Quick Reference Guide

**Style & Grammar Usage**

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**abbreviations  
99% of the time: DO NOT USE THEM!**   
- Do **NOT** abbreviate March, April, May, June, or July. You may use: Jan., Feb., Aug., Oct., Nov., Dec., when space is needed.  
- Do **NOT** abbreviate days of the week, names, or “hours” to “hrs.”

-Do **NOT** abbreviate president, vice president, professor, administrative assistant, etc.  
  
**academic degrees**

- Lowercase degrees if spelled out: *bachelor of arts, master of science, doctorate,*

*doctor of education*. Do not follow this form with the word “degree.” Use an

apostrophe in the short form: *bachelor’s degree, master’s degree.*

If you use the abbreviations for degrees, it is *B.S., B.A., M.A., Ph.D.,* etc. Use periods to separate the words.

**acronyms**Acceptable after first full reference

**accept/except**Accept=receive Except=exclude

**adviser**Not advisor

**alumni**alumni=plural, men and women

Alumnae=women

Alumnus=man

Alumna=woman  
Use graduation years whenever possible: *Brandon Bapst ’17***affect/effect**affect=to influence; effect=result  
  
**a.m., p.m.**lowercase, with periods   
*7 p.m., not 7:00 PM  
12 noon or 12 midnight*  
- time before date and place   
  
**apostrophes**Apostrophes indicate possessives and should NOT be used in plural terms.

Right: The Department of Visual Arts has five quilts on display.

Wrong: Five quilt’s are on display in the McFadden Gallery.

Right: That is Steve’s question.

Wrong: He had four Steve’s in his class.

Also use apostrophes with class years.

Right: Jake Belair ’15 Wrong: Jake Belair ‘15

**bullet lists**- introduce with a colon   
- when using full sentences or paragraphs as list items, ensure the grammar is correct as for any sentence and list each normally  
- single words or small phrases that are not complete sentences do not require punctuation  
  
**campus locations**Use full name: Brehme Centennial Center (See full style guide for a list of all proper nouns.)

**capitalization**

-Capitalize all proper names, trade names, brand names, government

departments and agencies, associations, companies, religions,

languages, nations, states, and addresses.

- Capitalize words derived from a proper noun, such as *Christian, Ohioan*, etc.

- Capitalize “University” when referring specifically to Malone University.

*Malone University is located in Canton, Ohio. The University was founded 125 years ago.*

-Do not capitalize “university” when it is used generally.

*Malone University is one of five universities located in Stark County, Ohio.*

-When in doubt, lowercase.

**catalog**not catalogue

**chair**Preferred title of the head of a department. Avoid chairman, chairperson. Lowercase.

**College, Schools**

Formal names:  
College of Theology, Arts, and Sciences (CTAS)  
School of Business & Leadership (SBL)  
School of Education & Human Development (SEHD)  
School of Nursing & Health Sciences (SNHS)

**click here**Avoid using this phrase for the benefit of users with screen readers – it’s not descriptive enough. Instead, hyperlink the nouns or verbs that better describe where you would like the user to go. In our system, linked words are indicated by underlined red words, that is the user’s visual clue to click on the link.

**course titles**  
Capitalize official course titles in text, with no quotation marks.  
*All first year students must enroll in The College Experience.*

**dates**- Do not use “st,” “nd,” “th,” or “rd” unless it is in the title of an event.- Spell out the month when it is used alone or with a year, but not a date.   
*December of 2016*- If you need to use the numerical form of a date, please use numbers and dashes.   
*12-21-17*- Do **NOT** use the year if it is in the same year**faculty**

Plural except when used with “member.”

Faculty are expected to attend as many chapels as possible. She has been a faculty member since 1983.  
In writing, person’s name, then terminal degree.   
*Scott Waalkes, Ph.D.,* **not** *Dr. Scott Waalkes  
Scott Waalkes, Ph.D., spent his sabbatical in Washington, D.C. Waalkes, professor of international politics, researched political transitions.*You may uppercase official titles when used before a name.   
*Professor of History Jay Case will discuss his blog.*

**its/it’s**

its=possession it’s=contraction of “it is”

**money**Use a dollar sign and omit “.00.”   
*$125 not $125.00*  
Do not write out “dollar.” The campaign goal is $175 million.

- For amounts under $1, use numerals and “cents:” The pencil cost 20 cents.

- Spell out casual phrases: *I can think of a million reasons not to do that. She borrowed five bucks.*

**Use “more than” instead of “over” when referring to quantity.***Last year, more than forty percent of student athletes received academic honors.*

**numbers**

- Write numbers one through nine and use numeric figures for numbers 10 and greater. Exceptions are ages and measurements.   
*Her daughters are 6 and 8 years old. The snake is 27 inches long.*

-Do not begin a sentence with a numeral, except for a year: *2009 was a banner year. Five students participated in the program.*

- Use a comma to separate thousands. *4,000*

**Oxford comma**

Use an Oxford comma before the last “and” or “or” in a list; it prevents ambiguity.

*She asked the student worker to pick up pens, paper, and a T-shirt.*