



Editorial Standards Manual
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Second Edition • Spring 2006

This is the second edition of Providence College's *Editorial Standards Manual*, previously referred to as the *Editorial Style Guide*. For comments and/or suggestions about the content of this manual, please contact Charles C. Joyce in the Publications Center at Ext.2714 or via e-mail at cjoyce@providence.edu.

Online Availability of Manual

This manual also may be accessed by visiting the home page of the College's Web site at www.providence.edu. Once there, click on the Faculty & Staff Link, scroll down to Publications, and then click on *Editorial Standards Manual*. The online version of the manual will be updated periodically.

Welcome to this second edition of Providence College's *Editorial Standards Manual*, previously referred to as the *Editorial Style Guide*. We hope you find it a handy guide of reference on language style and use.

The manual is intended to be a primary reference source not only for the Publications Center but also for its many departmental clients and the entire campus community. The Publications Center adheres to this manual for all of its own publications and for all client publications submitted to the center. The consistent application of language style and use in submitted manuscripts will expedite the publications process.

All members of the College community are encouraged to use this manual as a reference guide.

Information in College publications needs to be accurate, clear, and presented in a consistent manner to maintain trust and credibility among readers and to keep readers focused on the information or message.

Discussion about a Collegewide editorial standards manual began in fall 1999 to address consistency and uniformity in campus publications. This manual attempts to clarify the most common questions regarding language style and use addressed by the Publications Center. The manual focuses on areas of direct pertinence to the Providence College community. While geared towards the use of textual copy, it also may be used as a point of reference for other applications.

We ask you to bring suggestions for revisions and inclusions to the attention of the Publications Center for future editions.

The Publications Center has developed the standards presented here from a multitude of sources and has looked for areas of agreement among those sources. In some cases, particularly when there was a lack of uniformity among sources, the center resorted to past practice. The chief references utilized were *The Associated Press (AP) Stylebook and Libel Manual*, *The Chicago Manual of Style*, and the College's *Undergraduate Catalog*.

The center also referred to style guides from other colleges and universities, including Harvard University, Syracuse University, Valdosta State University, and Virginia Tech; newspapers from colleges and universities, including Boston College and Fairfield University; and Webster's *New Collegiate Dictionary*. The center also conferred with and sought the advice of several members of the campus community.

It is important to recognize that in many of the thousands of editorial issues writers and editors contend with, there is no "right" answer; language style and use are subjective and personal. It is also important to note that language style and use may vary greatly depending upon the audience and the medium for which one is writing, such as a newspaper or magazine versus an academic course catalog or a brochure on homecoming weekend events.

Publications Center editors reserve the right to make changes not reflected in this manual if the changes will enhance readability.

To further assist the College community, the manual includes a section on common proofreading marks and practices.

About This Manual

1 About Our Name and Addresses

1.a. *Name*

First references should always be to “Providence College.” On subsequent references, use the following in this order of preference: the College, Providence, and PC.

1.b. *Addresses*

The official mailing address and business reply address are not the same.

The official College mailing address is:

549 River Ave.
Providence, RI 02918-0001

Note: Traditional College practice is to spell out “Avenue” and “Rhode Island” when used on printed stationery.

The College address for **business reply cards** is:

333 Eaton St.
Providence, RI 02908-9911

The College address for **business reply envelopes** size #9 and larger is:

333 Eaton St.
Providence, RI 02908-9977

2 Abbreviations

2.a. *Addresses*

Abbreviate avenue (Ave.), boulevard (Blvd.), and street (St.) in numbered addresses. Otherwise, spell out.

- 100 Smith St.; Smith Street

2.b. *Dates*

Spell out all references to days of the week and month. Do not abbreviate.

- Monday, September 4, 2006

2.c. *Degrees and religious/professional affiliations*

When abbreviating academic degrees and religious and professional affiliations, include periods with the abbreviations unless common usage dictates otherwise.

- B.A., M.A., M.B.A., S.T.D., Ph.D., O.P., D.D., M.D., C.P.A., R.N.

2.d. *Junior and senior (Jr. and Sr.)*

Abbreviate junior and senior as Jr. and Sr. when using full names of persons. Do not break up the name by preceding it with a comma, unless one is used by the individual. The same is true for such references as III or IV in a person's name.

- John A. Doe Jr., John A. Doe IV

2.e. States

Spell out the names of the 50 states and the District of Columbia when they stand alone. When states are used in conjunction with a city, a town, a county, a military base, etc., the state name should be abbreviated as in the left-hand listing of each column below. However, eight states are never abbreviated: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas, and Utah. Do NOT abbreviate states according to U.S. Postal standards—shown in the right-hand listing of each column below—unless you are giving a mailing address.

Ala.	AL	Ill.	IL	Mont.	MT	R.I.	RI
Alaska	AK	Ind.	IN	Neb.	NE	S.C.	SC
Ariz.	AZ	Iowa	IA	Nev.	NV	S.D.	SD
Ark.	AK	Kan.	KS	N.H.	NH	Tenn.	TN
Calif.	CA	Ky.	KY	N.J.	NJ	Texas	TX
Colo.	CO	La.	LA	N.M.	NM	Utah	UT
Conn.	CT	Maine	ME	N.Y.	NY	Vt.	VT
Del.	DE	Md.	MD	N.C.	NC	Va.	VA
D.C.	DC	Mass.	MA	N.D.	ND	Wash.	WA
Fla.	FL	Mich.	MI	Ohio	OH	W.Va.	WV
Ga.	GA	Minn.	MN	Okla.	OK	Wis.	WI
Hawaii	HI	Miss.	MS	Ore.	OR	Wyo.	WY
Idaho	ID	Mo.	MO	Pa.	PA		

Note: State names should be listed after all cities and towns, even capital or well-known cities.

2.f. Titles

Abbreviate proper titles—courtesy, military, professional, religious, etc.—when used before a full name, with the exception of “Brother” and “Sister.”

- Cmdr. John A. Doe; Dr. Jane A. Doe; Rev. John A. Doe
- Brother John A. Doe; Sister Jane A. Doe

3 Academic References

3.a. Course number listings

Leave a space between the subject of the course and its number.

- ART 214, HIS 305

3.b. Course titles

Titles of specific academic courses should be capitalized. However, do not capitalize general references to courses.

- Two of the most popular courses at the College are History of Presidential Elections and Sociology of Women and Men in Society.
- John is required to take a history course and a biology laboratory course.

3.c. Terms

Here is a list of common academic terms and how they should be used:

academia
Academic Convocation, convocation
Advanced Placement
ANGEL (A New Global Environment for Learning)
associate's degree, bachelor's degree, doctorate, doctoral degree,
master's degree
audiovisual
baccalaureate degree
Banner
capstone
cocurricular
coeducational (not co-ed)
collegewide, campuswide
Commencement Exercises, commencement
cooperative, co-op (not coop)
Core Curriculum
credit hour
cum laude, magna cum laude, summa cum laude
CyberFriar
Dean's List
extracurricular
faculty meeting
Fall Faculty and Staff Meeting
Spring Faculty and Staff Meeting
fund raising (verb), fundraising, fundraiser
grade point average (GPA)
Individualized Education Program (IEP)
interdisciplinary
Master Space Plan
mission
Mission Statement
Ordinary Faculty, Adjunct Faculty
postgraduate
preregister, preregistration
President's Cabinet, Cabinet
sabbatical
Strategic Plan
Summer Orientation
Summer School (SCE)
"Transform yourself. Transform society."
Western Civilization

4 Acronyms

In general, use an acronym in subsequent references after the initial reference has been formally written out. Omit periods in acronyms.

- The Reserve Officer Training Corps (ROTC) conducted its annual awards ceremony. More than 100 officers were honored by the ROTC.
- John was named the most valuable player (MVP) by his teammates. The MVP award is one of two honors he received.

Note: Certain organizations and governmental agencies are widely recognized by their initials and do not require formal introduction on initial reference. Some examples include CIA, FBI, NBC, ABC, and CBS.

5 Buildings, Facilities, and Sites

The formal titles of buildings and other facilities on the Providence College campus are as follows:

Accinno Hall	Hickey Hall	Providence College Bookstore
Albertus Magnus Hall	Higgins Clark Dance Studio	(PC Bookstore, or bookstore, on subsequent references)
Alumni Hall	Howley Hall	Raymond Dining Hall
Alumni Hall Food Court	Hunt-Cavanagh Gallery	Raymond Field
Angell Blackfriars Theatre	Hunt-Cavanagh Hall	Raymond Hall
Aquinas Circle	Huxley Avenue Gate	Reilly Art Gallery
Aquinas Hall	Koffler Hall	River Avenue Gate
Bedford Hall	Mail Room (see also Department of Receiving, Shipping, and Mail Services)	Ryan Family Concert Hall
Bowab Studio Theatre	Main Campus	Safety and Security Center
Campus Ministry Center	Mal Brown Hall	St. Catherine of Siena Hall
Center for Catholic and Dominican Studies	Martin Hall	St. Dominic Chapel
Ceramics Building	McDermott Hall	St. Dominic Hall
Cunningham Hall	McGlynn Sculpture Court	St. Joseph Hall
Davis Hall	McPhail's Entertainment Facility	St. Thomas Aquinas Priory-Gragnani Dominican Center (priory on second reference)
DiTraglia Hall	McVinney Hall	Schneider Arena
Dominican Community Cemetery	Meagher Hall	Service Building
Dore Hall	Moore Hall	Slavin Center
East Campus	Mullaney Gymnasium	Slavin Center '64 Hall
Eaton Street Gate (Fennell Gate)	O'Hurley Rehearsal Room	Slavin Center Lawn
Feinstein Academic Center	Our Lady of the Rosary Chapel (priory chapel on subsequent references)	Smith Center for the Arts
Fennell Hall	Peterson Garage	Sowa Hall
Friar Station (USPS)	Peterson Recreation Center	Suites Hall
Glax Field	Phillips Memorial Library	Sullivan Hall
Guzman Hall	Power Plant	War Memorial Grotto
Harkins Hall		
Hendricken Field		

6 Capitalization

6.a. *Academic majors and minors*

Do not capitalize references to majors and minors, unless those references involve a language, and in that case, only the name of the language is capitalized.

- She is a history major with a minor in English literature.

6.b. *Associations, conferences, meetings*

Full, official names of associations, conferences, and meetings should be capitalized.

- American Association of University Professors
- The Charleston Conference on Book and Serial Acquisition
- The 32nd Annual Meeting of the Society of Vertebrate Paleontology

6.c. *Board of directors/trustees*

Capitalize references to Board of Directors, Board of Trustees, and similar boards/commissions when they are used in conjunction with an institution, company, organization, etc.

- The speaker is a member of the Board of Directors at Textron and is on the Attleboro Public Library Board of Trustees.
- He joined the board of trustees last year.

6.d. *Providence College and affiliated organizations*

Subsequent references to Providence College as the "College" should be capitalized. Capitalize references to specific Providence College boards, committees, and commissions.

- Providence College Board of Trustees, Corporation, President's Council
- the Committee to Aid Faculty Research

6.e. *The Church*

In authoritative references, the word "Church" should be capitalized in first and subsequent references in the context of the religion it serves.

- More than half of the state's residents are members of the Roman Catholic Church.
- The course outlines the position of the Church on social issues.

6.f. *The Mass*

Capitalize all references to Mass or Masses when referring to the liturgical celebration.

7 Class Years

7.a. *General references*

In text copy, initial references to individual students and alumni should include their class year after their names.

- John A. Doe '02, Jane A. Doe '70
- They are members of the Class of 1952.

7.b. *Religious and professional references*

In cases in which alumni have a religious or professional reference after their names, list the class year after the respective reference. The name should be separated from the religious/professional reference with a comma.

- Rev. John A. Doe, O.P. '44
- Jane A. Doe, M.D. '81

7.c. Multiple degree references

In cases in which alumni have obtained multiple degrees from the College, list class years in the order in which the degrees were received and separate the class years with an ampersand. Use the class year only for the undergraduate school, the class year followed by "SCE" for the School of Continuing Education, the class year followed by "G" for Graduate Studies Program alumni, and the year followed by "Hon." for honorary degree recipients.

- John A. Doe '78 & '01G
- Jane A. Doe '96SCE & '99G
- John A. Doe '02Hon.

8 Computer Terminology

8.a. Common terms

Here is a list of common technological terms and how they should be used:

CD-ROM
database
disk (hard disk)
e-mail
home page
Internet (Net)
log-on (noun), log on (verb)
online
voice mail
Web site, World Wide Web, the Web

8.b. E-mail addresses and Web sites

Lowercase all e-mail addresses and Web sites unless the usage is otherwise.

- johndoe@providence.edu or www.providence.edu

9 Dates/Periods of Time

9.a. Centuries

Lowercase the word "century" and spell out numbers less than 10.

- the sixth century, the 20th century

For proper names, follow the organization's practice.

- 20th Century Fox, Twentieth Century Fund

9.b. Day, date, and year

The sequence of day, date, and year is set off by commas.

- The events leading up to Monday, May 2, 1975, were instrumental in his decision.

9.c. Month and year

There is no need to separate a month and a year by a comma.

- June 2000

9.d. Season and year

There is no need to separate a season and a year by a comma. The name of the season should be lowercased.

- summer 1995

9.e. The year alone

Always use figures when referring to a year.

- 1950, 27 B.C.

10 Degrees

10.a. Degree terms and usage

10.a.1. Associate's, bachelor's, master's, doctorate

In text, spell out references to academic degrees. It is acceptable to refer to degrees in first usage as associate's, bachelor's, master's, or doctorate instead of the more formal reference (associate of arts, etc.). References should be lowercased and should be written with an apostrophe unless the degree is a doctorate.

- Jane has a bachelor's degree in biology and a doctorate in psychology.

When abbreviation of academic degrees is necessary, uppercase and use periods. Use such abbreviations only when the need to identify many individuals by degree on first reference would make the preferred form cumbersome. Some common abbreviations:

- A.A., A.S., B.A., B.S., M.A., M.S., M.B.A., M.Ed., Ed.D., Ph.D., S.T.D.

10.a.2. Doctorate

The word "doctorate" is preferred over doctoral degree.

- John has a doctorate in philosophy.

10.a.3. Honorary degrees

When references to honorary doctorates are made, these references come after an individual's name. The degree is abbreviated in uppercase letters, followed by the year in which the degree was bestowed and the abbreviation Hon. The recipient of an honorary doctorate in fine arts would be listed as follows:

- Jane A. Doe, D.F.A. '98Hon.

10.a.4. Multiple degrees

When listing individuals who have more than one degree, cite the highest degree only. Any professional or religious affiliations should come before the academic reference.

- Rev. John A. Doe, O.P., Ph.D.
- Jane A. Doe, C.P.A., M.B.A.

10.a.5. Religious (Dominican) degrees

The following are pontifical degrees frequently attained by Dominican Friars and other religious. These degrees are granted by pontifical faculties (i.e., The Catholic University of America, Dominican House of Studies, University of Louvain, etc.).

The degree names and abbreviations are as follows:

- bachelor's degree in sacred theology (S.T.B.)
- licentiate in sacred theology (S.T.L.)
- doctorate in sacred theology (S.T.D.)

The following two degrees are also granted to Dominican Friars:

- lectorate in sacred theology (S.T.Lr.)
- master of sacred theology (S.T.M.)

The following secular theological degrees, granted by secular faculties, also pertain to members of the Dominican Order—as well as to laypersons.

- master's of divinity (M.Div.)
- doctorate in theology (Th.D.)

Note: *Abbreviations of all of these degrees are acceptable when they follow a name, but the Dominican or other religious affiliation comes first.*

- Rev. John A. Doe, O.P., S.T.D.

11

Departments

The preferred College style is to capitalize and use “Department of” before the department’s title. Informal, subsequent references to offices need not be capitalized.

- First reference: Department of Music; subsequent reference: music department

A list of departments at the College follows:

Academic Departments:

Department of Accountancy
Department of Art and Art History
Department of Biology
Department of Chemistry and Biochemistry
Department of Economics
Department of Elementary/Special Education
Department of Engineering-Physics-Systems
Department of English
Department of Finance
Department of History
Department of Management
Department of Marketing
Department of Mathematics and Computer Science
Department of Military Science
Department of Modern Languages
Department of Music
Department of Philosophy
Department of Political Science
Department of Psychology
Department of Social Work
Department of Sociology
Department of Theatre, Dance, and Film
Department of Theology

Other Departments/Entities:

Academic Media Services
Balfour Center for Multicultural Affairs
Career Planning and Internship Service
Career Services for Seniors
Center for Catholic and Dominican Studies
Center for Teaching Excellence
Copy Center
Department of Athletics
Department of Finance and Business
Department of Financial Services
Department of Human Resources
Department of Information Technology
Department of Intramural and Recreational Sports
Feinstein Institute for Public Service
Personal Counseling Center
Physical Plant
Providence College Athletics
Publications Center
Sodexo Campus Services
Student Health Center

Note: Also see “Offices” and “Programs” on Page 24.

12 Directions and Regions

In general, lowercase north, south, east, west, northeastern, western, etc., when they indicate compass direction. Capitalize these words when they designate regions or widely known areas.

- The storm system is moving east. It developed in the Midwest and will bring showers to the East Coast by morning and to the entire Northeast by late in the day.
- She has a Southern accent.
- Most of the team members come from Southern California but a small group lives in western Texas.

13 Disabilities

Persons with documented physical disabilities should be referred to as “persons with disabilities.” When referring to parking for those with disabilities, the correct terminology to use is “parking with accessibility for persons with disabilities.”

14 Dominicans

For the record, the official title of the religious order affiliated with Providence College is the Order of Friars Preachers. More commonly, the order is known as the Order of Preachers (O.P.) and as the Dominicans.

14.a. Affiliated terms and proper usage

Dominican Community
Dominican Order
Dominican Province of St. Joseph
Friar, Friars (Friars are priests and brothers.)
Order of Preachers (O.P.)
the Order
prior, subprior
provincial

14.b. Order of Preachers (O.P.)

Initial reference to a Dominican priest, sister, or brother must include O.P. after the individual’s proper title and name.

- Rev. John A. Doe, O.P.; Sister Jane A. Doe, O.P.; Brother John A. Doe, O.P.

14.c. Proper titles and usage

Use formal titles for priests on first reference. Abbreviations are acceptable. The abbreviated titles for “Very Rev.” and “Most Rev.” should be preceded by “the.”

- Rev., the Very Rev., the Most Rev., Msgr.

On second reference to those priests who fall under a “reverend” category, the title “Father” is acceptable and should be followed by the surname, unless otherwise preferred.

- First reference: the Very Rev. John A. Doe, O.P.; second reference: Father Doe

For brothers and sisters, on first and subsequent references, always use and spell out their entire title. On second references, use the individual's surname, unless that individual expresses a desire to be addressed in a different manner (i.e., by first name).

- First reference: Brother John A. Doe, O.P.; second reference: Brother Doe
- First reference: Sister Jane A. Doe, O.P.; second reference: Sister Doe

15

Italics, Quotation Marks

Follow the general rules of usage in using either italics or quotation marks.

15.a. Use of italics

Italicize the titles of all books, catalogs, journals, magazines, newspapers, and similar periodicals; long musical works, long poems, and collections of poetry; movies; plays; isolated words or phrases in a foreign language; radio and television programs that are part of a continuing series; scientific names of plants and animals; specific names of boats, ships, submarines, aircraft, and spacecraft; names of drawings, paintings, photographs, statues, and other works of visual art; and formal names of legal decisions (i.e., *Roe v. Wade*). Also italicized are words when referenced as the word itself: He misspelled the word *conscience*.

15.b. Use of quotation marks

Use "quotation marks" for the titles of dissertations, theses, short poems, manuscripts in collections, lectures, papers, projects, speeches, and presentations; articles and chapters within periodicals; songs; and the titles of individual television and radio programs or episodes. Quotation marks also may be used to provide special emphasis on a word or a phrase.

16

Miscellaneous

16.a. Annual

An annual event is one that has been held in at least two consecutive years. Do not use the phrase "first annual."

16.b. Faculty and staff

Refer to those members of the College community who work as faculty and staff.

16.c. Money

Whole-dollar amounts should be listed as such.

- \$1, \$5, \$20, \$100

EXCEPTION: When more than one reference to dollar amounts occurs and an amount is not of a whole-dollar nature, be consistent and use the dollar-and-cents style throughout the sentence or construction.

- The dinner tickets cost \$17.50 each, while tickets to the play are \$30.00 per person.

17

Names

17.a. Formal use

The first reference to a person's name should be formal and should include the appropriate initials, unless otherwise directed by the individual.

- John A. Doe; J. Anne Doe

17.b. Second reference

On second reference, use the last name ONLY unless referring to a member of the clergy or to a deceased individual. In these cases, use the appropriate clerical or secular title.

- Secular first reference: Dr. John A. Doe; second reference: Doe
- Religious first reference: Rev. John A. Doe, O.P.; second reference: Father Doe
- Deceased individual: the late John Doe; second reference: Mr. Doe

18

Non-Sexist Language

18.a. General rule

Use language that treats the sexes equally and which is free of assumptions and stereotypes. Some examples of improper vs. proper use:

- NO: man's achievements
- YES: human achievements

- NO: the best man for the job
- YES: the best person (or candidate) for the job

- NO: Each student is expected to choose his major.
- YES: Each student is expected to choose a major. OR: Students are expected to choose their major.

- NO: man and wife
- YES: husband and wife

- NO: you and your wife
- YES: you and your spouse or guest

- NO: you and your husband
- YES: you and your spouse or guest

- NO: coed
- YES: student

18.b. Proper terminology

Common suggested uses of non-sexist terminology:

businessperson or business executive
chair or chairperson
humanity or humankind
individual
person
spokesperson

19

Numbers

19.a. General rule: one to nine, and 10 and above

In general, for cardinal and ordinal figures, spell out whole numbers one through nine and use figures for 10 and above. In text, fractions standing alone (less than one) are spelled out. For fractions with whole numbers (larger than one), use figures.

- She is taking five courses for a total of 15 credits.
- The Friars placed first in a field of 10 teams for the 12th straight year.
- The empire ruled from the ninth century to the 11th century.
- About one-third of his salary goes to buy 2½ tons of pet food each year.

Note: *There are a multitude of exceptions to this rule, in areas such as ages, heights, percentages, scores, sums of money, temperatures, and weights. For a list of exceptions to this rule, consult The AP Stylebook.*

19.b. Dates

In text, use cardinal numbers only when using dates. Do not use ordinal numbers.

- Correct: June 10; incorrect: June 10th

19.c. Multiple number sequences

Use a comma to separate multiple number references.

- four, three-credit courses; two, 12-credit semesters

19.d. Percentages

In generic copy, use the word “percent” when referring to percentages. In scientific and statistical copy, use the % symbol. There is no space between the numeral and the symbol.

- The three-year line of credit will carry interest of 3 percent.
- Her share of the profit fell from 15 percent to 5 percent.
- Fewer than 23% of the cultures yielded positive results.
- Responses in the under-16 category increased from 47% to 59%.

20 Offices

Capitalize and use "Office of" upon first reference to all campus offices. Informal, subsequent references to offices need not be capitalized.

- First reference: Office of Academic Services;
subsequent references: academic services office

The following is a list of offices at the College:

Office of Academic Records
Office of Academic Scheduling and Registration
Office of Academic Services
Office of Admission
Office of the Bursar
Office of Career Services
Office of Central Purchasing/Receiving
Office of the Chaplain/Campus Ministry
Office of College Events
Office of the Dean of Graduate Studies
Office of the Dean of Undergraduate Studies
Office of Environmental Health and Safety
Office of the Executive Vice President
Office of Financial Aid
Office of Institutional Advancement
Office of Institutional Research
Office of Judicial Affairs
Office of Media and Community Relations
Office of Mission and Ministry
Office of Off-Campus Living
Office of the President
Office of Residence Life
Office of Safety and Security
Office of Student Accounts
Office of Student Activities-Involvement-Leadership
(S.A.I.L./)Slavin Center
Office of the Treasurer
Office of the Vice President for Academic Affairs
Office of the Vice President for College Relations
and Planning
Office of the Vice President for Finance and
Business/CFO
Office of the Vice President and General Counsel
Office of the Vice President for Institutional
Advancement
Office of the Vice President for Student Services

21 Programs

Academic Programs

References to the College's academic-oriented programs, as listed below, should be capitalized.

American Studies Program
Anthropology Program
Asian Studies Program
Black Studies Program
Business Studies Program
Cunningham Southeast Asian Scholarship
Program
Development of Western Civilization Program
Global Studies Program
Graduate Studies Program
Health Policy and Management Program
Humanities Program
Instructional Technology Design Program
Johnson C. Smith Exchange Program
Labor-Management Relations Program
Labor Relations – Quirk Institute
Latin American Studies Program
Law Program
Liberal Arts Honors Program
M.B.A. Program
Martin Luther King Scholarship Program
Multicultural Scholarship Programs
Pre-Engineering Program
Premedical Sciences Program
Providence Alliance for Catholic Teachers (PACT)
Public Administration Program
Public and Community Service Studies Program
School of Continuing Education
Secondary Education Program
Secondary Education and SCE TCP
(Teacher Certification Program)
Social Science Program
Study Abroad Programs
Undeclared Advising Program
Washington Semester Program
Women's Studies Program

Other Programs

Campus Ministry
Providence College Alumni Association
Reserve Officer Training Corps (ROTC)
S.T.E.P. 1

22 Punctuation

This section provides direction on questions of punctuation frequently documented by the Publications Center.

22.a. Apostrophes

For figures: Do not use an apostrophe after figures.

- The custom began in the 1920s. • Boeing is constructing more 757s.

For single letters: Use an apostrophe.

- John received two A's and two B's. • She emphasizes the three R's in class.

For multiple letters: Do not use an apostrophe.

- She knows her ABCs very well. • Four VIPs attended the reception.

For possessive, singular, common nouns ending in s, add 's unless the next word begins with s.

- the witness's answer — the witness' story

For possessive, plural, common nouns ending in s, add only an apostrophe.

- the churches' needs — the girls' toys

For possessive, singular, proper nouns ending in s, add only an apostrophe.

- Kansas' motto — Burns' poetry

For most possessive, plural, proper nouns ending in s, add es'.

- the Joneses' and the Williamses' property

22.b. Brackets vs. Parentheses

Brackets are used within *quoted* text for corrections, explanations, translations, or comments. Parentheses are used like commas or dashes for text within a sentence that amplifies, explains, or digresses.

- "These [Fulbright Scholars] represent the finest the school has to offer."
- He finished his speech (reprinted on page 10) and answered questions.

22.c. Dash

The long dash (—) is used to denote an abrupt change in thought. There is no need to put a space before and after the dash.

- The choir will tour Europe—if it raises enough funds.

The long dash is also used when a phrase that otherwise would be set off by commas contains a series of words that must be separated by commas.

- She listed the qualities—intelligence, integrity, work ethic, and productivity—that she likes in an executive.

The long dash also may be used as a point of emphasis.

- His goal of increasing the enrollment—there are 910 students currently—will depend on two main factors.

22.d. Ellipsis

Use an ellipsis—with a space before, between, and after the periods—to indicate the deletion of one or more words in condensing quotes, text, and documents. An ellipsis also may be used to indicate a pause or hesitation in speech, or for a thought that the speaker or writer does not finish.

- “I . . . tried to do what I felt was best.”
- “If that was the best you could do . . .”

If the words that precede an ellipsis constitute a grammatically complete sentence, place a period at the end of the last word before the ellipsis.

- “I no longer have a strong political base. . . . It’s time to drop out.”

22.e. Quotation marks

In general, closed-quotation marks go outside a comma, period, question mark, or exclamation point.

- He said, “A penny saved is a penny earned.”
- “What in the world,” she asked, “are you doing?”

On rare occasions, closed-quotation marks go inside the punctuation mark, depending upon the construction of the sentence.

- Why call it a “gentleman’s agreement”?

22.f. Serial Comma

In a series consisting of three or more elements, to ensure clarity, separate the elements by commas.

- We have a choice of copper, silver, or gold.
- The owner, the agent, and the tenant were having a heated discussion.

Although the use of *etc.* in running text should be discouraged, when used, it should be set off by commas.

- The firm manufactured nuts, bolts, nails, metal wire, *etc.*, in its plant on the Passaic River.

23 Time

Always use figures, except for noon and midnight. Use a colon to separate hours from minutes and use :00 for on-the-hour times. Also, use lowercase a.m. and p.m.—with periods—when referring to morning, afternoon, and evening time periods.

- 2:30 p.m., 6:00 a.m., noon, midnight

When referring to a period of time, use the word “to.”

- 10:00 a.m. to 2:00 p.m.; noon to midnight

Note: Avoid use of the term “o’clock”; time listings with an a.m. or p.m. are preferred and are more concise.

24

Titles

24.a. Courtesy titles

In general, do not use Mr., Mrs., Miss, or Ms. before a name. However, on first reference, use Dr. for individuals who have obtained a medical degree. Also, the Publications Center recognizes College professors and administrators who have earned a doctorate with the title of Dr. on first reference.

24.b. Job or position titles

In text matter, it is preferable to list job or position titles AFTER a personal name. Titles following one's name or used alone in place of a name are, with few exceptions, lowercased.

- John A. Doe, assistant vice president for business administration, issued the statement.
- Jane A. Doe, director of public affairs, reported the quarterly figures for Textron.

Other categories:

24.b.1. Civil titles and offices

- Abraham Lincoln, president of the United States; the president; the presidency; the Lincoln administration

24.b.2. Military titles and offices

- Gen. Ulysses S. Grant, commander in chief of the Union army; the commander in chief

24.b.3. Professional titles

- Dr. Jane A. Doe, professor of history and chair of the department; professor of history

Exception: *Capitalize the titles of endowed positions in academic and other professional areas when they appear after a name.*

- Dr. John A. Doe, the John H. Smith Professor in the Humanities at Columbia University,

24.b.4. Religious titles and offices

- Pope Benedict XVI; the pope; the pontiff
- the Most Rev. Thomas J. Tobin, D.D., bishop of Providence; the bishop
























24.c. Special references

In cases where formal titles are used before a name, those titles should be capitalized.

- College President Rev. John A. Doe, O.P.
- Pope John Paul II

Common Proofreading Marks

The following is a list of proofreading marks most commonly used by the Publications Center. These marks are inserted within the course of the text or type that needs to be changed but, in some instances, the marks are repeated in the margin to enhance clarity.

	delete
	insert
	insert space
	insert line space
	insert apostrophe
	insert quotation marks
	indent for paragraph
	capitalize
	lowercase
	close up
	run in (no paragraph)
	period
	move
	move to next line
stet	ignore corrections
	flush left
	flush right
	center
	transpose
	spell it out
	use figures
	abbreviate
	don't abbreviate
	em dash (—)

$\frac{1}{n}$ en dash (-)

BF boldface (underline text)

~~~~~ italicize

LF lightface (underline text)

Illustration of Common Proofreading Practices

¶ The Web sites ^e affiliated with the *Springfield Union-News* and the ^e the *Sunday*
^{been} *Republican of Massachusetts* is MassLive.org. The newspapers have hosting online
[^] forums [#] since April 1998 and now have more than fifty forums running. [≡] they are in
continuous use, 24 hours a day, seven days a week. Forums offer a medium where
~~Community~~ members can anonymously and conveniently voice their opinions on the
['] local high school varsity baseball team, local or national elections or leave birth [∩] day
[^] messages to friends. [^]

"Our forums are like mini-communities. We find a lot of regulars check back
more than once a day to up keep with the conversation," said John A. Doe, ^{LF} **managing**
^{LF} **editor** of the Union-News.
^m ^m Doe said the forums [^] which are overseen by the newspapers' Webmaster [^] are among the
most popular items on the site.

