

MANHATTAN COLLEGE STYLE GUIDE

Produced by the office of marketing and communications

Hierarchy of Style

1. The Associated Press Stylebook
2. Merriam-Webster's Collegiate Dictionary (10th Edition)

Other Resources

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

EXCEPTIONS TO THE AP STYLEBOOK (AND SOME AP REMINDERS):

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. or M.A.). Lowercase academic specialty, such as philosophy.

alma mater: Do not capitalize.

alumni: Do not capitalize.

board of trustees: Do not capitalize.

Brother: Spell out for first referral and use **Br.** for references that follow.

Brothers of the Christian Schools: Capitalize "Brothers" and "Christian Schools."

capitalization: Only capitalize proper nouns.

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 that the apostrophe faces out, as above.

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. For example, the center will host a seminar.

College: When referring to Manhattan, capitalize "College" in references where "Manhattan" does not precede it. For example, the College is in Riverdale. In all other references, "college" should remain lowercased.

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).

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.

italics: Only italicize composition titles (books, movies, shows, lectures, etc.)

Jasper: Capitalize

Lady J's: Use apostrophe between J and s for the women's athletic teams, but spell out Jaspers in general.

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

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

numbers: Spell out numbers one through nine; use numeral for 10 and higher.

Offices: Capitalize office names, but do not capitalize the word “office.” For example, the office of Marketing and Communication, or the Alumni office. This also applies to departments and centers (see departments, centers).

over: It mainly refers to spatial relationships. Use “more than” to describe numerals.

Example: We have raised *more than* \$200,000 this year.

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

Example: Brennan O'Donnell, Ph.D.

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.

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

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.

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

titles (people): Titles that directly precede a name should be capitalized. For example, President George Bush. Do not capitalize titles when they stand without a name or follow it. 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 use underlines or quotation marks.

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.

dashes: Use a space before and after a dash. The dash should be an em dash (long one: —)

ellipses: Ellipses consist of 3 periods that have a space in front of and behind them. Example: “Smith said, “Manhattan provided me with a great education ... and a sense of ethics.”

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