

TUFTS UNIVERSITY

EDITORIAL STYLE GUIDE FOR UNIVERSITY PUBLICATIONS AND WEB SITES

The Tufts University editorial style guide was created by Tufts University Relations as a quick reference tool to help Tufts communicators follow a style that is consistent and appropriate.

The guide follows conventions outlined in *The Chicago Manual of Style*, but there are exceptions specific to the university. The following categories are covered alphabetically.

ABBREVIATIONS

ACADEMIC DEGREES

CAPITALIZATION

People

Departments, offices, committees, the Board of Trustees

Buildings and places

Events

Books, course listings, films, music, works of art

Tests

DATES AND TIMES

INCLUSIVE LANGUAGE

NUMBERS

PUNCTUATION

WORD LIST

SPECIFICALLY TUFTS

For any usage not covered here, please refer to the fifteenth edition of *The Chicago Manual of Style* (University of Chicago Press, 2003), the eleventh edition of *Merriam-Webster's Collegiate Dictionary*, or call the Office of Publications, x73500. We appreciate all suggestions for corrections or additions to this manual.

ABBREVIATIONS

Plurals of abbreviations:

YMCAs, SOSs, IOUs, M.A.s, Ph.D.s

When abbreviating years to two digits, put an apostrophe in front of the years of college classes. Class of '76

Abbreviate page to p. (singular) or pp. (plural)

ACADEMIC DEGREES

The word "degree" should not follow an abbreviation.

She has an A.B. in English literature.

She has a bachelor's degree in English literature.

Formal use

Bachelor of Science

Bachelor of Arts

Master of Arts

Doctor of Philosophy

General use

bachelor's degree

master's degree

doctoral degree

Abbreviated use

B.S.

A.B.

M.A.

Ph.D.

Italics

Dean *ad interim* Nicolaos E. Madias

John DiBiaggio, Tufts president *emeritus*

Dr.

Use the title Dr. only when referring to a doctor of medicine, doctor of dental medicine, or doctor of veterinary medicine.

CAPITALIZATION

PEOPLE

Capitalize a job title only when it immediately precedes a person's name. The title is not capitalized when it follows a name or stands alone.

Lawrence S. Bacow, president of Tufts University

Tufts President Lawrence S. Bacow

President Bacow

the president

Jamshed Bharucha, provost and senior vice president

Provost and Senior Vice President Jamshed Bharucha

the provost and senior vice president

David Garman, associate professor of economics

Professor of Biology Frances Chew

Exceptions:

Endowed professorships are capitalized, even when the title follows a name.

Jane Bernstein, Fletcher Professor of Music

Titles that follow names in formal lists (i.e., the officers of the corporation or school administration) should be capitalized.

DEPARTMENTS, OFFICES, COMMITTEES,

THE BOARD OF TRUSTEES

Capitalize the formal names of departments, offices, programs, committees, and institutions; do not capitalize informal names and incomplete designations. (see *Specific Tufts Usages* for policies on official school names.)

Department of Chemistry

the chemistry department

the department

Office of Publications

the publications office

the office

the Tufts University Board of Trustees

Exception: the Board of Trustees

the trustees

the board

BUILDINGS AND PLACES

Do not capitalize the word university unless it appears as part of an official title.

Tufts University
Tufts University School of Medicine
Tufts School of Medicine
the university
the medical school

The formal names of buildings and places are capitalized.

Goddard Chapel
the chapel

Tufts School of Veterinary Medicine
the veterinary school
the school

Professors Row

Names of buildings and places that include proper names are capitalized in both long and short forms. (See *Specific Tufts Usages* for policies on official school names.)

The Sackler School of Graduate Biomedical Sciences
The Sackler School

Friedman School of Nutrition Science and Policy
The Friedman School

The Fletcher School of Law and Diplomacy
The Fletcher School

The Jaharis Family Center for Biomedical and Nutrition Sciences
The Jaharis Center

Capitalize the word room when used to designate a particular room.

The seminar is scheduled to meet in Room 201, Mayer Campus Center.

Do not capitalize the words offices, departments, programs, or committees when referring to more than one individual office or department.

She sent the memo to the departments of comparative literature, English, and history.

EVENTS

The formal names of special events are capitalized.

Alumni Weekend, Parents Weekend
Baccalaureate
Commencement
Homecoming
Reunions
reading period (not capitalized as it's a description of a specific period of time, not an event)

BOOKS, COURSE LISTINGS, FILMS, MUSIC, WORKS OF ART

As a general rule, major works are set in italics and minor works are put in quotation marks.

Titles of all published books, proceedings, collections, periodicals, and newspapers are set in italics.

Unpublished works, such as theses and lectures, or articles in periodicals or journals are set in roman type (not italic) and quotation marks.

Full-length film titles are italicized, but names of TV programs are put in quotation marks.

Capitalize a specific course, subject, or name of language.
ECO 420 Introduction to Economic Dynamics

Do not capitalize major areas of study.
She is studying economics and French.

Titles of operas, oratorios, and other long musical compositions are italicized. Titles of songs and short compositions are usually set in roman type and quotation marks.

"Alma Mater"
"Tuftonia's Day"
Handel's *Messiah*

Many musical compositions do not have titles but are identified by the name of a musical form plus a number or key or both.

When used as the title, the form and key are usually capitalized, but no italics are used.

Symphony No. 5 in C Minor
Beethoven's Fifth Symphony

But a descriptive title given to a work, either by a later critic or performer, is italicized if the work is long, but quoted if it's short.

Air with Variations ("The Harmonious Blacksmith") from Handel's Suite No. 5 in E
William Tell Overture

Titles of paintings, drawings, statues, and other works of art are italicized; titles of exhibitions are put in quotation marks.

TESTS

The formal names of standardized tests are capitalized.

GRE General Test, SAT I: Reasoning Test

DATES AND TIMES

Use figures for days of the month, omitting nd, rd, st, th.

Place a comma between the month and the year and following the year when the day is mentioned.

On May 18, 2003, commencement brought together hundreds of people.

Do not place a comma between the month and the year when the day is not mentioned.

May 2003 commencement brought together hundreds of people.

Even, half, and quarter hours are usually spelled out.

She left the office at five o'clock. He ate at half past six.

When emphasizing the exact time, or are using a.m. or p.m., use figures.

7 p.m.; 7:30 p.m.

CENTURIES AND DECADES

Noun: the twentieth century

Adjective: twentieth-century literature

the 1960s

'60s fashion

INCLUSIVE LANGUAGE

Use inclusive language.

Don't say "he" when referring to an unspecified person.

Instead, recast the sentence into the plural, or avoid the use of pronouns altogether: Each student is expected to turn in his paper by the deadline.

Better: Students are expected to turn in their papers by the deadline.

If it's impossible to solve the problem using these approaches, remember that "he or she" is preferable to "he/she."

Avoid gender-specific titles or terms.

Instead of:

chairman
businessman
cameraman
coed
congressman
fireman
forefathers
foreman
mailman
freshmen

Use:

chair
business executive, manager
camera operator
student
representative, senator
firefighter
ancestors
supervisor
mail carrier
first-year student

NUMBERS

Spell out numbers one through nine and general numbers in narrative text.

There were seven people at the meeting.

There were 36 students in the class.

There are approximately 4,500 undergraduates.

There are a thousand reasons.

When a number is the first word of a sentence, spell it out.

Express all percentages as figures.

3 percent; 130 percent

Spell out "percent" except in tabular matter.

The exam is 60 percent of the final grade.

When two or more numbers apply to the same category in a paragraph or a series of paragraphs, don't use figures for some and spell out others. Instead, use all figures.

There are 25 graduate students in the philosophy department, 9 in the music department, and 8 in the comparative literature department, making a total of 42 students in the three departments. ("Three" is spelled out because it does not belong to the same category, and it's under 10.)

For very large sums of money, use figures with a dollar sign; spell out million or billion.

\$1.8 million, between \$1 and \$2 billion

Place a comma after digits signifying thousands, except when reference is made to temperature.

1,160 students

2200 degrees Fahrenheit

Use the words "more than" instead of "over" in conjunction with numbers.

More than 200 students signed the petition.

CLASS NUMERALS

When class numerals are used following a student's or an alumnus's last name, there is a comma and then a letter that designates the school affiliation followed by a number (no space, no apostrophe) indicating year of graduation.

John Smith, A62 (School of Liberal Arts and Sciences) (name), D01 (School of Dental Medicine)

(name), E45 (School of Engineering)

(name), F83 (Fletcher School of Law and Diplomacy)

(name), G91 (Graduate School of Arts and Sciences)

(name), M55 (School of Medicine)

(name), N82 (Friedman School of Nutrition Science and Policy)

(name), S78 (Sackler School of Graduate Biomedical Sciences)

(name), V90 (School of Veterinary Medicine)

When referring to the parent of a student, the student's class year is immediately preceded by two letters: the school initial and the letter "P" (no apostrophe, no spaces). If the parent has more than one child at Tufts, there is a comma and a space before the second class year.

Joan Adams, DP02
Bob Doe AP91, AP92

If an individual has several Tufts affiliations, these should be listed in chronological order.

Dr. Kelly Richards, A55, M62, AP80

PUNCTUATION

COMMA

Use a comma before the words "and" and "or" in a series.

She brought apples, oranges, and grapes to the picnic.
He was going to register for English 101, Intro to IR, or economics.

ELLIPSIS

In a sentence, add a space before and after a three-dot ellipsis and add a space between each of the dots.

She reported what the speaker said . . . and then followed up with her own comments.

An ellipsis ending a sentence is followed by a period.

HYPHEN AND DASH

HYPHEN: (-)

Do not hyphenate words beginning with non, except if there is a proper noun.

non-American; nonscholarship

Do not place a hyphen between the prefixes pre, post, semi, anti, sub, etc., and nouns or adjectives, except before proper nouns, but avoid duplicated vowels or consonants.

reapply
semidetached
antiwar
pre-enroll

Hyphenate part-time and full-time only when used as adjectives.

She has a full-time job at Princeton.
She works at Princeton full time.

Use a hyphen to break words at the end of a line.

Use a hyphen between numbers that are not inclusive.
231-29-0002

EN DASH: (-)

Use an en dash between numbers that are inclusive.

2002–03, March–April 1900, pp. 20–26

EM DASH: (—)

Use the em dash to relay a break in thought.

Founded in 1852, Tufts College—later to become Tufts University and identified with the motto "A Light in the Hill"—was named after Charles Tufts who when asked what he planned to do with the barren hill he had just purchased in Medford responded, "I will set a light on it."

An em dash can be used to set off elements within a sentence.

The materials used by the artist—wood, steel, and plastic—created a powerful contrast.

An em dash can be used to set off a parenthetical statement.

The children came down the staircase—had they been waiting long?—and ran to the table to open the presents.

A single em dash should not be used by itself instead of a comma.

PERIOD AND SPACING

Use a single space following a period, not two spaces. Back when text was composed on a monospaced-font typewriter, using two spaces aided legibility; today, punctuation characters in typesetting fonts are designed with the needed extra spacing.

QUOTATION MARK

The period and comma always go inside the quotation marks.

"He will stop by tomorrow," she said.

The question mark goes inside when part of the direct quote, outside when applying to quoted material within an entire sentence.

"Will you explain distribution requirements to me?" asked the student.

What is meant by "distribution requirements"?

SEMICOLON

The semicolon goes outside quoted material within a sentence.

Refer to them as "conference participants"; all others should be known as "guests."

Use the semicolon to set off a series of commas.

The main offices are in Mercer County, New Jersey; Marion County, Indiana; and Broward County, Florida.

POSSESSIVES AND APOSTROPHES

In most cases, the possessive is formed by the addition of an apostrophe and an s for singular nouns and the addition only of an apostrophe for plural nouns.

daughter's
daughters'
in two days' time

Exceptions:

children's, women's
series'
species'

This rule applies to most proper nouns and names ending in sibilants.

Charles's
Dickens's
Kansas's
Marx's
Berlioz's
the Joneses', the Williamses'

Exception: Tufts is an example of a singular noun that, for reasons of euphony, takes only an apostrophe in the possessive.

Tufts'

FAQ WORD LIST

COMPUTER TERMINOLOGY

e-mail
home page
Internet
log in, log out
NETID
online
the Web
Web site
World Wide Web

GENERAL WORD LIST

a/an Use the article a before consonant sounds, e.g., a historic event; use an before vowel sounds, e.g., an honorable person (the h is silent)

adviser

African American (no hyphen is used for the noun; use a hyphen for the adjective)

Lauren is African American. She is an African-American woman.

and/& (avoid using & except in specific business names)

campuswide

course work

fax

fieldwork

fund raising; fund-raising goal (no hyphen is used for the noun; use a hyphen for the adjective)

Martin Luther King Day

Names followed by Jr., Sr., or a roman numeral do not have a comma after the last name.

Thomas H. Wright Jr.

W. James Hart III

Patriots' Day

Presidents' Day

Professors Row

that/which: If you're using which properly, it typically is preceded by a comma.

The director was pleased with the announcement in the media that reported on his department's hiring efforts.

The announcement about his department's hiring efforts, which was reported in the media, pleased the director.

view book

zip code

SPECIFICALLY TUFTS

The possessive of Tufts is Tufts'. (When in doubt about when to use the possessive, substitute Brown or Harvard to see what would apply.)

Tufts' campuses are located in Medford/Somerville, Boston, Grafton Massachusetts, and Talloires, France. Tufts' policy on plagiarism is clear and strictly enforced. Tufts students approach problems with a multidisciplinary, global perspective.

Full names and titles of all faculty, staff, and administration are used on the first reference.

Tufts University President Lawrence S. Bacow

Brian Lee, vice president for University Advancement

Telephone numbers should not use parentheses.

617-627-3500 or

617.627.3500

Only foreign phrases that appear in Webster's dictionary should not be italicized.

a priori

magna cum laude

glasnost

in situ

carpe diem

Kabuki

a cappella

in vitro

The location of Tufts' campuses should be expressed as follows:

the Medford/Somerville campus
the Boston health sciences campus
the Grafton campus
the European campus in Talloires, France.

The proper Tufts school names to be used on first reference are:

Tufts University School of Arts and Sciences
Tufts University Graduate School of Arts and Sciences
Tufts University School of Engineering
The Fletcher School of Law and Diplomacy (full/formal)
or The Fletcher School at Tufts University
The Gerald J. and Dorothy R. Friedman School of
Nutrition Science and Policy (full/formal) or
Friedman School of Nutrition Science and Policy
at Tufts University
The Sackler School of Graduate Biomedical Sciences or
The Sackler School at Tufts University
Tufts University School of Dental Medicine
Tufts University School of Medicine
Tufts University School of Veterinary Medicine

Other acceptable variations on second reference include:

The Fletcher School
The Friedman School
The Sackler School
Tufts' School of Dental Medicine
Tufts' veterinary school