

Our Voice, Our Image  
State University of New York at New Paltz

## **Editorial Style Guide**

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## **ABOUT THIS EDITORIAL STYLE GUIDE**

Which is it: Mid Hudson, Mid-Hudson, mid-Hudson or mid Hudson? SUNY at New Paltz or SUNY New Paltz? e-mail, E-mail or email?

Does it matter? Well, yes, it does. Stylistic consistency lets the reader concentrate on the content without being distracted by variations in spelling and punctuation from one page to the next. And it's an invaluable tool for editors, who often edit material intended for a single publication, but written by several people.

A style guide prevents editors from having to reinvent a rule every time a new publication or a new writer comes along. And adhering to an agreed-upon style gives each campus publication a "voice" that harmonizes with those from other departments, schools and colleges.

We all have individual preferences: in dress, in food, in how we write. The reason we have style rules is to ensure consistency from page to page, article to article, publication to publication. And although freedom of expression might certainly be enhanced if we all spelled and punctuated as the spirit moved us, the goal of communication would be poorly served. Like every other style guide in existence, the SUNY New Paltz Editorial Style Guide is an agreed-upon set of rules and conventions that we hope will make your job as writer or editor a little easier.

This style guide serves as a supplement to two principal, widely circulated style guides: the Associated Press Stylebook and Libel Manual (Associated Press, New York, N.Y.) and The Chicago Manual of Style (The University of Chicago Press, Chicago, Ill.). It was developed after reviewing style guides at several universities and, to a large extent, follows the design and layout of the UC Davis style guide.

In general, this style guide looks to the AP Stylebook for guidance in word usage, spelling, grammar, capitalization, and use of corporate names and trademarks, while Chicago serves as a reference for academic and professional titles, word breaks and most punctuation. The dictionary of record for Public Affairs is Webster's Collegiate Dictionary, Tenth Edition (Merriam-Webster Inc., Springfield, Mass.). It should be consulted after first checking this guide and the Associated Press Stylebook for spelling and hyphenation.

Audience composition, ease in usage and, above all, consistency were the factors that determined which style to follow. In some cases, compromises were struck involving style recommendations of two or more sources. Several SUNY New Paltz eccentricities and a few self-styled peculiarities also found their way into this guide.

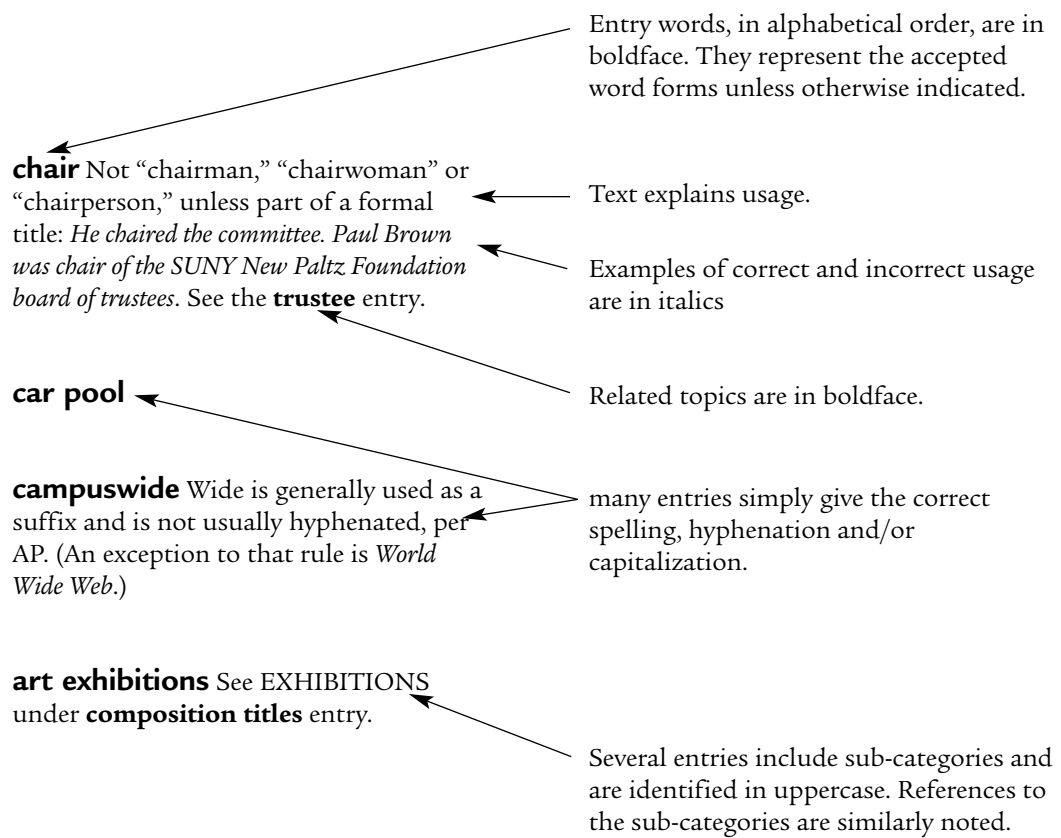
Like the language itself, this style guide is in a state of flux. And although its objective is to resolve conflict and reduce confusion, this style guide almost certainly will provide fuel for further disagreement on some points and may worsen confusion on others. If so, give us a call and let's talk style.

In today's world, printed reference materials date quickly. Regular updates to this style guide will be included in the online version, which is located at [www.newpaltz.edu/styleguide](http://www.newpaltz.edu/styleguide).

## Style Guide Key

This style guide is organized alphabetically, following the example of the Associated Press Stylebook and a dictionary.

Below is a key to the entries:



# A

**abbreviations and acronyms** On first reference, spell out university names that may be unfamiliar to the particular audience you are addressing. Do not follow an organization's full name with an abbreviation or acronym in parentheses or set off by dashes. If an abbreviation or acronym would not be clear on second reference without this arrangement, do not use it. On first reference, use colloquialisms such as SUB and JFT judiciously, considering the probable familiarity of the audience with such terms. Note, however, that it is acceptable in all cases to refer to the "Quadrangle" as the "Quad" on first and subsequent references. In general, avoid using acronyms that aren't well known and avoid using a number of acronyms in one article. Do not use periods in university abbreviations and acronyms: SUB, SUNY. For SUNY New Paltz buildings named after an individual, the individual's name is retained in second references: *Haggerty, Coykendall, Wooster*. NOT HAB, CSB, WSC. Some acronyms and abbreviations are capitalized; others are lowercased: *scuba*, an acronym for self-contained underwater breathing apparatus. Consult the AP Stylebook and Webster's Collegiate Dictionary in specific instances. See general guidelines under AP's **abbreviations and acronyms** entry. Consult AP first concerning use of caps and periods for individual abbreviations.

**academic degrees** With the exception of the alumni sections of campus publications, it is preferable to avoid abbreviations and instead spell out names of degrees: *Ronald McDonald, who received his bachelor's degree in English from SUNY New Paltz*. Capitalize the formal name of a degree conferred: *The department offers a Master of Arts and a Master of Arts in Teaching*. Use an apostrophe in *bachelor's degree, master's*, etc. Use abbreviations such as B.A. and M.A. only when spelling out the names of the degrees would be cumbersome. When used after a name, set off such abbreviations with commas: *Robert A. Kerr, Ph.D., is responsible for...* Avoid redundancies such as *Dr. Mark*

*Mannis, M.D.* The proper adjectival form of the noun doctorate is doctoral. Follow guidelines under AP's **academic degrees** entry and see the list of abbreviations for academic degrees in Chicago 14.11. A complete listing of all the degrees offered by SUNY New Paltz is found in the undergraduate and graduate studies catalogs. See the **doctor** entry.

**academic departments** See the CAMPUS DEPARTMENTS AND UNITS heading under the **names** entry.

**academic majors** Lowercase all majors except those incorporating proper nouns: *Paul Pfotenbauer is majoring in textiles and clothing, Teri Bachman's major is Scandinavian, Karen Watson is taking Native American studies, and Barbara Anderson is majoring in Chicano studies.*

**academic titles** See the ACADEMIC AND PROFESSIONAL TITLES heading under the **titles** entry.

**acronyms** See the **abbreviations and acronyms** entry.

**adviser** Not "advisor," per AP.

**aesthetic** Not "esthetic."

**African American, black** Use these terms interchangeably, with preference to African American. Do not hyphenate African American or other compound nationalities, even when used as an adjective: *an honored African American novelist*. But always hyphenate compounds with name fragments: *Afro-American, Indo-European*.

**alumni** Per AP, use "alumnus" for an individual male, "alumna" for an individual female; "alumni" for a group of males, "alumnae" for a group of females; and "alumni" when referring to a group composed of men and women. An individual need not have graduated from SUNY New Paltz to be considered an alumna or alumnus; any individual who attended SUNY New Paltz as a regularly

enrolled student for one semester or 12 credits is considered an alumnus of SUNY New Paltz. For guidelines governing use of birth name to help identify married alumnae, consult the INDIVIDUALS heading under the **names** entry. Consider using the term “graduate” to reduce repetition. Use the nickname “alum” sparingly, since that term could be confused with the name of a chemical compound.

**American Indian, Indian** Although AP prefers these terms to “Native American,” they may be used interchangeably in SUNY New Paltz news releases and publications, depending upon the wishes of the individual(s) cited in the story. Another appropriate descriptor is tribal affiliation: *Seneca Indian*. When using Indian, be careful to adequately distinguish from East Indian. Since American Indian is a proper noun, do not hyphenate it, even when used as an adjective: *An exhibition of American Indian artworks*. See the **Native American** entry.

**and/&** Always use “and,” even when using a department or school name: *School of Liberal Arts and Sciences*.

**animals** Per AP, do not apply a personal pronoun to an animal unless its sex has been established or the animal has a name: *The dog was scared and it barked. Rover was scared and he barked. The cat, which was scared, ran to its basket. Susie the cat, who was scared, ran to her basket. The bull tosses his horns*. Capitalize breed names according to Webster’s; for breeds not listed, capitalize words derived from proper nouns and use lowercase elsewhere: *Thoroughbred, basset hound, Boston terrier*. See also Chicago

7.105-7.106 and AP Stylebook’s **that, which, who, whom (pronouns)** entry.

**archaeology** Not “archeology.”

**art exhibitions** See EXHIBITIONS under **composition titles** entry.

**artworks** See the ARTWORKS heading under the **composition titles** entry.

## Asian American

**assistant professor, associate professor** See the ACADEMIC AND PROFESSIONAL TITLES heading under the **titles** entry.

**attribution** Attribute any statement that is not a widely known fact or that is a matter of opinion and is subject to potential disagreement. *His nose is 44 picas long* does not require attribution as long as it is true; the statement *his nose looks like a banana* should have attribution because it’s an opinion subject to disagreement. Use caution in choosing verbs for attribution. Forms of the verb “say” are impartial and appear objective; other verbs, however, can inadvertently tint your writing with unintended shades of meaning. Words such as “noted,” “commented,” “claimed,” “suggested,” “charged,” “denied” and “asserted” should be used with precision, not just for the sake of variety. Even innocent-sounding verbs such as “stated” and “told” can unwittingly make a source sound dogmatic or didactic. In general, present tense is acceptable in paraphrasing a line of thought that an individual continually expresses, but past tense is preferable in citing a literal quotation that an individual uttered at a specific time.

## B

**black, African American** Use interchangeably, but with preference to African American. Do not hyphenate African American or other compound nationalities, even when used as an adjective: *an honored African American novelist*. But always hyphenate compounds

with name fragments: *Afro-American, Indo-European*.

**board of directors** See ORGANIZATIONS AND INSTITUTIONS’ INTERNAL ELEMENTS heading under the **names** entry.

**books and periodicals** See the BOOKS AND PERIODICALS heading under the **composition titles** entry.

**bookstore** The proper name of the bookstore at SUNY New Paltz is Campus Bookstore.

**building names** Per AP, capitalize the proper names of buildings, including the word “building” if it is an integral part of the proper name: *the Empire State Building*, *Haggerty Administration Building*. Never abbreviate the word “building.” On first reference, spell out university names that may be unfamiliar to the particular audience you are addressing. Terms like *SUB* are perfectly acceptable for campus audiences, but may be unclear to off-campus readers and should be spelled out on first reference in news releases and many publications distributed to external audiences. Abridged names are not appropriate for printed material associated with building dedications, commencements and other formal ceremonial events. See the **abbreviations and acronyms** and **room** entries in this style guide. Following is a list of the familiar names of some campus buildings and landmarks, acceptable in all references in news releases and campus periodicals.

#### BUILDING NAMES

Center for International Programs  
College Theatre  
Coykendall Science Building  
Elting Gymnasium  
Faculty Office Building  
Fine Arts II  
Grimm House  
Haggerty Administration Building  
Hanmer House  
Hasbrouck Dining Hall  
Heating Plant  
Hopfer Admissions and Alumni Center  
Humanities Classroom Building  
Jacobson Faculty Tower  
Lecture Center  
Old Library  
Old Main Building  
Parker Theatre  
Resnick Engineering Hall  
Samuel Dorsky Museum of Art  
School of Business Building

Senator Charles Cook Children’s Center  
Service Building  
Smiley Art Building  
Sojourner Truth Library  
Southside House  
Student Health Center  
Student Health and Counseling Center  
Student Union Building  
The Terrace  
van den Berg Hall  
Wooster Science Center  
Warehouse

#### RESIDENCE HALLS

##### Hasbrouck Complex:

Bevier Hall  
Crispell Hall  
Deyo Hall  
DuBois Hall  
LeFevre Hall

##### South Complex:

Esopus Hall  
Lenape Hall

##### Parker Complex:

Bliss Hall  
Bouton Hall  
Capen Hall  
College Hall  
Gage Hall  
Scudder Hall  
Shango Hall

#### THEATRES AND HALLS

Parker Theatre  
McKenna Theatre  
Julien J. Studley Theatre  
Nadia and Max Shepard Recital Hall  
John R. Kirk Planetarium

#### SAMUEL DORSKY MUSEUM OF ART

##### East Wing:

Corridor Gallery  
Main Gallery  
Project Room  
Special Collections Gallery

##### West Wing:

Chandler Gallery  
Teaching Gallery

#### OTHER CAMPUS GEOGRAPHY

campus pond  
Excelsior Concourse  
Haggerty Plaza  
Old Main Quad  
Parker Quad  
Student Union Plaza  
The Courtyard

# C

**campuswide** Wide is generally used as a suffix and is not usually hyphenated, per AP. (An exception to that rule is *World Wide Web*.)

**captions** Full sentences generally are preferable to sentence fragments. Since a good picture is supposedly worth a thousand words, a caption should do more than reiterate what is obvious in the photo; a good caption should enhance and clarify that which is not immediately obvious in the photo. Depending upon the context, some “thumbnail” or “mug” shots may require no more than a “nameline,” simply the name of the individual or object shown. Use no period after a nameline. In all other instances, use a period to conclude all captions, even those written in headline style (as incomplete sentences).

■ **TENSE** Since a photograph freezes a moment in time, present tense often works well in captions, particularly for actions that continue into the present. It is sometimes preferable to write captions in past tense, such as writing about conditions that no longer exist: *The building was destroyed by fire a week after this photo was made.*

■ **ARTWORKS** For campus periodicals, citation of artworks in captions should include the name of the artist, the name of the artwork in quotes, the year it was made, its material(s), its size, the name of the collection to which it belongs and, if applicable, indication that the artwork has been cropped: *Robert Arneson, untitled, 1964, glazed ceramic, 13 x 11 x 11”. Gift of Fay Nelson.* In a photo feature devoted exclusively to one artist, the name of the artist should be omitted in the caption.

■ **PAGE LOCATION** To cite location of a photo on a page, precede the appropriate caption with directions and separate the directions from the caption with a colon: *Above left: The Alumni Association honored....* For News Pulse, use the same typeface (italic) for

the directions and the caption. To cite location within a photo, follow examples below. For rows: *Team members are (top row, from left) Sleepy, Dopey, Happy; (middle row) Larry, Moe, Curly; (front row) John, Paul, George and Ringo.* For groups: *Shown standing (from left) are Judy Albertson, commencement coordinator; Mary Kastner, director; and Laura Kniffen, graphic designer. Seated are Rayna Wendell, Diane Yonta and Robyn Thurston, all from Alumni Affairs.*

■ **CREDIT LINES** Credit lines for individual photographs and illustrations generally indicate photographer and campus unit or business name: *Neil Michel/Axiom, Rachel Reuben/SUNY New Paltz Public Affairs, Rachel Reuben/SUNY New Paltz*

**EDITORIAL/ DESIGN** Other common forms: *Courtesy of Keith Williams © AP/ Wide World Photos*

For a freestanding overall credit line covering all photos in a story: *Photography by Jim von Rummelhoff*

Do not use a period to end a credit line.

## car pool

**catalog, cataloged, cataloger, cataloging, catalogist** Not “catalogue.”

**chair** Not “chairman,” “chairwoman” or “chairperson,” unless part of a formal title: *He chaired the committee. Paul Brown was chair of the SUNY New Paltz Foundation board of trustees.* See the **trustee** entry.

**Chicano, Hispanic, Latino, Mexican American** These terms, which should be capitalized, have distinct meanings that depend, to a large extent, on the interpretations and preferences of individuals. According to Webster’s Collegiate Dictionary, a Chicano is an American of Mexican descent; however, persons of Central and South American heritage may also consider themselves

Chicanos. Chicana is the feminine form of Chicano. Plural forms are Chicanos and Chicanas. A Latino (feminine form: Latina) is a person of Latin American lineage; according to Webster's New Collegiate, Latin America consists of all the territories in the Americas south of the United States, but some Mexicans may prefer to call themselves Chicanos or Hispanics rather than Latinos. Plural forms are Latinos and Latinas. The term "Hispanic," according to Webster's New Collegiate, relates to the people, speech or culture of Spain, Portugal or Latin America. The plural form is Hispanics. A Mexican American is a native-born or naturalized American of Mexican heritage. Since Mexican American is a proper noun, do not hyphenate it, even when used as an adjective: *A collection of Mexican American historical artifacts.*

**city, town** Do not capitalize *city* or *town* in *city* of constructions: *the city of Kingston*. In most cases, abbreviate "Saint" in the names of cities: St. Paul (see AP Stylebook's "Saint" entry); exceptions: *Saint John, New Brunswick, Sault Ste. Marie* (see AP's **cities and towns** and **city** entries). For proper spellings and abbreviations, consult Webster's Collegiate Dictionary (selected cities and place names listed throughout the dictionary), the National Geographic Atlas of the World, the U.S. Postal Service Directory of Post Offices, geographical sections of other dictionaries or atlases.

**"Class Notes"** See INDIVIDUALS heading under **names** entry.

**class year** For current students, avoid identifying a graduating class year, unless it is a key fact in the story. Instead, refer to a student as an undergraduate, freshman, sophomore, junior, senior or graduate student. For alumni, see the INDIVIDUALS heading under the **names** entry.

**College of** See **School of** entry.

**commencement** Use lowercase – *the university's annual spring commencement* – unless part of a proper title in formal publications – *SUNY New Paltz May 2001 Commencement.*

**composition titles** Apply the guidelines listed here to book titles, computer game titles (but not software titles), movie titles, opera titles, play titles, poem titles, song titles, television program titles, and titles of speeches, lectures and works of art.

- Capitalize the principal words, including prepositions and conjunctions of four or more letters.
- Capitalize an article – *the, a, an* – or words with fewer than four letters only if it is the first or last word in a title.
- Set in italics the names of long works – books, movies, operas and plays.
- Put quotation marks around the names of works such as poems, songs, television programs and speeches. The Bible and books that are primarily catalogs of reference material do not get italics or quotes. In addition to catalogs, this category includes newspapers, magazines, journals, almanacs, directories, dictionaries, encyclopedias, gazetteers, handbooks and similar publications.
- Translate a foreign title into English unless a work is known to the American public by its foreign name.

Examples: *Of Mice and Men, Catcher in the Rye, "You Don't Know Jack," Quicken, Gone With the Wind, The Exorcist, Broadway Bound, "The Star-Spangled Banner," the NBC-TV Today program, "ER," "Conflicting Cultures."*

Reference works: *Poughkeepsie Journal, U.S. News and World Report, Jane's All the World's Aircraft, Encyclopedia Britannica, Webster's Collegiate Dictionary, Tenth Edition.*

Foreign works: *Rousseau's "War," not Rousseau's "La Guerre."* But: *Leonardo da Vinci's "Mona Lisa," Mozart's "The Marriage of Figaro" and "The Magic Flute."*

Periodicals: Capitalize "the" in a newspaper's name if that is the way the publication prefers to be known, unless the story mentions several papers, some of which use "the" as part of the name and some of which do not: *Daily Freeman, New Paltz Times, Poughkeepsie Journal, The New York Times, The Times Herald-Record, The Wall Street Journal, The New Paltz Oracle*

- **UNPUBLISHED WORKS.** Titles of dissertations and theses, manuscripts in collections, lectures and papers read at seminars should be set within quotes: “*The Psychosocial Effects of ‘Gilligan’s Island’ on Contemporary Cultural Tastes of Residents of Suburban Lincoln, Nebraska.*”

**comprise** Comprise means “to contain,” “to include all” or “embrace,” so never say “comprised of.” See AP’s **compose**, **comprise**, **constitute** entry.

**computer terms** See **database**, **disk**, **e-mail**, **Web** and **online** entries, Chicago 7.157-160, and **Internet** entry in AP Stylebook.

**Conference/exhibition titles** Full official names of conferences and exhibitions should be capitalized: *Mohonk International Peace Conference*, *Republican National Convention (the national convention or the convention on second and subsequent references)*. Don’t treat such appendages as “annual meeting” as part of titles; lowercase them: *55<sup>th</sup> annual New York State Political Science Conference*. A title given to a conference is enclosed in

quotation marks: “*Lessons from the Conflict in Kosovo: Where do we go from here?*” a conference held at SUNY New Paltz in December.

**convince, persuade** With convince, use “that” or “of”; with persuade, use “to”: *She is convinced that he is a bozo. His work convinced her of his vapidty. She persuaded him to consider another line of work.*

**councilmember** Preferable to AP’s “councilman” and “councilwoman.”

**course titles** Capitalize and put within quotation marks: “*Studies in Baroque Art.*”

**courtesy titles** Refer to both men and women by first and last name: *Susan Smith or Robert Smith*. Do not use courtesy titles *Mr.*, *Mrs.*, *Ms.* or *Miss* except in direct quotations, or where needed to distinguish among people of the same last name (as in married couples or brothers and sisters). In cases where a person’s gender is not clear from the first name or from the story’s context, indicate the gender by using “he” or “she” on a subsequent reference.

## D

**database** one word

**dates, days** Follow guidelines under AP’s **dates** and **days of the week** entries. When using the name of a day, set the date within commas: *On Wednesday, Oct. 5, she will appear...* Use cardinals, not ordinal numbers: *Oct. 5* (not *Oct. 5th*).

**Dean’s List** Students who achieve a grade point average of 3.30 while taking courses totaling 12 or more credits in a single semester.

**degrees** See the **academic degrees** entry.

**departments** See the CAMPUS DEPARTMENTS AND UNITS heading under the **names** entry.

**disabilities** See **stereotypes** entry.

**disc/disk** The preferred spelling for CDs and CD-ROMs (optical or laser-based media) is disc. Disk is preferred for floppy and hard drives (magnetic storage media).

**diseases** See the **stereotypes** entry.

**doctor** Use Dr. in the first reference as a formal title before the name of an individual who holds a doctor of medicine or veterinary medicine degree: Dr. Jonas Salk. If appropriate in the context, Dr. also may be used on first reference before the names of individuals who hold other types of doctoral degrees. However, because the public frequently identifies Dr. with only physicians, care should be taken to assure that the individual’s specialty is stated in first or second reference. See **doctor** entry in the AP Stylebook.

## E

**e.g.** Means “for example,” do not confuse with i.e., which means “that is.” It is followed by a comma.

**e-mail** Lowercase e, with a hyphen

**emeritus** See the ACADEMIC AND PROFESSIONAL TITLES heading under the **titles** entry or AP Stylebook’s **emeritus** entry.

**endowed chairs and professorships** See the **lecturers,**

**lectures, lectureships** entry and the ACADEMIC AND PROFESSIONAL TITLES heading under the **titles** entry.

**eras** See the **historical periods** entry.

**exhibitions** See **conferences/exhibitions** entry.

**ex officio** Do not hyphenate or italicize. Use as an adjective or adverb: *She serves ex officio as a member of the SUNY New Paltz Foundation. He is an ex officio member of the committee.*

## F

**fax** Acceptable substitute for the noun facsimile (the electronic transmission of printed matter). Do not use as a verb, per AP. The acceptable verb form is to *send a fax* or to *transmit a facsimile*.

**federal** Per the AP Stylebook, use a capital letter for the architectural style and for corporate or governmental agencies that use the word as part of their formal names: *Federal Trade Commission, Federal Express*. Lowercase when used as an adjective to distinguish something from state, county, city, town or private entities: *federal assistance, federal court, the federal government, a federal judge*. See the **government agencies** entry; also see AP Stylebook’s **federal, government** and **governmental bodies** entries.

**fellow, fellowship** When used alone, lowercase, but capitalize in combination with the name of a granting organization: *an AAEA Fellow, a Guggenheim Fellowship*; but *a fellow of the American Agricultural Economics Association, she was one of four fellows selected from New York universities*. See **Fulbright** and **Guggenheim** entries.

**foreign words and phrases** Some foreign words and abbreviations have been accepted universally into the English language: *bon voyage; versus, vs.; et cetera, etc.*

They may be used without explanation if they are clear in the context. Many foreign words and their abbreviations are not understood universally, although they may be used in special applications such as medical or legal terminology. If such a word or phrase is needed in a story, place it in quotation marks and provide an explanation: *“ad astra per aspera,” a Latin phrase meaning “to the stars through difficulty.”*

**fractions** For fractions and percentages, the verb agrees with the noun following the “of:” *Three-quarters of the apple was eaten. Three-quarters of the employees are at a seminar today*. Spell out percent, but always use numerals: *30 percent, 3 percent*. See AP Stylebook.

**freshman/freshmen** Do not use freshmen as an adjective. It’s not *freshmen dorms* any more than it’s *sophomores dorms*.

**Fulbright** Capitalize as shown: *Fulbright Scholar Award(s), Fulbright Scholar Program, Fulbright Scholar(s), Fulbright Scholar Grant, Fulbright Distinguished Fellow(s)*; but lowercase the following as shown: *a Fulbright grant, a Fulbright fellowship, Fulbright award(s)*. The Fulbright Scholar Program was established in 1946 under Congressional legislation introduced by Sen. J. William Fulbright of Arkansas and

authorized by the Mutual Educational and Cultural Exchange Act of 1961 (the Fulbright-Hays Act). Grants are awarded to Americans to lecture and/or conduct research abroad, and to foreign scholars to visit the United States. The Fulbright Scholar Program is funded and administered by the U.S. Information Agency through the Council for International Exchange of Scholars, which is affiliated with the American Council on

Education. Fulbright Scholars are selected by the Board of Foreign Scholarships, whose members are appointed by the president. (Compare with **Guggenheim** entry; also see the **fellow, fellowship** entry.)

**fund raising, fund-raising, fund-raiser** *Fund raising is difficult. They planned a fund-raising campaign. A fund-raiser was hired.*

## G

**gender neutrality** Use the same standards for men and women when deciding whether to include specific mention of personal appearance or marital and family situation. Avoid superfluous gender references; instead of *He is a male nurse*, just say *he is a nurse*. In sports reporting, strive for equality. If you refer to the *women's basketball team*, the other basketball squad should be called the *men's basketball team*. Avoid personification; don't refer to cars, boats, aircraft or other inanimate objects as feminine. Do not use "she" as a pronoun in reference to ships, engines or nations. Use "it" instead. Also see the **stereotypes** entry.

**General Education** Capitalize as shown in reference to a specific program, but lowercase when used generically: *New Paltz recently completed upgrades to its General Education Program. Many universities have revised their general education requirements in recent years.*

**genus and species** See the GENUS AND SPECIES heading under the **names** entry in this style guide; also consult Chicago 7.102-106.

**government agencies** Capitalize the full proper names of governmental agencies, departments and offices, but lowercase modifiers: *The U.S. Department of State, the New Paltz Village Board, the Ulster County Arson Task Force, State University of New York, but the state Office of Emergency Services, the federal Department of Housing*

*and Urban Development, the city Department of Public Works.* See the **federal** and **state** entries; also consult the AP Stylebook's **federal, government, governmental bodies** and **state** entries.

**grades** Use uppercase for letter grades and associated "+" and "-" symbols.

**groundbreaking, groundbreaking ceremony** Use as one word in all forms, per AP's New York office.

**Guggenheim** Use uppercase as shown: *John Simon Guggenheim Memorial Foundation Fellowship(s), Guggenheim Fellowship(s), Guggenheim Fellow(s), John Simon Guggenheim Memorial Fellow(s)*; but: *a fellow* (lowercase). Note that an individual can be awarded a *Guggenheim Fellowship*, but does not receive a *Guggenheim Fellowship Award*. The fellowships are awarded by the John Simon Guggenheim Memorial Foundation in New York. The foundation has been granting awards to artists, scholars and scientists since 1925, on the basis of "unusually distinguished achievement in the past and exceptional promise for future achievement." Although not all recipients are associated with academic institutions, most hold appointments in American and Canadian universities and colleges. Winners of the annual competition are judged by a Committee of Selection. (Compare with **Fulbright** entry; also see the **fellow, fellowship** entry.)

# H

**handicaps** See the **DISABILITIES** heading under the **stereotypes** entry.

**Hispanic** See the **Chicano, Hispanic, Latino, Mexican American** entry.

**historical periods** Follow AP style. Capitalize names of widely recognized epochs in anthropology, archaeology, geology and history: *the Bronze Age, the Dark Ages, the Middle Ages, the Renaissance, the Victorian era, the Enlightenment*. But lowercase *medieval, baroque*, per Webster's Collegiate Dictionary.

## Homecoming/homecoming

Capitalize to denote the annual SUNY New Paltz event, but lowercase when used generically: *The classes of 1960 and 1970 were honored at Homecoming 2000. This week, homecoming activities are under way at college campuses across the nation.*

## home page

**honors graduate** Honors criteria includes a minimum of 30 credits of work at New Paltz with a minimum grade point average of 3.30. Honors designations are cum laude (GPA 3.30-3.59), magna cum laude (GPA 3.60-3.79), and summa cum laude (GPA 3.80-4.00).

# I

**i.e.** Means "that is"; do not confuse with "e.g.," which means "for example." It is usually followed by a comma.

**Indian, American Indian** Although AP prefers these terms to "Native American," they may be used interchangeably in SUNY New Paltz news releases and publications, depending upon the wishes of the individual(s) cited in the story. When using Indian, be cautious to adequately distinguish from East Indian.

**initials** See the **abbreviations and acronyms** entry and the **INDIVIDUALS** heading under the **names** entry.

**in-residence** Hyphenate and, in most cases, lowercase when used generically or following an individual's

name: *The department had an artist-in-residence during each of the past five spring semesters. Jan Conroy, the department's professor-in-residence, will be on campus until April. Many other American universities have artist-in-residence programs.* However, since professor-in-residence and artist-in-residence are formal titles rather than occupational titles, they should be capitalized before a person's name: *When will Artist-in-Residence Scott Adams give his lecture? Granada Artists-in-Residence Program.* Capitalize, also, when used as part of a formal name: *William Gaskill, Granada Artist-in-Residence.*

## information superhighway

**in regard to** Not "in regards to."

## Internet

# J, K

No entries

## L

**lady** Do not use as a synonym for woman; do not use gentleman as a synonym for man. The term “lady” may be used appropriately in certain circumstances, but use caution because it carries different shades of meaning and connotations; it often appears gratuitous or condescending, but it can also connote elegance or propriety. If you do use lady, use the parallel construction – gentleman – for men: *ladies and gentlemen*. See AP Stylebook’s **lady** entry.

**Latino** See the **Chicano, Hispanic, Latino, Mexican American** entry.

**lecturers, lectures, lectureships** The title lecturer or adjunct lecturer should be treated as an occupational title rather

than a formal title and thus always be lowercased, even before a name: *environmental horticulture lecturer Warren G. Roberts*. The title of a lecture should, in all cases, be within quotations. (See the “UNPUBLISHED WORKS” heading under the **composition titles** entry.) Lectureships, often endowed or underwritten, enable the campus to invite distinguished scholars to campus for a period of a few days to participate in seminars and to give one or more talks. Lectures can be held, presented or given. Also see the **conference titles** and **series** entries.

**literary series** See the **series** entry.

**lowercase**

## M

**magazine names** Per AP, lowercase the word “magazine” unless it is part of the formal title: *Harper’s Magazine, Newsweek magazine*. Do not quote or italicize magazines. If in doubt, check the magazine’s masthead. See the BOOKS AND PERIODICALS heading under the **composition titles** entry.

**maiden names** See the INDIVIDUALS heading under the **names** entry.

**majors** See the **academic majors** entry.

**man, mankind** While either may be used when both men and women are involved, use only when no other term is convenient. Frequently, the best choice is a substitute such as *humanity, a person or an individual*. Do not use duplicate phrases such as *a man or a woman* or *mankind and womankind*. See the **gender neutrality** and

**stereotypes** entries. Avoid using when referring to men and women (an exception to the AP Stylebook).

**medieval** See **historical periods** entry.

**Mexican American** See the **Chicano, Hispanic, Latino, Mexican American** entry.

**Mid-Hudson**

**midnight** See **time** entry.

**Moslem/Muslim** The term to describe followers of Islam. The preferred spelling is now Muslim, per AP.

**mottoes** See the **signs and notices** entry.

**musical compositions** See the **composition titles** entry.

# N

**names** In general, follow Chicago Manual of Style guidelines unless otherwise indicated.

- **ACADEMIC MAJORS** See the separate **academic majors** entry.
- **CAMPUS DEPARTMENTS AND UNITS** Capitalize formal names and lowercase informal references (an exception to AP style): *Department of History*; *History Department*; *English Department*; *My department is sponsoring the event*. For proper names of academic departments, consult the undergraduate and graduate catalogs; for names of non-academic departments and units, check listings in the “campus departments” section of the campus telephone directory. Also see Chicago 7.60.
- **COLLEGE AND UNIVERSITY NAMES** Capitalize “college” and “university” and other similar terms when part of a formal name, but lowercase otherwise: *Radcliffe College*, *Stanford University*, *Massachusetts Maritime Academy*, *the university*, *the academy*, *the institute*. In the interest of precision, on first reference in all stories, including sports features, always spell out the proper name of an institution in full: *Syracuse University*, not just *Syracuse*; *University of Massachusetts at Amherst*, not *Umass Amherst*. See the **State University of New York**, and **State University of New York at New Paltz** entries. Second and subsequent references to institutions may incorporate abbreviated forms. For names of institutions elsewhere, consult the current Membership Directory of the Council for Advancement and Support of Education (CASE) or special sections of dictionaries. See AP Stylebook’s **college** entry.
- **GENERIC REFERENCES** For second and subsequent references, use generic names or terms in lowercase: *Department of History*; *the department*; *School of Business*, *the business school*; *SUNY New Paltz*, *the campus*. See Chicago 7.52, 7.60.
- **GENUS AND SPECIES** Capitalize Latin generic plant and animal names, and lowercase species names. *Rosa caroliniana*. On second reference, the genus may be abbreviated: *R. caroliniana*. See Chicago 7.101 7.106.
- **INDIVIDUALS** Follow guidelines under the AP Stylebook’s **names, nicknames, junior, senior** and **sex changes** entries. Use middle initials in only the most formal situations or to avoid confusion. In news and feature stories, nicknames should be contained within quotation marks: *Leslie “Bees” Butler*; *His name is Leslie, but he’s known as “Bees.”* A nickname should be used in place of a person’s name only when it is the way the individual prefers to be known: *Jimmy Carter*. In sports stories, commonly used nicknames can be substituted for proper first names without the use of quotation marks: *Bear Bryant*, *Catfish Hunter*, *Bubba Paris*. But in sports stories where the given name is used, follow this form: *William “Bubba” Paris*. Avoid dividing personal names in line breaks, but, if necessary, try to break after initials, and avoid breaking before a numeral suffix such as in *Henry VIII*. Do not insert a space between two initials: *H. L. Mencken*. The principal reference source for names of faculty members are the undergraduate and graduate catalogs; however, academic titles should always be verified because promotions can make entries outdated. Use of “birth names” or “former names” (terms preferable to the patriarchal label “maiden name”) to identify married women can take several different forms, depending upon individual preferences. A married woman who retains her birth name as her surname should always be identified as such: *Geraldine Ferraro, who is married to John Zaccaro*, is not called *Mrs. John Zaccaro* or *Mrs. Geraldine Zaccaro* (copy can explain, however, that John Zaccaro is married to Geraldine Ferraro). Use of names under

which married women attended SUNY New Paltz (either birth names or former married names) is essential in identifying married alumnae mentioned in campus publications. They may be used and alphabetized in different ways, as shown by these examples:

- A “Class Notes” item submitted and signed by “Teri Bachman” — who attended SUNY New Paltz as Teri Robinson, according to alumni records — would appear as *Teri (Robinson) Bachman* in “B” alphabetical order;
  - A “Class Notes” item submitted and signed by “Teri Robinson” would appear as such in “R” alphabetical order;
  - A “Class Notes” item submitted by “Teri Robinson Bachman” would appear as such in “B” alphabetical order;
  - A “Class Notes” item submitted by “Teri Robinson-Bachman” would appear as such in “R” alphabetical order;
  - A “Class Notes” item originating as a news release or newspaper clipping mentioning “Teri Bachman” would appear as Teri (Robinson) Bachman in “B” alphabetical order.
- For courtesy titles, follow AP guidelines. With the exception of obituaries, use courtesy titles *Mr.*, *Mrs.*, *Miss* and *Ms.* only in the following circumstances:
    - For clarification (to distinguish among two or more individuals with the same last name);
    - For a married woman whose first name is unknown, or who requests that her husband’s first name be used: *Mrs. Patrick Stratton*.
    - Obituaries may use the following courtesy titles: *Mr.*, *Ms.*, *Mrs.*, *Miss*, *Dr.* and *Professor* (do not abbreviate). Preferences of survivors should help determine which courtesy titles to use. To verify the names and titles of members of the faculty, check the undergraduate and graduate catalogs, or, better yet, consult the department.
  - MAJORS See the **academic majors** entry.

- ORGANIZATIONS AND INSTITUTIONS’ INTERNAL ELEMENTS Use lowercase for internal elements of an organization when they have names that are widely used generic terms: *the board of directors of General Motors*; *the executive committee of the Procrastinators Club*.

- PLANTS AND ANIMALS COMMON NAMES . See Chicago 7.107-110.

**nationalities and races** See guidelines under the AP Stylebook’s **nationalities and races** and **race** entries. Do not hyphenate compound nationalities such as *African American* and *Asian American* even when used as an adjective: *He is a Mexican American*; *she is a prominent African American author*. But always hyphenate compounds with name fragments: *Afro-American*, *Indo-European*. Also consult the **African American**, the **Asian American**, **black**, the **Chicano**, **Hispanic**, **Latino**, **Mexican American**, and the **Pacific Islander** entries in this style guide.

**Native American** Although AP prefers the terms “American Indian” and “Indian” to “Native American,” they may be used interchangeably in SUNY New Paltz news releases and publications, depending upon the wishes of the individual(s) cited in the story. Another appropriate descriptor is tribal affiliation: *Seneca Indian*. When using “Indian,” be careful to adequately distinguish from “East Indian.” Since “Native American” is a proper noun, do not hyphenate, even when using it as an adjective: *An exhibition of Native American artwork*.

**newspaper names** See the BOOKS AND PERIODICALS heading under the **composition titles** entry.

**non** In general, no hyphen when used as a prefix (see AP Stylebook): *nonprofit*

**noon** See **time** entry.

**northern** See the AP Stylebook’s **directions and regions** entry.

**numbers** Follow guidelines under AP’s **numerals, roman numerals, arabic numerals, fractions, decimal units, percent** and **percentages** entries.

## O

**online** One word when referring to computer communications. In other cases, hyphenated when used as an

adjective – *The on-line compressor failed* — and two words elsewhere: *Both electric generators were on line.*

## P

**Pacific Islander**

**PianoSummer at New Paltz** The annual institute and festival directed by Vladimir Feltsman. *PianoSummer* on second and subsequent references.

**paintings and sculpture** See the **composition titles** entry.

**percent** Not “per cent.” Always use numerals. See AP Stylebook’s **percent** and **percentages** entries. For discussion of subject-verb agreement, see **fractions** entry.

**periods of history** See **historical periods** entry.

**persuade** See **convince, persuade** entry.

**photo credits** See **captions** entry.

**physical handicaps** See the **DISABILITIES** heading under the **stereotypes** entry.

**poems and plays** See the **composition titles** entry.

**prior to** Use “before.”

**professor** See the **ACADEMIC AND PROFESSIONAL TITLES** heading under the **titles** entry.

**program** Capitalize the word “program” only when it is part of the formal name: *Women’s Studies Program, the department’s visiting scholars program.*

**punctuation** The AP Stylebook and Chicago Manual of Style are the two primary sources for punctuation. Public affairs products, such as news releases, News Pulse, public affairs-oriented Web content, and other periodicals will rely on the AP. When drafting other documents, both sources are acceptable – but pick one and stick with it.

## Q

**Quad, Quadrangle** Either is acceptable in all cases on first and subsequent references to the SUNY New

Paltz landmark. Capitalize when referring to a specific landmark.

## R

**race** See the **African American**; the **Asian American**; the **Chicano, Hispanic, Latino, Mexican American**; the **Native American**; and the **Pacific Islander** entries. See also the guidelines in the AP Stylebook's **nationalities and races** and **race** entries.

**Renaissance** See the **historical periods** entry.

**room** Completely identify a location by including the building name and the room's name (capitals) or number (in figures): *Coykendall Science Building, Room 210, Lecture Center 102, Purple Lounge*

## S

**saint** Follow guidelines in the AP Stylebook's **saint** entry. Also see the **city, town names** entry in this style guide.

**School of/College of** Uppercase when part of a formal name: *School of Business, School of Education, School of Fine and Performing Arts, School of Science and Engineering, College of Liberal Arts and Sciences*.

**seasons** Always use lowercase, even when naming an issue of a publication: *the fall 1994 issue of the Observer*.

**series** Titles of literary and lecture series should be without quotation marks; titles of individual lectures that are part of a literary series should be set in roman type within quotation marks: *Sydney Schanberg will give a lecture on "The Importance of Being a Witness" at this year's Louis and Mildred Resnick Holocaust Memorial*.

**service marks** See the **trademarks** entry.

**sic** A complete word that means "intentionally so written." In periodicals, use it within brackets, in italics, after a printed word or passage to indicate that it is intended exactly as printed, or to indicate that it exactly reproduces an original: *He said, "I seen [sic] it all."* Associated Press discourages the use of *sic* in news releases.

**signs and notices** Specific wording of signs, notices, mottoes or inscriptions within text should be capitalized but neither italicized nor quoted: *She has a No Smoking sign in her office, The door was marked Authorized Personnel Only*. See Chicago 7.155-156.

**Southern** See the AP Stylebook's **directions and regions** entry.

**split infinitives** It is not a true error, although it was formerly regarded as one and is still offensive to some. Other style guides generally advise not to split an infinitive by more than one word. See AP Stylebook's **verbs** entry.

**state** Lowercase in all "state of" constructions, and when used as an adjective to indicate jurisdiction: *state Sen. John Doolittle, the state Department of Transportation, state funds*. Use in lowercase when distinguishing between *New York state* and *New York City*. Capitalize when part of a formal name: *State Farm Insurance, the State Lands Commission, the State and Consumer Services Agency*. See the AP Stylebook's **federal, government, governmental bodies** and **state** entries.

**state names** Follow AP guidelines. In textual material, always spell out state names when they stand alone. When used in conjunction with the name of a city or town, however, abbreviate states per AP. Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah are never abbreviated.

**State University of New York** In news releases or publications sent to off-campus audiences, spell out on first reference. Use *SUNY* in second and subsequent references.

- When referring to the entire State University of New York, the term *systemwide* may be used: *Systemwide, library holdings total nearly 23 million volumes.*
- In referring to the central administration of the State University of New York, however, use the term *system administration* not *systemwide administration.*
- Spell out the names of other SUNY campuses on first reference. Refer to the SUNY New Paltz undergraduate and graduate catalogs for proper names.
- When used alone, always lowercase “university,” even when referring to the State University of New York or one of its campuses. Lowercase the word “campus” in all instances: *the New Paltz campus.* See **university** entry.

**State University of New York at New Paltz** *SUNY New Paltz* and *New Paltz* are used in second and subsequent references in news releases and in publications. Use no periods in SUNY. Do not use an s in possessive structures: *SUNY New Paltz’ popularity continues to surge.*

- **ACADEMIC COLLEGES AND SCHOOLS AT NEW PALTZ.** *College of Liberal Arts and Sciences, School of Business, School of Education, School of Fine and Performing Arts, School of Science and Engineering, The Graduate School.*

**stereotypes** In general, avoid racial and sexual references or mention of debilitating physical conditions if they are not germane to the story.

- **DISABILITIES.** See the **disabled, handicapped, impaired** entry in the AP Stylebook.
- **DISEASES.** Don’t use a disease as a descriptive adjective in connection with an individual — e. g., don’t say: *He is a diabetic*, but rather, *He has diabetes.* One acceptable variation is “survivor of,” as

in *She is a survivor of cancer*; it should be applied only to individuals who are overcoming severely debilitating or life-threatening diseases.

**street names** Use the abbreviation “Ave.,” “Blvd.” and “St.” only with a numbered address: *1600 Pennsylvania Ave.* Spell them out and capitalize when part of a formal street name without a number: *Pennsylvania Avenue.* Lowercase and spell out when used alone or with more than one street name: *Massachusetts and Pennsylvania avenues.*

#### SUNY NEW PALTZ STREET NAMES

Mohonk Avenue East  
Huguenot Court  
Mohonk Avenue  
Pond Road  
Southside Loop  
Tricor Avenue  
Sojourner Way  
South Road

#### SUNY NEW PALTZ PARKING LOTS

Administrative Parking  
Bouton Hall Parking  
Campbell Field Parking  
Children’s Center Parking  
College Hall Parking  
Coykendall Parking  
Crispell Parking  
Elting Lower Parking  
Elting Main Parking  
Elting Middle Parking  
Elting Staff Parking  
Elting Visitor Parking  
Esopus Hall Parking  
Grimm House Parking  
Haggerty Circle  
Hanmer Parking  
Hasbrouck Parking  
Health Center Staff Parking  
Health Center Visitor Parking  
Health and Counseling Staff Parking  
Health and Counseling Visitor Parking  
Hopfer Annex Parking  
Hopfer Center Parking  
Lecture Center Parking  
Library Parking  
Mohonk Parking  
Old Main Circle  
Old Main Parking  
Parker Theatre Parking  
Plattekill Parking  
Pond Road Parking

Resnick Parking  
Route 32 Parking  
School of Business Parking  
Service Building Parking  
Shango Parking  
South Parking  
Tricor Parking  
University Police Parking  
Wooster Parking

**symposia** See the **conference titles** entry.

**systemwide** See the **State University of New York** entry.

## T

**telephone numbers** See the AP Styleguide's **telephone** entry.

**television programs** See the **composition titles** entry.

**that, which** See AP Styleguide's **that, which, who, whom (pronouns)** entry.

**the** Capitalize if part of a composition title (see **composition titles** entry); lowercase when used with an organization if it is not part of its official name: *The findings were reported in The New York Times. The measure was approved by the SUNY Board of Trustees* (not *The SUNY Board of Trustees*). *She works for the Dow Chemical Co.* (not *The Dow Chemical Co.*).

**theater** The spelling for all generic references to auditoriums and the theatrical arts. Use the spelling "Theatre" only if part of proper name of a performing arts facility or company – as is the case with all SUNY New Paltz theatres: *Julien J. Studley Theatre, McKenna Theatre, Parker Theatre, Summer Repertory Theatre*, as well as the *Department of Theatre Arts*.

**time** Per AP, always use figures, except with noon and midnight. Use lowercase type and periods with no spaces: *11 a.m., 1:30 p.m., 3:30 that afternoon, noon, midnight, 10 - 11 a.m., 10 a.m.-3 p.m., from 10 a.m. to 3 p.m.* See the AP Stylebook's **times** and **time of day** entries.

**titles** In general, capitalize formal or courtesy titles before a name and lowercase after a name: *President Bill Brown; Bill Brown, president; Professor John*

*Jones; Trustee Les Heringer.* Lowercase descriptive or occupational titles: *teacher, attorney, professor, history professor, department chair, coach, softball coach* in all cases.

■ **ACADEMIC AND PROFESSIONAL TITLES** *Jim Smart, chancellor; Chancellor Jim Smart; Vice Chancellor Susan Smart; Susan Smart, vice chancellor; history professor Iben Thayer; Iben Thayer, professor of history; department chair John Booker; Professor Emerita Celeste T. Wright; Celeste T. Wright, professor emerita of English; President Emerita Alice Chandler; Alice Chandler, president emerita; Dean John Smith; Deans Diane Nicks and William Smart; public relations lecturer Dilbert Tell.* See **lecturers, lectures, lectureships** entry, Chicago 7.22 and the AP Stylebook's **academic titles** entry.

■ For proper names of endowed chairs and professorships at SUNY New Paltz consult appropriate academic departments.

■ On first reference in press releases, use the formal title Dr. (plural Drs.) only before the names of individuals who hold a degree in medicine, veterinary medicine or dentistry (M.D., D.V.M., M.P.V.M., D.D.S. or equivalent): *Dr. Sarah J. Woerner* or *Sarah J. Woerner '72, M.D. '76*; but not *Dr. Sarah J. Woerner '72, M. D. '76*. ("Dr." and "M.D." are redundant.) See **doctor** entry.

**town names** See the **city, town** entry.

**trademarks** When possible, use generic equivalents, but if a trademark is used for

emphasis or effect, capitalize it. Observe the capitalization schemes of individual trademarks or service marks, but be aware that ordinarily capitalization of only the first letter of a brand name is necessary; do, however, capitalize all letters composing acronyms: *BASS/Ticketmaster*, for example, stands for Bay Area Seating Service. Trademarks are proper names that identify the products of a business; service marks perform the same function for services. Trademark names should be accompanied by generic terms to fully describe the product: *Kleenex tissues*. A trademark should not be used as a verb: Don't say *I Xeroxed this*; instead say *I photocopied this* or *I made photocopies of this*. Do not pluralize trademarks: Instead of saying *He used three Kleenexes to blow his nose*, say *He used three Kleenex tissues*. However, some trademarks are registered in the plural and should always be used that way

even if the common noun following them is singular: *a Baggies plastic bag*.

Symbols signifying a trademark (TM), a service mark (SM) or a registration with the U. S. Patent Office (®) are primarily for the use of the owner to indicate rights; use of the symbols is not required in journalistic publications. Former trademarks that became generic terms through abuse include *trampoline*, *raisin bran*, *linoleum*, *lanolin*, *yo yo*, *escalator* and *nylon*. For additional information, call the U. S. Trademark Association's trademark hotline in New York at (212) 986-5880 weekdays from 2 to 5 p. m. Eastern time.

**trustee** Treat this as a formal title when appropriate and capitalize in such cases if used before a name: *Trustee Les Heringer*; but *Les Heringer*, *trustee of the SUNY New Paltz Foundation*.

## U

**undergraduates** See the **class year** entry.

**university names** See the **State University of New York** entry and the COLLEGE AND UNIVERSITY NAMES heading under the **names** entry.

**unpublished works** See the UNPUBLISHED WORKS heading under the **composition titles** entry.

**uppercase**

## V

**visiting professor** Since "visiting professor" is a salary title and not a salutation, it should be lowercased in all references: *visiting professor in the School of*

*Education*. Also see the ACADEMIC AND PROFESSIONAL TITLES heading under the **titles** entry.

## W, X, Y, Z

**which** See the AP Stylebook's **that, which, who, whom (pronouns)** entry.

**Web** See the AP Stylebook's **Internet Guide**.

**Web site** See the AP Stylebook's **Internet Guide**.

**World Wide Web** See the AP Stylebook's **Internet guide**.

## CAMPUS BUILDINGS & ACRONYMS

### BUILDING NAMES

Center for International Programs (CIP)  
Center for Regional Education & Graduate Admissions  
College Theatre (CT)  
Coykendall Science Building (CSB)  
Elting Gymnasium (EG)  
Faculty Office Building (FOB)  
Fine Arts II (FAB)  
Haggerty Administration Building (HAB)  
Hanmer House (HAM)  
Hasbrouck Dining Hall (HDH)  
Heating Plant (HP)  
Hopfer Admissions and Alumni Center (HAC)  
Humanities Classroom Building (HUM)  
Jacobson Faculty Tower (JFT)  
Lecture Center (LC)  
Old Library (OL)  
Old Main Building (OM)  
Parker Theatre (PT)  
Resnick Engineering Hall (REH)  
Samuel Dorsky Museum of Art (SDMA)  
Senator Charles Cook Children's Center (CC)  
Service Building (SB)  
Smiley Art Building (SAB)  
Sojourner Truth Library (STL)  
South Classroom Building (SCB)  
South Faculty Building (SFB)  
Southside House (SSD)  
Student Health and Counseling Center (HCC)  
Student Union Building (SUB)  
The Terrace (TER)  
van den Berg Hall (VH)  
Wooster Science Building (WSB)  
Warehouse

### OTHER CAMPUS GEOGRAPHY

campus pond  
Excelsior Concourse (along JFT, HUM, and LC)  
Haggerty Plaza (between HAB and SUB)  
Old Main Quad (between OM, OL, CH, and WSB)  
Parker Quad (in front of Parker Theatre)  
Student Union Plaza (between SUB and CT)  
The Courtyard (between STL, CSB, SAB, and FAB)

### RESIDENCE HALLS

#### Hasbrouck Complex:

Bevier Hall  
Crispell Hall  
Deyo Hall  
DuBois Hall  
LeFevre Hall

#### South Complex:

Esopus Hall  
Lenape Hall

#### Parker Complex:

Bliss Hall  
Bouton Hall  
Capen Hall  
College Hall (CH)  
Gage Hall  
Scudder Hall  
Shango Hall

### THEATRES AND HALLS

Parker Theatre  
McKenna Theatre  
(in College Theatre)  
Julien J. Studley Theatre  
(in Old Main)  
Nadia and Max Shepard Recital Hall  
(in College Hall)  
John R. Kirk Planetarium  
(in Coykendall Science Building)

### SAMUEL DORSKY MUSEUM OF ART

#### East Wing:

Corridor Gallery  
Main Gallery  
Project Room  
Special Collections Gallery

#### West Wing:

Chandler Gallery  
Teaching Gallery

CC	Senator Charles Cook Children's Center
CH	College Hall
CIP	Center for International Programs
CSB	Coykendall Science
CT	College Theatre
EG	Elting Gymnasium
FAB	Fine Art II
FOB	Faculty Office Building
GRM	Grimm House [Center for Regional Education & Graduate Admissions]
HAB	Haggerty Administration Building
HAC	Hopfer Admissions and Alumni Center
HAM	Hanmer House
HCC	Student Health and Counseling Center
HDH	Hasbrouck Dining Hall
HP	Heating Plant
HUM	Humanities Classroom Building
JFT	Jacobson Faculty Tower
LC	Lecture Center
OL	Old Library
OM	Old Main
PT	Parker Theatre
REH	Resnick Engineering Hall
SAB	Smiley Art
SB	Service Building
SCB	South Classroom Building
SFB	South Faculty Building
SDMA	Samuel Dorsky Museum of Art
SSD	Southside House
STL	Sojourner Truth Library
SUB	Student Union
TER	The Terrace
VH	van den Berg Hall
WSB	Wooster Science Building

