



## Harris-Stowe State University Style Sheet

### A

**academic degrees** Lowercase bachelor's degree and master's degree unless it is part of an official degree title. Example: bachelor's degree, Bachelor of Science Degree in Elementary Education

**academic titles** Capitalize and spell out formal titles such as chancellor, chairman, etc. when they precede a name. Lowercase academic titles elsewhere. Example: president, President Givens

**acronyms** Upon first reference, the full name should always be spelled out and followed by the acronym. Example: Associated Press (AP) After the first reference, only the acronym needs to be used. Exception: Don't put the acronym after Harris-Stowe State University.

**All-Conference** When referring to sports honors, it is capitalized and hyphenated in all instances.

**alumni** Use alumnus (alumni in the plural) when referring to a man who has attended school. Use alumna (alumnae in the plural) when referring to a woman. Use alumni when referring to a group of men and women.

**a.m.**

**and or** Use "and or." Do not use a slash.

**Anheuser-Busch School of Business Administration (ABSBA)** Always spell out the full name on first reference. It can be abbreviated Busch School of Business or ABSBA on second reference.

**AT&T Library and Technology Resource Center** Always spell out the full name on first reference. It can be abbreviated the library on second reference.

### B

**Bank of America Theatre** is the name of the theater in the Emerson Performance Center.

**bookstore** When casually referring to the Follett Bookstore as "the bookstore," never capitalize it.

## C

### **child care**

**composition titles** Italicize titles of books, names of newspapers, names of magazines, movie titles, names of television series, titles of record albums, titles of paintings, works of art, names of ships and spaceships, titles of theatrical productions, legal cases and books of the Bible. Put the following in quotation marks: poem titles, song titles, chapters of books, episodes of television series, short story titles, newspaper headlines and publication article titles.

### **course work**

**courtesy titles** Never use courtesy titles (Mr., Mrs., Ms.) except for Dr. When referring to people upon second reference, use only their last names.

## D

**date** When using the exact date, a comma always follows the day of the week and the date. Example: Monday, November 12, 2007,

### **double-digit**

**Dr. Henry Givens Jr. Administration Building (HGA)**

### **drop-down menu**

## E

**Early Childhood Development and Parenting Education Center (ECE)**

**ellipsis ( ... )** Treat an ellipsis as a three-letter word, constructed with three periods and two spaces, as shown here. Use an ellipsis to indicate the deletion of one or more words in condensing quotes.

### **e-mail**

**Emerson Performance Center (EPC)**

## F

**fall** Lowercase in all uses except when referring to the Fall Semester. Example: fall, Fall Semester

### **FAQ, FAQs**

**First-Team** When referring to sports honors, it is capitalized and hyphenated in all instances.

## G

**grade point average/GPA** When written out, do not hyphenate. Even on first reference, the acronym GPA is acceptable. Do not separate the letters with periods.

## H

**Harris-Stowe Orientation Leader Ambassadors/ HOLA leaders** Harris-Stowe Orientation Leader Ambassadors are often referred to as HOLA leaders. Do not separate the letters with periods, and do not capitalize the word “leaders” because it is not part of the official title.

**health care** Two words.

**Homecoming** Capitalized in all instances when referring to HSSU’s Homecoming.

**home page** Two words; the “front” page of a particular Web site.

## HSSU Players

## I

**Inc.** Do not place a comma preceding “Inc.”

## Internet

## intranet

## M

## matchup

**midnight** Use instead of 12 a.m., and don’t put a 12 in front of the word.

## N

## the Net

**non-** In general, no hyphen, except before proper nouns or in awkward combinations, such as non-nuclear. Examples: nonconference, nonrefundable

**noon** Use instead of 12 p.m., and don’t put a 12 in front of the word.

**numerals** Spell out numbers one through nine, and use figures for 10 and above. Exceptions: dates, time and ages.

## O

**online**

## P

**phone numbers** Always use the (555) 555-5555 with parentheses format for all phone numbers.

**p.m.**

**postseason/preseason** Never hyphenated; always one word.

**prices** Don't use .00 after round figures. Examples: \$55, \$55.89

## Q

**quarterfinal**

## R

**Rev. Dr. William G. Gillespie Residence Hall and Student Center** Always spell out the full name on first reference. It can be abbreviated the residence hall and student center on second reference.

## S

**season opener**

**semifinal**

**South Campus** When referring to Harris-Stowe's South Campus, always capitalize.

**spacing after a sentence** Always use one space after a sentence and before beginning another. Don't use two spaces.

**spring** Lowercase in all uses except when referring to the Spring Semester. Example: spring, Spring Semester

**state abbreviations** Abbreviate state names using the two-letter Postal Service abbreviations.

**state of** Lowercase "state" in all "state of" constructions unless the phrase is part of an official title. Example: state of Missouri

**student-athletes**

## T

**team names** When referring to HSSU athletic teams, always capitalize the official name but lowercase otherwise (i.e. HSSU Women's Basketball Team, basketball team). Always capitalize parts of team names (i.e. Honda Campus All-Star Challenge Team, All-Star Challenge Team)

**time reference** Don't use :00 when referring to the hour. Example: 5 p.m. Always lowercase a.m. and p.m., and use periods. Example: 5 p.m., 5:30 p.m. Always use figures except for noon and midnight. Use "noon" instead of 12 p.m., and use "midnight" instead of 12 a.m. Avoid redundancies such as "12 p.m. noon" and "10 a.m. in the morning."

## U

**the University** Always capitalize "University" when referring to Harris-Stowe.

**URL, URLs**

## V

**vice** Use two words. Examples: vice president, vice chairman

## W

**Web**

**webcam**

**webcast**

**webmaster** If this word precedes a name, it is considered a title and is therefore capitalized.

**Web page**

**Web service**

**Web site**

**words in a series** Place a comma after words in a series, but not before "and" or "or" unless the meaning is unclear. Example: The bat, ball and glove

**work-study**

**World Wide Web**

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