



New Paltz
STATE UNIVERSITY OF NEW YORK

EDITORIAL GUIDE

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The New Paltz Editorial Guide can also be viewed online at www.newpaltz.edu/styleguide

A

abbreviations and acronyms

In general, avoid acronyms and abbreviations. Use *Haggerty*, not *HAB*; *Student Union*, not *SUB*, etc.

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 New Paltz buildings named after an individual, the individual's name is retained in second references: *Haggerty*, *Coykendall*, *Wooster*. NOT *HAB*, *CSB*, *WH*. 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.

There are instances where acronyms are necessary. Telecommunications and Records & Registration use them in their work, for example. A complete list of acronyms used on campus is included in the list of buildings. See the [building names](#) entry.

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 the State University of New York at 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 New Paltz are 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 Pfotenhauer 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 New Paltz to be considered an alumna or alumnus; any individual who attended New Paltz as a regularly enrolled student for one semester or 12 credits is considered an alumnus of New Paltz. Alumni should be identified by name, class year, and major in the following format: *John Smith '03 (Biology)*. For graduate degrees, graduation year should include a “g” at the end: *Mark Thompson '11g (Special Education)*. For alumni who hold more than one degree, do not separate degrees with a comma: *Paul Johnson '09 (Chemistry) '11g (Special Education)*. *Paul Huth '72 '79g (Biology)*. 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 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/&

Use “and.” An ampersand (&) is *only* acceptable when using a department or school name: *College of Liberal Arts & 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*, *Humanities Classroom Building*. Never abbreviate the word “building.” On first reference, spell out university names that may be unfamiliar to the particular audience you are addressing. Abridged names such as “Humanities” are not appropriate for printed material associated with building dedications, commencements and other formal ceremonial events. Following is a list of campus buildings and landmarks, acceptable in all references in news releases and campus periodicals. Abridged names appear in brackets.

Approved acronyms are included in the following list, but are to be used only when essential. They should never be used in promotional materials such as posters, invitations or brochures. See the [abbreviations and acronyms](#) and [room](#) entries in this style guide.

ACADEMIC AND ADMINISTRATIVE BUILDINGS

AWC	Athletic & Wellness Center
CT	College Theatre
CSB	Coykendall Science Building
EG	Elting Gymnasium
EIH	Engineering Innovation Hub
FOB	Faculty Office Building
FAB	Fine Arts Building [Fine Arts II]
GRM	Grimm House [Center for International Programs]
HAB	Haggerty Administration Building [Haggerty]
HAC	Hopfer Undergraduate Admissions Center [Hopfer Center]
HUM	Humanities Classroom Building
JFT	Jacobson Faculty Tower
LC	Lecture Center
REH	Louis and Mildred Resnick Engineering Hall [Resnick Engineering Hall]
SO	Muriel and Jack Smolen Observatory [Smolen Observatory]
OL	Old Library
OM	Old Main Building [Old Main]
PT	Parker Theatre
PDH	Peregrine Dining Hall (formerly Hasbrouck Dining Hall - eff. 8/5/19)
SDM	Samuel Dorsky Museum of Art [Dorsky Museum, The Dorsky]
SH	Science Hall
CC	Senator Charles Cook Children’s Center [The Children’s Center]
SB	Service Building
SAB	Smiley Art Building
STL	Sojourner Truth Library
SCB	South Classroom Building
SFB	South Faculty Building
SOS	Southside House
HCC	Student Health & Counseling Center
SUB	Student Union Building [Student Union]
TR	The Terrace
VH	van den Berg Hall
VHA	van den Berg Hall Annex
WH	Wooster Hall

RESIDENCE HALLS

College Hall Complex

CH College Hall (Units D, E, F, G)
SGH Shango Hall (Units A, B, C)

Parker Complex

BH Bliss Hall
BOH Bouton Hall
CPH Capen Hall
GH Gage Hall
SCH Scudder Hall

Peregrine Complex

(formerly Hasbrouck Complex - eff. 8/5/19)

ASH Ashokan Hall (formerly Crispell Hall)
AWH Awosting Hall (formerly Deyo Hall)
MNH Minnewaska Hall (formerly Bevier Hall)
MOH Mohonk Hall (formerly DuBois Hall)
SWH Shawangunk Hall (formerly LeFevre Hall)

South Complex:

ESH Esopus Hall
LPH Lenape Hall
RVH Ridgeview Hall

SAMUEL DORSKY MUSEUM OF ART

East Wing

Corridor Gallery
Howard Greenberg Family Gallery
Morgan Anderson Gallery
Sara Bedrick Gallery

West Wing

Alice and Horace Chandler Gallery
North Gallery

THEATRES AND OTHER VENUES

JKP John R. Kirk Planetarium
(in Coykendall Science Building)

ST Julien J. Studley Theatre
(in Old Main)

MT McKenna Theatre
(in College Hall)

MPR Multipurpose Room
(in Student Union)

SRH Nadia and Max Shepard Recital Hall
(in College Hall)

PT Parker Theatre

ATHLETICS AND RECREATION

Alumni Soccer Field
Intercollegiate Practice Field
Intramurals Field
Loren Campbell Baseball Field
Mary Gray Deane Softball Field
North Turf Field (inside of track)
Soccer Practice Field
South Turf Field
Tennis Courts
Track

PLAZAS AND WALKWAYS

Arts & Sciences Quad
(bordered by Coykendall Science Building, Smiley Arts Building, Bouton Hall, and Faculty Office Building)

Excelsior Concourse
(from Mohonk Walk at Jacobson Faculty Tower to Sojourner Truth Library stairs and underpass)

Haggerty Plaza
(between Haggerty Administration Building and Student Union)

Mohonk Walk
(traverses the academic area east to west on the north side of the campus)

Old Main Quad
(bordered by Old Main Building, Old Library, College Hall, and Mohonk Walk)

Parker Quad
(bordered by Parker Theatre, College Theatre, Capen Hall, Scudder Hall, Gage Hall, and Bliss Hall)

Peregrine Quad (formerly Hasbrouck Quad)
(bordered by Ashokan, Awosting, Minnewaska, Mohonk, and Shawangunk Halls)

Student Union Plaza
(west side of Student Union)

The Courtyard
(in front of Sojourner Truth Library, bordered by Fine Arts Building, Smiley Arts Building, and Coykendall Science Building)

campus pond (The Gunk)



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....* 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 Jane Doe, commencement coordinator; Alice Johns, director; and John Smith, graphic designer. Seated are Bob Frank, Diane Horne and William Anders, 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, Anne Smith/SUNY New Paltz Public Affairs, Anne Smith/SUNY New Paltz*

▪ EDITORIAL/ DESIGN

Other common forms: *Courtesy of Fred 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. *John Doe 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

Lowercase when not a proper name or part of a formal title before a name: *the city of Kingston, city Health Commissioner Frank Smith.* 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, identify a graduating class year when possible. For subsequent references, refer to a student as an undergraduate, first-year, sophomore, junior, senior, or graduate student. Students should be identified by name, class year, and major in the following format: *John Smith ‘15 (Biology).* For alumni, see the alumni entry as well as the INDIVIDUALS heading under the names entry.

College of

See School of entry.

College (capitalized)

When referring to New Paltz, College should be capitalized. *As a state agency, the College must remain open.* When making a generic reference, do not capitalize. *There is a college in New Paltz.*

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: *55th 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 vapidity. 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 cardinal, 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. To avoid confusion, it is preferable to default to Professor before an individual's name, with the academic department in parentheses after the name. 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/first-year

First-year is preferable over freshman. In certain contexts, such as admission material, freshman is acceptable.

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.)

fundraising, fundraiser

One word in all instances, per AP. *Fundraising is difficult. They planned a fundraising campaign. A fundraiser 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.*

homepage

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

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; My department is sponsoring the event. Also see Chicago 7.60.

Academic Units

College of Liberal Arts & Sciences

School of Business

School of Education

School of Fine & Performing Arts

School of Science & Engineering

Department of ...

Administrative Units

Office of the President

Office of the Provost

Division of Academic Affairs

Division of Administration & Finance

Division of Enrollment Management

Division of Student Affairs

Office of Graduate & Extended Learning

Office of...

▪ 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:

- "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;
- "Class Notes" item submitted and signed by "Teri Robinson" would appear as such in "R" alphabetical order;
- "Class Notes" item submitted by "Teri Robinson Bachman" would appear as such in "B" alphabetical order;
- "Class Notes" item submitted by "Teri Robinson-Bachman" would appear as such in "R" alphabetical order;
- "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

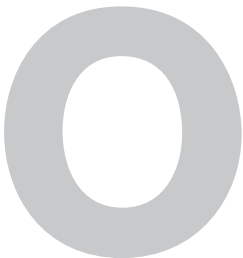
See [time](#) entry.

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.



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

P

Pacific Islander

PianoSummer at New Paltz

The annual institute and festival directed by Vladimir Feltsman. *PianoSummer* on second and subsequent references. (No space between Piano and Summer)

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, 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

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

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 number (in figures) or name (with capitals): *Coykendall Science Building 210, Lecture Center 102, Student Union Multipurpose Room*. (Multipurpose is one word.) Do not use the word "Room."

S

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, use ampersand (&): *School of Business, School of Education, School of Fine & Performing Arts, School of Science & Engineering, College of Liberal Arts & Sciences*.

seasons

Always use lowercase, even when naming an issue of a publication: *the fall 2015 issue of the New Paltz Magazine*.

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*.
- 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

When referring to our local campus, spell out “State University of New York at New Paltz” on first reference, and use “New Paltz” in subsequent references.

- When the town or village of New Paltz is referred to in the same document, use “SUNY New Paltz” on second reference.
- If the College’s logo appears above the copy in a document, SUNY New Paltz is acceptable on first reference.
- Use an s in possessive structures: *New Paltz’s 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
 - Office of Graduate & Extended Learning

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*.

NEW PALTZ CAMPUS STREET NAMES

- Hawk Drive
- Huguenot Court
- Pond Road
- Southside Loop
- Sojourner Way
- South Road
- West Hawk Drive

NEW PALTZ CAMPUS PARKING LOTS

Administration Parking
Ashokan Parking (formerly Crispell Parking - effective 8/5/19)
Bouton Hall Parking
Children's Center Parking
Elting Lower Parking
Elting Main Parking
Elting Middle Parking
Elting Staff Parking
Elting Parking
Esopus Hall Parking
Haggerty Circle Parking
International Programs Parking
Lecture Center Parking
Library Parking
Lenape Hall Parking
Mohonk Parking
Old Main Circle Parking
Old Main Parking
Parker Theatre Parking
Pond Road Parking
Route 32 Parking
Route 32 Parking Extension
Route 32 Resident Parking
Service Building Parking
Shango Parking
South Parking
South Classroom Parking
South Faculty Building Parking
Student Health & Counseling Center Parking
Student Health & Counseling Staff Parking
Terrace Parking
University Police Parking
Walkill Parking
West 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*, 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

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

W

which

See the AP Stylebook's [that, which, who, whom \(pronouns\)](#) entry.

Web

See the AP Stylebook's [Internet Guide](#).

website

See the AP Stylebook's [Internet Guide](#).

World Wide Web

See the AP Stylebook's [Internet guide](#).

X

X, Y, Z

no entries

Y

Z