NDMU Editorial Style Guide

This Style Guide is designed to enable individuals and campus organizations to communicate in a way that reflects the quality of Notre Dame of Maryland University and is consistent with other publications. The University follows Associated Press style, except where indicated in this guide.

This guide was created by the office of university communications as a resource for staff, faculty, alumnae and alumni, and students for use in all external and internal communications in which they are representing the University. Please send any comments or additions for consideration to the office of university communications.

STYLE GUIDE SECTIONS

Note: News releases to be sent to the media should comply with The Associated Press Stylebook, including the Sports Guidelines. For terms that are unique to Notre Dame of Maryland University, this stylebook is the definitive resource.

I.   COLLEGE and PROGRAM NAMES
   a. Notre Dame of Maryland University
      i. In first reference, the entire name should be used.
      ii. In subsequent references within the same document, the following forms are acceptable:
         a. Notre Dame of Maryland
         b. Notre Dame
         c. the University
      iii. Both "NDM" and "NDMU" are acceptable acronyms, but "NDMU" is preferred. "CND" is NOT an acceptable acronym.
      iv. "The" is not part of the name of the University and should not be used.
      v. If "the" is necessary in front of the University's name within a sentence, do not capitalize it. If a sentence starts with the University's name, do not start with "The."
   b. Degree-granting programs
      i. Women's College
         a. Refers to the weekday undergraduate program for both traditional college-age women (17–24) and adult learners (25 and older), mostly full time, but some part time.
         b. Use complete name of program in all references.
         c. Capitalize
      ii. College of Adult Undergraduate Studies
         a. Refers to the flexible, part-time and weekend program for women and men. Started in 2011.
         b. Use complete name in all references.
         c. Use of the acronym "CAUS" is acceptable.
         d. Capitalize
      iii. College of Graduate Studies
         a. Refers to part-time and full-time master's and doctoral programs. Previously called Graduate Studies Programs.
         b. "Center for Graduate Studies" is not correct (although it was used in the past).
         c. Capitalize
   c. Schools
      i. School of Arts & Sciences
         a. Established 1895.
         b. Degrees available at the bachelor's and master's levels.
      ii. School of Education
         a. Established 2009.
         b. Degrees available at the bachelor's, master's and doctoral levels.
      iii. School of Nursing
         a. Established 2011.
         b. Degrees available at the bachelor's and master's levels.

   iv. School of Pharmacy
     a. Established 2009.
     b. Degrees available at the doctoral level.
  d. Other University programs
   i. Renaissance Institute
     a. Renaissance Institute is the preferred reference, although RI is an acceptable second reference.
     b. "The Institute" is acceptable as a subsequent reference.
   ii. A Child's Place
     a. There are no alternative titles.
   iii. English Language Institute (ELI)
     a. ELI, all capitals, no periods, may be used in subsequent references.
   iv. Elizabeth Morrissy Honors Program
     a. May be shortened to Morrissy Honors Program or Honors Program.

II. ADDRESSES and PHONE NUMBERS
 a. Address
   i. The official address for the University is:
    Notre Dame of Maryland University
    4701 North Charles Street
    Baltimore, MD 21210
   ii. Spell out North Charles Street when used in copy. Note: this is contrary to U.S. postal standards
   iii. The postal abbreviation "MD" should be used for Maryland after "Baltimore."
   *iv. See also **state names***
 b. Phone number
   i. 410-435-0100 is the main telephone number of Notre Dame of Maryland University.
   ii. Phone numbers should be listed with hyphens.
   iii. There should be no parentheses around the area code.
   iv. An office's phone number, not the extension, should be listed for outside use.
   v. For internal publications, on-campus extensions should be listed as follows: x5569

III. WEB STANDARDS
 a. Website
   i. The address of the University's website should be written as ndm.edu.
   ii. Unless a specific URL has been developed, printed publications should generally direct people to the appropriate Web page via "breadcrumbs." A "breadcrumb trail" is a Web navigation device that identifies the Web pages one must click through to reach a specific page.
     a. *Example: ndm.edu > About Notre Dame > News*
   iii. In electronic communications, direct links can be established but should be embedded in copy.
     a. *Example: [View the report](#), not view the report at [ndm.edu/report.](#)*

iv. When linking text, avoid linking text as "click here," or "download the item here"; instead links should be embedded in copy. Link text that describes where the link takes the user, e.g. "download the appropriations form" and link the entirety of the text, or the phrase "appropriations form." Linking the related text weights the text more heavily for SEO (search engine optimization) purposes, so you get free SEO value by linking relevant text, and you save space by not having to type out so many "clicks" or "heres."
   a. *Example: View the report, not View the report here*
v. All links to content external to ndm.edu including PDF documents should open in a new window. If the site is not branded like ndm.edu, even if the site is a third party vendor that uses some of our branding, link to it in a new window.
vi. To embed a hyperlink in Microsoft Word, highlight the text you want included in the link, chose "Hyperlink" in the "Insert" menu option, and put the desired link in the "Link to" window.
vii. To remove a hyperlink, right-click the link, chose "Hyperlink" and then "Edit Hyperlink" in the menu, and choose the "Remove Hyperlink" option.

b. Email addresses
   i. On-campus faculty and staff email addresses are generally the first initial and last name of the individual, followed by "@ndm.edu"
      a. *Example: dwalker@ndm.edu*
   ii. Email addresses are not case-sensitive and should therefore be presented in all lowercase.
   iii. Do not underline email addresses.
   iv. To embed a hyperlink to an email address in Microsoft Word, highlight the text you want included in the link, chose "Hyperlink" in the "Insert" menu option, choose the "email address" menu, and put the desired link in the "To" window. You can also add an automatic subject line in this same menu.
   v. To remove an email hyperlink, right-click the link, chose "Hyperlink" and then "Edit Hyperlink" in the menu, then choose the "Remove Hyperlink" option.

c. Text formatting
   i. School years should be formatted as "2014–15" not "2014–2015" and the dash should be an **en-dash**, not a hyphen.
   ii. Do not use double spaces after periods.
   iii. Do not use spaces after periods on paragraph returns.

d. Image tagging
   i. All images — photographs and art graphics — require descriptive alt tags to assist vision impaired users to understand the content presented as images. These tags are text descriptions of what is taking place in the image.

e. Phone numbers
   i. Format as 410-555-1234, in Web usage, these should be linked with the following format: tel:4105551234

IV. ACADEMIC TERMS
   a. Departments
      i. When used as official names, academic departments should be lowercase, with subject first.
         a. *Example: Applicants should contact the art department at Notre Dame of Maryland University.*
      ii. Proper nouns, like English, should always be capitalized. Therefore, it is the English department.
   b. Degrees
      i. Capitalize when used as the official name of the degree.
         a. Example: Bachelor of Arts in History, Master of Arts in Management
      ii. Note: Do not use "master's" without "degree."
      iii. "Master's of art" is not correct. "Master of art" is correct.
      iv. When identifying an individual's degree after his/her name, use an abbreviation with periods: B.A., B.S., M.A., M.S., Ph.D., R.N., Pharm.D.
      v. When making a general reference, use lowercase.
         a. Example: Notre Dame's Women's College offers bachelor's degrees in 29 majors.
   c. Professors
      i. Faculty members should be identified with titles. Titles should be lowercase within text. *Example: Constance Adams, assistant professor of nursing, taught the class.*
      ii. In formal listings, titles may be capitalized.
         a. *Example: committee listings that include titles, email signatures*
      iii. Professors with terminal degrees in their field (usually Ph.D.) should be identified with the appropriate designation after their names. For two equivalent terminal degrees, identify both.
         a. *Example: E. Susan Barber, Ph.D., associate professor of history, taught the class. The lab is taught by visiting professor Charles Steenbergen, M.D., Ph.D.*
      iv. In subsequent references, the title "Dr." should be used.
         a. *Example: Dr. Barber taught the class.*
      v. It is generally not necessary to indicate other degree levels.
      vi. School Sisters and members of other religious congregations
         a. Those who are also Ph.D.s should be identified as follows:
            Sharon Slear, SSND, Ph.D. '66 or Dr. Sharon Slear, SSND '66
            Christine De Vinne, OSU, Ph.D. or Dr. Christine De Vinne, OSU
         b. In subsequent references, the title "Sister," spelled out, and the professor's first name should be used.
            a. *Example: Sister Sharon Slear*
      vii. In Institutional Advancement publications, professors who are also alumnae or alumni of Notre Dame should be identified with class year.
         a. *Example: E. Susan Barber, Ph.D. C'84*

        viii.   Department chair
- a. Heads of academic departments should be identified in the following form:
  Domenico G. Firmani, Ph.D., professor of art and chair of the art department
- b. Also acceptable: art department chair

    d. Programs
- i. Elizabeth Morrissy Honors Program
- ii. OperationTEACH (TEACH stands for Teachers Enlisted to Advance Catholic Heritage)
- iii. The Trailblazers Program
- iv. First Impressions
- v. Certificate in Leadership and Social Change
- vi. Anchorage Program
- vii. Sr. Alma Science Year

V.   ADMINISTRATIVE TERMS

    a. Offices
- i. To distinguish them from academic departments, administrative areas should always be identified as "offices." When used as an official name, an administrative office should be lowercase, with "office" first.
  - a. *Examples: office of alumnae and alumni relations, office of admissions, office of financial aid*
- ii. Exceptions are athletics department, business office and registrar's office, which have come into common use in this format.
- iii. The following areas are proper names and should be capitalized:
  - a. Career Center
  - b. Computer Lab
  - c. Counseling Center
  - d. Fitness Center
  - e. Writing Center
  - f. Campus Ministry

    b. Staff
- i. Staff titles should be lowercase, unless used in front of a person's name as an official title or in a formal listing.
  - a. *Examples: "At the event, President Marylou Yam, Ph.D., addressed students." "Marylou Yam, Ph.D., president, addressed the students."*
- ii. For vice presidents, the appropriate preposition is "for"; for directors, it is "of."
  - a. *Examples: vice president for academic affairs; director of marketing*
- iii. Reference an administrator with a terminal degree in his/her field in the same manner described for professors in III.C.

    c. Senior Staff
- i. Refers to the president, all vice presidents and the assistant to the president.

        ii. Term should be capitalized.

VI.   CAMPUS LOCATIONS

    a. The appropriate full titles of key campus locations follow:

        i. Doyle Hall

            a. Acceptable: Doyle

            b. Note: "Residence Hall" is acceptable usage, not "dormitory" or "dorm."

        ii. Doyle Dining Hall

            a. acceptable: the Dining Hall

            b. Note: "Cafeteria" is not acceptable.

        iii. Doyle Chapel

        iv. Gator Alley

        v. Fourier Hall

            a. Acceptable: Fourier

            b. Note: Historically, this building was named Fourier Library.

        vi. Riley Room

        vii. Gormley Art Gallery

        viii. Gazebo

        ix. Gibbons Hall

            a. Acceptable: Gibbons

        x. Merrick Tower

        xi. Gibbons Tower

        xii. Bryan Board Room

        xiii. Triangle Bookshop

        xiv. Knott Science Center

            a. Acceptable: Knott

        xv. Bryan Planetarium

        xvi. Knott Auditorium

        xvii. G. Avery Bunting Hall

        xviii. LeClerc Hall

            a. Note: No space between "Le" and "Clerc."

            b. Acceptable: LeClerc

        xix. LeClerc Auditorium

        xx. Marian B. Copeland Theatre

        xxi. MBK Seminar Room

        xxii. Loyola/Notre Dame Library

            a. "the Library," with a capital "L," can be used in subsequent reference

        xxiii. Marion Burk Knott Sports and Activities Complex

            a. Acceptable: MBK Sports and Activities Complex

            b. MBK can be used in subsequent reference.

        xxiv. Marion Burk Knott Gymnasium

            a. MBK Gymnasium is preferred use.

        xxv. Mary Meletia Hall

      a. Preferred: Meletia Hall

      b. Acceptable: Meletia

      c. Note: "Residence hall" is acceptable usage, not "dormitory" or "dorm."

xxvi. Sister Kathleen Feeley International Center

      a. preferred: Feeley International Center

xxvii. Meletia Hall Chapel

      a. acceptable: Meletia Chapel

xxviii. Language Learning Center

xxix. Noyes Alumnae House

      a. Acceptable: Noyes House

      b. Note: Rooms and offices in Noyes House do not have numbers. Use:

           a. living room

           b. parlor

           c. dining room

           d. kitchen

           e. second floor

           f. third floor

xxx. Virginia Kelly Rice Hall

      a. Acceptable: Rice Hall

xxxi. Theresa Hall

xxxii. Marikle Chapel of the Annunciation

      a. "Marikle Chapel" or "the Chapel" can be used on subsequent reference. "The Chapel" should ONLY refer to the Marikle Chapel of the Annunciation on campus.

xxxiii. University Academic Building

xxxiv. Outdoor athletic facilities

      a. tennis courts

      b. Alumnae Field (the soccer and lacrosse field)

      c. the field hockey field

b. Building and room locations

    i. A single word for the building followed by a three-digit room number is the proper form.

    ii. *Examples: Gibbons 110, Theresa 008*

c. Campus

    i. Notre Dame of Maryland University has one official campus at 4701 North Charles Street in Baltimore. Although the campus does not have an official name, it can be referred to as "the Charles Street campus" or "the Charles Street location."

    ii. Classes are also held at the Higher Education and Applied Technology (HEAT) Center in Aberdeen, Md.; at the Southern Maryland Higher Education Center (SMHEC) in California, Md.; at Anne Arundel Community

College (AACC); and Arundel Mills Education Center in Hanover, Md., but these locations should not be referred to as campuses.

VII. ALUMNAE AND ALUMNI
    a. Preferred terminology: Alumnae and Alumni
        i. For graduates of the Women's College, the feminine form "alumna" (singular) or "alumnae" (plural) is used. Otherwise, use "alum."
        ii. A single male graduate should be referred to as an "alumnus."
        iii. A group of male graduates should be called "alumni."
        iv. For our purposes, a group of graduates consisting of male and female are "alumnae and alumni."
        v. "Alum" is an acceptable casual reference, but should be used sparingly.
        vi. To avoid the Latin, use "graduates," especially when referencing adult classes.
    b. Alumnae names
        i. Graduates of Notre Dame of Maryland University should be identified with their year of graduation and a graduate degree, if applicable. The previous practice of adding a letter signifying undergraduate programs other than the Women's College has been discontinued (example: Continuing Education: Jane Doe C'95; Weekend College: Jane Doe W'95; Accelerated College: John Doe A'06).
        ii. After an individual's full name, there should be a space, a closing apostrophe and the last two digits of the year of graduation. See examples for exact spacing and punctuation.
            a. Examples:
                a. *Women's College: Jane Doe '95*
                b. *Continuing Education: Jane Doe '95*
                c. *Weekend College: Jane Doe '95*
                d. *Accelerated College: John Doe '06*
                e. *CAUS: Jane Doe '06*
                f. *Graduate Studies- masters: John Doe, M'95*
                g. *Graduate Studies – certificate: Jane Doe, Cert'95*
                h. *Graduate Studies – Ph.D.: Jane Doe, Ph.D.'12*
                i. *School of Pharmacy: Jane Doe, Pharm.D.'13*
                j. *Advanced degree from other institution: Jane Doe '95, Ph.D.*
                k. *Multiple degrees from NDMU: Jane Doe '95, M'98, Ph.D.'99, Pharm.D.'13*
                l. *School Sisters of Notre Dame: Jane Doe, SSND '95*
                m. *School Sister with advanced degree: Jane Doe, SSND '95, Ph.D.*
        iii. After first reference, class year should be eliminated and graduates should be referred to by last name and possibly a courtesy title (example: Mr., Mrs., Ms., Sister). At times, it may be appropriate to use first names at the discretion of the editor of each publication.
    c. Alumnae and alumni majors
        i. Majors should be identified within text as opposed to within the name/program/year of graduation of the graduate.

a. *Examples: The contribution to the gallery was made by Jane Doe '95, an art major. [Jane Doe, art '95 is incorrect.]*

VIII. ATHLETICS

    a. The name for Notre Dame athletic teams is the Gators. It should be capitalized.

    b. Individual teams should not be capitalized: basketball, field hockey, lacrosse, soccer, softball, swimming, tennis, volleyball.

    c. Notre Dame's teams participate in NCAA Division III and are part of the Colonial States Athletic Conference (CSAC).

    d. The mascot's name is Gabby Gator.

IX. FREQUENTLY MISSPELLED NAMES

    a. Christa de Kleine (lowercase "de," space between "de" and "Kleine")

    b. Jeana DelRosso, Ph.D. (no space, capital "D" and "R")

    c. Joseph Di Rienzi, Ph.D. (space between "Di" and "Rienzi," capital "D" and "R")

    d. Patricia Swatfager-Haney, Ph.D.

    e. PJ Mitchell (no periods)

    f. Sister Christine De Vinne, OSU, Ph.D.

    g. Missy Evans-Moreland

Alphabetical listing

acronyms

Spell out first reference and give acronym in parentheses. Acronym is then acceptable on subsequent references.

Example: The soccer team won the Atlantic Women's Colleges Conference (AWCC) in May. This is the third consecutive AWCC title for the team.

Widely recognized acronyms need not be spelled out.

Examples: NASA, NAACP

Omit periods in acronyms unless it is a two-letter acronym.

Examples: U.N., U.S. but USA

addresses

In general, spell out and capitalize Street, Road, Avenue, Circle, etc. within an address.

Example: He lives on North Charles Street.

See also **II. ADDRESSES AND PHONE NUMBERS**

See also **states**

advisor

Preferred spelling is advisor, not adviser. **Opposite of AP style.**

African-American

Preferred use is African-American with a hyphen. Only use "black" when in quotes and in names of organizations.

alma mater

Lowercase, two words. Italics not necessary.

alumnae and alumni

*See also **VI. ALUMNAE***

and/&

Spell out the word "and" unless the ampersand (&) is the official spelling of a name of an organization.

apostrophes [for more detailed information, consult The Associated Press Stylebook,]

Add " 's " to make singular nouns possessive. To make plural nouns possessive: Add " 's " if the word does not end in an "s"

Add just an apostrophe " ' " if the word does end in an "s"

Do not use apostrophes to form plurals (1950s, not 1950's) except for single letters (straight A's).

The Baltimore Sun

The publication is titled *The Baltimore Sun*. The company is named The Baltimore Sun Media Group. *The Sun* is acceptable on second reference.

Board of Trustees

Uppercase when referencing Notre Dame's Board of Trustees. "The Board" is an acceptable on second reference. For a member of the board, "trustee" is the preferred title.

building names

*See also **first section, V. CAMPUS LOCATIONS***

campus

Do not capitalize.

capitalization

Capitalize all proper nouns and proper names.

Capitalize:

- geographical places or areas (the West Coast,Baltimore)
- government bodies (the U.S. Congress, theBaltimore City Council)
- names referring to a specific deity (God, Allah)

12

- sacred books (the Bible, the Koran)
- religions (Catholicism, Judaism)
- holidays (New Year's Day, Memorial Day)

Lowercase seasons, unless referencing specific semesters.

> *Examples: "She started college in the Spring 2004 semester." "The catalog covers the fall semester."*

> *See also **titles (people), III. ACADEMIC TERMS and IV. ADMINISTRATIVE TERMS***

cell phone

Not "mobile phone."

chair

Use instead of chairperson, chairman, chairwoman.

class years

The terms "first-year student," "sophomore," "junior," "senior" should generally be lowercase.

If referencing an entire class, capitalize both words.

> *Example: Sophomore Class*

The proper format for specific class years is: Class of 2003 or Class of '03. "Class of 20XX" should be used for anyone who has not been conferred with a degree.

> *Example: Dr. Susan Love, Class of 1970*

To identify individual students by class year, the correct form is: Jane Doe '06.

"first-year student" is preferred over "freshman."

> *Exception: In Commencement publications, students who have not yet graduated are identified as follows: Jane Doe, Class of 2006*

college

Capitalize in the historical context of Notre Dame of Maryland University.

> *Example: "The College was established in 1895."*

colon

Use to introduce bulleted lists and long quotations that require their own paragraph. For short lists, do not use a colon.

> *Example: Items on the menu include hot dogs, French fries and corn.*

Capitalize the first word after the colon if what follows can stand on its own as a complete sentence.

Example: She knew one thing: This college was the place for her.

Unless they are part of a quotation, leave colons outside quotation marks.

Do not type two spaces after a colon.

comma (in a series) [for more detailed information, consult The Associated Press Stylebook, 2011, page 373]

Use commas to separate elements in a series, but do not put a comma before the conjunction in a simple series.

Example: "All sophomores, juniors and seniors were invited to the presentation."

However, in a more complex series, or if the final element includes an "and," DO put a comma before the conjunction.

"The menu included ham, green beans, and macaroni and cheese."

In a series that includes within it other series long enough to require commas, use semicolons to separate the items.

Example: "Notre Dame's approach to education is clear: research-based and experience-based; guided by reason and values; exhibiting visionary leadership and commitment; and employing exemplary educational practices.

Use a comma to introduce direct quotations.

Example: She said, "I will meet you at Marikle Chapel before liturgy."

In general, if you set something off with a comma, you must follow it with a comma.

Example: Dr. Barber, who is a Notre Dame graduate, is writing a book with Dr. Ritter.

Commas always go inside quotation marks.

Commencement

Capitalize in reference to the graduation ceremony at Notre Dame of Maryland University.

conferences, lecture series, symposia, etc.

Capitalize formal names (The Geiger Lecture on Ethics and Society).

course numbers

Consistent with Datatel, courses should be listed in the following format:

XXX-### XXXXXX…

IDS-100 Perspectives on Education and Culture

course titles

Capitalize.

Do not put in quotation marks or italicize.

courtesy titles

An individual's full name should be used in first reference. In second reference, a courtesy title (Mr., Ms., Sister, Dr.) should be used with a person's last name. In some cases, the context may make it appropriate to refer to a person by her or his first name.

Example: Patricia Swatfager-Haney, Ph.D. is the vice president for student development. Dr. Swatfager-Haney introduced the speaker for the evening.

dashes

Use an en dash (–) to denote a range (pages 40–48)

Em dashes (—) may be used for phrases that digress or further explain the rest of the sentence. Commas often may be used for the same purpose.

Do not use spaces around em dashes.

Example: The three professors—Ritter, Di Rienzi and Storey—were joined by several students.

To insert en or em dashes into text in Microsoft Word, select "Insert" from the file menu and then "Symbol" from the pull-down list. Select the "Special Characters" file, highlight and then insert the appropriate punctuation.

dates

Use a single en dash (–) to show a range of dates.

Do not use a comma between the month and the year alone.

Example: Please return your FAFSA application by the January 2007 deadline.

Spell out names of days and months; do not abbreviate (exception to AP Style).

Use numerals for decades.

Example: the 1960s (no apostrophe); the '60s.

Except in a calendar date, use numerals with "st," "nd," "rd" or "th."

Examples: "The book highlights 18th-century art." "Classes began September 9, 1985."

degrees

See also **academic degrees in III.B.**

dual degree

Program in which a student studies for three years at Notre Dame and two years at another institution and receives a degree from both. See proper spelling above. No hyphen. Dual degrees are offered in engineering and nursing.

double major

Students in the Women's College may pursue a double major through the Sister Mary Meletia Double Major Program, which provides highly motivated, goal-oriented students with the opportunity to complete a double major in four years. [does this exist anymore? No search results came up on the NDMU site—the only place it is listed is in the catalog.]

ellipsis (…)

Use if a portion of a quote is left out. Treat like a three-letter word. Use a space before and after. At the end of a sentence, add a period (no space).

ensure/insure

"Ensure" is correct except in a reference to providing insurance.

email

Lowercase email as one word, no hyphen.

Avoid breaking a line in the middle of an email address.

emeritus, emerita

Italicize.

Used to indicate that an individual has retired, but retains his or her rank or title.

Follows the title: professor *emeritus*, not emeritus professor.

Use *emeritus* for a man, *emerita* for a woman.

Use *emeritae* or *emeriti* for the plural.

exclamation point

Avoid overuse. End mildly exclamatory sentences with a period.

faculty

Faculty is a singular noun.

Example: The faculty has a monthly meeting to discuss the University's academic program.

Use "faculty members" or "members of the faculty" to make it a plural term or to be clear that you are not referring to the entire faculty body.

*See also **staff***

first come, first served

The first to reply or arrive will be served first. Note correct form above.

foreign words

16

In general, italicize unless the word has been Americanized or is commonly used. Also, avoid using foreign punctuation marks unless it is a proper name or confuses the meaning of the word.

> *Example: "rendezvous" does not need to be italicized.*

See also **résumé**

freshman, freshmen

Do not use. The term "first-year student" is preferred.

full-time, full time and part-time, part time

Use a hyphen when term is an adjective; no hyphen when term is an adverb.

> *Example: She is a full-time student who also works part time.*

fundraising

"Fundraising" is one word with no hyphen.

"Development" is the preferred term.

gender references

Because the foundation of Notre Dame is the Women's College, use "women and men" (in that order).

Use gender neutral references whenever possible: chair, police officer, actor, etc.

Avoid using "his/her" by rewriting the sentence in the plural.

health care

Two words.

hyphens [for more detailed information, consult The Associated Press Stylebook, 2011, page 377]

In general, do not hyphenate words beginning with the prefixes co, non, pre or re unless there is a possibility of confusion (co-op) or the root word begins with a capital letter (post-Renaissance, post-Master's Certification).

Hyphenate words beginning with the prefix "self."

When a compound modifier (two or more words used to express a single concept) precedes a noun, use hyphens to link all of the words in the compound except the adverb "very" and all adverbs that end in "-ly."

Combinations that are familiar and commonly used need no hyphenation in any case (*a liberal arts college*). If the term is listed in the dictionary without hyphens, it can be used without hyphens.

Do not hyphenate compounds with "vice": *vice chair, vice president*.

When more than one prefix is joined to a base word, hyphenate any prefixes that stand alone (micro- and macroeconomics).

initials

Use middle initials based on the individual's preference.

Two initials should be separated by a space.

> *Example: E. L. Doctorow; but PJ Mitchell*

insure

Use only in relation to providing insurance.

international students

Term is preferred over "foreign students."

the Internet

Capitalize.

The Internet is a decentralized, worldwide network of computers that can communicate with each other.

> *See also **the Web, website** and **email***

invitations

On invitations, punctuation is not required at the end of lines.

O'clock or :00 may be used in times as a more formal style.

> *See als: **times, dates** and **RSVP***

Jr., Sr., II in names

Do not use a comma after a name before a Jr., Sr. or II designation.

> *Example: Martin Luther King Jr.*

lecture titles

The specific title of a lecture should be in quotation marks. The name of a lecture series or program should not be in quotation marks.

> *Example: The 2012 Baldwin Lecture in the Humanities, "Rereading the Civil Rights Movement through a Theological Lens."*

lists

Maintain parallel construction in listed items.

In bulleted lists, use a period after each item if one or more is a complete sentence. In that case, the first words should be capitalized. Otherwise, capitalization of the first words depends on the context.

Alphabetize or put listed items in some other logical order.

liturgy

Refers to a public worship service.

The term "liturgy" is sometimes used in place of "Mass."

Mass

Capitalize when referring to a ceremony.

months

Spell out all months.

names (people)

An individual's full name should be used in first reference. In second reference, a courtesy title (Mr., Ms., Sister, Dr.) should be used with a person's last name. In some cases, the context may make it appropriate to refer to a person by her or his first name.

> *Example: Jeana DelRosso, Ph.D. is the chair of the English department. Dr. DelRosso introduced the speaker for the evening.*

numbers

Spell out one through nine; use numerals for 10 and above.

Exception: when indicating the number of credits for a course, a numeral can be used.

> *Example: IDS-100 Perspective on Education and Culture (3 credits)*

Use two letters with 22nd, 23rd, etc. But do not use -st, -nd, etc., in a date.

> *Examples: She placed 10th in the race. I will see you October 3.*

Use numerals with percent (10 percent), dollar sign ($3), temperature (6 degrees), scores (7–3), page (page 2), chapter (chapter 6) and academic credits (3 credits).

Spell out numbers that begin a sentence.

For figures greater than 999,999, use million or billion: 2.3 million, 4 billion.

Use a comma in a figure greater than 1,000, unless it is a year.

A dash should not be used as a substitute for "to" in a range. However, a dash is acceptable when giving a time range.

> *Examples: from 1967 to 1983, 1967–83.*

Avoid combining "from" with an en dash.

> *Example: The meeting ran from 10-11 a.m.*

off campus, off-campus; on campus, on-campus

Use a hyphen when term is an adjective; no hyphen otherwise.

> *Example: The event is usually on campus, but the group could not find a suitable on-campus location this year.*

online

Do not hyphenate.

> *See also **email, website** and **Web***

parentheses [for more detailed information, consult The Associated Press Stylebook, 2011, page 378]

If the material inside the parentheses ends a sentence but is not itself a complete sentence, place the period outside the closing parenthesis.

> *Example: (If the material inside the parentheses is a complete sentence, as in this example, capitalize the first word and place the period inside the closing parenthesis.)*

periods [for more detailed information, consult The Associated Press Stylebook, 2011, page 378]

Always go inside quotation marks.

> *See also **parentheses for information about how to use periods with them***

post-baccalaureate, post-graduate, post-doctoral

Hyphenate these adjectives.

professors

> *See also **titles (People), section I***

quotation marks

"Curly" (also known as "smart") quotation marks and apostrophes MUST be used.

> *Example: "Yes," the University's representative responded.*

Smart quotes should appear automatically in Microsoft Word. To insert them manually, select "Insert" from the file menu and then "Symbol" from the pull-down list. Select the "Special Characters" file, highlight and then insert "Double Opening Quote" or "Double Closing Quote."

Straight quotes are used to designate inches, straight apostrophes to designate feet.

> *Example: The table measured 8' 6".*

See also **comma**

résumé

Preferred form includes accents over both "e"s to avoid confusion with the word "resume." However, when no such confusion would occur, avoid using foreign punctuation, except in formal names.

Examples: cafe, a la mode, Claude Lévi Strauss

To insert accent marks in Microsoft Word, click on the "Insert" menu and select "Symbol." Insert the "é" from the Latin-1 subset of characters.

RSVP

The abbreviation for the French *repondez s'il vous plait*, it means "Please reply." There are no periods between the letters.

semesters

Capitalize when used with a specific year:

Example: She has been accepted for the Fall 2004 semester.

Lowercase elsewhere

Example: The spring semester begins in late January.

service-learning

Hyphenated, as above.

Not capitalized except in a program title or Center for Career and Service-Learning

Sister

As a title for a woman who is part of a religious congregation, capitalize and spell out when used as a proper noun.

Example: Sister Sharon led the sisters from Villa Assumpta in song.

Do not use both the title "Sister" and the "SSND" distinction.

Example: Sister Sharon Kanis, SSND is INCORRECT

NOTE: Not all sisters at Notre Dame are SSNDs.

See also **SSND**

SSND

Acronym for School Sisters of Notre Dame, the congregation that founded Notre Dame.

Use after a Sister's name to identify her as a School Sister of Notre Dame.

No periods should go between letters.

Example: The University's vice president for mission is Eileen O'Dea, SSND. Sister Eileen served as vice president for research and planning for a number of years.

NOTE: Not all Sisters at Notre Dame are SSNDs.

See also **Sister**

staff

Staff is a singular noun.

Example: The staff of Notre Dame works through the month of January.

Use "staff members" or "members of the staff" to avoid confusion about whether or not you are referring to the entire staff.

See also **faculty**

state names

Spell out state names when used alone. When a city and state are identified, spell out the city name followed by the state abbreviation.

Example: She lives in Towson, Md.

Use AP Stylebook abbreviations for states.

Ala.	Md.	N.D.
Ariz.	Mass.	Okla.
Ark.	Mich.	Ore.
Calif.	Minn.	Pa.
Colo.	Miss.	R.I.
Conn.	Mo.	S.C.
Del.	Mont.	S.D.
Fla.	Neb.	Tenn.
Ga.	Nev.	Vt.
Ill.	N.H.	Va.
Ind.	N.J.	Wash.
Kan.	N.M.	W.Va.
Ky.	N.Y.	Wis.
La.	N.C.	Wyo.

Postal abbreviations (i.e. two capital letters) should be used in addresses and as appropriate in listings.

List city name (capitalized), followed by state abbreviation.

Example: Owings Mills, Md.

See also **addresses**

student-athlete

Use hyphen in defining a student who participates in NCAA Division III sports at Notre Dame.

telephone numbers

Use a hyphen between area code and phone number. Area code should not be in parentheses.

If an extension is part of a phone number, denote it as follows: 410-555-1234, x5678.

For any publication that will be read by audience members not on campus, include the full 10-character phone number.

In Web usage, these should be linked with the following format: tel:4105551234

times

Use numbers and separate hours from minutes with a colon. Do not use :00 (except in formal invitations).

Lowercase a.m. and p.m. and use periods as shown.

Examples: 10 a.m.; 2:30 p.m.

Use "noon" and "midnight," not 12 p.m., 12 noon, 12 a.m., or 12 midnight.

You can use either "to" or a dash for a time range.

Example: The meeting will be held from 3 to 5 p.m. OR The meeting will be held 3–5 p.m.

Do not use "o'clock" except in quoted material or contexts such as formal invitations.

titled

Not "entitled" when referring to a lecture, book, article, etc.

Example: The lecture is titled "Ethics and Society."

titles (people)

Capitalize and spell out formal titles when they precede a full name (*President Mary Pat Seurkamp*); use lowercase elsewhere (*Mary Pat Seurkamp, president, will give a lecture*).

See also **capitalization** *and* **IV. ADMINISTRATIVE TERMS**

titles (publications and creative works)

Italicize: titles of books, periodicals (including online magazines), movies, television and radio series, plays, works of art, musical compositions or albums, collections of poetry, and long poems published as singular works.

Use quotation marks around: speeches, individual episodes of television and radio series, songs, poems, articles from newspapers and periodicals, chapters, short stories, essays, and individual parts of books.

Capitalize all words except for articles (a, an, the), coordinate conjunctions (and, or, for, nor), prepositions regardless of length, and infinitives (to, in). If a word identified above is the first or last in a title, it should be capitalized.

upperclass students

If possible, use "junior" or "senior" instead.

vice president (and other such titles)

No hyphen.

website

Use as one word, lowercased.

See also **the Web, the Internet, email** *and* **II. ADDRESSES AND PHONE NUMBERS**

the Web

Capitalize.

Short form of World Wide Web is a subset of the Internet that enables the publishing of multimedia documents on the Internet. The Web and the Internet are not synonymous and should not be used interchangeably.

Use *website, webcam, webcast* and *webmaster* as one word, lowercased.

Use *Web page* and *Web feed* as two words, captitalized.

Use homepage as one word, unhyphenated.

Use database as one word.

Avoid breaking a line in the middle of a website or email address.

See also **email, online, the Internet**

Resources

The following resources should be used to verify style and confirm information pertinent to the University:

Notre Dame of Maryland University Stylebook covers all writing style issues unique to Notre Dame of Maryland University (all information supersedes any other resource).

Associated Press Stylebook 2011 is the principal resource for issues not explicitly covered in Notre Dame of Maryland University Stylebook.

Webster's New World College Dictionary, Fourth Edition

The Catholic Directory, Archdiocese of Baltimore for information on Catholic organizations, clergy, etc.

Written histories to verify facts about the history of the University.

> *The Heritage We Claim*
>
> *The Past and the Promised*
>
> *The College of Notre Dame of Maryland, 1895–1945*

Catalogs for current year for specific academic information, including faculty listing, titles, credentials

> Women's College Catalog
>
> Accelerated College/Weekend College Catalog
>
> Graduate Studies Catalog

Student name verification

> current students—registrar's office
>
> alumnae and alumni—office of alumnae and alumni relations

NOTRE DAME OF MARYLAND UNIVERSITY OVERVIEW—LONG VERSION (600 WORDS)

Mission

Notre Dame of Maryland University educates leaders to transform the world.

Embracing the vision of the founders, the School Sisters of Notre Dame, the University promotes the advancement of women and provides a liberal arts education in the Catholic tradition.

Notre Dame challenges women and men to strive for intellectual and professional excellence, to build inclusive communities, to engage in service to others, and to promote social responsibility.

History and Programs

Notre Dame of Maryland University was established as a four-year college in 1895. It was the first Catholic college for women in the United States to award the four-year baccalaureate degree. The School Sisters of Notre Dame remain the sponsoring congregation.

In 1972, Notre Dame initiated the Continuing Education (CE) program, offering women age 25 and older the opportunity to study and earn bachelor's degrees. Today, CE has been fully integrated into the Women's College.

Successful programs for professional women and men have enabled Notre Dame to expand its educational reach. In 1975, Weekend College was established to serve employed students with conveniently scheduled classes. In 1984, the Graduate Studies Program began, offering master's programs for the first time. In 2003, the College launched Accelerated College for working professionals, further establishing partnerships with business and healthcare organizations throughout the area. These two programs were incorporated in 2011 into the College of Adult Undergraduate Studies (CAUS) Most recently, the College instituted its first doctoral program, a Ph.D. in Instructional Leadership for Changing Populations. On September 9, 2011, the 116th anniversary of the first day of classes, Notre Dame became Notre Dame of Maryland University.

Today, the University has more than 3,300 students.

The English Language Institute (ELI), which opened in 1983, offers English as a second language and American culture classes and brings an international dimension to campus. The Renaissance Institute, a noncredit membership program for students age 50 and older, rounds out the University's educational offerings.

Location

Located on the North Charles Street college corridor in northern Baltimore, Notre Dame's beautiful campus is situated on 58 wooded acres in a residential area. The University also holds classes at sites in Anne Arundel, Harford and St. Mary's counties for part-time students.

STANDARD DESCRIPTIONS OF THE COLLEGE AND ITS HISTORY

The following overviews (long version and shorter version) should be used in any publication that requires background information about the College. To obtain this text in Microsoft Word®, contact John Rivera, director of university communications, at jrivera@ndm.edu.

Approach to Education

The University's values-centered education emphasizes the student's total development: intellectual, professional, social and spiritual. Notre Dame students and faculty come from a variety of backgrounds, bringing diverse perspectives to the academic community.

With a commitment to the liberal arts, the Notre Dame curriculum provides a broad educational foundation, in-depth studies in students' chosen fields, and the opportunity to explore an array of academic interests. Hallmarks of the academic program include emphasis on values, integration of the arts and sciences, global perspectives, critical thinking and communication skills.

The Notre Dame faculty encourages and assists students with their academic development. The excellent 12:1 student/faculty ratio supports this personal attention.

With a solid international focus, Notre Dame has formal exchange agreements with colleges in Japan and Australia. Many students choose to study abroad for a semester or year, or enroll in a short January term, in one of 36 programs in 27 countries.

Leadership opportunities abound for students in academic, athletic and student life areas. Notre Dame's strong internship program provides students opportunities to test different areas of interest, gain valuable experience and make important contacts in the professional world. Service-learning projects within courses enable students to work directly with local organizations utilizing information and skills while assisting worthwhile programs. Community service is a prominent value at Notre Dame, with the Career Center and the Office of Campus Ministry linking students to service enterprises throughout the area.

The community is invited to campus for musical performances, drama presentations and educational lectures. The Gormley Gallery exhibits the work of student, faculty and guest artists.

Notre Dame fields eight NCAA Division III teams: basketball, field hockey, lacrosse, soccer, softball, swimming, tennis and volleyball. The Gators are part of the the Colonial States Athletic Conference (CSAC).

The University's 21,000 alumnae and alumni have become leaders in a full range of professional fields and have made important contributions to family and community life throughout the country and the world.

NOTRE DAME OF MARYLAND UNIVERSITY OVERVIEW—SHORT VERSION (300+ WORDS)

Notre Dame of Maryland University is a Catholic, liberal arts university committed to educating leaders to transform the world. Undergraduate and graduate programs challenge students to strive for intellectual and professional excellence, to build inclusive communities, to engage in service to others, and to promote social responsibility.

Founded and sponsored by the School Sisters of Notre Dame (SSND), Notre Dame was established as a four-year college in 1895. Notre Dame of Maryland University was the first Catholic college for women in the United States to award the four-year baccalaureate degree.

Innovative programs for women and men have enabled the University to expand its educational reach. In 1972, the University initiated the Continuing Education (CE) program, offering women age 25 and older the opportunity to study and earn bachelor's degrees. Today, CE has been fully integrated into the Women's University. In 1975, Weekend College was established to serve employed students by offering conveniently scheduled classes. In 1984, the Graduate Studies Program began, offering master's programs for the first time. In 2003, the University launched Accelerated College for working professionals, further establishing partnerships with business and health care organizations throughout the area. The Weekend College and Accelerated College programs were incorporated in 2011 into the College of Adult Undergraduate Studies (CAUS). The School of Pharmacy, which grants the Pharm. D. degree, opened its doors in 2009 and graduated its first class in 2013. In 2011, Notre Dame was designated a Univeristy.

Today the University has more than 3,300 students.

The English Language Institute (ELI), which opened in 1983, offers English as a second language and American culture classes. The Renaissance Institute, a noncredit membership program for students age 50 and older, rounds out the University's educational offerings.

Located on the North Charles Street college corridor in northern Baltimore, Notre Dame's beautiful campus is situated on 58 wooded acres in a residential area. The University also holds classes at sites in Anne Arundel, Harford and St. Mary's counties for part-time students.

The University's values-centered curriculum emphasizes the student's total development: intellectual, professional, social and spiritual. Notre Dame students and faculty come from a variety of backgrounds, bringing diverse perspectives to the academic community.

The University's 21,000 alumnae and alumni have become leaders in a full range of professional fields and have made important contributions to family and community life throughout the country and the world.

FORMATTING A DOCUMENT

Note: Type formatting norms have changed with the switch from typewriters to computers.

In any document produced on a computer, there should be only one space after a period or colon. An extra space hinders readability. (In fact, the most current Word software flags an extra space as an error.)

To emphasize or highlight a particular word, bold type should be used as opposed to underlining. Underlining makes words difficult to read. In Web text, it indicates a link to another page.

Do not bold *and* underline a word or phrase, even as a section header.

Titles of major works that would have previously been underlined should be italicized.

Use the following guidelines for dashes and hyphens.

En dashes (–)denote a range (pages 40–48).

Em dashes (—) may be used for material that amplifies, explains or digresses. Commas often may be used for the same purpose.

Do not use spaces around em dashes: *The three professors—Ritter, Di Rienzi and Storey— were joined by several students.*

Hyphens should be used to join words for the following purposes:

To avoid ambiguity.

Example: The students attended a presentation by small businessmen. (The businessmen are not little, their businesses are small.)

For compound modifiers.

Example: The student also has a full-time job.

Exception: "very" or words that end in "ly" The student has a very full schedule. The student has a fully stocked schedule.

To avoid double letters or vowels.

Example: anti-establishment, pre-existing

See The Associated Press Stylebook 2005, pages 328 and 330 for more information.

For lists or bulleted copy, follow these guidelines:

- Maintain parallel construction in listed items.
- If a bulleted item is a complete sentence, treat it as such (put a period at the end and capitalize the first word.).
- If a bulleted item is not a complete sentence, lowercase the first word (unless it is a proper noun) and use no punctuation.
- If there MUST be a mixture of sentences and non-sentences, defer to lowercase and no punctuation on all items.
- Alphabetize or put listed items in some other logical order.

To prepare copy to be used in a designed publication or otherwise reformatted or reproduced, follow these guidelines:

- Limit formatting as much as possible.
- Allow automatic text wrapping when you are typing. Do NOT put in return/enter tabs at the end of lines of type, but only at the end of paragraphs.

FORMATTING A DOCUMENT

- To indent or align items, use tabs rather than spaces. Tab once for left indent.
- Use one font and size throughout the document.
- Do not type headings or blocks of text in all capital letters.
- Choose a common font like Times New Roman or Arial.

Forms for individuals to complete should have either a colon (:) or a line after the information requested, but not both.

Example:

Name:

Name _____