

Montclair State University

Editorial Style and Usage Guidelines

The Montclair State University Editorial Style and Usage Guidelines are intended to be a quick reference for those who are looking for guidance on the University's preferred style of writing and word usage. It is not intended to be complete, but seeks to provide answers to the most frequently asked questions.

These guidelines are based on those published in *The Chicago Manual of Style (CMS)*, a widely-referenced guide for questions of style. While *CMS* is the primary source, these guidelines include some usages specific to the University which differ from the manual. It is recommended that the guidelines be checked first, and if the particular entry is not found, *CMS* should then be consulted.

A

academic degrees

Lowercase the names of academic degrees in both display copy and running text: *a bachelor of science degree; the doctor of pedagogy degree*. In running text, lowercase and use possessive if the full name of the degree is not used: *the bachelor's degree in history; a master's in education*; BUT *doctorate or doctoral degree*.

Use definite or indefinite articles (*the* or *a/an*) preceding the name of a degree rather than using possessives (*her, his, their*).

Academic degrees offered at Montclair State University

In general, periods are not used. Periods may be used, however if their omission would cause confusion:

BA bachelor of arts

BS bachelor of science

DEnvM (D.Env.M.) doctor of environmental management

EdD (Ed.D.) doctor of education

MA master of arts

MEd.(M.Ed.) master of education

MS master of science

PhD (Ph.D.) doctor of philosophy

Periods are not used in degree abbreviations that contain three or more capital letters:

BFA bachelor of fine arts

BMUS bachelor of music

MAT master of arts in teaching

MBA master of business administration

MFA master of fine arts

Periods are not used in acronyms and abbreviations containing three or more letters.

USA, NJAC

U.S., U.K. use periods

acting, former

Don't capitalize in a formal name: *Faculty will report to acting Dean John Doe. We welcome former President John Doe.*

addresses, campus

Addresses are hierarchical: Name, Title, Montclair State University, Office or Department, Building, Room Number, 1 Normal Avenue, Montclair, NJ 07043

adviser, not advisor

affect, effect

Both affect and effect can be either a noun or a verb.

Affect, as a verb, means to influence: *The game will affect the standings.*

Avoid using affect as a noun. *It is used in psychology to describe an emotion.*

Effect, as a verb, means to cause: *The president will effect many changes at the University.*

Effect, as a noun, means result: *The effect of his actions was overwhelming.*

African American

All-America/All-American

An individual team member is called an All-American. However, the adjectival form is All-America: Sally Smith is an All-America point guard.

alma mater

Use lowercase when describing the college you attended. Uppercase is reserved for the song and is placed in quotes: "Alma Mater."

alumna, alumnae, alumni, alumnus

alumna – singular, female

alumnae – plural, women only

alumni – plural, men only or men and women

alumnus – singular, male

alum – singular, male or female; appropriate only in informal contexts

alumni class year

In running text, use the following forms:

Sally Jones, a 1938 Montclair State graduate; 1938 graduate Sally Jones.

When alumni status is obvious in context, use class year contractions:

Sally Jones '38; Sally Jones '38 '43 MA

When identifying two or more alumni, list the name of the earlier graduate first:

Sally Jones '38 and Jim Brown '98 attended Homecoming in the fall.

Note the direction of the apostrophe when used with class years: '85, '95, '05.

Alumni Green

a.m., p.m.

Lowercase with periods, no space. Avoid being redundant: *4:00 p.m. in the afternoon, 12:00 noon.*

ampersand

The *ampersand* should not be used in place of *and* unless part of an official name, title or corporation: *AT&T*

amphitheater

Capitalized when referring to Montclair State's amphitheater: *the Amphitheater*

annual

Do not use unless it refers to an event that has happened at least two years in a row. Never use the term *first annual*.

apostrophes

Use to show omitted figures or letters:

The class of '85

Do not use with plurals of numbers, grades or multiple-letter combinations:

- *SUVs*
- *PhDs; BAs; POWs*
- *straight As*
- *the 1990s*
- *five size 7s*

Exception

Mind your p's and q's

archaeology

area code

Use a hyphen following an area code rather than parentheses: 973-655-0000

artwork

assure, ensure, insure

Use assure to give confidence or to inform positively:

She assured him that he would graduate in May.

Use ensure to mean guarantee or make certain:

Several rounds of proofreading will ensure the document's accuracy.

Use insure to refer to insurance: *This policy will insure your home.*

award, fellowship, scholarship

Capitalize when used with a formal name. Lowercase when referring to more than one formally named award, scholarship or fellowship.

B

baccalaureate

bachelor's degree

biannual, Biennial

Biannual: Twice each year--*Semiannual* may also be used. *Biennial*: Once every two years.

black and white

Lowercase when using them as ethnic and racial designations.

Board of Trustees

Capitalize, use *the board* after first reference.

Bookstore, University

the *University Bookstore* is located in the Student Center. Lowercase on subsequent references: the *bookstore*.

building names and codes

Abbot & Costello Center.....	AC
Alexander Kasser Theater.....	KA
Alice Paul Hall.....	PL
Alumni House.....	AL
Architectural and Engineering Services.....	AR
Blanton Hall.....	BL
Bohn Hall.....	BO
Bond House.....	BN
Broadcasting.....	BR
Calcia Hall.....	CA
Center for Continuing Education.....	CN
Chapin Hall.....	CH
Children’s Center.....	CC
Clove Road Apartments.....	CL
Cogeneration Plant.....	CG
College Hall.....	CO
Count Basie Hall.....	BA
Dickson Hall.....	DI
Drop-In Center.....	DR
Field House.....	FH
Finley Hall and Annex.....	FI
Floyd Hall Arena.....	FY
Freeman Hall.....	FR
Gilbreth House.....	GI
Global Education.....	N22
IAPC.....	IN
Life Hall.....	LI
Maintenance.....	MA
Mallory Hall.....	ML
McEachern Music Building.....	MC
Memorial Auditorium.....	ME
Millicent Fenwick Hall.....	FE
Morehead Hall.....	MO
Newman Center.....	NE
NJ Transit Parking Deck.....	NJ
Panzer Gymnasium.....	PZ
Partridge Hall.....	PA
President’s House.....	PR
Psychoeducational Center.....	PS
Red Hawk Diner.....	RD
Red Hawk Parking Deck.....	PG
Richardson Hall.....	RI

Russ Hall.....	RU
Science Hall.....	SH
Speech Building.....	SP
Sprague Library	LB
Stone Hall.....	ST
Student Center and Annex.....	SC
Student Recreation Center.....	RC
University Hall.....	UN
University Police.....	PO
The Village at Little Falls.....	RV
Webster Hall.....	WE
William Carlos Williams Hall.....	WI
Women's Softball Stadium.....	SS
Yogi Berra Stadium.....	YB

C

campus-wide

cancel, canceled, canceling, cancellation

cannot

capitalization

Eliminate excess and eccentric capitalization whenever possible. When in doubt, do not capitalize.

building names

Names of University buildings that have been officially named or that are used in a formal sense are capitalized.

- *In the Children's Center*
- *In Panzer Gym*
- *In the Harry A. Sprague Library*
- *In the rooms in Bohn Hall*
- *In the Student Center*

References to buildings that have common nouns as part of their name – library, center, bookstore, arena – are not capitalized when used informally or when used as later references after the first use of the formal name of the building.

- *Students using the Harry A. Sprague Library are . . .*
- *Reference materials are located on the library's first floor.*

courses and subjects

Capitalize the name of a specific course or subject. *GEOS 552; Applied Groundwater Modeling*

When not referring to specific courses, do not capitalize names of school or college studies, fields of study, majors, minors, curricula, or options – unless they contain proper nouns.

- *He is studying geoscience.*
- *The Department of English offers a minor in creative writing.*
- *She has a double major in philosophy and French.*

departmental, office and program names

Departmental, office and program names are capitalized when written out completely in a formal manner. Words such as *school*, *department*, *office*, and other common nouns are lowercased when used alone.

- *The College of Education and Human Services*; thereafter, *the college*
- *The Department of Art and Design*; thereafter, *the department*
- *The Executive MBA Program*; thereafter, *the program*
- *The Center for Business and Economic Research*; thereafter, *the center*
- *The Office of Admissions*; thereafter, *the office* or *Admissions*

rooms

Capitalize the word *room* (or *lounge*) only when designating a particular room.

The class meets in Room 401; the conference in the Sokol Seminar Room; yoga in Kops Lounge

seasons/semesters

The names of the seasons and semesters are not capitalized.

In the fall semester; spring 2005

student classifications and classes

Do not capitalize the words *freshman*, *sophomore*, *junior*, *senior*, or *graduate* when referring to the classification of a student or to the year in which a course is taken.

- *That course should be taken in the freshman year.*
- *She is a junior.*

Note:

Current style tends away from the *freshman–senior* categorization in favor of *first-year*, *second-year*, etc.

titles of persons

Official titles that immediately precede a proper name are capitalized.

- *President Cole said . . .*
- *Acting Director Jane Doe has . . .*

exceptions:

General titles describing professions (*author*, *actor*, *pilot*, etc.) are not capitalized before a name.

- *said author Jim Smith, . . .*
- *replacing actor Jane Doe tonight is . . .*

A title is not capped when it appears before a proper name used as a nonrestrictive appositive.

the University's current president, Dr. Susan A. Cole, . . .

Titles used as appositives following names are not capitalized unless they contain proper nouns.

- *Susan A. Cole, president of Montclair State, said . . .*
- *Jim Smith, professor of English, said . . .*
- *Jane Doe, vice-president of finance, said . . .*
- *Jim Smith, chair of the Department of Computer Science, said . . .*

Titles without accompanying names are not capitalized.

The president said . . .

.

capitalization –

university

Capitalize *University* when referring specifically to Montclair State. Otherwise, use lower case:

The University is the second largest university in the state.

captions

A caption may be a complete sentence or a tag line (names only). Do not use a period with a

tagline. Write captions in the present tense.

Cashier's Office

catalog

centers/institutes

Centers

Academic Success Center
The ADP Center for Teacher Preparation and Learning Technologies
Center for Academic Development and Assessment
Center for Academic Advising and Adult Learning
Center for Child Advocacy
Center for Communication Disorders
Center for Community-based Learning
Center for Economic Research on Africa
Center for Environmental Management and Analysis
Center for Hearing and Balance
Center for Heritage and Archaeological Studies
Center for International Business
Center of Pedagogy
Community Outreach Partnership Center
Continuing Education
Curriculum Resource Center
DuMont TV Center
Global Education Center
International Trade Counseling Center
Preparatory Center for the Arts
Teacher Education Advocacy Center
Women's Center

Institutes

African American Studies
Institute for the Advancement of Philosophy for Children
Institute for the Humanities
Institute for Community Studies
Passaic River Institute
The Coccia Institute for the Italian Experience in America
The Sokol Institute for Pharmaceutical Life Sciences

Special Programs

Communiversity
Gifted & Talented
Health Careers Program
Honors Program
International Studies
Justice Studies
Latin American and Latino Studies
New Jersey School of Conservation
Outstanding Scholars Recruitment Program
PRISM: Professional Resources in Science & Mathematics
Social Studies Teacher Certification Program
Society of Research on African Cultures
Summer Sessions

Student Mentoring Leadership Program
Study Abroad Program
Teacher Education Program
Women's Studies

chair

not chairman, chairwoman or chairperson

co-authored

colleges and schools

Capitalize when part of a proper name: *College of Education and Human Services, School of Business.*
When college or school is used alone on second reference it should be lowercase.

College of the Arts

College of Education and Human Services

College of Humanities and Social Sciences

College of Science and Mathematics

School of Business

colon, uses of the

The most frequent use of the colon is at the end of a sentence to introduce lists, tabulations or quotations.

NOTE: Use a comma to introduce a direct quotation of one sentence that remains within a paragraph.

Use a colon to introduce longer quotations within a paragraph and to end all paragraphs that introduce a paragraph of quoted material.

Placement with quotation marks: Colons go outside quotation marks unless part of the quotation itself.

Capitalize the first word after a colon only if it is a proper noun or the start of a complete sentence.

The colon can be effective in giving emphasis: *She had only one interest: financial accounting.*

However, the colon's job is not to indicate a long pause in the rhythm of text. An em-dash (—) is a better indicator of an extended pause. Use a colon:

- after a word, phrase or sentence that serves as a formal introduction preceding an element such as a question, quotation or list;
- in a literary styling that joins two or more sentences that say essentially the same thing;
- after the salutation of a formal letter or an address;
- in scripture references after the chapter number;
- for dialogue;
- between the hour and the minutes in expressions of time; or
- for question and answer interviews.

Examples of correct colon usage:

- *Life has two certainties: death and taxes.*
- *"The Lord bless thee and keep thee: the Lord make his face to shine upon thee: the Lord lift up his countenance upon thee and give thee peace."*
- *"Dear Mr. Doe:"; "Gentlemen:"; "Mr. President, ladies and gentlemen:"*
- *Numbers 6:24–26*
- *10:20 a.m.; the 7:40 flight*
- *Q: Is this your first visit to campus?*

A: *Yes it is.*

Do not use a colon (or a comma) before an indirect question or quotation.

Examples of incorrect colon usage:

- He asked us: Were we going to class?
- The problem is: How to develop environmental sensitivity.

commas

with academic degrees

In running text, when a name is followed by a degree abbreviation, set off the abbreviation with commas. *Sarah Jones, PhD, has been selected . . .*

with dates

Do not use commas to set off the year when only the month and not the day is used.

It was in May 2004 that . . .

but

It was on May 18, 2004, that . . .

with numbers

Use a comma with figures greater than 999. Don't use commas in street address numbers, broadcast frequencies, room numbers, serial numbers, telephone numbers, years and temperatures.

series

Use commas to separate elements in a series, including before the conjunction in a simple series. *She studied German, French, and Spanish.*

Place a comma before the concluding conjunction in a series if an integral element of the series requires a conjunction.

I had soda, hot dogs, and macaroni and cheese for lunch.

special abbreviations

Do not use commas before or after these unless the structure of the sentence calls for it:

Jr.; Sr.; Inc.; or II, III, and so forth.

- *John Smith Jr. is the chair of . . .*
- *We asked John Smith II about the . . .*
- *She now works for Smith Inc., but she hopes to . . .*

Commencement

Capitalize when referring to Montclair State's Commencement exercises.

Convocation

co-op

shortened version of cooperative is hyphenated

course titles

roman, no quotation marks, title caps: PSYC101 – Introduction to Psychology

coursework

credit hours

Use figures: 72 credit hours.

cross-disciplinary

Interaction across multiple disciplines for the composition of one discipline (see *Interdisciplinary* and *multi-disciplinary*).

D

data

a plural noun: *the data have been collected*.

database**date, time, place**

To locate an event for the reader, we often use a series of prepositional phrases separated by commas. It is also acceptable to use elliptical commas in place of the prepositions.

Dr. Doe will speak about media and mass culture at 6 p.m., Monday, April 12, 2004, in Memorial Auditorium.

NOTE: Do not set off the year from the month with commas unless the date is given.

Dr. Jones will visit campus in May 2005 to advise us on our program.

Do not use *st*, *th*, or *rd* on dates (*September 16*).

dean

Capitalize when used before a name, lowercase in all other references.

Dean of Students

Capitalize when used before a name, lowercase in all other references.

Deans' Council**dean's list**

Lowercase in all uses.

degrees (See academic degrees)**department names**

Cap formal name: *Department of Chemistry and Biochemistry*.

dialogue (n.)**disabilities**

According to the *Journal of The Association for Persons with Severe Handicaps* author guidelines, "Words such as 'the handicapped' should never be used as nouns. In general, phrases such as 'persons with severe disabilities' and 'children with autism' are appropriate. A term more descriptive than 'subjects' should be used in empirical research reports; a pseudonym first (children) or last (adults) name generally is acceptable."

Emphasize the person first, not the disability.

dissertation titles

Roman in quotation marks with title caps

doctoral

doctoral is an adjective, *doctorate* a noun: *A person with a doctorate has earned a doctoral degree.*

domain name

network name associated with an organization—some examples include .com, .net, .org, .edu

dorm, dormitory

Never used; use *residence hall*.

E

em dash

Mainly used to set off parenthetical material without using parentheses; close up text on either side.

e-mail

Cap only at the beginning of a sentence or a line of display copy and use a hyphen. May be used as a verb. E-mail addresses are placed in lowercase letters: anyonej@mail.montclair.edu

emeritus/emerita

Place after the formal title: *Professor Emerita Jane Brown; James Smith, professor emeritus*

en dash

Used to denote range; ex., 2004–05, 8:30 a.m.–4:30 p.m.; also used in compound adjectives; ex., post–World War II and high-income-low-income ratio; close up text on either side.

ensure

(See *assure*.)

entitled

Deserving or having the right; not bearing the title. A book is *titled*, not *entitled*. All people are *entitled* to a college education.

exam

spell out on first reference: examination

F

faculty is vs. faculty are

Faculty is a collective noun and as such takes a singular verb, so “the faculty is” is correct.

If you are speaking of the faculty as individuals, use “members of the faculty are” or “faculty members are.”

FAQ

frequently asked questions

fax

short for *facsimile*; cap only at the beginning of a sentence or a line of display copy. May be used as a verb.

federal

Not capitalized when used as an adjective to distinguish something from state, city, county and other government entities (federal regulations, federal aid). Capitalize only when part of a proper name (Federal Trade Commission).

fellow, fellowship

Lowercase except when used with proper names:

She received a Montclair State University Fellowship. He applied for a fellowship in Bratislava.

Floyd Hall Arena**food service****foreign student**

Use *international student*.

fraternities, sororities

The full, formal name should be used on first reference: Lambda Lambda Lambda. Abbreviations are acceptable on second reference, but avoid nicknames such as TriLams. A member is a *member*, never a brother or sister.

free-lance (v, adj.)**free-lancer (n.)****freshman class (not freshmen class)****Fulbright Scholar****fund raising, fund-raising fund-raiser**

Fund raising is necessary. Montclair State University is planning a fund-raising campaign. A fund-raiser was brought in.

G

general education requirements**gender and language**

Avoid unnecessarily gender-specific words and terms, as in using masculine terms for the general case or "he or she" when the case is unknown. Don't avoid them, however, at the expense of correct grammar. Use the following guidelines in dealing with gender-biased language.

When possible, write in the plural.

Instead of, "Each student must meet with his professor."

Write, "All students must meet with their professors."

Never write, "Each student must meet with their professor."

Instead of, "Each alumnus was invited."

Write, "All alumni were invited."

Never write, "Each alumni was invited."

Rewrite the sentence to eliminate pronouns.

Instead of, "An instructor plans his lectures carefully, for he knows his words will be carefully copied."

Write, "An instructor plans lectures carefully, knowing they will be carefully copied."

Use the genderless person, individual.

Instead of, "A teaching assistant is enthusiastic. He appreciates the importance of work experience."

Write, "A teaching assistant is enthusiastic, a person who appreciates the importance of work experience."

Use the definite article "the" in place of a possessive pronoun.

Instead of, "A graduate student regards his preliminary exams with some trepidation."

Write, "A graduate student regards the preliminary exams with some trepidation."

When a pronoun is required, use he or she. Occasionally reverse the order (she or he).

Instead of, "An instructor has a large responsibility to his students. He must keep himself fully informed."

Write, "An instructor has a large responsibility to students. She or he must keep fully informed."

In most writing, it is acceptable and preferable to address readers in the second person, which helps avoid gender-specific pronouns.

Instead of, "The applicant should submit his resume by Nov. 1."

Write, "Submit your resume by Nov. 1."

Never write, "The applicant should submit your resume by Nov. 1."

Eliminate the third-person singular possessive.

Instead of, "Each student wrote in his notebook."

Write, "Each student wrote in a notebook."

Avoid slash constructions.

Instead of, "Each student can choose his/her major."

Write, "Each student can choose his or her major."

Better, "All students can choose their majors."

Instead of, "Each alumnus/alumna gets a vote."

Write, "Each alumnus or alumna gets a vote."

Never write, "Each alumnus/na gets a vote."

Do not use the word "girl" or "boy" to refer to an adult. Call females over age 18 *women*, not *girls*, or *ladies*. Call males over age 18 *men*, not *boys*, or *guys*. Use the terms *young woman* and *young man* for teenagers to suggest a continuum.

Use parallel terms for women and men. Use men and women, ladies and gentlemen, girls and boys, husband and wife. Alternate the order occasionally: women and men, gentlemen and ladies, wife and husband.

Refer to women by name in the same way you refer to men. Call both by their full names, by first or last name only, or by title. Preferred University style is to use a person's full name for the first reference and the person's last name in subsequent references.

alternative gender-neutral words: Abandon genderspecific words for words that refer to both sexes.

Businessman use *businessperson, business executive, business manager*

cameraman..... use *camera operator*

chairman, chairwoman use *chair*

common man use *average person, ordinary people*

congressman use *member of Congress, representative*

fireman use *firefighter*

fisherman use *fisher*

foreman use *supervisor*

insurance man use *insurance agent*

mailman use *mail carrier, letter carrier*

man use *humans, people, a person, an individual*

man-made use *synthetic, manufactured, crafted, machine-made*

mankind, womankind use *humanity, human beings, humankind, people*

manpower use *workforce, workers, human power, human energy, human resources, employees*

policeman, policewoman .. use *police officer*

salesman use *salesperson, sales worker, sales representative, sales clerk*

statesman use *leader, public servant*

workman use *worker*

grades

Use a letter grade with no quotation marks and no apostrophes when referring to more than one letter grade:

She received a C in history.

He received two As and three Bs on his report card.

grade point averages

Use figures to express GPAs: 2.0; 3.5; 3.95

grade point average/GPA

Use *grade point average* on first reference. *GPA* is fine for the second reference and thereafter.

graduate assistants

GAs acceptable on subsequent references

gray

(not grey, except in greyhound)

H

health care

Homecoming

home page

honors classes

Honors Program

hyphenation

General: Hyphenate the following when used as compound modifiers preceding the noun they modify: *full time, part time, on campus, off campus. The part-time faculty; on-campus housing*

Hyphenate a cardinal numeral used with a unit of measurement if the compound precedes a noun.

- *three-mile run*
- *100-yard dash*
- *10-kilometer run*
- *three-year-old girl*

Several combinations that are hyphenated before a noun are not hyphenated when they occur after a noun: *she works full time.*

No hyphenation is required with *very* and words that end in *-ly*.

adjective forms

The dictionary is the first source for whether words formed with prefixes are hyphenated or written as one word. Lacking dictionary ruling, words formed with this list of prefixes are to be written as one word when used as adjectives.

anti-

bio-

co-

counter-

hyper-

infra-

inter-

macro-

meta-

micro-

mid-

non-

over-

post-

pre-

pro-

pseudo-

semi-

socio-

sub-

super-

trans-

ultra-

under-

Exceptions:

1. *Second element capitalized or a figure: un-American; pre-1990*
2. *To distinguish homonyms: re-cover vs. recover, re-creation vs. recreation*
3. *Second element more than one word; in such cases, use an en-dash: pre-Civil War*

compound proper nouns and adjectives

A hyphen is generally not used in dual-heritage designations: *African American, Italian American, Latin American, French Canadian.*

telephone numbers

Use hyphens: *973-655-0000.*

Don't use periods: *973.655.0000.* That is a European convention.

suspensive hyphenation

He will receive a 40- to 50-percent tuition reimbursement.

with numerals

When spelling out large numbers, connect words ending in *-y* to another word: *forty-five, thirty-nine.*

I

initials with names

No space between two or more initials; ex., *James G.J. Smith*

insure (See *assure*.)

interdisciplinary

The true integration of more than one discipline (see *cross-disciplinary* and *multi-disciplinary*).

Internet

Capitalize

intranet

A communication network within an organization or group.

it's, its

It's is a contraction for it is or it has.

Its is a possessive form of the pronoun it: *The University celebrated its centennial in 2008.*

J

Jr.

not preceded by a comma; ex., James Smith Jr.

judgment

K

L

laptop

One word, no hyphen.

login, log in

One word when used as a noun: *The system requires a login code.*

Two words when used as a verb: *You must log in before beginning.*

logout, log out

One word when used as a noun: *Click the logout button when finished.*

Two words when used as a verb: *Please log out after you enter the data.*

library

The formal name is capitalized: *Harry A. Sprague Library.*

M

memoriam

Middle States Association of Colleges and Schools

regional accrediting agency. *Middle States* is acceptable on subsequent references.

money

For amounts of \$1 million or more, use the \$ sign and numerals up to two decimal places. Don't use a hyphen between the figure and the word unless the amount is used as a compound adjective preceding the noun it modifies.

\$5.75 million; more than \$20 million; a \$15-billion contract

For amounts less than \$1 million:

one dollar; \$10; \$100; \$1,000; \$100,000

For amounts under one dollar, use numerals and the word *cents*. Use the \$ sign and decimals for larger amounts.

five cents; 25 cents; \$1.35

Montclair State University

The name of the University can be written in a number of ways but for the sake of consistency and clarity, the following guidelines should be followed:

First reference:

Montclair State University

Second reference:

Montclair State or

the University (with a capital "U")

Avoid using "MSU." There are many universities in the country that use "MSU," but there is only one "Montclair State University."

When the name of the University is used in connection with a College, School, department, etc., the following order of listing should be used:

1. University name
2. College or School name
3. Department name
4. Program/Institute name

Examples:

- *Montclair State University, College of the Arts, Department of Theatre and Dance*
- *The Montclair State University College of Science and Mathematics' Department of Chemistry and Biochemistry*
- *Montclair State University's College of Education and Human Services*
- *The Montclair State University School of Business' Department of Economics and Finance*
- *Montclair State University, College of Humanities and Social Sciences, Center for Child Advocacy*

more than, over

Use *more than* to discuss quantity: *University Advancement raised more than \$150,000.*

Use *over* to discuss spatial relationships: *A helicopter hovered over College Hall.*

Multi-disciplinary

The act of juxtaposing several disciplines but no systematic approach to integrate or combine.

A panel discussion featuring speakers from the Arts, Earth Science and Education who are providing their perspective without consideration of the other disciplines is multi-disciplinary (see *cross-disciplinary* and *interdisciplinary*).

multimedia**N****NCAA**

acceptable on all references. Stands for the National Collegiate Athletic Association.

Netscape**New Jersey Jackals Minor League Baseball****nicknames**

Roman type, in quotation marks after middle name or initial and before last name

nonprofit (or not-for-profit)**numbers**

Figures or words?

Spell whole numbers below 10, use figures for 10 and above, including ordinal numbers.

- *eight; nine; 10; 11* (Cardinal numbers)
- *eighth; ninth; 10th; 11th* (Ordinal numbers)
- *There were 13 students and only five desks.*

Exception:

Always use figures for **ages** and with **units of measure** unless they begin a sentence (see below).

Sally's height when she was 3 years was 2 feet 4 inches.

numbers beginning sentences

Avoid beginning a sentence with figures. If possible, recast the sentence.

Wrong: *300 students attended the seminar last week.*

Right: *Last week 300 students attended the seminar.*

When it is not possible to recast the sentence, spell out the figure that begins the sentence. Do not use commas between separate words that are part of one number: *three hundred twenty-five; four thousand one hundred fifty-seven.*

Exception:

It is acceptable to begin a sentence with a figure identifying a calendar year.

2008 is Montclair State University's centennial.

identification numbers

Use figures.

Channel 7; Highway 46; Henry VIII; Apollo 13

O

off-campus (adj.), off campus (adv.)

office

Capitalize when part of an official name, use lowercase in all other uses.

offline

OK (not *okay*)

online

oral

Means spoken. *Verbal* can mean spoken or written.

P

pages and divisions

Use figures.

page 12; part 2; exercise 5; chapter 22

parentheses versus em dashes

Both em dashes and parentheses can be used to set off parenthetical information in a sentence. Em dashes emphasize the parenthetical information; parentheses deemphasize it.

percent

one word, always spelled out

percentages and decimals

Use figures for decimal fractions and percentages (including academic grades). Use the word percent in general copy. Reserve the percent symbol (%) for use in scientific or statistical copy.
about 7 percent voted; 3.8 and 95 are equivalent grades

Physical Plant

position titles

Titlecase a position title only if it immediately precedes the name of the person who holds the office.

- *I scheduled a meeting with President Cole.*
- *Representing Montclair State University, Assistant Professor Jim Smith of the History Department left for Trenton.*
- *Jill was immediately appointed interim dean of students, succeeding Dean Jane Doe.*
- *We are welcoming Professor Emeritus William Bass back to campus this week.*
- *The commentary by John Doe, dean emeritus of the School of Business, was insightful.*

postdoctoral

Q

R

Red Hawk

Uppercase when referring to a Montclair State sports team or its mascot: *the Red Hawks*, *Rocky the Red Hawk*

references, acronyms/abbreviations

On first references, spell out all acronyms and follow with acronym in parentheses. Centers, departments, etc., used in full with title caps, but on second reference can be called “center,” “department,” etc.

residence halls, facilities

never dorm or dormitory

residence hall names

Always uppercase and never abbreviated.

Alice Paul Hall

Blanton Hall

Bohn Hall

Clove Road Apartments

Count Basie Hall

Freeman Hall

Millicent Fenwick Hall

Russ Hall

Stone Hall

The Village at Little Falls

Webster Hall

William Carlos Williams Hall

S

SAT

Although *SAT* still officially stands for Scholastic Assessment Test, the abbreviation is sufficient even on first reference: *SAT*, no periods. Score totals are written without a comma: 1200.

seasons

no caps, no comma; ex., *fall 2004*, not *fall of 2004*.

semester

no caps; ex., *fall semester*

sight, site

A sight is something worth seeing or a device to aid the eye: *the sights of London, the sight of a gun*
A site is a place: *Web site, a mall will be built on this site*

sports

Do not capitalize the names of sports, even if the sport is preceded by the name of the school or the school mascot (MSU football, Red Hawk volleyball). For sports in which both men and women compete, the gender of the team must always be specified on first reference (men's lacrosse, women's tennis).

When referring to varsity teams, do not identify gender when only one gender is represented in that varsity sport. Do not use women's softball or men's baseball.

State names and abbreviations

In running text, spell out the names of U.S. states when they stand alone, and preferably when they follow the name of a city: *He lived in Verona, New Jersey, for 25 years.* The standard abbreviations of state names (below) may alternatively be used in running text. (Please note that some of the state names listed under "standard abbreviations" are actually not abbreviated—a traditional practice that should be followed.)

For addresses on envelopes, and any time a ZIP code will immediately follow it, use the two-letter state postal code abbreviation.

State/Territory	Standard Abbrev.	Postal Code Abbrev.
Alabama	Ala.	AL
Alaska	Alaska	AK
American Samoa	Amer. Samoa	AS
Arizona	Ariz.	AZ
Arkansas	Ark.	AR
California	Calif.	CA
Canal Zone	C.Z.	CZ
Colorado	Colo.	CO
Connecticut	Conn.	CT
Delaware	Del.	DE
District of Columbia	D.C.	DC
Florida	Fla.	FL
Georgia	Ga.	GA
Guam	Guam.	GU
Hawaii	Hawaii	HI
Idaho	Idaho	ID
Illinois	Ill.	IL
Indiana	Ind.	IN
Iowa	Iowa	IA
Kansas	Kans.	KS
Kentucky	Ky.	KY
Louisiana	La.	LA
Maine	Maine	ME
Maryland	Md.	MD
Massachusetts	Mass.	MA
Michigan	Mich.	MI
Minnesota	Minn.	MN
Mississippi	Miss.	MS
Missouri	Mo.	MO

Montana	Mont.	MT
Nebraska	Nebr.	NE
Nevada	Nev.	NV
New Hampshire	N.H.	NH
New Jersey	N.J.	NJ
New Mexico	N. Mex.	NM
New York	N.Y.	NY
North Carolina	N.C.	NC
North Dakota	N.Dak.	ND
Ohio	Ohio	OH
Oklahoma	Okla.	OK
Oregon	Oreg. or Ore.	OR
Pennsylvania	Pa.	PA
Puerto Rico	P.R.	PR
Rhode Island	R.I.	RI
South Carolina	S.C.	SC
South Dakota	S.Dak.	SD
Tennessee	Tenn.	TN
Texas	Tex.	TX
Utah	Utah	UT
Vermont	Vt.	VT
Virginia	Va.	VA
Virgin Islands	V.I.	VI
Washington	Wash.	WA
West Virginia	W.Va.	WV
Wisconsin	Wis. or Wisc.	WI
Wyoming	Wyo.	WY

Student Government Association

All uppercase. May use abbreviation, *SGA*, after first reference.

syllabus, syllabuses

T

textbook

time of day

Use figures with a.m. and p.m.: *11:15 a.m. 4:00 p.m.*

avoid redundancies:

noon (not 12 noon), midnight (not 12 midnight)

In formal text (e.g., an invitation or announcement), spell out the number and use *o'clock*: *three o'clock; eleven o'clock*

that vs. which

That generally introduces a restrictive (essential for the meaning of the sentence to be clear) clause. Restrictive clauses are never set off with commas.

Which introduces a nonrestrictive (extra information not essential to the meaning of the sentence) clause. These are always set off with commas.

- *He takes courses that apply to his chosen career.*
- *She found Economics of labor, which was one of her electives, to be her most interesting class.*

theatre, theater

Use *theatre* when part of a proper name or when used in connection with the Department of Theatre and Dance.

- *Department of Theatre and Dance*
- *L. Howard Fox Studio Theatre*
- *Theatre and Dance Program*
- *She's working toward a master's degree in theatre at Montclair State's Department of Theatre and Dance.*

Exception:

Alexander Kasser Theater

thesis, theses

titles

Many people at the University have a number of professional and honorary titles that may be used with their names. Avoid excessive repetition. In the first reference to a person, use only those titles that seem necessary to identify the person for the reader.

On second reference use simply the last name.

- *Robert Prezant, dean of the College of Science and Mathematics, was honored by. . . Prezant, who was named dean in 2000, was cited. . . .*
- *Jane Doe, director of research, was recently honored for work in. . . Doe has been at Montclair State University since. . . .*

Miss, Mr., Mrs., Ms.

Avoid the use of these forms of address. Use either a professional or academic title or the last name only.

Dr.

As with Miss, Mr. Mrs., and Ms., avoid the use of Dr. when possible. If it is important to indicate that a person has earned a doctorate, the use of PhD or other degree after the name is recommended: *Jane Doe, PhD, professor of English has published a new book.*

Professor/Prof.

Spell out the titles when used with the surname alone or with additional terms of rank.

- *Professor Doe*
- *professors Doe and Smith*
- *Assistant Professor Smith*

The abbreviation *Prof.* can be used for subsequent references. Lowercase plural *profs.*

- *Prof. J. C. Doe*
- *profs. Leslie Doe and Shane Smith*

Titles of publications, works of art, and objects

Italicize these:

- *Titles of books, periodicals, newspapers, bulletins, long musical works (operas, oratorios, motets, etc.)*
- *Collections of poetry, epic poems*
- *Works of art including paintings, drawings and sculpture*
- *Legal citations (but el al., ex parte, and v. within the citation are not italicized)*
- *Titles of plays, motion pictures, television series*

Put these in quotation marks:

- *Minor titles – short stories, essays, short poems, songs, articles from periodicals and subdivisions of books*
- *Titles of episodes of television series*
- *Preferred spellings and usage*

trademark symbols

Do not use “TM” and “©” in running text.

toward

not towards

U

Unique

Reserve this word for the sense “one of a kind.” Avoid it in the sense “special, unusual.” Phrases such as *very unique, more unique, somewhat unique* are poor usage.

United States (n.), U.S. (adj.)

University (see also Montclair State University)

Capitalize when referring to Montclair State University: *the University*.

Other references are lower case: *this university, our university, a New Jersey university*

University Art Galleries

- *The George Segal Gallery*
- *Gallery One*
- *Sculpture Garden*
- *Gallery 31/2*
- *MFA Gallery*
- *Cosla Collection*

University Senate

University-wide

URL

A “Uniform Resource Locator” (URL) is a Web address. When it is the last element in a sentence in running text, follow it with a period, as you would for any other element: *For more information go to www.montclair.edu.*

U.S.

Used as an adjective, but not as a noun, for *United States*.

V

vice

Use two words: *vice president, vice principal, vice chancellor*.

vice president

Capitalize when placed before a name: *Vice President for Academic Affairs Willard Gingerich*.
Use in lowercase for all other references.

voice mail

Two words, no hyphen.

W

Web

Capitalize when referring to the World Wide Web: *the Web*

Web page, Web site

webmaster

Preferred as gender-neutral.

X

Y

Yogi Berra Museum & Learning Center at Montclair State University

Yogi Berra Stadium

your, you're

Your is the possessive form of you: *your lunch is ready*

You're is the contraction for you are: *you're late for class*

Z

ZIP code

"ZIP" is always capitalized.

Hit List

Avoid these. Each is a sign of questionable writing.

and/or: Bureaucratic jargon, choose one word or the other.

at the conclusion of: Use *after*.

at this point in time: Use *now*.

contact: Use *phone, write, or call*.

due to the fact that: Use *because*.

during a time that: Use *while*.

hopefully: Not accepted by usage authorities when used to mean “it is to be hoped” or “let us hope.” Take responsibility: “I hoped,” “we hope.”

impact, impacted: To describe things bumping together, but not as a verb to mean “effect” or “affect.”

in order to: Use *to*.

join together: Use *join*.

“loan” as a verb: The verb forms are *lend, lent*.

offputting, ongoing

prior to: Use *before*.

utilize: Bureaucratic form of *use*; use *use*.

Also, avoid using nouns as verbs, as in *she authored the book*, which also tends to take the action out of a sentence.