

## Introduction

How many times have you wondered: one word, two words, or hyphenated... or whether to capitalize “college” in a letter or e-mail? This guide provides the institution’s preferred standards for official correspondence, reports, and messages to the community. Created by the Office of Communications, this guide should be adopted by all College staff and faculty who routinely write, edit, proofread, review, and screen written correspondence.

This guide is also available at [www.mcinfonet.org/crtvsvc](http://www.mcinfonet.org/crtvsvc).

A pop-up window will request your my MC ID (your username) and PIN. At the Creative Services home page, click on “style guide.” For assistance, contact [editor@montgomerycollege.edu](mailto:editor@montgomerycollege.edu).

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## About Our Name

Our official name is Montgomery College. Montgomery College is used in news releases, feature articles, publications, and on the web. Prior to 1969, Montgomery College was named Montgomery Junior College. “MC” is acceptable after a first reference to “Montgomery College,” but it should not be used repeatedly or solely. Do not use “MC,” “Montgomery” or any other shortened form in titles of publications, on signs, or in any formal publication.

## A to Z Guide

### abbreviations and acronyms

In general, use abbreviations and acronyms only in contexts where they are clear to your readers. On first use, spell out a term, as a courtesy to readers who might not easily recognize it, with the abbreviation or acronym immediately following in parentheses, if the reference will be used more than once. **Names** When persons are referred to by initials only, no periods are needed. For all others, add spacing with initials.

*Workforce Development & Continuing Education (WD&CE)*

*JFK, FDR, LBJ*

*President U. S. Grant.* (note spacing)

### academic courses

Capitalize specific titles of Montgomery College courses.

Right: *AC 201, Principles of Accounting*

Wrong: *an Accounting major, Accounting Program*

### academic degrees (see also academic titles)

When using the abbreviation, use capital letters and omit the word “degree.” Omit the word “degree” when using an abbreviation. (no need to spell out on first reference); Note: We no longer use periods with these abbreviations (Chicago10.20). Omit the word “degree” when using an abbreviation of the degree.

*AA, AAS, AS or associate’s degree, associate of applied science, associate of science*

*BA, BS or bachelor’s degree, bachelor’s*

*MA, MS or master of arts, master of science, master’s degree, master’s*

*Edd, PhD or doctoral degree, doctorate*

*MBA, MFA or master of business administration, master of fine arts*

Right: *Professor Smith has a PhD in history.*

Wrong: *He also has a BA degree in history.*

## Montgomery College Style

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**Plural:** *masters of arts, bachelors of science* (Chicago, 7.7)

*MA*s and *PhD*s

### Academic Regulations and Standards

Section name in College Policies and Procedures, available online at [www.montgomerycollege.edu/verified/pnp](http://www.montgomerycollege.edu/verified/pnp)

### academic subjects

Do not capitalize an academic subject unless it is the name of a language.

*He took biology and English.*

### academic titles

Do not use both a courtesy title for an academic degree and a degree abbreviation in the same reference

Either *Judy E. Ackerman, PhD* or *Dr. Judy E. Ackerman*

*Professor Andrea Adams has a BFA in painting and an MFA in graphic design.*

**Note:** The College president's signature line includes his or her name and academic degree just below the signature line, with professional title underneath (*See below*).

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*DeRionne P. Pollard, PhD*

*President*

### Addresses

In text, spell out Building, Center, Campus, Route, especially in running text; abbreviations are acceptable in lists, tables, and letters. Single-letter compass points accompanying street names are normally followed by a period; two-letter ones are not. Do not use a comma before them when they follow a street name.

On Campus:

*Macklin Tower 123* (no comma needed, or "room")

*Humanities Bldg. 216*

*The Commons 211*

Wrong: *Room 123, Macklin Tower* or *123 Macklin Tower*

**abbreviations:** *Ave., Bldg., Blvd., Ct., Dr., Hwy., Pkwy., PO Box, Rd., Rm., Sq., St., Terr.*

**compass points:** *N., S., E., W.; NE, NW, SE, SW*

### adviser

### alphabetization

Alphabetize names, abbreviations, and acronyms literally, *not* according to what they stand for. Alphabetize hyphenated names by the last word, or hyphenated word in a name.

*MacSorley, Ian; McRae, Gordon; Saint Laurent, Yves; St. Denis, Ruth*

*CJ—Criminal Justice; CM—Configuration Management; CS—Computer Science and Technologies*

*Computer Science and Technologies (CS); Configuration Management (CM); Criminal Justice (CJ)*

*Allison Bell-Smith Rinehart* (alphabetize under R);

*Allison Rinehart Bell-Smith* (alphabetize under B),

and *Allison Bell Smith* (alphabetize under S).

**alumna** (singular, female), **alumnae** (plural, rarely used since MC is a co-educational institution)

**alumni** (plural) former students who have attended or graduated from the College

**alumnus** (singular, male).

a person who attended or graduated from MC.

**ampersand (&)**

**in bibliographies:** Use & or *and* in publishers' names, regardless of how the publisher uses it on the title page—but be consistent.

**in book titles:** Spell out *and* when listing a book title, regardless of how the original title was rendered.

**in course names:** Spell out in course names (e.g., “Intermediate Algebra and Trigonometry”).

**in parenthetical references, footnotes, and bibliographies:** Use “&” (*Johnson & Johnson*)

**in text:** Spell out “and.”

**artwork** (*see also*, Appendix A-5)

Italicize titles of paintings, drawings, and statues.

Grant Wood's *American Gothic*; Rodin's *Thinker*

**audiovisual**

**Black Box Theatre**

**board**

**Board of Directors** (MC Foundation, MC Life Sciences Park Foundation)

## Montgomery College Style

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**Board of Governors** (MC Alumni Association)

### Board Office

**Board of Trustees** (Montgomery College)

A current Board of Trustees list is available online at [www.montgomerycollege.edu/explore/mc/BOT.html](http://www.montgomerycollege.edu/explore/mc/BOT.html).

**books and periodicals** (*see also* Appendix A-5)

Italicize titles of books and periodicals.

*For Whom the Bell Tolls, Newsweek, The Washington Post*

### campus

Capitalize “campus” when preceded by the specific location: use lowercase for plural or generic references.

*The dignitaries toured the Takoma Park/Silver Spring Campus.*

*Students from all three campuses will participate.*

**campus’s** (singular possessive), **campuses’** (plural possessive) (Chicago 7.15)

### campus offices, buildings, and departments

On first reference, capitalize the name of the academic subject, building, or department when it appears as an official name and is followed by the word “department,” “office,” or “building.” On second reference without the full title, use lowercase.

*Cooperative Education and Internship Program; the program* (on second reference)

*Learning Center; the center* (on second reference)

*Humanities Building*

*The Commons 122* (don’t use “Room” and/or building abbreviation “CM” in text)

*Information Sciences Pavilion*

*Office of Institutional Advancement or Advancement Office; Office of the President*

*Music Department; the department* (on second reference)

*The Art Department at Rockville has a student show every year.* (Chicago 8.1)

### capitalization: board, foundation, and institute

Capitalize “board,” “foundation,” and “institute” when used as proper names, but use lowercase for generic or plural references.(Chicago 8.18) An exception to this rule is the use of College when referencing Montgomery College on second or subsequent references.

Right: *Montgomery College Board of Trustees, Montgomery College Foundation, the Macklin Business Institute*

Right: *Submit copies to the Board Office.*

Right: *The board will consider the proposal at the next meeting. The foundation will meet in November. The institute will accept applications in the spring semester.*

Wrong: *The Board will meet on May 1. The Foundation is soliciting input.*

**catalog** (not catalogue), *Montgomery College Catalog*

## **CE**

Designator for “credit by examination; *CE–R* means exam is given on Rockville Campus.

## **Center for Professional Organization & Development, The**

### **centuries, decades, years**

Spell out in lowercase letters. Decades may be spelled out or expressed in numerals. No apostrophe is needed between the year and the *s*. Use numerals if decades are identified by their century. Informally, the full number of a particular year is sometimes abbreviated. (Chicago 9.34)

*the nineteenth century; the sixties and seventies*

*the 1880s and 1890s* (not the 1880s and '90s); *the class of '90*;

*He was in the class of '57.* (informal, note direction of apostrophe)

### **certificate**

Use lowercase.

*He received a certificate in technical writing.*

**co-chair** (not co-chairperson)

### **co-curricular**

### **collective nouns and their verbs** (e.g., faculty)

When the subject is a collective noun conveying the idea of unity or multitude, the verb is singular. When the subject is a collective noun conveying the idea of plurality, the verb is plural. (Chicago 5.131)

*The committee is meeting on April 1.* (unity, singular verb)

*The English faculty are debating the issue among themselves.* (plurality, plural verb)

### **College, collegewide**

Capitalize “college” only when referring to Montgomery College. The term collegewide remains lowercase, one word in text (no hyphen), except in a headline or title.

*The College's enrollment was up this year.*

*The president will send a collegewide memo.*

**compounds (in titles)** Generally, capitalize both parts of the compound in titles Do not capitalize articles, prepositions, or coordinating conjunctions (and, but, for, or, nor). (Chicago 8.15)

## Montgomery College Style

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*Medium-Sized T-shirts*

*Setting Up Your E-mail Account*

*A Two-Thirds Reduction*

*Anti-intellectual Activities* (exception because the first element is merely a prefix or combining form that could not stand by itself as a word (*anti*, *pre*, etc.))

### **commas**

In text, use serial comma between the last item in a list, before “and” or “or.” (Chicago 6.18)

Right: *A, B, and C*

Wrong: *Students, faculty and staff*

### **Communication Arts Technologies** (formerly, the VCT curriculum)

#### **compose/comprise**

The whole *comprises* the parts; the parts *compose* the whole (*not* comprised of).

Right: *A zoo comprises mammals, reptiles, and birds.*

Right: *Montgomery College is composed of students, faculty, and staff at three campuses.*

Wrong: *The committee is comprised of faculty, students, and staff.*

#### **congressman/congresswoman**

Although not incorrect, avoid using “congressman” or “congresswoman” (the term “congressman” indicates either a senator or representative); instead use “representative” or “senator” followed by a last name (when applicable) as an introduction. (Chicago 8.21)

*the representative; Chris Van Hollen, representative from Maryland* (less preferable, but not incorrect: *congressman from Maryland*); or *Rep. Van Hollen (D-MD)*;

*the senator; the senator from Maryland; US senator Barbara Mikulski; Senator Mikulski, Democrat from Maryland* (or *D-MD*)

Rarely: *the congressman; the congresswoman*

#### **co-op, cooperative**

#### **Cooperative Education & Internship Program**

**corequisite** (Webster’s 11th)

**cosponsor**

**countywide**

**coursework**

**curricula**

Use lowercase, except when used in a heading or title.

Right: *The landscape technology program is offered on the Germantown Campus.*

Right: *Many nursing courses have prerequisites.*

Wrong: *He is a Theatre major.*

**currency** (*see numbers*)

**curricula****dates**

Avoid use of superscript. For formal invitations, write out numeric date (*see Chicago*)

Right: *August 23* or *the twenty-third of August*

Wrong: *August 23<sup>rd</sup>*

**day care****days of the week**

**degree** (*see academic degrees*)

**Department of Veterans Affairs, (DVA)****departments**

Spell out the official department name on first reference.

Right: *Biology Department, Biology Dept.* (Note: capitalize both terms when used in combination)

Wrong: *The Biology professor attended the conference in March.*

**desktop****distribution**

Use lowercase.

*behavioral and social sciences distribution*

**doctoral degree (or PhD), doctorate** (*see also abbreviations*)

**e.g., exempli gratia** (literally, “for example”) (*see also, i.e.*)

Always put a comma after using in text.

**elective** (lowercase *e*)

**emerita** (feminine), **emeritus** (masculine), **emeriti** (plural, masc. or both sexes), **emeritae** (plural, feminine), an honorary designation, does not simply mean “retired” (Chicago 8.27)

*the professor emerita*

*Professor Emeritus Day, Professors Emeriti Day and Kehnemouyi*

### English as a Second Language

**e-mail** (hyphen)

**entry level** (noun), **entry-level** (adjective)

**equivalent semester hours** or **ESH**

**etc.**, *et cetera* (literally, “and other things”)

Avoid using “etc.” in formal writing. Also, do not use it at the end of a list introduced by “such as” and “for example.”

**ex-president**, preferable form is “former president...” (no hyphen).

**federal**

Use lowercase, except when used in a heading or title.

federal Pell Grant, federal Perkins Loan

**fewer/less**

Use *less* for amounts or mass nouns (e.g., less water). Use *fewer* for countable things (e.g., fewer students, miles, ideas. (Chicago 5.220)

“One easy guideline is to use *less* with singular nouns (less money) and *fewer* with plural nouns (fewer dollars).” --*Chicago Manual of Style, 16th Edition*

*Fewer accidents* (a smaller number) *were reported than was expected.*

*Less effort* (a smaller degree) *was put forth by the organizers, and thus fewer people* (a smaller number) *attended.*

*less than five years ago*

*fewer than 60 people*

**filmmaking**

**First Year Experience**

**foundation**—as in *mathematics foundation*

**fractions**

Hyphenate all fractions.

*one-third, three-fifths, six-tenths*

**Free Application for Federal Student Aid (FAFSA)**

**freelance, freelancer**

**full-time** (adj.) *a full-time worker*

**full time** (adv.) *working full time*

**fund-raiser, fund-raising** (n.)

*We attended the fund-raiser for student scholarships.*

*Fund-raising is an Alumni Association effort.*

**FY99, FY00** (no spaces)

**general education program/requirement**

**General Equivalency Diploma (GED)**

**GPA** grade point average (without punctuation)

**grade points, grade point average**

**Gudelsky Institute for Technical Education (GITE)**

**headlines and subtitles.** (*see also*, Appendix A-5)

Capitalize the first and last words, all nouns, pronouns, adjectives, verbs, adverbs, and subordinate conjunctions. Do not capitalize articles (*the, a, an*), coordinate conjunctions (*and, but, for, or, nor*), or prepositions—unless they are the first or last words of the title or subtitle. Use lowercase for the “to” in infinitives.

*Luncheon Honors, Introduces Scholarship Donors and Recipients*

*Macklin Business Institute Students Earn Regional Honors in Business Competition*

**health care**

**hearing impaired**

A generic term that includes both hard of hearing and deaf

*hearing-impaired student* (adj.)

**he or she, his or her** (use “or,” not slash he/she, his/her). Changing nouns to their plural form and using “their” is preferable.

**ID** (no periods)

**i.e., id est** (“that is”). Always follow with a comma.

**institute**

**international students on student visas** (*also referred to as F-1/M-1*)

**Internet**, the net

**intranet** (My MC)

**ITI , Information Technology Institute**

Spell out on first reference with (ITI) in parentheses

**IT** (information technology)

Spell out on first reference with shortened form in parentheses (IT) for subsequent references.

**laptop**

**Learning Center Program**

**Lifelong Learning Institute**

**locations**

For generic locations that precede a name or stand alone, use lowercase (when the full campus name is not required). For specific locations, generally use capitalization.

*cafeteria, bookstore, library, county, commonwealth of Virginia*

Right: *Maryland State, state of Maryland*

Wrong: *State of Maryland*

**Maryland State**

**MB (megabyte)**

Use the abbreviation only as a measurement with numerals; do not use in straight text without a numeral.

**MC logo** (For use and images, visit: [www.mcinfonet/crtvsvc/GraphicStandards.pdf](http://www.mcinfonet/crtvsvc/GraphicStandards.pdf))

**Montgomery College** (*see also* About Our Name, *page 1*)

**Morris and Gwendolyn Cafritz Foundation Arts Center, The**

**multicampus**

**multicultural**

**multimedia**

**My MC**

**noncredit**

**numbers (currency, fractions, phone, Roman numerals)**

In text, spell out numbers one through nine; but use numerals for 10 and above. But, spell out a number at the beginning of a sentence, or recast the sentence. Letters used in ordinal numbers should not appear in superscript. Hyphenate all fractions. Use hyphens (not parentheses) in phone numbers. (Chicago 9.6)

*Two students completed the exam early.*

*80 percent, 80 percent increase (no hyphen)*

*one million; about 50 thousand; exactly 50,218*

*18-year-olds; an 18-year-old student*

*35mm camera, 16mm film*

*123rd (not 123<sup>rd</sup>)*

*50th anniversary or fiftieth anniversary*

*240-567-7000*

*\$5 (not \$5.00); \$1 million*

Roman Numerals: *I, II, III, IV, V, VI, VII, VIII, IX, X, XX, XXX, XL, L (50), LX, LXX, LXXX, XC, C (100), CC, CCC, CD, D (500), DC, DCC, DCCC, CM, M (1,000)*

**Office of Admissions and Records** (*formerly Office of Admissions, Records, and Registration*)

**Office of Safety and Security**

**online**

**off-site** (compound modifier)

**on-site** (compound modifier)

**part-time** adj.,

*part-time worker*

**part time** (adv.)

*He works part time.*

**Paul Peck Humanities Institute**

**Paul Peck Institute for American Culture and Civic Engagement**

**PC** (plural PCs)

**phone numbers**

## Montgomery College Style

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Use hyphens throughout (*not* parentheses or periods).

*240-567-5000*

**plays** (*see* Appendix 1.3)

### plurals

An apostrophe is never used to form the plural of a family name. Capital letters used as words, abbreviations that contain no interior periods, and numerals used as nouns form the plural by adding *s*. (Chicago 7.6–7.16)

*masters of arts, bachelors of science* (Chicago, 7.7)

*MA*s and *PhD*s, *URL*s (abbreviation with no interior periods) (Chicago 7.14)

*Afghans and Pakistanis*

*the Joneses* (Chicago 7.8)

*threes and fours* (no apostrophe needed)

*thank-yous, dos and don'ts* (Chicago 7.13, 7.29)

*ifs and buts, maybes, the three Rs* (Chicago 7.14)

*the 1900s* (numeral used as a noun)

**poems** (*see also*, Appendix 1.3)

Enclose poem titles (short, not epic) in quotation marks, roman type. For long poetic works, use italics.

“Casey at the Bat”

*Paradise Lost*

### Policies and Procedures

available online at [http://cms.montgomerycollege.edu/EDU/Verified\\_-\\_Policies\\_and\\_Procedures/Official\\_College\\_Policies\\_and\\_Procedures/](http://cms.montgomerycollege.edu/EDU/Verified_-_Policies_and_Procedures/Official_College_Policies_and_Procedures/) )

### possessives

Add an apostrophe and an *s* to most singular nouns to form the possessive, and *only* an apostrophe for plural nouns (except for a few irregular plurals that do not end in *s*). If the noun ends in *s*, *x*, or *z*, add an apostrophe and an *s*. (Chicago 7.15–7.22) Omitting the *s* for words ending in *s* is not recommended (Chicago 7.21) because it disregards pronunciation.

*The Rockville Campus's buildings*

*The Williamses' new house* (Chicago 7.16)

*FDR's legacy, 2010's heaviest snowstorm* (Chicago 7.16)

*the United States' mission* (Chicago 7.19)

### postsecondary

**pre**

Do not hyphenate words beginning with *pre*, except: *pre-dentistry*, *pre-engineering*, *pre-medicine*, *pre-medical technology*, *pre-optometry*, *pre-pharmacy*, and similar words.

**prealgebra****prefixes**

Do not hyphenate prefixes, generally, but hyphenate when the adjacent letters are duplicated, or the prefix stands alone and when necessary to avoid confusion with other words. When in doubt, it is never wrong to keep a hyphen to avoid misleading or puzzling forms (e.g., re-cover versus recover, un-ionized versus unionized). *See also*, Chicago 7.85 for “Hyphenation guide for compounds and words formed with prefixes.”

*semi-independent*, *ultra-* and *subsonic vibrations*

*non-native*, *anti-intellectual*

**Note:** When the second element consists of more than one word, use an en dash, not a hyphen: *pre–World War I* (Chicago 6.80)

**preregistration****prerequisite****president of the College, College president**

Use lowercase when the phrase follows the individual’s name, except when used in a document heading—but capitalize when title directly precedes the name.

*Montgomery College President DeRionne P. Pollard.*

**quality point average****quality points****readmission** (no hyphen)**recordkeeping**

**reentry** (No hyphen; this is an exception to the guidance for other prefixes.)

**Roman numerals**

I, II, III, IV, V, VI, VII, VIII, IX, X, XX, XXX, XL, L (50), LX, LXX, LXXX, XC, C (100), CC, CCC, CD, D (500), DC, DCC, DCCC, CM, M (1000)

**RSVP** (No need to use periods or the word “please” with RSVP; it is included in the translation.)

**Safety and Security Office**

## Montgomery College Style

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**School of Art and Design at Montgomery College**, occasionally School of Art+Design (SA+D) when name is used as a logo.

### seasons

The four seasons are lowercased. (Chicago 8.87)

### self-

Most words formed with self are hyphenated (e.g., *self-made*), whether preceding or following a noun; exceptions include *selfless* and *unselfconscious* (without “un,” it’s *self-conscious*)

**Smithsonian Institution** (not Institute)

**South Campus Instructional Building** (not Instruction)

### spacing

In text, use one space between sentences.

### spreadsheet

**start-up** (noun) a fledgling business enterprise (Webster’s 11th)

### state names

Capitalize state names, but lowercase the word *state* if it precedes the proper noun.

**state of Maryland**, but **Maryland State** (Chicago 8.50)

### statewide

**Student Code of Conduct**, *but the code*

**Student Development (DS) courses**

*Student Insider’s Guide* (formerly, *Montgomery College Student Handbook*)

**student with learning disabilities** (*not learning disabled student*)

### subchapter

**summer session** (*not summer term*)

### TechLEAP

**that** (restrictive, use without commas)

(*Snow that falls in the summer is rare.*); *see also, which* (Chicago 6.22)

**theatre** (when referring to College majors and productions)

**time**

a.m. and p.m. (with periods) with one space between the numeral and the abbreviation. Use an en-dash for time ranges. In text, avoid using the dash for a time range; instead, use “from” and “to.”

*2 p.m.*

*3–5 p.m.*

*9 a.m.–noon* (not 12 p.m. or 12 noon)

*9:30 a.m.–4:30 p.m.\** (Chicago 9.39)

*Office hours are 9 a.m. to 6 p.m., Monday through Friday.*

**timeline**

**timesheet**

**title, professional** (*see also* Appendix 1.3)

Capitalize a person’s professional title when it precedes the name; use lowercase when it follows the name, regardless of rank or executive level. (Chicago 8.18)

*Montgomery College President DeRionne P. Pollard will be the keynote speaker.*

*President and CEO John Smith will attend the conference.*

*Barack Obama is the first African American president of the United States.*

*DeRionne P. Pollard, president, will visit the campus on Tuesday.*

Wrong: *Montgomery College President Dr. DeRionne P. Pollard*

Exception: *In promotional or other formal contexts (e.g., a displayed list of donors in an annual report or honored guests at commencement), titles are usually capitalized when following a personal name* (Chicago 8.19, 8.21)

**toward** (preferable in American English, *not* towards, the British English preference). The simpler form (without s) is also preferred for other direction terms: upward, downward, forward, backward, and afterward. (Chicago 5.220)

**transferable**

**TV channels and broadcast networks**

Set broadcast networks and TV channels in roman type: the Discovery Channel

MCTV Channel 10

WAMU

**United States**

When used as a noun, spell out; when using as an adjective, abbreviate US. (Chicago 10.33)

## Montgomery College Style

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### **University of Maryland**, *not* University of Maryland, College Park

The university prefers to omit “College Park” from its official name unless referencing a physical address of the campus on first reference. The preferred second reference is Maryland, the university, or the flagship; Terrapins or Terps in athletic references. If an abbreviation is needed in headlines, **UM** is appropriate, but not UMCP. (*see also* <http://www.newsdesk.umd.edu/media/identity.cfm>)

Wrong: *UMCP*

Right: *UM*

### **University of Maryland, Baltimore**

Of the 13 public institutions across the state comprising the University System of Maryland, only the Baltimore location is authorized to refer to itself as the University of Maryland.

### **Universities at Shady Grove, USG**

“The” is not part of the official name.

### **University System of Maryland** (first reference)

on subsequent references, either **University System**, **USM**, or **the System**

(Note: “The” is not part of the official name.)

*see also* <http://www.usmd.edu/newsroom/style/> .

### **upper-division** (adjective)

### **US** (adj.)

Abbreviated (no periods) when used as an adjective, but spell out United States when used as a noun. It is not necessary to space between the letters when referring to our country, *but* add the spaces when using a person’s initials, as in “President U. S. Grant.” *Chicago Manual of Style* recommends all initials given with a name be followed by a period. When persons are referred to by initials only, no periods are used (e.g., JFK, FDR, LBJ). (Chicago 10.33)

*Note: In publications using traditional state abbreviations, use periods to abbreviate United States and its states and territories: U.S., N.Y., Ill. Note, however, that Chicago recommends using the two-letter postal codes (and therefore US) wherever abbreviations are used; see Chicago 10.28.*

### **versus** (spell out, *not* vs.)

### **Veterans Affairs Office** (referring to the MC Office)

### **veterans benefits** (no apostrophe)

### **vice president and provost**

### **visa** (passport endorsement), **VISA** (credit card trademark)

### **Visual, Performing, and Communications Arts** (not Communication)

**voicemail** (noun)

**waitlist**

**Washington, DC** (Chicago 6.46 and 10.30) (*For additional examples of state abbreviations, see Chicago Manual of Style*)

**web, World Wide Web, the web, web-based, web-related** (adjectives), **web page, website** (one word, lowercase)

**websites, URLs, and e-mail addresses**

Set websites in roman. In Internet addresses, no space follows a period (also known as a dot).

If it is necessary to break a URL or an e-mail address at the end of a printed line, the period should appear on the new line, never at the end of the line above (Chicago 6.17). No hyphen should be added to denote a line break. The break should be made between elements, after a colon, a slash (/), a double slash (//), or the symbol @ but before a period or any other punctuation or symbols. To avoid confusion, a URL that contains a hyphen should never be broken at the hyphen.

*http://cms.montgomerycollege  
.edu/edu/secondary5.aspx?urlid=52*

*http://cms.montgomerycollege.edu/EDU/  
Department2.aspx?id=20126*

*www.montgomerycollege.edu/biomedical  
scholars/*

**who/whom**

*Who* is the nominative form. Use *who* whenever *he, she, they, I, or we* could be substituted in the *who* clause. *Whom* is the objective form. Use *whom* whenever *him, her, them, me, or us* could be substituted as the object of the verb or as the object of a preposition in the *whom* clause. If in doubt, mentally rearrange the clause.

**which** (nonrestrictive) Use *which* with commas.

*Snow, which normally falls in the winter, is pretty at first.* (Chicago 6.22) (*see also, that*)

**Women's Studies Program**

**workforce**

**Workforce Development & Continuing Education** (or **WD&CE**, with ampersand)

**workplace**

**worksheet**

**worksite**

**World Wide Web**

[www.montgomerycollege.edu](http://www.montgomerycollege.edu)

**Years** (*see* centuries, decades, years)

### Punctuation Guide

**apostrophe (')**

Add an apostrophe and an s to most singular nouns to form the possessive, and only an apostrophe for plural nouns (except for a few irregular plurals that do not end in s). If the noun ends in s, x, or z add an apostrophe and an s. (Chicago 7.17–7.18)

An apostrophe is never used to form the plural.

It is used to avoid confusion in plural nouns that are lowercased or are abbreviations. (Chicago 7.14)

*The Rockville Campus's building* (singular noun ending in s)

*the Williamses' new house*, but *the Joneses* (forming a plural, no apostrophe needed)

*FDR's legacy*

*2010's heaviest snowstorm*

*MA's and PhD's*

*the three Rs, the 1900s, threes and fours* (forming a plural, no apostrophe needed)

**straight versus slanted apostrophes**

For printed material, the typographer's mark (“smart quotes”) is preferable to the straight one, which is more prevalent in Internet material and other software applications. MS Word automatically generates the preferred quotation mark.

**comma in dates:** In text, insert commas after the date and the year.

*He was born on July 11, 1955, in Eugene, Oregon.* (Chicago 6.45)

*The event will be held on July 11.* (not 11<sup>th</sup> or 11th)

**comma in city and state names:** Enclose states, provinces, and territories in commas to set it from the rest of the sentence. (Chicago 6.17)

*The committee will meet at the Rockville, Maryland, location.*

**comma in proper names:** “Jr.” is no longer set off by commas; neither is a numeral suffix.

*Alan Miller Jr. works at the College; but Henry James II does not.* (Chicago 6.47)

**comma in numbers:** Insert a comma in numbers of more than three digits.

*1,000; \$2,580*

**comma in a series:** In lists of three or more items, use a comma before the word “and” and “or.”

*They will serve breakfast, lunch, and dinner.* (Chicago 6.18)

### **dash (and hyphen)**

In typesetting, three distinct symbols are used: hyphen (-), dash (–) also called an *en dash*, and em dash (—). For guidance on how to insert these symbols into a Word document, see Appendix A-1.

**hyphen:** Use a hyphen in phone numbers and all fractions.

*240-567-7000*

*one-third, three-fifths*

**en dash:** Use an en dash (half the size of an em dash) to indicate a range.

*1992–1993*

*pages 12–105*

*10 a.m.–5:30 p.m.*

*Monday–Friday*

**em dash:** Use an em dash (made up of two hyphens) or parentheses to set off a full phrase when the phrase contains a series of words that must be separated by commas. Also, use an em dash to denote an abrupt change in thought in a sentence or an emphatic pause.

*We will fly to San Diego in June—if the travel expense is approved.*

**italics** (*see also* Appendix A-5)

For titles of **movies, television, radio programs, plays, works of art** (paintings, drawings, statues), **books, and periodicals**, use italics.

*One Flew Over the Cuckoo’s Nest* (movie)

*The Sopranos* (TV)

WAMU’s *Drive Time* (radio show)

*Sweeney Todd* (play)

Rodin’s *Thinker* and Grant Wood’s *American Gothic* (artwork)

*A Farewell to Arms* (book)

*The Washington Post, Newsweek* (periodicals)

## Appendix 1.1 Frequently Asked Questions (FAQs)

### **Q. How do I insert a dash symbol in a Word document?**

In a Word 2007, insert an en dash or em dash from the “Insert” tab by clicking on “Symbol,” then “More Symbols,” then “Special Characters.” Click the character you want to insert (e.g., em dash) and click Insert. Click close to finish.

### **Q. How do I format e-mail addresses, Web site, and URLs in text?**

In Internet addresses, no space follows a period (a.k.a., a dot). If it is necessary to break a URL or an e-mail address at the end of a printed line, the period should appear on the new line (never at the end of the line above). (Chicago 6.17). No hyphen should be added to denote a line break. The break should be made between elements, after a colon, a slash (/), a double slash (//), or the symbol @, but before a period or any other punctuation symbols. To avoid confusion, a URL that contains a hyphen should never be broken at the hyphen.

*http://cms.montgomerycollege  
.edu/edu/secondary5.aspx?urlid=52*

*http://cms.montgomerycollege.edu/EDU/  
Department2.aspx?id=20126*

*www.montgomerycollege.edu/biomedical  
scholars/*

### **Q. How do I address correspondence to an elected official?**

Avoid “*congressman*”; instead use “Senator” or “Representative” followed by the last name. (*Amy Vanderbilt Complete Book of Etiquette*, 1995). (see also, ???)

### **Q. Where do I find a copy of the Chicago Manual of Style?**

You can access The Chicago Manual of Style online at  
[www.chicagomanualofstyle.org/16/contents.html](http://www.chicagomanualofstyle.org/16/contents.html).

## Appendix 1.2 List of Names

Admissions and Enrollment Management (refers only to the entire unit)	IMAP, International Montgomery Advising Program
Admissions and Records (refers to any physical office spaces or where admissions takes place)	MATLAB (not MatLab or Matlab)
The Center for Professional & Organizational Development, CPOD	Montgomery Advising Program (MAP)
ALERT (service)	The Morris and Gwendolyn Cafritz Foundation Arts Center
The Center for Professional & Organizational Development, or CPOD	My MC
The Center for Teaching and Learning, or CTL	New Student Orientation
Channel 10	Office of Admissions and Records (formerly, Office of Admissions, Records, and Registration)
Collective Bargaining Agreement	Office of Safety and Security
Communication Arts Technologies (formerly, the VCT curriculum)	Parent-Student Information Session
Department of Veterans Affairs (DVA)	Paul Peck Institute for American Culture and Civic Engagement
eMAP, electronic Montgomery Advising Program (not eMap or Emap)	Policy and Procedure
English as a Second Language, ESL	Request for Services Form (refers to DSS)
Faculty Council	School of Art+Design at Montgomery College (SA+D)
First Year Experience, or FYE (no hyphen)	Smithsonian Institution
Free Application for Federal Student Aid, FAFSA	Speakers Bureau (no apostrophe)
Gateway to College (program is not part of the official name)	Study Abroad Program
General Equivalency Diploma, GED	Takoma Park/Silver Spring
GPA (no periods)	TechLEAP
Gudelsky Institute for Technical Education, GITE	United States (as a noun, spell out; as an adjective, use U.S.)
	University of Maryland (refers to the College Park location)

## Montgomery College Style

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University of Maryland, Baltimore	Washington, D.C. (with periods, unless part of a mailing address with zip code, then use DC)
University of Maryland, Baltimore County	
University of Maryland University College (UMUC)	Women's Studies Program
Universities at Shady Grove	Workforce Development & Continuing Education (WD&CE)
Visual, Performing, and Communications Arts (not Communication)	

### Appendix 1.3 Guide to Titles

Titles for...	Quote Marks/Italics/Nothing	Chicago, 16 <sup>th</sup> Edition Rule
Albums	Italics	8.192
Art	Italics	8.193
Blog entries	Quotes	8.187
Blogs	Italics	8.187
Books	Italics	8.166
Conferences	Nothing	8.69
Departments	Nothing	8.175
Drawings	Italics	8.193
Essays	Quotes	8.175
Exhibitions (except small)	Nothing Italics	8.195
Fairs (except small)	Nothing	8.195
Journals	Italics	8.166
Lecture, series	Nothing	8.86
Lecture, individual	Quotes	8.86
Magazines	Italics	8.166
Meetings	Nothing	8.69

<b>Titles for...</b>	<b>Quote Marks/Italics/Nothing</b>	<b>Chicago, 16<sup>th</sup> Edition Rule</b>
Movies	Italics	8.185
Newspapers	Italics	8.166
Operas	Italics	8.189
Paintings	Italics	8.193
Pamphlets	Italics	8.193
Periodicals	Italics	8.193
Photographs	Italics	8.193
Plays	Italics	8.181
Podcast, episodes	Quotes	8.187
Podcasts	Italics	8.187
Poems	Quotes	8.179
(except book length)	Italics	8.179
Radio, episodes	Quotes	8.185
Radio, programs	Italics	8.185
Reports	Italics	8.193
Short Stories	Quotes	8.175
Speeches	Nothing	8.75
Statues	Italic	8.193
Television, episode	Quotes	8.185
Television, series	Italics	8.185
Unpublished works	Quotes	8.184
Video blogs	Italics	8.187
Video blog, episode	Quotes	8.187
Web (pages/sections)	Quotes	8.186
Websites	Nothing	8.186

### Appendix 1.4 Boilerplate and College Logo

*The following statements should be included (as appropriate) in official printed brochures, notices for events at the College, course schedules, the Montgomery College Catalog, and other official College communications.*

#### **ADA notice**

Under provisions of the Americans with Disabilities Act, this material is available in alternative formats by contacting (sponsoring department's name and phone #).

#### **Board of Trustees (BOT)**

Include a current list on publications sent outside the College, whenever space permits (*See also* Board of Trustees). (I would not encourage this)

#### **College logo**

Please refer to guidelines for use described in the *Montgomery College Graphic Standards* publication, available online at [www.mcinfonet.org/crtvsvc/GraphicStandards.pdf](http://www.mcinfonet.org/crtvsvc/GraphicStandards.pdf)

#### **Disability Support Services (DSS)—general use**

Support services for students with disabilities should be requested at least three weeks prior to the last day of regular registration. If this procedure is not followed, support services may need to be delayed until the next semester. Contact the campus Disability Support Services counselor at the appropriate campus. Germantown 240-567-7783 Rockville 240-567-5058

Takoma Park/Silver Spring 240-567-1480

#### **Disability Support Services—for Events**

To request accommodations for a disability, please contact (sponsoring department's name and phone #) or online at [www.montgomerycollege.edu](http://www.montgomerycollege.edu)/at least two weeks before the event.

#### **Endless Possibilities**

Please refer to guidelines for use described in the *Montgomery College Graphic Standards* publication, available online at <http://www.mcinfonet.org/crtvsvc/GraphicStandards.pdf>

#### **Equal Employment Opportunity (EEO)**

(Standard) Montgomery College is an academic institution committed to equal opportunity and diversity of its students, faculty, and staff. (Limited spacing) Montgomery College is an academic institution committed to equal opportunity.

#### **Tobacco Free**

Montgomery College is tobacco free. All tobacco products, including cigarettes and chewing tobacco, are prohibited from Montgomery College property.

## Appendix 1.5 Editorial Marks

### Proofreading symbols

Symbol	Meaning	Symbol	Meaning
⊙	Insert period	<i>caps</i>	Caps—used in margin
↗	Insert comma	≡	Caps—used in text
:-	Insert colon	<i>c+sc</i>	Caps and small caps—used in margin
;	Insert semicolon	≡	Caps and small caps—used in text
?	Insert question mark	<i>l.c.</i>	Lowercase—used in margin
!	Insert exclamation mark	/	Indicates deletion or substitution
=/	Insert hyphen	<del>h</del>	Delete
↘	Insert apostrophe	<del>h</del> ↗	Delete and close up
⌈ ⌋	Insert quotation marks	<del>h</del> <i>w.f.</i>	Wrong font
⌞	Insert 1-en dash	)	Close up
⌞	Insert 1-em dash	⌈	Move right
#	Insert space	⌈	Move left
∨	Superior	⌈	Move up
∧	Inferior	⌈	move down
(/)	Parentheses		Align vertically
[/]	Brackets	=	Align horizontally
□	Indent 1 em	⌈⌈	Center horizontally
□□	Indent 2 ems	⌈⌈	Center vertically
¶	Paragraph	<i>eg. #</i>	Equalize space—used in margin
<del>no ¶</del>	No paragraph	<i>vv</i>	Equalize space—used in text
<i>tr</i>	Transpose—used in margin	.....	Let it stand—used in margin
~	Transpose—used in text	<i>stet.</i>	Let it stand—used in text
<i>sp</i>	Spell out	⊗	Letter(s) not clear
<i>ital</i>	Italic—used in margin	<i>run over</i>	Carry over to next line
—	Italic—used in text	<i>run back</i>	Carry back to preceding line
<i>b.f.</i>	Boldface—used in margin	<i>out, see copy</i>	Something omitted
<b>~</b>	Boldface—used in text	<i>sp/?</i>	Question to author to delete
<i>s.c.</i>	Small caps—used in margin	^	Caret—used to mark position of error
≡	Small caps—used in text		
<i>rom.</i>	Roman type		

Proofreading symbols used by permission of EEI Communications, 66 Canal Center Place, Suite 200, Alexandria, Virginia 22314, 703-683-0683.

## Montgomery College Style

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### References

As a reference, this style guide should be consulted first, as it supersedes other references. For items not covered in this guide, consult the following:

The *Chicago Manual of Style 16th Edition*, which is accessible online via MC libraries at <http://libraries.montgomerycollege.edu>

The *Elements of Style* by Strunk and White [www.bartleby.com/141](http://www.bartleby.com/141)

*Merriam-Webster's Collegiate Dictionary, 11th Edition* [www.merriam-webster.com](http://www.merriam-webster.com)

For guidance in **design and logo treatments** used in Montgomery College publications, stationery, signage, and other applications, including the College website, please contact the creative services director or the production manager in the Communications Office at 240-567-

*Note: The logo and official College names have registered trademark protection, and any use of the logo or official College names other than those prescribed by the Communications Office is prohibited, regardless of funding sources.*

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For questions or comments, contact [editor@montgomerycollege.edu](mailto:editor@montgomerycollege.edu).

For information on **Board of Trustees communications**, contact the Board Office at 240-567-5272 or [www.montgomerycollege.edu/exploremc/BOT.html](http://www.montgomerycollege.edu/exploremc/BOT.html).

For graphic design and MC logo assistance, contact Creative Services at 240-567-7948 or <http://cms.montgomerycollege.edu/creativeservices/graphicstandards/>