Writing Style Guide

EASTERN
CONNECTICUT
STATE UNIVERSITY

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Eastern Connecticut State University
Writing Style Guide
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Writing Style Guide

As much as anything we do, our written words represent Eastern Connecticut State University. Conveying a professional, consistent approach to written language not only strengthens Eastern's public image, but also better serves our readers, who can concentrate on content without being distracted by variations in word usage and mechanics. Consistent use of the English language also helps create a common University "voice" regardless of the writer, further harmonizing our message across a wide range of publications and other written materials.

To standardize Eastern Connecticut State University communications, the University Relations Office has created this guide to cover frequently used terms. In addition, the office has adopted the following references as supporting materials:

- Associated Press Stylebook (for news releases and materials distributed to the news media)
- Merriam-Webster's Collegiate Dictionary
- Chicago Manual of Style

It is important to note that these guidelines are intended for use in publications and official University written materials, but are not intended for correspondence. Official and/or personal correspondence should follow accepted secretarial or business style, using references such as the Gregg Reference Manual.

Suggestions or questions regarding the style guide may be referred to Amy Brenner-Fricke, University Writer/Editor (ext. 50680, e-mail brennerfrickea@easternct.edu).

<div align="right">

Edward Osborn, Director
Office of University Relations
February 1, 2009

</div>

A-A-A

abbreviations. Unless specified elsewhere within these guidelines, avoid the overuse of abbreviations. In general, if abbreviations are used extensively in a written document, spell out what they represent on first reference, indicate the abbreviation in parentheses and then use the abbreviations in subsequent references. For example: *The New England Association of Schools and Colleges (NEASC) is the accrediting agency for Eastern Connecticut State University. NEASC publishes its accreditation standards at www.neasc.org.*

See also: **academic degrees**; **United States**.

academic degrees. Uppercase when spelled out: *Associate of Science, Master of Fine Arts.* Also, *Bachelor of Arts in Drama.* However, *doctorate in English* (note lowercase). Use apostrophe and lowercase in the short form: *bachelor's degree, master's degree*

(preferred over abbreviation). Use abbreviations such as Ed.D., B.A., M.A., and Ph.D. only when preferred form is cumbersome. Use only with full name: *Richard Smith, Ph.D., spoke to the class.* Never use in combination with courtesy title: *Dr. Richard Smith or Richard Smith, Ph.D.*, not *Dr. Richard Smith, Ph.D.*

Also, do not capitalize *cum laude, magna cum laude* or *summa cum laude*.

academic departments. See **organizational titles**.

academic sessions. Lowercase semesters: *spring, summer or fall semester.*

academic titles. Capitalize and spell out formal titles such as professor or associate dean when they precede a name, *Dean Robert Brown; Computer Science Professor Joseph Brown.* Lowercase when the title appears after the name: *Fred Black, professor and department chair; John Smith, associate*

professor of history. Note that professor, associate professor and assistant professor are promotional levels. *Adjunct* refers to part-time lecturers. The preferred style is to avoid using courtesy titles — Ms., Mr., Dr. — in most publications. Courtesy titles may be used in formal invitations or ceremonial writing, however.

academic year. When referring to an academic year, apply the following example: *2006-07*, not *2006-2007*.

acronyms. When using University names, titles or any items that may be unfamiliar to the reader, spell out the name in full on first reference. The acronym may be used on subsequent references. When using an unfamiliar acronym in subsequent references, include the acronym in parentheses after the first reference. However, include the acronym only when it is used elsewhere in the text.

Do *not* use periods after each letter in acronyms that are commonly used at Eastern. For example, use MALES, FEMALES, OLAS, GPA. Note that ABiGayLe should appear in mixed case.

See also: **abbreviations** and **academic degrees** for related information.

adverbs/adjectives. Avoid unnecessary modifiers (*very, really*), redundancies (*new recruit*) or overused modifiers (*quite, sort of, rather*.)

advisor. Not adviser.

addresses. Use the abbreviations Ave., Blvd., Rd., St.,and Dr., etc., only with a numbered address: *2212 10th St.; 202 N. Clifton Ave.* Spell out and capitalize when they are part of a formal street name without a number: *Kansas Street*. Lowercase and spell out when they are used alone or with more than one street name: *Ninth and Grove streets*. Always use figures for an address number, *9 Morningside Circle*. Spell out and capitalize First through Ninth when they are used as street names; use figures with two letters for 10th and above: *2301 Ninth St.; 4200 21st Ave.*

affect/effect
affected/effected. *Affect/affected* means "to influence" or "influenced." *Effect* means

"outcome or result" while *effected* means "to bring into existence" or "to produce as a result." Watch usage of these words: "*The heat seemed to affect her,*" "*I was affected by the time change,*" "*The pay raise took effect last Thursday,*" "*The board members effected a change in policy.*"

afterward. Not afterwards.

ages. Always use numerals: *a 1-year-old child,* but *the child is 1 year old. The student, 19, has a brother. The student is in his 20s.*

air-conditioned.

all-around. Not all-round.

all ready/already. All ready means "entirely prepared," already means "by now." Examples: *We are all ready to go skiing; He has already finished his homework.*

all right. Not alright.

alums. Avoid this abbreviation. The word *alumnus* has four different forms, depending on the number and gender of the people being identified. Use *alumni* (for males, plural; also commonly used for mixed group of male and females); *alumnus* (for male, singular); *alumna* (for female, singular); and *alumnae* (for females, plural).

a.m., p.m. Always lowercase, with periods.

ampersand (&). Do not use in text unless it is part of a title: *Currier & Ives, Stop & Shop.*

and/or. Avoid. Use "or both" instead: *oatmeal or juice or both*.

Annual Fund. Capitalize all references to Eastern's Annual Fund.

annual. An event does not become annual until at least the second observance. Avoid "First Annual." Capitalize only if part of the event's official name: *the Sixth Annual Corn Harvest*.

Archives. Refer to as University Archives. This department is located in the J. Eugene Smith Library.

assure. A verb used with object. Definition is "to inform or tell positively; to state with confidence; to reassure, pledge or promise."

Example: *She assured us the train would be on time*. Do not confuse with *ensure* which means "to secure or guarantee," or *insure* which means "to issue or procure an insurance policy on or for." See also: **ensure**; **insure**.

B-B-B

bachelor's degree. See **academic degrees**.

backward. <u>Not</u> backwards.

bi. Do not use a hyphen. For example: *bilateral, bilingual, biweekly, bimonthly*.

biannual, **biennial**. Do not hyphenate. Note that *biannual* means twice a year and is a synonym for semiannual; *biennial* means every two years. See also: **semi**.

Board of Trustees. Uppercase when used as a phrase: *The Board of Trustees will meet on Thursday*. Lowercase *board* or *trustee* when used as follows: *She appeared before the board and answered a question posed by a trustee*. Also, Board of Directors.

broadcasting stations. Refer to Eastern's broadcasting stations as Eastern TV22 or WECS-FM (90.1). Refer to other radio and television stations using the same format. For example:

WILI-AM (1400)
WVIT-TV30
WTIC-TV61

buildings. Capitalize only when part of formal name: *Webb Hall, Gelsi-Young Administration Building*.

bulleted lists. Use round, solid bullets and a hanging indent.

C-C-C

campus. Capitalize when referring by name: the *Eastern Connecticut State University Campus*, or the athletic fields as *Mansfield Campus*. Lowercase as *the campus.*

campus (locations). Capitalize specific locations on Eastern's campus; for example, *Shafer Hall, Admissions Building*. Capitalize regions of campus: *located on the North Campus*. Do <u>not</u> capitalize references to the track, tennis courts, parking garage, etc.

Refer to "the library" (lowercase) as a shortened version of referring to the J. Eugene Smith Library, but only after an initial reference to the full name. Note that the University Archives is a department in the J. Eugene Smith Library.

campuswide.

capital. The city where a seat of government is located. For example, Hartford is the capital of Connecticut, not the capitol. Do not capitalize unless used in a title: *Capital of Prussia Highway*. This spelling refers to the city only, not the building. See: **capitol**

capitalization. Business (Gregg Secretarial Manual) and manuscript (ALA) writing tends to overcapitalize. Use capitalization sparingly and avoid using all caps in most situations – they are harder to read.

capitol. Capitalize when referring to the U.S. Capitol or a state capitol such as the *Connecticut Capitol*. Note: This spelling refers to the building only, not the city. See also: **capital**

captions. Write "from left" rather than "from left to right."

catalog. This is the preferred spelling, not *catalogue*.

CD-ROM. Capitalize with no periods. Stands for *compact disc read-only memory*.

centers. See **organizational titles**.

centuries. Spell out numerals under 10: *sixth century, 17th century*. When used in a compound modifier, hyphenate as shown: *19th-century schoolhouse*.

chair. Do <u>not</u> use *chairman, chairwoman or chairperson* unless the individual has a preference: *Chairman McHugh*. Capitalize before a name: *Chair Bob Smith will run the meeting*. Do not use as a verb.

Chamber of Commerce. Capitalize on first reference, lowercase in other uses. *The chamber* is also acceptable in second reference.

Chancellor. Capitalize when it appears before the last name: *Chancellor Carter*. However, do not repeat the name or capitalize the word upon subsequent references. For example: *The chancellor spoke at length*.

chapter. Lowercase in references to specific local and national references: *Eastern's chapter of <organization's name>*.

child care. Two words in all cases.

city. Capitalize when referring to the official title of city government: *City of Hartford*.

Class. Capitalize. For example: *Class of 2008*. See also: **graduation dates**.

classes. Lowercase *freshman, sophomore, junior, senior*. For example, "*She is a member of the senior class*." Capitalize if it is part of a specific event name. For example, *"She attended the Senior Class Spring Ball."*

clichés. Avoid them like the plague.

clubs. Capitalize the names of all Eastern clubs; for example: *Drama Society*, *Honors Club*. Note the following: *MALES*, *OLAS*, *FEMALES*, and *ABiGayLe*.

co-. Retain the hyphen when forming nouns, adjectives and verbs that indicate occupation or status: *co-chair, co-author*. Use no hyphen in other combinations: *coeducation, coexist*. General rule: a hyphen is used if a prefix ends in a vowel and the word that follows begins with the same vowel. (Exceptions: *cooperate, coordinate* and related words.)

collective nouns. Nouns singular in form, but meaning a group of things: *board, class, committee, faculty*. Use singular verb or pronoun if the noun is being used in the sense of a single unit operating together in agreement; use plural pronoun or verb if the noun is used to name a group operating as individuals or in disagreement: *The jury reached its* (not their) *verdict; The committee set its* (not their) *agenda. The faculty* (acting at same time) *has left the building.* Note that usage of the term *faculty* is always singular at Eastern.

Also, check with your story's source when collective nouns are used and it's not clear whether the group acted individually or as a unit.

college. Lowercase on second reference when referring to a college, e.g., *Manchester Community College* or *Connecticut College*, but *the college*. However, when referring to Eastern after an initial reference, use *the University*.

colloquium. Capitalize only when part of a specific event name.

comma. Use commas to separate elements in a series, but do not put a comma before the conjunction in a simple series: *The flag is red, white and blue. He would nominate Tom, Dick or Harry.* However, put a comma before the concluding conjunction in a series if an integral element of the series requires a conjunction: *I had orange juice, toast, and ham and eggs for breakfast.*

Use a comma also before the concluding conjunction in a complex series of phrases: *The main points to consider are whether the athletes are skillful enough to compete, whether they have the stamina to endure the training, and whether they have the proper mental attitude.*

committees. Capitalize full name of committee: *Enrollment Management Committee, Health and Wellness Committee*. Lowercase on second references: *The committee met today*. Also: *University Senate, Student Government Association.*

company, companies. Use *Co.* or *Cos.* when a business uses either word at the end of its proper name: *Trane Co., American Broadcasting Cos*. But: *Aluminum Company of America*. Theatrical: Spell out *company* in the name of theatrical organizations.

compound adjectives. Hyphenate compound adjectives that are composed of a noun and an adjective when it might be unclear which of the two nouns the adjective modifies. For example: *free-trade agreement; inner-city school; primary-care provider; data-processing program*.

Hyphenate compound adjectives with a present participle: *role-playing exercise; intelligence-gathering agency*.

Hyphenate compound adjectives with a past participle: *fine-tuned machine; much-needed rest.*

Hyphenate most compounds made up of more than three words: *once-in-a-lifetime chance.*

Do not hyphenate compounds formed with adverbs ending in *–ly.* For example: *carefully chosen words.*

Combinations that are hyphenated before nouns should not be hyphenated in the predicate, even if they are hyphenated in the dictionary, when the meaning is clear*: She has a part-time job. She works part time.*

comprise/composed of/constitute. *Comprise* means "to contain or to include all," *compose* means "to create or put together," and *constitute* (in the sense of form or make up) is used when neither compose nor comprise seems to fit: *The jury comprises five men and four women; the group is composed of students, faculty and staff;* and *50 students constitute the Marching Band.*

Connecticut state law. Not Connecticut State Law.

Continuing Education, School of. Uppercase.

co-op. Refer to as shown. Do not use *coop*.

corporations. Use the name used by the company, including abbreviations and ampersands. However, *Inc.* or *Ltd.* may be dropped and *the* should not be capitalized. Abbreviations are acceptable (*Co., Corp.,* etc.) in notes, bibliographies and lists. Do not use all caps unless all of the letters are pronounced individually (*USX*).

course titles. Capitalize when using a formal name. Lowercase when using the generic term. *She signed up for European History to learn French and German history. She also signed up for General Botany because she is interested in tropical botany.*

courseload/coursework. One word.

courtesy titles. Avoid using such titles as Mr., Mrs., Miss, Ms., Dr. See: **academic titles**.

cross referencing. See **page numbers**.

currently. Avoid; its use is redundant with present tense. *I am tired,* not *I am currently tired.*

curriculum/curricula. Curriculum is singular; curricula and curriculums are plural.

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D-D-D

data. Considered as a plural noun, therefore "*data are* available," not *data is*.

database. One word.

dates. Always use Arabic figures, without *st, nd, rd* or *th*. Set off day and year with commas: *He was born May 25, 1950, in New York.* Do not use the current year in a date if the reference implies the current year: *He took his last final for that class on June 3.*

Spell out each month for general references to a month and year: *October 2006.* However, abbreviate January, February, August, September, October, November and December (but never abbreviate the remaining months) when referring to a specific date: *Oct. 15, 2005*; *April 21, 1997*.

daylight saving time. Not *savings*. Lowercase in all uses.

days of the week. Do not abbreviate days of the week unless necessary for a tabular format.

department. See **organizational titles**.

different. Avoid using with numerals.
- RIGHT: *There are 22 programs*.
- WRONG: *There are 22 different programs*.

directions to Eastern. See the "Directions to Eastern" section of this guide for detailed information.

disabled, handicapped, impaired. In general, do not describe an individual as disabled or handicapped unless it is clearly pertinent to a story. When such words are used, never use them as modifiers before the noun. See the "General Guidelines: Writing About People with Disabilities" section of this guide for additional information.
- RIGHT: *The person with disabilities was speaking*.

- WRONG: *The disabled person was speaking.*

disc, disk. *Disc* is the preferred spelling for compact discs and videodiscs. *Disk* is the preferred spelling for computer disks and most other flat, round objects.

division. See **organizational titles**.

doctoral degree. Or doctorate (or Ph.D.)

dorm(s). Avoid. Use *residence hall(s)* instead.

DVD. Acronym for digital video disc (or digital versatile disc). Similar to CD-ROMs, but able to hold more music, video, or data.

DVD-ROM has data which can only be read and not written, DVD-R and DVD+R can only record data once and then function as a DVD-ROM. DVD-RW, DVD+RW and DVD-RAM can both record and erase data multiple times.

E-E-E

ECSU. See **Eastern Connecticut State University**.

EASTERN. The name of the University's alumni magazine. Note all capital letters and no quotation marks.

Eastern Connecticut State University. Use the full name for the first reference unless space constraints are an issue. "Eastern" or "the University" are acceptable substitutes for the full name of the University. Do <u>not</u> use ECSU in Eastern Connecticut State University publications, correspondence, signage or other uses **<u>except</u>** when referring to the *ECSU Foundation, Inc.* or the *ECSU Alumni Association*.

effect. See **affect/effect**.

e-mail. Hyphenate, with a lowercase "e": *She corresponds via e-mail. He e-mailed her this morning.* See also: **web**.

emerita. Note usage by gender: *emerita* (female); *emeritus* (male); *emeriti* (plural).

endowed chair. Use lowercase.

ensure. Definition is "to secure, guarantee or make certain." Do not confuse with *insure* or *assure*. For example: *She followed the guidelines to ensure that she would see results.* See also: **assure**; **insure.**

entitled. People are entitled, books/articles are titled: *He was entitled to his prize money; he wrote a book titled "Salem's Lot."*

events. Do <u>not</u> capitalize generic event titles, but do capitalize formal titles: *Eastern hosts numerous career fairs. One of them is the annual Accounting Career Fair.*

Also, present information about an event in the following order: time/date/location. For example, *Commencement took place at 11 a.m. on Sunday, May 17 in Geissler Gymnasium.*

Please note:

Commencement	*This year's Commencement speaker was a member of the Class of 1983.*
Convocation	*Eastern's Convocation will be held on Sept. 1.*
homecoming	lowercase unless used in a specific event's title.
open house	lowercase with general references, uppercase when the open house is referred to with a formal title. Same usage as **career fair**.
Parent's Day	now referred to as Family Weekend.

F-F-F

FAQs (frequently asked questions). A documentation file that contains the most commonly asked questions about a subject. Use all caps when referenced.

faculty. Faculty is a singular noun; for example, "*The faculty is…*" Do not use, "*The faculty are…*" However, use "*Members of the faculty are…*" ("members" takes a plural verb). See also: **collective nouns**.

farther, further. Farther refers only to physical distance. Further is used in all other references. For example: *That mountain seems farther away than I thought; we are moving further towards achieving our goals.*

federal. Capitalize as part of an official name, but lowercase otherwise. For example: *the Federal Emergency Management Agency; the federal government.*

fellowships/other awards. The formal name is capitalized (*Fulbright Fellowship*) but informal references are not (*Fulbright grant*). Lowercase the *s* in National Merit scholarships and National Merit scholar. More examples: *He received a research fellowship. He received a Boren Fellowship.*

fewer, less. Fewer refers to individual items. Less refers to bulk or quantity. *I have fewer shoes than Susan; John has less hair than I.*

fieldwork. One word.

firsthand.

fiscal year. Eastern's fiscal year runs July 1 through June 30 and carries the numerical designation of the latter year, e.g., July 1, 2003 through June 30, 2004 is FY04.

flier. Not *flyer* when referring to a handbill.

follow up. Verb.

follow-up. Noun, adjective.

foreign words. Italicize unless the word has been Americanized or is commonly used (cum laude, ad hoc, a cappella).

forward. Not forwards.

fractions. Write out and hyphenate in text. For example: *two-thirds, three-fifths*.

Fulbright Scholar, Fulbright Scholar Program.

full time/full-time. Hyphenate when used as a compound modifier: *He is a full-time professor who works in the laboratory full time*.

G-G-G

GPA. Use when referencing a specific figure: *She has a GPA of 3.8.* Spell out when used alone: *He's working to raise his grade point average*.

gender. Consider alternatives to language that emphasize a person's sex, or that imply certain occupations are in the exclusive domain of men or women.

Instead of using limiting terms such as businessman/woman, use *business executive*; instead of chairman/woman, use *chair*; instead of fireman/woman, use *firefighter*; instead of mankind, use *humanity*; and instead of manpower, use *workforce*.

general education requirements (GER). Do not use; this reference is obsolete *unless you are referring to students who matriculated prior to Fall 2007*. Use "liberal arts core curriculum" in uppercase for specific references, lowercase for general references. See: **Liberal Arts Core Curriculum**.

graduation dates. Use John Smith '06, not '06 (note direction of apostrophe). Also, note that if a student graduates in December, they should be listed as graduates of the following year. Make sure all graduation dates are checked in Banner.

grades. As, Bs, Cs. No apostrophes.

gray. Not grey.

groundbreaking.

H-H-H

head coach. Lowercase in all uses; not a formal title.

health care. Two words in all cases; no hyphen.

held. Usually redundant. "*The meeting will be at 3 p.m. Monday*," not "*The meeting will be held at 3 p.m. Monday*."

hours. For external publications use the term "credit hours" to avoid confusion.

hyphen. Hyphens are joiners. Use them sparingly to avoid ambiguity or to form a single idea from two or more words. It is best to check the dictionary before using hyphenation. Avoiding ambiguity: *The president will speak to small-business men*.
- Compound modifiers: "*A first-quarter touchdown*." But "*He scored a touchdown in the first quarter*."

I-I-I

ID. Identification. Do not use periods.

insure. Definition is "to guarantee against loss or harm; to issue or procure an insurance policy against." Do not confuse with *ensure* or *assure*. For example: *Many of the homes that were damaged in the flood were not insured*. See also: **ensure**; **assure**.

Internet. Capitalize. See also: **web**.

it's/its. *It's* is a contraction for "it is" or "it has": *It's up to you*. *Its* is the possessive form of the neuter pronoun: *The company lost its assets.*

J-J-J

J. Eugene Smith Library. See: **library (the)**.

job titles. Do not abbreviate job titles; spell them out.

judgment. Not judgement.

junior/senior. Abbreviate only with a full name; *Paul E. Johnson Sr.* Do not precede with a comma.

K-K-K

keynote address. Not keynote speech.

L-L-L

legislative titles. Use Rep., Reps., Sen., and Sens. as formal titles before one or more names in text: *We expect a visit from Rep. Bill Smith*. Spell out and lowercase representative and senator in other uses: *The senator spoke at the graduation ceremony*.

legislature. Capitalize when preceded by the name of a state: *the Connecticut General Assembly*. Lowercase when the state name is dropped on second reference when the reference is to the Connecticut legislature: *The legislature is late on its budget decisions this year.* Also lowercase when used generically: *No legislature has approved that amendment.*

Liberal Arts Core Curriculum/liberal arts core curriculum. Use lowercase with general references: *Eastern has a liberal arts core curriculum*. Use uppercase with specific references: "*Eastern's Liberal Arts Core Curriculum helps students understand diverse fields of study.*" It is acceptable to refer to as LAC after first reference as Liberal Arts Core Curriculum.

Note that references to general education requirements or GERs are obsolete *unless you are referring to students who matriculated prior to Fall 2007*.

library (the). It is acceptable to refer to "the library" as a shortened version of referring to the J. Eugene Smith Library, but only after an initial reference to the full name. Also, do not capitalize references to "the archives."

lifelong, lifestyle, lifetime. One word, no hyphen.

listserv. Lowercase when referring to an Internet mailing list server. Note there is no final "e."

log on/log in/login. Log on and log in are verbs. You *log on* to access a computer or network. You *log in* to your account. When you are finished, you *log off*. *Logon* and *login* are nouns. You use your *login* to *log on* to your computer.

long term/long-term. Hyphenate only when used as a compound modifier. *We will win in the long term. He has a long-term assignment.*

long time/longtime. Long time as a noun: *They have known each other for a long time.* Longtime as an adjective: *They are longtime partners.*

M-M-M

maiden names. Use of birth names or former names (terms preferable to the term "maiden name") to identify married women can take several different forms, depending on individual preferences.

If a woman is an alumna who attended Eastern under her birth name but currently uses only her married name, include the birth name in parenthesis on first reference.

On second reference, use only the married name. For example: *Claudia (Sweetland) Ahern; ...according to Ahern.*

If the woman uses both birth and married names together, include them both as last names. On second reference, include both names. Alphabetically, the name is listed under the first letter of the married name. For example: *Artelia Green Williams*; *…according to Green Williams.* Note that this name should be listed alphabetically under "W."

For alphabetical purposes, a hyphenated last name is listed under the first letter of the first name. For example: Mary Jones-Williams should be listed under "J."

majors. Use lowercase when referring to specific majors and minors (biology; history, etc.) However, uppercase department names (see **organization titles** for more information). *John is a biology major. Mary is majoring in history.* Also, use lowercase for general references to a subject. For example: *He is taking a history course. She bought her chemistry book.* Note the following exceptions: *Jane is an English major. Joe is interested in the Canadian studies minor.*

master's degree. See **academic degrees**.

media/medium. *The media* are plural. *Medium* is the singular form of the noun and is used to indicate one type of media. For example: *The media are partly responsible for increases in teen violen*ce. *Radio is a useful medium for advertisers.*

middle initials. Use middle initials only in formal situations/publications, to help identify a specific individual in cases where there might be confusion without it, or when a person has clearly stated a preference for its use.

midnight. Do not put a 12 in front of this word. See also: **time**.

money.
- Use the dollar sign*: $10; $1,000; $90,000* (not $90 thousand.)
- Use exact figures up to $1 million: *$953,000, $475,000.* On figures more than $1 million, use the $ and numerals

up to two decimal places: *$2.7 million, $6.28 billion.*
- Use the word "cents"; do not use the ¢ symbol.
- Round off, unless an exact figure is required. $9,853,159 can usually become $9.85 million on first reference.
- With ranges of amounts, don't drop designators such as million.
  RIGHT: *$8 million to $10 million*
  WRONG: *$8 to $10 million*
- Because you already have the word dollar "built into" the dollar sign, don't repeat the word "dollars."
  RIGHT: *$2.3 million*
  WRONG: *$2.3 million dollars*

months. Capitalize the names of months in all uses. When used with a specific date, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov., and Dec. Spell out when used alone, or with year alone: *The event was in October; I graduated in December 2005.* Do not insert "of" between the month and year; for example, *I graduated in December 2005* not *I graduated in December 2005*.)

When a phrase lists only a month and a year, do not separate the year with commas. When a phrase refers to a month, day and year, follow the day with a comma: *They will celebrate their 20th anniversary on Nov. 22, 2007.*

multimedia. Refer to as shown; do not hyphenate.

N-N-N

names. On first reference, use the person's full name and title. On second reference, use only the last name, without title. See also: **maiden names**.

nationalities and races. As a rule, do not hyphenate. Refer to the following examples:

Caucasian
Pacific Islander
Native American
African American

The non-hyphenation of African American is an exception to the Associated Press Stylebook. Also, note that *Latina/Latino* is considered more politically correct, but *Hispanic* is acceptable; use the preference of

the client. Also, Native American is preferred but American Indian may be used. Use the tribe's name when possible, e.g., *Mohegan, Mashantucket Pequot*. Lowercase *white*.

No. Use as the abbreviation for *number* in conjunction with a figure to indicate position or rank: *No. 1 man*, *No. 3 choice*.

non-. Nonentity, nonmembers (no hyphen.)

non-credit/no-credit programs. Non-credit programs are avocational. No-credit refer to situations where students do not receive credit (repeating classes, etc.) Hyphenation of *non-credit* is an exception to the *non-* (no hyphenation) rule.

noon. Do not put a 12 in front of this word. See also: **time**.

numerals. Spell out whole numerals below 10 (*one, two, four*) but use figures for 10 and above (*12, 23, 452*). For ordinals, spell out first through ninth; use figures for 10th and above.

Núñez. Refer to Eastern's president as *President Elsa Núñez*. Note the accent mark and tilde.

Refer to the "Keyboard Shortcuts for International Characters" section in this guide for additional information on these symbols.

O-O-O

office. See **organizational titles**.

off campus/off-campus
on campus/on-campus
Use off-campus and on-campus as compound adjectives: *He lives in off-campus housing*. Use off campus and on campus as follows: *She lives on campus but works off campus*. Do not use offcampus or oncampus.

online. One word, no hyphen.

organizational titles. Eastern Connecticut State University organizes itself into schools, departments, offices, divisions, institutes, and centers. In all cases, use capitals and full titles on first reference when referring to

organizational units within the University: *the Center for Educational Excellence, the Biology Department.* Subsequent references should be lowercase: *We met in the office; the department sponsored the event.* Never abbreviate organizational titles.

Centers. A number of organizational units within the University are termed "centers," often due to defined physical location or a focused, student-oriented function. These include the *Intercultural Center, the Media Center, the Counseling Center, the Learning Center, and the Advisement Center*, among others. Capitalize when referring to a location for Eastern's outreach efforts (e.g., *the Groton Center)* or on-campus initiatives (e.g., the *Child and Family Development Resource Center*.) Lowercase when using alone or with several centers: *The center is busy,* or *the Groton and Vernon centers.*

Departments. Capitalize and refer to as shown: *the Biology Department*, *the Psychology Department*. Do *not* refer to as *the Department of Biology*, etc.

Also note that only the academic units within the three schools are termed "departments." There are 17, as follows:

- Biology
- Business Administration
- Communication
- Economics
- Education
- English
- Environmental Earth Science
- Health and Physical Education
- History
- Mathematics and Computer Science
- Modern and Classical Languages
- Performing Arts
- Physical Sciences
- Political Science, Philosophy and Geography
- Psychology
- Sociology, Anthropology and Social Work
- Visual Arts

Divisions. The University has five divisions: *the Graduate Division; the Division of Student Affairs; the Division of Academic Affairs; the Division of Finance and Administration;* and *the Division of Institutional Advancement.*

Institutes. Several institutes are affiliated with the University, with external funding or a relationship favoring such terminology. Examples include the *Institute for Sustainable Energy* and the *David T. Chase Free Enterprise Institute.*

Offices. All administrative units are offices; e.g., *the Office of the President, the Office of Human Resources,* etc.

Schools. Eastern's three schools house its academic offerings: *The School of Arts and Sciences, the School of Education/ Professional Studies, and the Graduate Division* and the *School of Continuing Education.*

other organizational titles. Some organizational units are unique in their function and title, e.g., the *J. Eugene Smith Library, the Akus Gallery,* and the *Wickware Planetarium.*

organizations. See **clubs**.

orient. Not orientate.

over. Refers to spatial relationships: *He stores it over the sink.* Use "more than" to convey numerical relationships: *Eastern has more than 5,000 students.*

P-P-P

PC. Acceptable for both *personal computer* and *political correctness* when the context is clear.

page numbers. Do not cross reference page numbers in documents except for EASTERN magazine. Instead, cross reference chapter names or section names: *For more information, see the "Academic Standards and Procedures" chapter of the Student Handbook.*

part time/part-time. Hyphenate as a compound modifier: *She works part time. He is a part-time employee*.

percent. Always spell out; do not use the symbol (%). When showing a range of percentages use the word with both numerals: *the total is between 5 percent and 10 percent*. Use decimals, not fractions, in all cases: *10.6*

percent. For amounts less than 1 percent, precede the decimal with a zero: *0.6 percent.*

phone numbers/phone extensions. See **telephone numbers/extensions**.

podcast. Lowercase, one word.

police. See **University Police**.

president. Capitalize the word when it appears before a name (*President Núñez*); use lowercase in all other instances (*the president spoke at length*.) This also applies when referring to vice presidents. See also: **Núñez**.

pre-. General rule is to use hyphen if word that follows starts with an "e": *pre-empt, pre-eminent, pre-exist, pre-election;* however, the rule does not apply for *preschool.* See rules in "prefixes" section of Associated Press Stylebook.

preventive. Not *preventative*.

prior to. "Before" is the preferred style.

professor/associate professor/assistant professor. Capitalize before a name, lowercase after. Also, use "Professor" only if full professorship has been awarded. For example: *John Smith, associate professor of communication, spoke last night. Professor Smith discussed media technology*. Use professor, not instructor. See also: **academic titles**.

program. Capitalize only if the word is a part of a formal title: *Connecticut State Retirement Program*.

Q-Q-Q

quotation marks.
- Periods and commas always go inside quotation marks: "word," and "word."
- Semicolons and colons always go outside: "word"; or "word":
- Question marks and exclamation points may go either inside or outside, depending on whether the question or exclamation is part of the quoted material*: "Did you read 'The Scarlet Letter'?"* (The question mark is outside because it's not part of the book title.)

R-R-R

ranges. Include the value with both figures*: $12 million to $14 million*, <u>not</u> *$12 to 14 million*.

residence halls. Use instead of "dorms."

résumé. As shown.

room numbers. Refer to as follows: *Webb 110, Gelsi-Young 322*.

S-S-S

SAFERIDES. Sponsored and funded by the Student Government Association (SGA), SAFERIDES was established to provide safe transport for Eastern students. Refer to as shown, with all caps, no periods.

scholar-athlete. Note hyphenation.

scholarship. Capitalize as part of a full official name; lowercase otherwise. For example: *The Fulbright Scholarship was awarded. He received a full scholarship*.

school districts. Spell out the full name on first reference: *Windham Public Schools*. When referring to more than one school district, use lowercase when spelling out school districts: *Hartford and Glastonbury public schools.*

schools. Eastern has three schools: *the School of Continuing Education, the School of Arts and Sciences* and *the School of Education/ Professional Studies and Graduate Division.*

scientific names. Capitalize the genus name, lowercase the species name and italicize both. For example: *Homo sapiens*; *Canis lupus*.

seasons. Do not capitalize winter, spring, summer or fall unless it is part of a formal name: *Winter Olympics,* but *spring 2004 semester.*

semesters. For example, *fall 2006* or *spring 2007*. Note season is lowercase.

semicolons. Refer to the Typography Style Manual section of this guide.

semi. In general, do not use a hyphen: *semiofficial, semiannual, semifinal*. An exception to this rule is *semi-invalid*. See also: **bi**.

sexism. Current practice requires that masculine pronouns not be used for generic references to non-gender-specific persons. Avoid the problem by pluralizing the reference or eliminating the pronoun whenever possible.
- RIGHT: *Students may check their records.*
- WRONG: *A student may check his record.*

states. Spell out when state's name stands alone. Abbreviate using postal abbreviations when accompanied by a city/town name. For example: *MA, RI*. However, do not refer to CT, Conn. or Connecticut when referring to an in-state city/town. Refer to the United States Postal Service website for assistance with postal abbreviations.

stationary/stationery. We write letters on *stationery*. When we ride bicycles in our living rooms, they are *stationary*.

streets. See also: **addresses**.

student-athlete. Note hyphenation.

Subase. The Naval Submarine Base in Groton.

T-T-T

teacher. Preferred University style is to use the term *professor.*

telephone numbers/extensions. Use hyphens to separate parts of a phone number and parentheses for area codes. For example, (860) 555-5555 or (800) 555-0000. For extension numbers, use: ext. 54457 (five digits, note lowercase "ext.")

that/which. The defining or restrictive pronoun is *that*; use when introducing nonparenthetic clauses and don't set these off with commas: *She works in the office that was remodeled*. The nondefining or nonrestrictive pronoun is *which*; use when introducing parenthetic clauses and set these clauses off with commas: *The office, which was remodeled, is not staffed by her.*

theatre. Not theater. For example, *Harry Hope Theatre*. Note that this is a deviation from the Associated Press Stylebook.

thesis/theses. Use Roman type in quotation marks for the titles of dissertations and theses. The plural of *thesis* is *theses*. For example: Students must complete a *thesis* to finish the program. The *theses* were stacked on the library shelf.

time. Except for "noon" and "midnight" use figures: 11 a.m., 3:30 p.m. Omit *:00* following the hour. Avoid redundancies: *10 a.m. this morning* should read *10 a.m.* When referring to a span of time, use the word "to" between the numerals: *We will be there from 2 to 4 p.m.*

titles. Capitalize and list books, plays, computer games, songs, and television shows within quotation marks. Do not italicize or list magazine titles in quotation marks. For example: *I was reading an original edition of "Captains Courageous"* or *There is a copy of Time magazine on the table*.

See also: **works of art**.

towns and cities. Do not use "Connecticut, Conn. or CT" with towns in our state (*Hartford*, not *Hartford, Connecticut*). Use states if the city is not well-known (e.g., *Los Angeles*, not *Los Angeles, CA,* but *Eureka, CA*).

toward. Not towards.

transfer, **transferred, transferring**.

travel, traveled, **traveling**, **traveler**.

trustee. Capitalize when used as a title preceding a name: *Trustee Bob Smith attended the event*. Lowercase in all other uses: *She serves as a trustee*.

T-shirt. Not tee-shirt, t-shirt or tee shirt.

TV. Use abbreviation when referring to *cable TV, Fox-TV, TV dinner*; otherwise spell out as *television*.

U-U-U

unique. Never "very unique." Means one of a kind.

United States. Spell out the name of the country when it stands alone. Use U.S. when it is a modifier*: U.S. Air Force*. Never use *USA* or *America* to refer to the United States.

University. Capitalize and always use *Eastern Connecticut State University* on first reference. Also, capitalize *university* when referring to Eastern: *The University is building a new residence hall*. Never use "ECSU" in Eastern publications. See also: **ECSU**

University of Connecticut/UConn. Refer to the full name for the first reference and as *UConn* (note uppercase "C") for subsequent references when writing an article.

However, use *UConn* when used as an adjective or as part of an official title. For example: *UConn Foundation, UConn Co-op, UConn Dairy Bar*.

University Police. Refer to Eastern's police department as the University Police or the Department of Public Safety.

University systems. Capitalize the names of specific university systems: *Connecticut State University System* or *University of Maine System*.

Universitywide. Avoid.

upward. Not upwards.

upperclassmen. Refer to juniors and seniors as upperclassmen. Never use *upperclass student*.

URL. Capitalize and use without periods when referring to a *Universal Resource Locator*, the computer address of a World Wide Web page.

V-V-V

verb tenses. In general, be consistent with verb tenses within a given publication or communication. If the action or event referred to has clearly taken place in the past, use past tense. If a publication speaks to current events occurring currently on campus, use present tense. Quotation attributions should always be past tense,

regardless of the timeframe of the event or activity referenced in the quotation*: "I am tired of cynicism," she said;* or*"The French Revolution had a significant impact on the political philosophies of the Founding Fathers," said the professor;* or *"The next century will see an even greater proliferation of technology," prophesied futurist John Smith.*

Other verb tense considerations:

Present perfect: To convey actions that have taken place in the immediate past, but which have significance in the present: *I have seen him twice this week.*

Past Perfect: To convey actions that took place in the past, but which had significance in the recent past: *I had worked in a variety of positions before I came to Eastern.*

Future Perfect: To convey actions that will take place at some point in the future. *I will have made a decision by the time you arrive.*

versus. Abbreviate as *vs.*

Veterans Day. No apostrophe. Also, *U.S. Department of Veterans Affairs.*

vice. Use two words without a hyphen: *vice chair, vice president*. Use same capitalization rules as discussed under **academic titles**.

videocassette, videotape. But *video game*.

videoconferencing. One word. A video communications session among several people who are geographically separated.

voice mail. Two words, no hyphen.

W-W-W

Washington, DC Do not refer to DC with periods.

web. Lowercase; use the following standards:

the web
website
web address
web page
web cam

Note that the examples listed above are exceptions to the Associated Press Stylebook.

Also:

webcast
webmaster

Do not include the http:// at the beginning of a web address. For example, www.easternct.edu.

Also, when referring to Eastern websites, say, "go to" or "visit" and list the website as specified above. For example, "Go to www.easternct.edu." Do not waste words by listing a convoluted navigation such as, "Go to Eastern's website, click on ABC, then click on XYZ." For example, use "Go to www.easternct.edu/depts/urel for more information."

Do <u>not</u> italicize or underline websites and e-mail addresses. Also, try not to break an address onto two or more separate lines if at all possible. If a web address breaks at the end of a sentence, use a period. If an address must break between lines, split it directly after a slash or dot that is part of the address, without an inserted hyphen. Avoid URLS that are complicated and lengthy unless they are essential to guide the reader to a particular document.

Note that it is acceptable to use *webcast* as both a noun and a verb. For example: *The Commencement webcast will begin at 9 a.m. We will be webcasting the Commencement ceremony.*

Note that *webmaster* refers to someone who is responsible for creating and maintaining a website.

weekday.

weeklong.

which. See **that/which**.

who, whom. "Who" is a subject pronoun; it is the subject of a verb. "Whom" is an object pronoun; it is never used as the subject of a verb. Use "who" and "whom" in referring to people and to animals with a name*: John Doe is the man who helped. Whom do you*

wish to see? Use "that" and "which" in referring to inanimate objects and to animals without a name.

Wintersession/Summersession. Capitalize.

-wide. No hyphen: *campuswide, citywide, collegewide, countrywide, statewide, worldwide*.

work-study. As shown.

works of art. Titles of all works of art (paintings, drawings, photographs, statues) should appear in Roman type and within quotation marks.

X-X-X

X-ray. This radiological term has a capital X.

Y-Y-Y

year-end. Adjective.

yearlong. One word.

year-round. Hyphenate as shown.

year of graduation. See **graduation date**.

years. Use figures: *1975*. Refer to centuries and decades without apostrophes: *1800s* or *1960s*. (Shortened form: *the '60s*.)

When referring to a span of years, use an en dash, not a hyphen. Also, refer to as *2000–07*, not *2000–2007*. See also: **academic year**.

Z-Z-Z

ZIP codes. Capitalize all letters in ZIP, but always lowercase the word *code*. Run the five digits together without a comma and do not put a comma between the state name and the ZIP code: *Willimantic, CT 06226.*

Typography Style Manual

accent marks. Do not use an apostrophe or foot mark (also called a "typewriter quote") as an accent. Use the correct accent. First type the computer command for the desired accent and then type the letter over which the accent is to be placed. Examples of three common accent marks are:

é (acute): resumé, *Québec, Montréal, Elsa Núñez*
~ (tilde): *mañana, Elsa Núñez*
à (grave): *pince à linge*

Refer to the "Keyboard Shortcuts for International Characters" section in this guide for additional information.

apostrophe. Make sure a true apostrophe (') is used and not a foot mark ('). Watch improper use of the apostrophe — <u>it denotes possession, not plural</u>. Therefore, *Willimantic State Teachers College* (<u>not</u> Teacher's) or *GPAs* (<u>not</u> GPA's). Also: *the teacher's choice, the faculty's choice, the students' choice* (if plural possessive).

boldface. Keep in mind that any change in typography is noticeable. Body copy that is full of bold words and phrases jars the eye. Use of boldface should be limited to making emphasis or for establishing a hierarchy within copy, e.g., headings, subheadings, etc.

dashes and hyphens
- En dash – An en dash is the width of a capital N. It is used between words indicating duration and in compound adjectives when one of the elements is made of two words or two hyphenated words. In Microsoft Word: "word/space/two hyphens/space/word" converts to an en dash. The spaces should then be closed up (e.g., 2008–09).
- Em dash – An em dash is the width of a capital M and has a letter space on either side. It is used to substitute for a colon or for indicating an abrupt change in thought. Computer keyboard command: In Microsoft Word: "word/no space/two hyphens/no space/word" converts to an em dash. After creating an em dash, add a space in front of and after the dash (e.g., *He listed the qualities — intelligence, humor, conservatism, independence — that he liked in an executive.*)
- A hyphen is used to break words at the end of a line of text. Avoid breaking words at the end of more than two consecutive lines of text. A hyphen is also used to separate words in a compound adjective.

ellipsis. Three periods (…) represent omitted material. If the omission is at the end of a sentence, you use a period followed by an ellipsis. Choose **Insert**, **Symbol** and choose **ellipsis** from the **Special Characters** tab list rather than typing three periods in a row. This gives you evenly spaced periods that cannot be separated if they fall at a line break. Do not include a space before or after the ellipsis.

e-mail and web addresses. Do not italicize or underline (jdoe@easternct.edu; www.easternct.edu*).* Also, if at all possible, do not break web addresses or e-mail addresses onto two lines. Try to make sure they appear on one line.

italics. Keep in mind that any change in typography is noticeable. Body copy that is full of italicized words jars the eye. Use of italics should be limited to references to uncommonly used foreign words. Do not italicize a foreign word or phrase if it has been Americanized or is commonly used (cum laude, ad hoc, a cappella) but "The Sacco and Vanzetti trial became an international *cause célèbre* during the 1920s."

quotation marks. Make certain that true quotation marks (called "smart quotes") are used and not inch and foot marks. You can set Microsoft Word to type smart quotes by selecting Tools, Autocorrect Options, AutoFormat As You Type. Also, capitalize and list books, plays, computer games, songs, and television shows within quotation marks. Do <u>not</u> italicize or list magazine titles or reference books in quotation marks. For example:

I was reading an original edition of "Captains Courageous."
There is a copy of Time magazine on the table.

Note that works of art (all paintings, drawings, photographs, statues) should appear in Roman type and within quotation marks. For example: I saw the "Mona Lisa" when I was in Paris.

Keyboard Shortcuts for International Characters

Good typography requires taking the time to insert special characters, international characters and symbols. You can insert special characters by using the "Insert/ Symbol" options in Microsoft Word, or you can insert a character or symbol by typing the character code on the numeric keypad.

For keyboard shortcuts in which you press two or more keys simultaneously, the keys to press are separated by a plus sign (+) in Microsoft Word Help. For keyboard shortcuts in which you press one key immediately followed by another key, the keys to press are separated by a comma (,). To type a lowercase character using a key combination that includes the SHIFT key, hold down the CTRL+SHIFT+symbol keys simultaneously and then release them before typing the letter.

To do this	Press
à, è, ì, ò, ù, À, È, Ì, Ò, Ù	CTRL+` (ACCENT GRAVE), *the letter*
á, é, í, ó, ú, ý Á, É, Í, Ó, Ú, Ý	CTRL+' (APOSTROPHE), *the letter*
â, ê, î, ô, û Â, Ê, Î, Ô, Û	CTRL+SHIFT+^ (CARET), *the letter*
ã, ñ, õ Ã, Ñ, Õ	CTRL+SHIFT+~ (TILDE), *the letter*
ä, ë, ï, ö, ü, ÿ, Ä, Ë, Ï, Ö, Ü, Ÿ	CTRL+SHIFT+: (COLON), *the letter*
å, Å	CTRL+SHIFT+@, a or A
æ, Æ	CTRL+SHIFT+&, a or A
œ, Œ	CTRL+SHIFT+&, o or O
ç, Ç	CTRL+, (COMMA), c or C
ð, Ð	CTRL+' (APOSTROPHE), d or D
ø, Ø	CTRL+/, o or O
¿	ALT+CTRL+SHIFT+?
¡	ALT+CTRL+SHIFT+!
ß	CTRL+SHIFT+&, s
The Unicode character for the specified Unicode (hexadecimal) character code. For example, to insert the euro	*The character code*, ALT+X

currency symbol (€), type **20AC** and then hold down the ALT key and press X.	
The ANSI (ANSI character set: An eight-bit character set used by Microsoft Windows that allows you to represent up to 256 characters (0 through 255) by using your keyboard. The ASCII character set is a subset of the ANSI set.) character for the specified ANSI (decimal) character code. For example, to insert the euro currency symbol, hold down the ALT key and press 0128 on the numeric keypad.	ALT+*the character code* (on the numeric keypad)

Proofreader's Marks

University Relations does not require the usage of proofreader's marks for editing purposes. However, since some employees utilize these symbols, this list is offered as a guide for those who may not be familiar with them.

Symbol	Meaning	Example
ℓ	delete	take it out
⌒⌣	close up	print as one word
ℓ	delete and close up	close up
∧ or ⟩ or ⋏	caret	insert here somethin
#	insert a space	put one here
eg#	space evenly	space evenly where indicated
stet	leave unchanged	let marked text stand as set
tr or ∽	transpose	change order the
⌞	set farther to the left	too far to the right
⌝	set farther to the right	too far to the left
⌒	set as ligature (i.e., æ)	encyclopaedia
=	align horizontally	alignment
‖	align vertically	align with surrounding text
✗	broken character	imperfect
¶	begin a new paragraph	He began teaching again. ¶
ⓢⓟ	spell out	set 5 lbs as five pounds
cap or ═	set in CAPITALS	set nato as NATO
sm cap or s.c. or ═	set in SMALL CAPITALS	set signal as SIGNAL
lc	set in lowercase	set South as south

ital	set in *italic*	set *mensch* as mensch
rom	set in roman	set *mensch* as mensch
bf	set in **boldface**	set important as **important**
= or -/ or ⌐ or /≡/	hyphen	change multicolored to multi-colored
$\frac{1}{N}$ or *en* or /≈/	en dash	1965–72
$\frac{1}{M}$ or *em* or /≡/	em (or long) dash	Now—at last!—we know.
∨	superscript or superior	$\overset{2}{\vee}$ as in πr^2
∧	subscript or inferior	$\overset{2}{\wedge}$ as in H_2O
$\overset{\wedge}{\vee}$ or $\overset{\vee}{\wedge}$	centered	$\overset{\odot}{\vee}$ for a centered dot in p · q
$\overset{\curvearrowright}{)}$	insert comma	The store open 24 hours, ...
$\overset{,}{\vee}$	insert apostrophe	it was Janes hat
⊙	insert period	It was over
) or)/	insert semicolon	I went to the pool it was closed.
: or ⊙	insert colon	His message was clear
∨̈ ∨̈ or ∨̌ ∨̌	insert quotation marks	Professor Smith said, My sabbatical was too short!
ok/?	query to author: has this been set as intended	an unintended mark
⊥	break line/add carriage return	Students should bring: folders • binders
◎	turn over an inverted letter	inverted
wf	wrong font	wrong siZe or *style*

The last three symbols are unlikely to be needed in marking proofs of photocomposed matter.

Proofreading Checklist:
Did You Check…?

- Spelling? Use a spell and grammar checker as a first screening but don't depend on it. Use a dictionary and grammar handbook to verify.

- Comma usage? Remember that commas precede coordinating conjunctions (and, but, so, for, or, nor, yet) in compound sentences. Also, check comma usage in a list or series.

- Proper use of apostrophes? See the "Typography Style Manual" section of this guide for additional information.

- Whether all dialogue or written conversation is properly punctuated?

- Whether subjects and verbs agree in tense and in number?

- For run-ons and sentence fragments?

- To make sure that names and dates are correct?

- To make sure that contact information is correct?

- To make sure that websites are correct? Do a URL check online.

- Hyphen usage, especially when used in compound modifiers?

- To make sure that major and year of graduation are verified in Banner? Students who graduate in December should be listed as graduating the following spring. For example: Joan Smith graduated in December '05, but should be listed as a '06 graduate.

- Font sizes and styles?

- To make sure there are no double spaces after punctuation marks or anywhere else? To check this, use the search and replace function in Microsoft Word. To do this in Word:

  1. Click **Edit**, **Replace** (or press Ctrl+H) and make sure the **Replace** tab is selected in the **Find and Replace** dialog box that appears.
  2. Enter ". " (period space space – do not use quotation marks) in the **Find What** field.
  3. Enter ". " (period space – do not use quotation marks) in the **Replace With** field.
  4. Click the **Replace All** button.

  Note that you can also use this function to do a search and replace for random double spaces.

- Check bulleted lists for proper alignment? Make sure that hanging indents are used. See also: **bulleted lists**.

General Guidelines:
Writing about People with Disabilities

- Keep in mind that the words you use when writing or speaking about people with disabilities can unintentionally reinforce negative common stereotypes.

- Focus on the individual by putting people—not their disability—first.

- It is not necessary to mention that someone has a disability unless it is relevant to the article or interview.

- "Handicap" is a term associated with laws or similar situations but should not be used to describe a person or disability.

- Listed are preferred terms when referring to people with disabilities:

Acceptable	Unacceptable
wheelchair user	confined to a wheelchair
adult/child with burns	burn victim
Down syndrome	Downs child, mental retardation
nondisabled	able-bodied, normal

- Using words like "brave" or "courageous" can be condescending when referring to people with disabilities. Learning to manage with a disability does not automatically mean a person acquires certain traits or suggests that they want to be referred to as a hero.

- Avoid expressing sympathy or sorrow.

- Respect each individual and avoid comparing the skills, talents or abilities of nondisabled versus disabled individuals

Pamela Starr (ext. 55573) is Eastern's Coordinator/Counselor in the Office of AccessAbility Services and is available to provide additional information.

List of Eastern Buildings/Athletic Facilities

Admissions Building	Heating Plant (North and South)	Occum Hall
Arboretum	High Rise Apartments	Parking Garage
Baseball Field	192 High Street/Counseling Services	Science Building
Beckert Hall	372 High Street	Shafer Hall
Burnap Hall	176 High Street/University Honors Program	J. Eugene Smith Library
Burr Hall	Hurley Hall/Dining Services	Spector Softball Field
Child and Family Development Resource Center	Institute for Sustainable Energy	Sports Center
Constitution Hall	Interfaith Center	Student Center
Crandall Hall	Laurel Hall	Tennis Courts
Eastern Hall	Low Rise Apartments	University Police Department
Facilities Building	Mansfield Athletic Complex	Webb Hall
Field Hockey Field	Mead Hall	Wickware Planetarium
Gelsi-Young Hall	Media Building	Margaret S. Wilson Child & Family Development Complex
Goddard Hall	Nevers Soccer/Lacrosse Field	Windham Street Apartments
Grant House	Niejadlik Hall	Winthrop Hall
Greenhouses	Noble Hall	Women's Center
Health Services	Nutmeg Hall	Wood Support Services Center

Campus Roads

Charter Oak Road	Eastern Road	West Road
Clock Tower Road	Occum Road	

Rooms

Akus Gallery	Arthur L. Johnson Unity Wing	Student Center Fitness Center
Frances E. Geissler Gymnasium	Paul E. Johnson Sr. Community Conference Room (*sometimes referred to as the Johnson Room*)	Student Center Theatre
Harry Hope Theatre	Library Café	Betty R. Tipton Room
Intercultural Center	Student Center Café (the Café)	Women's Center

Directions to Eastern

Use the following directions to Eastern when indicating how to approach campus. This is an approved set of directions; do not change the wording. Please apply to all University publications as needed.

From Springfield, Mass. and Points North: Take I-91 south to Route 291 (Exit 35). Take Route 291 east to Route 84/384; bear right onto 384. Follow Route 384 east to Route 6. Take Route 6 approximately 13 miles to the intersection of Routes 6 and 66. Turn left onto Route 6 to the second exit (Route 195). Turn right off the exit ramp onto High Street. Go past Windham High School on your left and take your second right (Eastern Road) into the main campus entrance.

From Boston, New Hampshire and Vermont: Take Route 90 (Mass. Pike)
to Route 395 (Exit 10). Follow Route 395 south to Route 6 (Exit 91). Follow Route 6 west approximately 20 miles to the Route 195 exit. Exit to the right to first stop sign. Turn left and go half a mile to High Street. Take left onto High Street. Go past Windham High School on your left and take your second right (Eastern Road) into the main campus entrance.

From Providence and Points East: Take Route 6 (two-way traffic) approximately 46 miles to Willimantic. Turn right onto Route 6 (divided highway) Take first exit (Route 195). At stoplight take a left and go half a mile to High Street. Take left onto High Street. Go past Windham High School on your left and take your second right (Eastern Road) into the main campus entrance.

From Norwich and New London: Take Route 395 north to Route 2 (Exit 81 W). Take Route 2 west to Route 32 (Exit 25). Take Route 32 north to Willimantic. Turn right onto Jackson Street and cross Frog Bridge. Continue across Main Street (Route 66) and take the next left onto Valley Street. Travel six blocks and turn right onto High Street. Travel up hill to campus entrance on left.

From New York City and Points South: Take I-95 north to I-91. Follow I-91 north to I-84 (Exit 29). Take I-84 east to Route 384 (Exit 59). Take Route 384 east to Route 6. Follow Route 6 east to the intersection of Routes 6 and 66. Turn left on Route 6 (divided highway) approximately 3 miles to the Route 195 exit. Turn right off exit onto High Street. Go past Windham High School on your left and take your second right (Eastern Road) into the main campus entrance.

From Central New York State and Points West: Take I-84 east to Route 384 (Exit 59). Follow Route 384 east to Route 6. Take Route 6 approximately 13 miles to the intersection of Routes 6 and 66. Turn left onto Route 6 to the second exit (Route 195). Turn right off the exit ramp onto High Street. Go past Windham High School on your left and take your second right (Eastern Road) into the main campus entrance.

History of Eastern Connecticut State University

1889
The Connecticut General Assembly establishes the Willimantic State Normal School. On September 3, 13 students begin instruction on the third floor of the Willimantic Savings Institute, under the guidance of Principal Arthur B. Morrill.

1891
In June, the first graduation ceremony sends 22 young women out into the world to become teachers.

1895
A newly constructed Willimantic State Normal School is dedicated on May 17, during the tenure of Principal George Perley Phenix. It is constructed on six acres of land that had been deeded to the State by the Town of Windham in 1890.

1907
The General Assembly authorizes construction of a second building, a "model school," for training teachers. The Town of Windham agrees to contribute both the site and one-third of the $16,666.67 anticipated cost.

1910
The facility, known for many years as the Windham Street School, serves administrative and classroom purposes, and is occupied in January 1910.

1921
In September, 1921, Burr Hall — the school's first dormitory — opens. Named after Principal Henry T. Burr, the building housed 80 women. It is still used today as a residence hall for women.

1924-25
Fire destroys the Windham Street School in January 1924. Funds ($200,000) are appropriated in 1925 to purchase land and rebuild.

1937
Willimantic State Normal School becomes Willimantic State Teachers College, as the College begins offering a four-year curriculum and granting B.A. degrees. Principal George H. Shafer becomes the college's first president.

1941
A Bachelor of Science in Education is offered for the first time.

1946
Shafer Hall, dedicated in November 1946, is built to replace the original Normal School building, which also had been lost to fire. Shafer Hall served for 48 years as the sole classroom and administrative facility. The campus also expands north of Prospect Street to what is known as "middle campus."

1947
President Shafer is succeeded by President J. Eugene Smith.

1958
The College establishes its first graduate program — in education. A completely renovated laboratory school is dedicated to Frederick R. Noble, who had served as the principal of the laboratory school for more than a quarter century.

1959
Willimantic State Teachers College becomes Willimantic State College.

1963

WSC expands to "north campus."

1966

Searle Charles becomes the third president of the institution, serving until 1970.

1967

Willimantic State College is renamed Eastern Connecticut State College

1970

Charles R. Webb is named president of the College.

1983

Eastern becomes Eastern Connecticut State University

1988

President David G. Carter Sr. begins his tenure as Eastern's president.

2006

President Carter becomes Chancellor of the Connecticut State University System. Michael Pernal named interim president. Elsa Núñez becomes the sixth president of the University.

A Commitment to Equal Opportunity and Affirmative Action

Eastern Connecticut State University continues a long and established record of promoting equal employment opportunity and affirmative action through its commitment, principles and goals.

As President of Eastern Connecticut State University, I pledge my commitment to achieve compliance with the Affirmative Action regulations of the state of Connecticut, to advance social justice and equity and to remove all discriminatory barriers to equal employment opportunity and upward mobility. The University is committed to achieving the full and fair participation of women, people of color, people with disabilities and any other protected groups found to be underutilized in the work force or adversely affected by University policies or practices.

To this end, Eastern Connecticut State University reviews employment policies, practices and procedures annually to ensure that barriers which may exclude protected groups are identified and eliminated. The University explores alternative approaches if any policy or practice is found to have a negative impact on protected groups and establishes procedures for any extra efforts that may be necessary to achieve nondiscrimination.

Our policy concerning "Equal Employment Opportunity" provides a system of employment and promotion practices under which individuals are included in the participation, advancement and benefits of the University. Further, we remain vigilant that individuals are not excluded due to race, color, religion, age, sex, marital status, national origin, ancestry, sexual orientation, disability including learning disability, past or present history of a mental disability, genetic information, criminal record or other protected status unless there is a bona fide occupational requirement which excludes persons in one of the above protected groups. Equal employment opportunity and the goals of affirmative action under Sections 46a-68-31 through 46a-68-74 is supported in all our endeavors. The role of affirmative action in each step of the employment process is detailed in the following pages and incorporated by reference herein. The Office of Equity and Diversity approves all steps of the hiring process: job advertisements, search committee composition, interview pool and final candidate pool and supports affirmative action program goals.

The University strives to administer all terms, conditions and benefits of employment in an equitable manner. We also recognize the hiring difficulties experienced by members of protected classes, and in particular people with disabilities and many older individuals. We therefore undertake measures to remove any physical or attitudinal barriers which may exist to achieve the full and fair utilization of all persons in the work force.

Eastern's policy of non-discrimination is not limited to employment practices but extends to services and programs provided by the University. Consequently, it is a violation of University policy for any member of the University community to discriminate against any individual or group with respect to the terms, conditions or privileges relating to employment or attendance at the University on the basis of race, color, sexual orientation, religion, sex, national origin, age, disability including learning disability, criminal record or any other condition established by law. Further the mission of the University includes diversity as a primary objective.

All executive, administrative and supervisory personnel of the University are expected to discharge their affirmative action responsibilities in word and deed consistent with the objective of establishing and implementing affirmative action and equal employment opportunity.

As President of Eastern Connecticut State University, I pledge to make every good faith effort to realize our goals within the timetables set forth in this plan and as required by pertinent state and federal legislation, detailed in the pages which follow. The person responsible for overseeing affirmative action and equal employment opportunity is Constance Belton Green, Chief Diversity Officer/Executive Assistant to the President, Eastern Connecticut State University, 83 Windham Street, Willimantic, CT 06226; telephone (860) 465-5791.

President Elsa Núñez