



University of  
**MOUNT OLIVE**

STYLE GUIDE

Revised May 2023

## University of Mount Olive Style Guide

As soon as you start writing for publication, you run into a hundred different style questions. To keep things consistent at University of Mount Olive, we have created the following guide. We have included entries about all of the issues that we commonly run into, but we also expect this guide to evolve over time, so if you can't find something -- or have a question about something you do find-- please feel free to contact the Office of Public Relations.

### A

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#### abbreviations

- Use the following abbreviations when used before a full name outside direct quotations: Dr., Mr., Mrs., and Sen. Spell out all except Dr., Mr., and Mrs. when they are used before a name in direct quotations. Use the abbreviations Jr., Sr., and Esq. when used after a full name.
- Use the abbreviations Co., Corp., Inc., and Ltd. in the formal names of businesses.
- Use the abbreviations a.m., p.m., A.D., B.C., Ave., Blvd., and St. when used with specific numbers: 6 PM; 600 B.C.; 1600 Pennsylvania Ave.

#### academic degrees

- If possible, refer to academic degrees in a phrase rather than with an abbreviation: The lecture featured David Smith, who holds a bachelor's degree in English literature, a master's degree in psychology, and a doctorate in neurobiology.
- Use apostrophes in bachelor's degree, master's degree, etc.
- Do not capitalize bachelor of science, master of arts, etc. Likewise, do not capitalize the field (bachelor of arts in philosophy) unless it is a proper noun (bachelor of arts in English).
- Use abbreviations only in cases where applying the above rule would make whatever you're writing too cumbersome or confusing.
- If you do have to abbreviate, capitalize and punctuate as follows: B.A., M.A., Ph.D., J.D., M.Div., M.A.T., M.Ed.

**acronyms**

- Acceptable on second and subsequent references if given in parentheses after a first spelled-out use: The Student Government Association (SGA) held its first meeting today. The next SGA meeting will take place in two weeks.
- Acceptable without first spelling out if initials are widely recognized (e.g., CEO, SAT, NCAA, NASA, FBI).
- Do not put in parentheses after a first spelled-out use if the organization will not be mentioned again. Ex. University of Mount Olive (UMO).

**addresses**

- Use abbreviations only in numbered addresses: She works at 2700 N. Breazeale Av.
- Otherwise, spell out directional modifiers and road designations: He lives on North Breazeale Avenue.

**adjunct faculty member**

Person who is not on tenure track but they have taught at least one course at UMO.

**administration/administrators**

Can also use staff.

**Admissions, Office of**

- Capitalize the formal name (Office of Admissions) and the casual (Admissions Office). The senior staff member for student admission is the Vice President for Enrollment, followed by the Director of Admissions. The recruitment officers are admission counselors.
- Note the “s” at the end of Admissions

**Advanced Placement (AP) Program**

Capitalize.

**adviser**

The preferred spelling is adviser, not advisor.

**African American, Asian American**

Do not hyphenate.

**alma mater/*Alma Mater***

No caps and no italics; considered an English word now. Alma Mater (uppercase, in italics) is the song.

### **alumnae/i**

- Graduates of the University of Mount Olive are referred to singularly as alumna (female, singular) and alumnus (male, singular), and alumnae (female, plural) or alumni (male or female, plural) as a group. Alumnae/i are referred to by full name and year of graduation on first reference as follows: Rebecca Smith '72.
- To find out whether someone is an alumnus or alumna and, if so, his or her year of graduation, check the University of Mount Olive Alumni Directory.

### **Alumni Association**

Refers to the University of Mount Olive Alumni Association

### **alumni class years**

- In most cases, use the apostrophe and the last two digits of the graduating year. (Example: John Smith '98 wrote.)
- Couples.  
If both are alumni, generally, list the year with each of their names, and be sure the woman — if she has a maiden name and married name — is listed last, to avoid repeating the last name. (Example: Joe '56 and Kim Jones Smith '57).

### **Alumni Office**

Official name is the Office of Alumni Relations. It is acceptable to use Alumni Office.

### **a.m., p.m., AM, or PM**

3 AM or 3 PM or 3 a.m. or 3 p.m.

### **ampersand (&)**

Use symbol if it is part of an official title; otherwise, spell out the word “and.”

### **annual**

Use lower case for annual. (The Department of Athletics is hosting the 17<sup>th</sup> annual Pickle Classic)

### **apostrophes**

- Do not use to form plurals (1950s, not 1950's) except in the cases of single letters (straight A's).
- Possessives of singular nouns, even those ending in s, are formed by adding 's: Susan's desk, Chris's office.
- Possessives of plural nouns not ending in s are formed by adding 's: women's studies.
- Possessives of plural nouns ending in s are formed by adding an apostrophe only: the horses' mouths.
- In the case of plural nouns modifying other nouns, such as the Parents' Newsletter, the use of the apostrophe is preferred.
- Do not use an apostrophe when forming plurals of dates or abbreviations: 1890s, 1920s, M.D.s, Ph.D.s

## B

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### **between you and me**

Not “between you and I.”

### **biannually**

Use semiannually instead to mean twice a year, biennially to mean every other year. confusion can occur by using the term biannually because the prefix “bi” can mean two and twice. Semiannually is a synonym that offers clarity.

### **biennially**

Every two years

### **Board of Trustees**

Capitalize when referring to University of Mount Olive's. Individual trustees may be referred to using the rules under “titles”: Trustee John Smith or John Smith, a trustee of the University.

### **Boardroom**

Boardroom should be written as one word.

### **books**

Italicize names (Ex.: Dr. Linda Holland-Toll required her class to read *The Last of the Mohicans*).

### **buildings and spaces on campus**

- It may be acceptable to omit the first name of the person for whom a building was named (Lois K. Murphy Regional Center). Follow the lead of the list below.

- *Academic & Administrative*
  - Alumni Dining Hall
  - Campus Safety
  - Communications Building
  - Deacon Jones Coffee & Bistro
  - Dr. H. Don Scott Outdoor Classroom
  - E. Lee Glover Center for Religious Studies
  - Gene B. Mercer Building
  - George R. Kornegay, Jr. Student Farm
  - Goodson & Wells Building
  - Hazel Waters Kornegay Assembly Hall
  - Henderson Building
  - Holmes and Lois K. Murphy Center
  - HR Building
  - Laughinghouse Hall
  - Learning Commons
  - Martin Family Farm
  - Moyer Library
  - North Carolina Tobacco Trust Fund Commission Agricultural Commodity Building
  - Pender House
  - Poole Administration Building
  - Southern Bank Auditorium (SBA)
  - Teaching Excellence Center
  - UMO Arboretum
  - UMO Flight School
  - UMO Greenhouse
  - W. Burkette and Rose M. Raper Hall
- *Athletics*
  - Baseball Practice Field
  - Big Rock Tournament Field House
  - Carl Lancaster Training Facility
  - George and Annie Dail Kornegay Arena
  - Jay Bundy Field House
  - John Neal Walker Tennis Center
  - Lacrosse Practice Field
  - Nancy Chapman Cassell Field and Softball Field House
  - Pope Wellness Center
  - Ray and Chris Amon Field
  - Ray McDonald, Sr. Sports Complex
  - Scarborough Field and Moore Williams Field House
  - Soccer Practice Fields 1 & 2
  - Wrestling Practice Facility
- *Residence Halls*
  - Annie Mae Whitfield and Everett Edwin Herring Hall
  - College Apartments

- Grantham Hall
- Kerstetter Commons
- King-Hart-Griffin Residence Hall Complex
- The Inn
- *Other*
  - Alumni Crosswalk
  - Nido and Marina Quebin Garden House
  - Rodgers Chapel
  - Scarborough-Blackwelder Home
  - UMO Presidential Home

### **bulleted series**

Introduce the series with a colon. Do not use periods or semicolons at the end of each item unless the item is a complete sentence (and be consistent—if one item is a sentence, make them all sentences). Do not set off the next-to-last item with “and.”

The speaker said several things led to his success:

- perseverance
- passion
- supportive family

## **C**

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### **campaign**

Capitalize this when referring to the full and proper title of a major fundraising drive, such as the University of Mount Olive Campaign; use “the campaign” (lower case) in subsequent references.

### **campus**

Do not capitalize.

### **campuswide**

One word.

### **capitalization**

- University of Mount Olive style is to capitalize any reference to the University, names of professorships, buildings, particular offices, and rooms with names, certain special interest programs (such as Honors Program) and most University of Mount Olive-specific events and programming (such as University of Mount Olive Annual Fund, Homecoming, Commencement, etc.).
- Capitalize all proper names and proper nouns.
- As a rule, official names are capitalized (Office of Institutional Advancement, English Department).

**catalog**

The preferred spelling ends with –log, not –logue.

**CD**

No periods when used for compact disk or certificate of deposit.

**CD-ROM**

Note use of hyphen and all caps (acronym for read-only memory).

**chair**

Use instead of chairman or chairperson (chair of the English Department).

**cities**

Capitalize only when used as part of a proper name: Baltimore City, New York City.

**city**

Do not capitalize in “city of” constructions. (Ex: city of Mount Olive.)

**class**

- Generally lowercase: class dinner, class officers, the class, class reunion
- Exceptions: the Class of '87, Class Notes (when referring to the section in the alumni magazine)
- Do not capitalize class years: freshman, sophomore, junior, and senior.

**coach**

Generally, the term 'coach' is an occupational description and not a formal title. However, when it is used as a courtesy title on subsequent references, it should be capitalized. For example, in the sentence 'Coach Smith led the team to victory,' 'Coach' is capitalized as it is being used as a courtesy title to refer to a specific individual.

**collective nouns**

The collective nouns “faculty” and “staff” can take singular or plural verbs, depending on whether group members are acting individually or as a group. (Ex: “The English department faculty meets regularly with the history department faculty.” or “The staff sometimes disagree among themselves.”)

**College-Level Examination Program (CLEP)**

Capitalize



**comma**

- Use a comma before and or in a series: Red, white, and blue.
- Use a comma to introduce direct quotations: He said, "I will see you in class."
- In general, if you set something apart with a comma, you must follow it with a comma: The bus to Washington, DC, will leave at noon on Friday, November 15, from Raper Hall.
- Commas always go inside quotation marks. Always.

**Commencement**

- Capitalize in reference to University of Mount Olive's.

**Computer Information Systems**

- Abbreviated as "CIS" on subsequent references. Replaces Management Information Systems.

**Concert Choir**

- Capitalize when referencing University of Mount Olive's choir.

**Convocation**

- Capitalize in reference to University of Mount Olive's.

**contact information**

- To avoid dating a publication that will be in use for a long period of time, use a job title rather than a name in contact information unless there's a compelling reason for using a name.
- For invitations and materials with a very short lifespan, using a name is preferred.

**course listings**

List by complete title of the course (Introduction to Communications), not by the format in the schedule of classes (COMM 101).

**course titles**

- Capitalize.
- Do not put in quotation marks or italicize.

**course load**

Two words. Generally refers to the number of course hours recommended or allowable each semester.

### **Coursework**

One word.

### **courtesy titles**

Generally omitted; see titles.

### **credit hours**

Use numerals; 3-credit-hour course; 3 credits are needed for graduation.

### **cum laude**

Cumulative grade point average between 3.50 and 3.749.

### **CV**

Acronym for curriculum vitae. Always use the official name on first reference. On second reference in informal usage, CV is acceptable if the meaning will be clear to readers. If you intend to use the acronym on second reference, let readers know this by setting it off in parentheses directly after the first reference.

## **D**

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### **dates**

- Use a single hyphen to show a range of dates and do not repeat the first two numbers of the year if the second year is part of the same century as the first: 1991-94; 2001-02; 1999-2002.
- If the day of the month appears, use a comma before and after the year: Please return your application by the January 15, 2012, deadline.
- Do not use a comma between the month and the year alone: Please return your application by the January 2012 deadline.
- Use the year with the month only if it's not the current year.
- Use st, nd, rd, or th only if dates are adjectives: The event will take place on March 1; The March 1st event has been cancelled.
- Times come before days and dates: at 4 p.m. Friday; at 9 a.m. on Monday, June 7.
- Do not abbreviate months.
- Use numerals for decades: the 1960s; the '60s.

### **days of the week**

Never abbreviate in prose.

### **decades**

ex: the 1970s; the '70s (no apostrophe before "s").

### **degrees**

See 'academic degrees.'

### **departments and programs**

- Full formal names of University of Mount Olive departments and programs are capitalized.
- Lowercase the majors they offer unless they are proper names: "She is double-majoring in psychology and English."

### **departments, non-academic (a.k.a. offices)**

In prose, generally capitalize references to particular offices, both formal and informal. (Example: Admissions Office or Office of Alumni Relations). Some departments may not have official titles or may be more of a place with a specific function than a properly named office (bookstore, mailroom); these should use lower-case letters.

Please note: Media prefer lower case in almost every instance.

### **disabilities**

- People with disabilities, not the disabled or disabled people.
- Avoid words like victim, afflicted, and stricken.
- Do not use normal to mean the opposite of having a disability.
- Be sensitive but not impractical. Talk about impairments (hearing, vision, etc.) when possible. People who cannot walk are disabled, not handicapped, and buildings that accommodate them are, simply, accessible.

### **dorm/dormitory**

Use residence hall instead.

## **E**

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### **ellipsis (...)**

Use three dots (no spaces between them, but a space on each side) to signify that

something has been left out of a direct quote or that the writer is leaping from one topic to another. A complete sentence will have its own period, followed by a space, then the three dots, space and next sentence.

### **email**

- Email has become the widely accepted term for electronic mail communication. In line with current practices, it is recommended to use "email" without a hyphen, both as a noun and a verb. Capitalize "Email" at the beginning of a sentence as with any other word.
- When referencing email addresses, it is important to avoid line breaks whenever possible. This helps maintain clarity and prevents potential issues with email deliverability. If a line break is necessary, it is advised to break the line at logical points, such as after the "@" symbol, rather than introducing hyphenation or breaking at punctuation marks within the address.
- Please note that the style guide now recognizes "email" as an acceptable verb, even in formal writing. The previous recommendation to use it sparingly has been updated to reflect the current widespread usage.

### **emeritus, emerita**

- An honor earned that is not automatic. Usually occurs upon retirement.
- 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/i for the plural.

### **everybody**

“Everybody” is a singular pronoun, taking a singular predicate and traditionally the singular pronoun “his.” The effort to avoid gender bias has led to the use of “his or her,” an accurate but often awkward construction. It is acceptable to use “their” as an epicene pronoun following “everybody.” Everybody has their opinion about this issue.

### **everyday, every day**

Everyday is an adjective. Every day is an adverb. (Ex: “Missing class was an everyday occurrence for her, while he went to class every day.”)

### **extension**

For telephone numbers, use “ext.” followed by a space and the four-digit number. (Example: ext. 2234)

# F

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## faculty

- Use as a plural noun to refer collectively to the teachers within an educational institution or department: The history faculty will participate in the conference; The committee consisted of faculty, staff, and students.
- To avoid confusion about whether or not you are referring to the entire faculty, use “faculty members” or “members of the faculty.”

## fax

When referring to the term "fax," it is recommended to use lower-case letters, unless it starts a sentence or line of formatted text. In those cases, the first letter can be capitalized. Avoid using all capital letters for "fax."

## first annual

Use “inaugural” instead.

## fiscal year

University of Mount Olive’s fiscal year runs from July 1 through June 30 and is named by closing date: Fiscal year 2011 begins July 1, 2010 and ends June 30, 2011. Do not use the jargon abbreviation "FY" for external audiences.

## fractions

Spell out when used in text; use numerals in charts. For fractions and percentages, the verb should always agree with the noun following the “of.” (Ex: “three-fourths of the students were education majors. Three-fourths of the job is completed.”)

## Frisbee, Frisbee golf and Ultimate Frisbee

When referring to the trademarked name "Frisbee," it should be capitalized. This applies when using "Frisbee" as a standalone term or as part of compound terms such as "Frisbee golf" and "Ultimate Frisbee."

## Founders Day

## full time, full-time

Hyphenate when used as a compound modifier. (Ex: “He is a full-time employee.”)

**fundraising**

One word, no hyphen.

**FY**

Avoid this jargon for fiscal year.

**G**

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**grades, grade point average**

- Do not put in quotation marks: He received straight A's.
- Use an apostrophe for plurals: A's, B's.
- Depending on the publication and context, it may be acceptable to abbreviate GPA in first reference.
- No hyphen because the noun is “point average.” Acronym is GPA (no periods).

**graduate, graduation**

- At the University of Mount Olive, students who graduate do so at Commencement, not at graduation.
- Please note that the verb "to graduate" applies specifically to bachelor's (undergraduate) degrees. Therefore, it is appropriate to use "graduate" when referring to the successful completion of a bachelor's degree. For example, "She will graduate with a Bachelor of Arts degree."
- When it comes to graduate students, it is more accurate to state that they "earn" or "receive" a degree upon successful completion of their program, rather than saying they "graduate." For example, "He received his Master of Science degree."

**ground-breaking (adj.), groundbreaking (n.)**

- When used as an adjective to describe something innovative or pioneering, such as a project or technology, it is recommended to hyphenate the term as "ground-breaking." For example, "The ground-breaking research led to significant advancements in the field."
- On the other hand, when used as a noun referring to the ceremony or event that marks the beginning of a construction project, the term is written as one word: "groundbreaking." For example, "The groundbreaking for the new campus building took place yesterday."

**H**

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**headlines**

The use of downstyle or upper- and lowercase headlines is generally determined by the formality of the publication and the design, but once a style is chosen, it should be followed consistently within a publication. In downstyle headlines, the first word and proper nouns are capitalized. In upper- and lowercase headlines, every word is capitalized except articles (a, an, the), coordinate conjunctions (and, or, for, nor), prepositions, and to in infinitives.

**healthcare**

The term "healthcare" is now commonly written as one word. It refers to the maintenance and improvement of health through the prevention, diagnosis, treatment, and management of illness, disease, and injuries. When used as a compound adjective, such as "healthcare provider," "healthcare" remains as one word without hyphenation.

**his/her**

Do not use this construction when trying to be gender sensitive in an article. Instead, alternate between using his and her. While alternating pronouns, take care to maintain equal representation for both his and her.

**Hispanic**

Latina or Latino is considered more politically correct, but Hispanic is acceptable. Defer to the preference of the subject.

**historic**

When preceded by an article, use "an" (an historic occasion).

**holidays and holy days**

Capitalize official well-known celebrations. (Examples: Christmas Day, Fourth of July, Hanukkah, Kwanzaa, Valentine's Day)

**homepage**

The term is now commonly written as one word. It refers to the front page or main landing page of a website, typically serving as the entry point for users.

**Homecoming**

Capitalize it as long as it refers specifically to the University of Mount Olive's event. It's acceptable to include the year (Example: Homecoming 2011 or Homecoming '11).

**Honors Program, The**

Capitalize it as long as it refers specifically to University of Mount Olive. Offers students with high scholastic ability and keen intellectual curiosity a stimulating and challenging academic environment in which to pursue their education.

## I

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### **ID**

Do not use periods when referring to identification. (plural- IDs)

### **incorporated**

Capitalize and spell out or abbreviate (Inc.) according to a company's official title. If that is unclear, abbreviate. Do not precede with a comma.

### **independent study**

Allows students the opportunity to complete course work not otherwise offered.

### **Indian**

The term "Indian" historically referred to individuals from India. However, it is important to note that "Indian" has also been used to refer to Native Americans or Indigenous peoples of North America. To avoid potential confusion or misrepresentation, it is recommended to use the term "Native American" when referring specifically to Indigenous peoples of North America. This term acknowledges their distinct cultural and historical heritage.

(Example: "Native American communities have a rich cultural heritage." ; "People from India have diverse traditions and languages.")

### **initials**

- Use middle initials in formal publications unless a person prefers otherwise.
- Be consistent from person to person in use of the middle initial.
- Use periods with space between initial letters of someone's name.

### **international students**

- Preferred over foreign students.

### **internet**

Should be written in lowercase.

### **internships**



Allow students to receive academic credit for supervised work experience.

### **intramural sports/intramurals**

## **IT**

Jargon abbreviation for information technology, but do not use.

### **it's, its**

Often misused. “Its” is the possessive form of the pronoun it. (Ex: “Campus Activity Board decided its programs were expanding.”) It’s is a contraction for it is or it has. (Ex: “It’s easy to make this mistake.”) HINT: A quick way to check if you’ve used the correct version is to read the sentence back to yourself, inserting “it is” in place of it’s or its to determine if it still makes sense.

### **invitations**

- Invitations do not require end-of-line punctuation.
- Numbers greater than 10 may be spelled out.
- Street numbers may be spelled out.
- O'clock or :00 may be used in times.

## **J**

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### **jargon**

Avoid at all times.

### **Jr., Sr., III in names**

- The general practice is to set off suffixes with commas when they appear after a person’s name.
- (Example: “Martin Luther King, Jr., delivered a powerful speech.”)
- Abbreviate and capitalize when part of someone’s name.

## **K**

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## **L**

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**Latina, Latino**

- Refers to a person (based on gender) whose ancestors come from Latin America.
- Preferred over Hispanic, but either is acceptable. Defer to the preference of your subject.

**lectures/presentations**

Put the full titles of lectures in italics.

**liberal arts institution**

**library**

Use lower case in generic use and when speaking of the University of Mount Olive library. Formal title is Moye Library. The library also houses the Original Free Will Baptist Historical Collection.

**lifelong**

One word.

**line breaks**

If possible, avoid breaking a proper name, breaking a hyphenated word except at the hyphen, ending a column at a hyphen, and allowing more than two consecutive lines to end in a hyphen.

**lists**

- Do use a colon after a verb or a preposition introducing a list - members include: (Rigsbee, Moore, and Clere).
- Maintain parallel construction in listed items.
- Avoid numbering unless there will be a reference to the numbers in later text.
- If you must number a list in running text, place numbers (without periods) in parentheses.
- 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.

**listserv**

Avoid this term for an email discussion group as it is the name of a particular software program designed for automating email discussions.

**LL.D.**

Doctor of Laws degree. Be explicit in the text that this is an honorary degree.

**longtime**

One word as an adjective.

**low-tech (adjective)**

## M

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**Management Information Systems**

Former program offering, replaced by Computer Information Systems.

**magna cum laude**

Cumulative grade point average between 3.75 and 3.899

**midnight**

Instead of 12 a.m. to avoid confusion.

**money**

Use numerals. Use a hyphen when forming a compound adjective. (Ex: Jan Smith gave \$50. Her gift was \$1 million (simple nouns). Jane Doe presented a \$1-million gift (compound adjective). The year-end total was nearly \$1.5 million.) The decimal system (taken out 1,2 or 3 places) is usually preferred for numbers above \$1 million. (Ex: \$8.567 million, or better yet: more than \$1.6 million, nearly \$1.7 million)

**months**

Capitalize the names of months in all uses. When a month is used with a specific date abbreviate only Jan., Feb., Aug., Sept., Oct., Nov., Dec.

**mortarboard**

The cap worn at Commencement.

**multicultural**

No hyphen.

**multidisciplinary**

No hyphen; refers to three or more disciplines.

### **multimedia**

No hyphen.

## **N**

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### **names**

- No comma before Jr., Sr., or III.
- Space between initials (J. P. Morgan).

### **Native American**

Preferred to Indian. When possible, be precise and use the name of the tribe nation.

### **news release format**

For guidance regarding news releases, contact the Office of Public Relations, who handles distribution of University of Mount Olive news.

### **nicknames**

List nicknames, surrounded by quotation marks, when the formal or preferred names are expectantly different.

### **No.**

Use this capitalization abbreviation for number when referring to a position or rank. (Ex: The Pioneers are No. 1 in the region; No. 4 option)

### **nonfiction**

One word

### **nonprofit**

No hyphen. Depending on the organization, “not-for-profit” may be preferred. Refer to University of Mount Olive as an independent, liberal arts institution (only use nonprofit for postal purpose).

**nonsexist language**

- Use whenever possible: chair, police officer, actor, etc.
- One way to get around the “his or her” dilemma is to recast in the plural.

**nontraditional**

One word, no hyphen

**noon**

Use this rather than 12 p.m.

**numbers**

- Spell out one through nine; use numerals for 10 and above.
- Spell out first through ninth; thereafter, 10th, 11th, etc.
- Use two letters with 22nd, 23rd, etc.
- Use numerals with percent (1 percent), dollar sign (\$3), temperature (6 degrees), scores (7-3), page (page 2), room (room 9), and chapter (chapter 6).
- Numbers beginning a sentence are always spelled out.
- 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's a date.
- For inclusive numbers, the second number should be represented by only its final two digits if its beginning digit(s) are the same as the first number's: pages 343-47.
- A dash should not be used as a substitute for to in a range: from 1967 to 1983, not from 1967-83.

# O

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**offices**

- Capitalize the formal names of all offices (e.g. Office of Public Relations, Residence Life Office, etc.).

**online (adj.), online (adv.: prepositional phrase)**

- Ex. the online version of the newspaper is posted weekly. The newspaper appears online weekly.
- Do not hyphenate.

# P

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## parentheses

- If the material inside the parentheses ends a sentence but is not itself a complete sentence, place the period outside the closing parenthesis (as in this 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.)

## people

In general, use this instead of persons. If someone uses “persons” in a quote or a signed letter, don’t change.

## percent

- Spell out the word in text. (Ex: an increase of 3 percent, but a 3-percent increase)
- The % sign may be used in numerical charts and headlines. (HEADLINE: Board approves 4% raise)
- Percentages should always be represented by a numeral.

## periods

- Always go inside quotation marks.
- See “parentheses” for information about how to use periods with them.

## Ph.D.s

More appropriately, it should read “Ph.D. degrees.” Other proper alternatives: doctoral degrees or doctorates.

## phone numbers

- Use a hyphen (not parentheses, slashes, or periods) between area code and the number.
- Include “1” with toll-free number (1-800-555-1212).
- For campus extensions, use “ext.” followed by a space and the four digit extension number.

## p.m./a.m.

Use periods and lower-case letters. (Examples: 3 a.m.; 3:30 p.m.)

## possessives

Adds only an apostrophe to singular proper nouns ending in “s” (Thomas’ book ).

**president**

For University of Mount Olive Today alumni magazine and other mostly alumni/ student publications, the president’s full name must be spelled out in the first reference (Dr. H. Edward Croom). Subsequent references may be made to President Croom. Reference to living past presidents (and their spouses) should be as follows: H. Edward Croom (Phyllis Croom).

Examples:

- “Dr. H. Edward Croom is the University of Mount Olive’s 4th president.”
- “President H. Edward Croom was inaugurated in 2009.”
- “The president greeted the incoming University of Mount Olive freshman students.”

**Presidents at University of Mount Olive**

- |                        |                     |
|------------------------|---------------------|
| • Lloyd Vernon         | <i>1952-1954</i>    |
| • W. Burkette Raper    | <i>1954-1995</i>    |
| • J. William Byrd      | <i>1995-2009</i>    |
| • Philip P. Kerstetter | <i>2009-2018</i>    |
| • David L. Poole       | <i>2018-2020</i>    |
| • H. Edward Croom      | <i>2020-present</i> |

**professors**

- Title generally reserved for tenure-track faculty positions.
- Do not abbreviate “prof.” when used without a name.
- When introducing a faculty member, use the full academic title, including assistant, associate, adjunct, visiting, etc., as needed, along with the person’s name. Long titles are more easily read after the name and surrounded by commas. (Jane Smith, associate professor of biology OR Biology Professor Jane Smith.

**program names**

Capitalize programs that address special interests and have the word “program” in the formal title, such as Heritage Program.

**programs, academic**

As with academic departments, generally use lower case when referring to University of Mount Olive’s academic programs: international studies, English studies.

# Q

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## **quotation marks**

Periods and commas always go within the quotation marks. Dashes, semicolons, question marks and exclamation points go within the quotes when they apply to the quoted matter and outside when they apply to the whole sentence.

# R

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## **RA (Resident Assistant)**

- Spell out resident assistant in first reference; use RA thereafter.
- No periods in RA.
- No apostrophe in the plural (RAs or resident assistants).

## **range**

Constructions indicating a range (of time, for example) use an en dash, not a hyphen: 8 p.m.; 1999-2011; A-J; pages 145-152.

## **"re-" words**

Use hyphen only before words that begin with "e" or those needing clarity, such as recreation.

## **residence halls**

Use instead of dorms or dormitories.

## **résumé**

Since technology has made it easy to use diacritical marks, there is no need to risk confusion with "resume."

## **reunions and classes**

Do not capitalize. (Examples: 50th reunion class; the class of 1975's 25th reunion)

## **RFP**

Request for Proposal; avoid jargon.



**room names**

Capitalize formal room names (Hennessee Room).

**room numbers**

Do not capitalize the word "room," if used at all (Henderson 217 or Raper Hall room 125).

**R.S.V.P.**

Capitalize and use periods. The abbreviation for the French *repondez s'il vous plait*, meaning please reply.

## S

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**second references**

- Second and subsequent references to a person generally use only the last name, except in obituaries. Mr., Mrs., Ms., Dr., Rev., Dean, and Professor should not be used in second references except in quoted material.

**semesters**

- Capitalize as follows when used with a specific year (Example: "She has been accepted for the Fall 2023 semester.")
- Lowercase elsewhere (Example: "Commencement marks the official end of the spring semester.")

**states**

- Except where a greater degree of formality is required, abbreviate state names using two-letter postal codes when they accompany city names: Mount Olive, NC.
- Use commas before and after state abbreviations when they appear with cities: The New Bern, NC, campus is eight miles north of downtown New Bern.

**symbols**

- In text, spell out the words percent, degrees (temperature), feet, inches, and cents. In tables, it is acceptable to use symbols for these.
- Amounts greater than 99 cents should be in numerals with a dollar sign (\$4).

# T

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## the

- Lowercase before the name of an organization, business, or other group, no matter how they capitalize it: He attended the University of North Carolina.
- Capitalize at the start of titles of publications or works of art if it is part of the formal title: *The Washington Post*.

## times

- Do not use :00 with a time; otherwise, separate hours from minutes with a colon: 10 a.m.; 2:30 p.m.
- The times noon and midnight may be expressed in words alone. However, use the forms 12 noon and 12 midnight when these times are given with other times expressed in figures.
- Lowercase a.m. and p.m. or uppercase AM and PM with no periods.
- Do not use a dash in place of to in a range of times introduced by from: from 5 to 7 p.m., not from 5-7 p.m.
- Do not use o'clock except in quoted material or contexts such as formal invitations.

## titles (organizations)

- Names of associations, organizations, conferences, meetings, etc., follow the same guidelines as for compositions, except that the article the preceding a name is lowercased even when it is part of the formal title and the organization capitalizes it. Use the group's punctuation and abbreviations for its name.
- Use Co. when a business uses the word as part of its formal name. Inc., Corp., and Ltd. are usually not needed but when used after the name of a corporate entity should be abbreviated.
- Such words as club, team, and conference are lowercased when used alone.

## titles (people)

- Capitalize and spell out formal titles when they precede a full name (Professor Alan Lamm); use lowercase elsewhere (Alan Lamm, professor of history, will give a lecture).
- Use lowercase for modifiers such as history, even when they precede a name: The lecture featured history Professor Alan Lamm.

## titles (publications and creative works)

- Italicize titles of books, newspapers, 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.

- Titles of lectures, speeches, individual episodes of television and radio series, songs, poems, articles from newspapers and periodicals, chapters, short stories, essays, and individual parts of books should be placed in quotation marks.
- Unless they come first in a title, lowercase articles (a, an, the), coordinate conjunctions (and, or, for, nor), prepositions regardless of length, and to in infinitives. Capitalize everything else, including those parts of speech if they appear as the first or last word in a title: *To Kill a Mockingbird*; *The Sopranos*; *On the Waterfront*; *Blood on the Tracks*.
- Mrs./Ms./Miss/ when referring to Phyllis Croom, she is NOT Mrs. Phyllis Croom. She is Mrs. H. Edward Croom, or Ms. Phyllis Croom. She is ONLY Mrs. Phyllis Croom if she is widowed. However, it is correct to say Dr. and Mrs. Croom. Miss is used to refer to an unmarried female.

## U

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### university

- Capitalize in isolation only when referring specifically to the University of Mount Olive. (Ex: “The University has 42 majors.”)
- Capitalize only when used as part of a proper name: the University of Mount Olive is located in Mount Olive, NC. Capitalize the word University when referencing the University of Mount Olive.

### upperclassmen

- If possible, use juniors and seniors instead.

## V

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### vice president (and other such titles)

- No hyphen.

## W

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### websites, the web

- Prefer “internet” to “web” in reference to the World Wide Web
- Lowercase website and use as one word.
- Writing out World Wide Web is not necessary; web is sufficient.
- Use homepage as one word, unhyphenated.

- Use database as one word.
- Avoid ending a sentence with a web address; readers may think the period ending the sentence is part of the address. In running text, it may be helpful to set off the web address in parentheses or put it in midsentence.
- Do everything within your power to avoid breaking a line in the middle of a website or email address.
- If an address absolutely cannot fit on one line, do not introduce hyphenation when breaking it, and do not break the line at a punctuation mark (a dot or slash) within the address.

## X

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## Y

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### **years, class**

- See class

### **years, alumni class designation**

- No comma before or after the year, but include a space between the name and the year. (Ex: “John Doe ‘89 is the new administrator.”)

### **years, series**

- Print the words the readers should be reading, such as “from,” “to,” “between,” and “and.” (Ex: “The students have enjoyed Moos Day from 1986 to 2012.”) In other uses, such as headlines and lists, use all four digits followed by a hyphen, plus just two digits if the century remains the same. (Ex: 1960-71; 1994-2001; 2005-06 school year)

### **years, plural**

- 1970s or the ‘70s (no possessive apostrophe).

## Z

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### **zero**

- Spell out.