

# MANHATTAN UNIVERSITY STYLE GUIDE

*Produced by the office of Marketing*

## Hierarchy of Style

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

## Other Resources

1. Lasallian Style Guide – [lasallian.info](http://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.), with the exception of MBA.

Lowercase academic specialty, such as philosophy.

**alma mater:** Do not capitalize or italicize.

**alumni:** Do not capitalize.

**athletics:** 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."

**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.

### **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.

**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.

**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.

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

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

**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.

**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.

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

**Riverso – Style for President’s Name:** For all editorial purposes, including major publications, event pieces, web stories and press releases, as well as correspondence to alumni and donors, use the president’s first and last names with his graduation year and Ph.D. and P.E. on first reference. (Do not include the middle initial or other fellow/organization type of designations.)

Example: Milo Riverso ’81, Ph.D., P.E.

For any official letters (those coming mainly from the president’s office) and formal listings such as in the catalog, the NAC designation may be added.

Example: Milo Riverso ’81, Ph.D., P.E., NAC

Incorrect: President Dr. Milo Riverso

**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:

Kakos School of Arts and Sciences

O’Malley School of Business

School of Engineering

Incorrect: The O’Malley School of Business

**Semesters:** lowercase

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

**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.

**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.

**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.

**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 after 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.