ceremonies, lower case when using generically.

community: Lower case when referring to the “University community”

courses/classes: Capitalize the title of courses, as in International Marketing Strategy. But do not capitalize general references, such as “a biology class.”

De La Salle: Use capitals when using just the last name or as an adjective.

departments: Capitalize department names, but do not capitalize the word “department” even if it precedes the names. For example, department of Fine Arts or English department. This also applies to offices and center (see offices, centers).

Esq.: When citing those who practice law, the letters J.D. follow the name and class year, if applicable.

Jane B. Smith '74, J.D.

However, in certain cases (mainly Advancement-related publications), the designation “Esq.” may be used, rather than J.D.

Jane B. Smith '74, Esq.

fewer and less: “Fewer” is used for items that can be counted; “less” refers to items that cannot be counted, referring to a quantity that cannot be easily counted.

Examples: The house has less space. The property has fewer trees. I read fewer books this year, and felt less informed.

first-year student/students: Do not use “freshman” or “freshmen.”

graduation years: Years follow the name without a comma between name and year. The apostrophe before the year should be facing out, not in.

Example: Robert Smith '94 = correct

Robert Smith '94 = incorrect

If adding a title after the name, use a comma after the year.

Example: Robert Smith '94, director

When citing a married couple, the format should be as follows: Robert '94 and Emily Smith '96.

headlines: Use title case for headlines, capitalizing every word except articles (a, an, the), coordinating conjunctions (e.g., and, or, for, nor), and prepositions (e.g., to, in) under four letters.

Use sentence case for decks (introductory subheads that clarify or elaborate on the headline to entice readers to further engage with the content). Only capitalize the first word and any proper nouns.

Example:

Headline: University Launches New Mentoring Program

Deck: Mentors will assist younger students acclimating to college life.

italics: Use italics for book titles, newspaper titles, radio and television series, movies, plays, magazines, and online newspapers and magazines. Do not use quotation marks.

Jasper: Capitalize

Lasallian: One word with only the “L” capitalized and the “s” lowercased.

livestream: one word

majors: Do not capitalize majors, unless it’s a proper noun, such as English.

Mass: In reference to the Catholic Mass, capitalize in all cases.

midnight/noon: Use rather than 12 a.m./12 p.m.

numbers: Spell out numbers one through nine; use numerals for 10 and higher. Do not use “th,” “st,” and “rd” in ordinal numbers in dates, for example: “April 21” rather than “April 21st.”

offices: Capitalize office names, but do not capitalize the word “office.” For example, the office of Admissions, or the Alumni office. This also applies to departments and centers (see departments, centers). Exceptions: Office of the President and Office of Career Pathways.

over and more than: Use “more than” when you mean in excess of or greater than. Use “over” when you mean higher in position or when referring to age.

Example: More than six squirrels are romping on the Quad.

Only students over 18 may attend the event.

periods: Use a single space after a period at the end of a sentence, not two. Periods go inside quotation marks.

Ph.D.: Use Ph.D. following a name. Do not use Dr. preceding the name.

Example: Walaa Abdallah ’13, ’14 (M.S.), Ph.D.

Exception: The alumni magazine does not include “Ph.D.” after names.

In running text, use “Ph.D.” only on first reference, with commas before and after. Subsequent references only use the last name.

Example: Walter Saukin, Ph.D., has run the summer engineering camp for decades. Saukin enjoys introducing high schoolers to engineering concepts.

program: Capitalize the program subject area only, not the word “program.”

Example: Chemical Engineering program.

professor: Do not capitalize or abbreviate. Professor is always lowercased even when it precedes the name, unless it’s a special chair or designated professorship.

Quadrangle: When referring to the “Quad” or “Quadrangle” at Manhattan, use a capital Q. If used generically, then lowercase.

Riverdale: When referring to the University’s location within New York City, “Riverdale” is preferred. “Riverdale section of the Bronx” may also be used. Riverdale is also used in the University’s official address.

room location: for classrooms, use name of hall followed by number, for example, De La Salle Hall 104

schools: Names of schools should be capitalized as follows (initialisms in parentheses):

Kakos School of Arts and Sciences (KSAS)

O’Malley School of Business (OMSB)

School of Engineering (SOE)

Spell out the school name on first reference with the initialism in parentheses as above. Initialisms alone may be used on subsequent reference.

Note that “school” is not capitalized when used on its own.

Example: The O’Malley School of Business is located in De La Salle Hall. The school has a proud legacy of educating business leaders.

semester: lowercase

Examples: “spring 2024” or “the fall 2025 semester”

Smith Auditorium: refers to the space on the first floor of Squeri Hall only.

St. John Baptist de La Salle: Lowercase “d” when full name is used.

Squeri Hall: Official name of the building that houses both Smith Auditorium and the

Chapel of De La Salle and His Brothers.

state names: The names of the 50 U.S. states should be spelled out in running text, whether standing alone or in conjunction with the name of a city.

Example: Many of the students hailed from Seattle, Washington.

suffixes: Do not use a comma before suffixes such as “Jr.” and “III.”

titles (people): Capitalize titles that directly precede a name. For example, President Frederick Bonato, Ph.D.; Dean Marcy Kelly, Ph.D.

Do not capitalize titles when they stand without a name or follow it. For example, The dean addressed the assembly.

Professor and coach are always lowercased even when they precede the name, unless it's a special chair or designated professorship.

titles (composition): Use italics for titles of magazines, newspapers, books, movies, TV shows, lectures and speeches. Do not underline or use quotation marks.

time: Should be written as follows 4 p.m., not 4:00 p.m. or PM

12 a.m. should be written as “midnight”

12 p.m. should be written as “noon”

University: When referring to Manhattan, capitalize “University” in references where “Manhattan” does not precede it. In all other references, “university” should remain lowercased.

Examples: The University is in Riverdale.

She attends a small university.

very: This is an unnecessary adjective and adverb. Use sparingly.

PUNCTUATION

apostrophes: When used before a graduation year, they face out.

Example: Bob Smith '64.

commas: Do not use a serial comma for a simple series (e.g. bread, milk and eggs). Do not use commas before or after Jr., Sr., III, or Inc., Co., Ltd., etc.

ellipses: Ellipses consist of 3 periods that have a space in front of and after them.

Example: “Smith said, “Manhattan provided me with a great education ... and a sense of ethics.”

Em-dashes: (—) separate sentence fragments and are often used to emphasize a key point. Use spaces on both sides of an em-dash for greater readability.

Example: Manhattan College — now Manhattan University — was founded in 1853.

En-dashes (–) Use to indicate time and number ranges. If you would use the word “to,” then use an en dash. No spaces around en-dashes.

Examples: 2022–24, July 27–31, 10 a.m.– 4:30 p.m.

e.g.: To mean “for example,” use e.g. (not e.x., ex). For “that is” or “in other words” use “i.e.”

exclamation point: Just use one to convey emphasis, but use sparingly.