

Editorial Stylebook

New College of Florida's Office of Communications and Marketing follows the guidelines in the Associated Press Stylebook for communications intended primarily for external audiences, unless otherwise noted.

Definitions and Uses A-Z

[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [W](#) | [Y](#)

A

abbreviations: A few universally recognized abbreviations are required in some circumstances, and some others are acceptable depending on context. But in general, avoid alphabet soup. Do not use abbreviations the average reader would not immediately recognize. Some examples:

- Before a name: Abbreviate and capitalize the following when used before a full name outside direct quotations: *Dr.*, *Gov.*, *Lt. Gov.*, *Rep.*, *the Rev.*, *Sen.* and certain military designations.
- After a name: Abbreviate *Jr.* or *Sr.* after an individual's name. Abbreviate *company*, *corporation* and *incorporated* when used after the name of a corporate identity as *Co.*, *Corp.*, and *Inc.*
- With times or numerals: Use the abbreviations *a.m.*, *p.m.*, *No.* (*for number*), and abbreviate certain months when used with the day of the month: *Jan.*, *Feb.*, *Aug.*, *Sept.*, *Oct.*, *Nov.*
- In numbered addresses: Abbreviate avenue, boulevard and street: *He lives on Pennsylvania Avenue. He lives at 1600 Pennsylvania Ave.* Avoid building abbreviations whenever possible (*Palmer D 220*, not *PMD 220*)
- Avoid awkward constructions: Do not follow an organization's full name with an abbreviation or acronym in parentheses or dashes. If an abbreviation or acronym would not be obvious on second reference, do not use it.

academic degrees: Use *bachelor's degree*, *master's degree*, *doctoral degree* or *doctorate* in place of degree abbreviations. Also acceptable: *Bachelor of Arts* and *Master of Science*, etc. Use abbreviations only when needed to distinguish the specific type of degree or when the use of full terms would be cumbersome. To abbreviate, use periods between letters, such as *B.A.* (Bachelor of Arts), *M.A.* (Master of Arts), *M.S.* (Master of Science) and *Ph.D.* (doctorate). For degrees with three or more capital letters, such as *MBA*, omit periods. The

word *degree* does not follow a degree abbreviation. Note: *associate degree* is not possessive.

academic departments: Capitalize as part of an official name as in *Division of Humanities, Gender Studies Program*. Use lowercase *program* when referring to individual areas of study within a division: *the chemistry program, the drama program*.

academic titles: Capitalize and spell out formal titles such as president, provost, vice president, chancellor, dean and chairman when they precede a name: *President Smith, Provost Jones*. Lowercase elsewhere.

accents: Use tildes and other accent marks when spelling proper names and other words as needed. Press control and apostrophe keys while typing the vowels for *á, é, í, ó* and *ú*. For *ñ*, press the Alt key and type numbers 164 on the right side of the keyboard. For *ü*, type Alt 0252.

ACT: Standardized test for college admissions. Do not spell out the acronym (American College Test).

addresses: Abbreviate only *Ave., Blvd.* and *St.* and only with a numbered address: *He drove to 1600 Pennsylvania Ave.* Spell them out and capitalize when part of a formal street name without a number: *I walked down Bay Shore Drive.* Lowercase the type of roadway and spell out when used alone or with more than one street name: *The city will repave Massachusetts and Pennsylvania avenues.* Always use figures for an address number: *Deliver this to 123 Morningside Circle.* Spell out and capitalize *First* through *Ninth* when used as street names. Use figures with two letters for *10th* and above: *703 Fifth Ave.* or *325 21st St.* Abbreviate directions: *222 E. 42nd St., 562 W. 43rd St., 600 K St. N.W.* Do NOT abbreviate if the number is omitted: *East 42nd Street, West 43rd Street, K Street Northwest.* **Campus addresses:** Use name and room number: *Cook Library 210.* Avoid abbreviations except in tabular material (Event calendars are not tabular material). The accepted abbreviations are:

ACE Academic Center
CAP Caples Mansion
CGR Caples Carriage House
CHL College Hall
COH Cook Hall
CPD Campus Police Department
CWC Counseling & Wellness Center
GDC Gender & Diversity Ctr. / Hamilton Ctr.
HCL Hamilton Classroom Building
HNS Heiser Natural Sciences
LBR Library
MOD Modular
PHS Physical Plant
PM# Palmer A, C, D or E

ROB Robertson Hall
SSC Social Sciences Building
SUD Sudakoff Conference Center
TKC The Keating Center

administration Lowercase and spelled out unless part of a proper name. Do not use *admin*.

Adviser: Not *advisor*.

ages: Always use figures. When the context does not require 'years' or 'years old', the figure is presumed to be 'years.' Ages expressed as adjectives before nouns or as substitutes for nouns use hyphens: *A 5-year-old boy*, but *the boy is 5 years old*. *The boy, 7, has a sister, 10*. *The woman, 26, has a daughter, 2 months old*. *The law is 8 years old*. *The race is for 3-year-olds*. *The woman is in her 30s* (no apostrophe).

AIDS: Acceptable in all references to *acquired immune deficiency syndrome*. It is caused by *human immunodeficiency virus*, or *HIV*. *HIV virus* is redundant.

alma mater: Lowercase.

alumni: Former students of New College are *alumni*. Use *alumnus* (*alumni* in the plural) when referring to a man or non-gender-specific individual who has attended a school. Use *alumna* (*alumnae* in the plural) for references to a woman. Use *alumni* when referring to a group of mixed genders. When referring to a specific person, use the class year with a single apostrophe, without a comma: *John Smith '74*. Note: the class year refers to the first year the student attended New College, not the year of graduation.

Alumni Association: Capitalize if part of proper name: *New College Alumni Association*, lowercase on second reference: *the alumni association*, *the association*. Avoid *NCAA* in copy for outside audiences. Do not use: *Alumnae/i*.

a.m., p.m.: Lowercase and use periods. Don't be redundant (not *8 a.m. this morning* or *12 Noon*.)

ampersand (&): Use the ampersand when it is part of a group or company's formal name: *House & Garden*, *Procter & Gamble*. The ampersand should not otherwise be used in place of *and*, except for some accepted abbreviations: *B&B*, *R&B*.

area of concentration: Do not capitalize in a sentence. Use *concentration* on second reference or when it is a specific concentration. Avoid using *AOC*. *New College offers more than 40 areas of concentration*. *Jodie Smith is pursuing a chemistry concentration*. When referring to a person, use their year and concentration: *Tony is a third-year biology student*. When writing for external audiences, it is acceptable to add (*majors*) after *areas of concentration* for clarification. Most New College concentrations lead to bachelor's degrees,

but a *joint concentration* can only be completed as part of another concentration. Concentrations that can only be completed as a secondary field are *minors*.

Asian American: No hyphen. Acceptable for an American of Asian descent. When possible, refer to a person's country of origin or follow the person's preference. For example: *Filipino American* or *Indian American*.

Association of American Universities: On second reference use *AAU* or *the association*. UF is one of 62 universities in the AAU (60 in the United States, two in Canada).

B

B Dorm: Part of the Palmer Complex of administrative and academic buildings, it is the only residence hall located on the Bayfront Campus.

Bayfront Campus: Section of New College west of U.S. Highway 41 that includes the Academic Center, Cook Library, Dort Promenade, College Hall and Cook Hall. *Bayfront* is one word.

Black: Capitalize *Black* in a racial, ethnic, or cultural sense, conveying an essential and shared sense of history, identity and community among people who identify as Black, including those in the African diaspora and within Africa. Do not use as a singular noun. The lowercase *black* is a color, not a person.

Black Box Theater: Not *theatre*. A 50-seat, student-run theater in Hamilton Center. It has a student board of directors and a paid staff member as its technical director. Avoid using *BBT* except in tabular material. Spell out in calendar submissions.

board: Capitalize only when part of a proper name: *Board of Governors*. Lowercase on second reference: *the board met Wednesday*.

Board of Governors: Established in the Florida Constitution by voter referendum in 2002. The board has 17 members, 14 of whom are appointed by the governor and confirmed by the Florida Senate for seven-year terms. Other members are the chair of the Advisory Council of Florida Senate, the Commissioner of Education and the chair of the Florida Student Association. Responsibilities include defining the distinctive mission of each institution and managing the system's coordination and operation. The board appoints a chancellor who serves as the system's chief executive.

Always capitalize when using full title *Board of Governors*, lowercase *board* on second reference. Avoid the use of *BOG* except in tables or charts. Do not use *Gov.* as a title for Board of Governors members except in internal communications. Instead, use member: *Board of Governors member Tom Kuntz*. If referring to the chair, capitalize title if before the name: *Board of Governors Chair Dean Colson*.

boards of trustees: Lowercase unless referring to a specific board of trustees, such as *the New College Board of Trustees*. Avoid *BOT*. Members are *trustees*, lowercased. Each state university has a 13-member board responsible for budgeting, implementing programs and maintaining education standards. The governor appoints six members and the Board of Governors appoints five; all are subject to confirmation by the Florida Senate and serve five-year terms. The remaining members are the chair of the university's Faculty Senate or its equivalent, and the Student Government president of the university, which each serve for one year. NOTE: Capitalize *trustee* when used with a name in ceremonial or internal documents: *The Board of Governors hereby recognizes Trustee Smith for her dedication.*

C

call letters: Use all caps. Use hyphens to separate the type of station from the basic call letters: *WUFT-TV, WUFT-FM*.

Campus Police: Not New College Police. The department is shared between New College and neighboring University of South Florida, Sarasota-Manatee.

campuswide: One word. Also citywide, countywide, statewide, nationwide, systemwide and worldwide. NOTE: *university-wide* requires a hyphen.

capital, capitol: A capital is the city where a seat of government is located: *Tallahassee is the capital of Florida*. A capitol is the building in which state and federal legislative bodies meet. Capitalize *Florida Capitol* when referring to the building in Tallahassee: *We just returned from a meeting at the Capitol with the governor.*

capitalization: In general, avoid unnecessary capitalization. Use for proper nouns. Capitalize formal titles when used immediately before a name. Lowercase when titles are used alone or when set off from a name by commas. *Professor of History Tom Smith teaches the course. Tom Smith, professor of history, will lead the project.*

Caples Bayfront: Home of student Sail Club and launch site for canoes, kayaks and small sailboats for student use.

Caples Campus. Section of New College west of U.S. Highway 41 and south of the Ringling Museum that includes the Johnson-Blalock Education Center, the Mildred Sainer Music and Arts Pavilion, Betty Isermann Fine Arts Building and Gallery and the Waterfront and Sailing Club. Lower-case *campus*.

Caples Mansion and Carriage House: *Caples Mansion* acceptable on first reference. Historic property built by railroad pioneer Ralph Caples. The Carriage House houses classrooms and Environmental Studies Program offices.

catalog: Not catalogue.

Center for Career Engagement and Opportunity: The College's office for career, internship and fellowship planning. *CEO* is acceptable on second reference. Never use initials in parentheses (*CEO*).

Center Of the Universe Parties: Large planned parties held in Palm Court on special occasions such as Halloween or Commencement. May be abbreviated as *COUP* on second reference. See **Wall**.

chair: Not chairman, chairwoman or chairperson. Capitalize before a name: *Board of Governors Chair Dean Colson*. Lowercase in all other uses: *Dean Colson, chair of the Board of Governors*.

chancellor: Never abbreviate. Capitalize when used as a formal title before a name: *Chancellor Frank T. Brogan*. Lowercase second reference: *The chancellor arrived early*.

classes, courses: Lowercase when referring to courses and classes: *I took a fine arts class and a business class*. Uppercase if referring to specific name of a class or if the class uses a proper noun or numeral: *I took Psychology 2000 and Spanish 1000*.

classroom: One word.

co- : Retain the hyphen when forming nouns, adjectives and verbs that indicate occupation or status:

co-author

co-pilot

co-chairman

co-respondent (in a divorce suit)

co-defendant

co-signer

co-host co-star

co-owner

co-worker

co-partner

Do not hyphenate in the following instances:

- cooperate • coeducational • cooperative • coequal • coordinate • coexist • coordination • coexistence

coed: Never use to refer to a female college student. See **Gender**.

collective nouns: Collective nouns, such as faculty and staff, can be singular and plural: *the French faculty meets regularly with the other language faculties; the staff sometimes disagree among themselves*.

college: Capitalize when part of a university's formal name for a specific college: *College of Architecture*. Lowercase on second reference or in plural uses. *The colleges will have commencement ceremonies on Saturday*. Avoid use as a synonym for university, in the interest of avoiding confusion with Florida's 28 state colleges.

College Hall: The former home and estate of circus magnate Charles Ringling, built in 1926. His brother John Ringling's estate is Ca d'Zan, on the grounds of The Ringling. College Hall houses an admissions reception area, classrooms, faculty offices, the Music Room and is used for social functions.

comma: See **series comma**.

Commencement: Preferred term for the graduation ceremony.

committees, task forces, commissions: Capitalize names of specific committees and task forces: *Commission on Florida Higher Education Access and Degree Attainment*, *Select Committee on Florida Polytechnic University*. Lowercase second references: *the task force selected the guest speakers*.

company, companies: Consult the company or Standard & Poor's Register of Corporations if in doubt about a formal name. Do not use a comma before Inc. or Ltd.

composition titles: Apply these guidelines to book titles, movie titles, opera titles, play titles, poem titles, song titles, television program titles, titles of lectures, speeches and works of art.

- Capitalize the principal words, including prepositions and conjunctions of four or more letters: *The Star Spangled Banner*.
- Capitalize an article (the, a, an) or a word of fewer than four letters if it is the first or last word in a title: *"Of Mice and Men."*
- Book titles: Italicize the names of all such works except books that are primarily catalogs or reference material, including almanacs, directories, dictionaries, encyclopedias, gazetteers, handbooks and similar publications: *Encyclopedia Britannica*. This is an exception to the AP Stylebook.
- Citations, Bibliographies: Reference the Chicago Manual of Style for guidance. (APA for psychology)

contract: New College students complete seven contracts prior to graduation in lieu of credit hours. A contract is a written agreement each semester setting criteria for measuring success. Each contract usually includes three to five academic activities (courses, tutorials, internships, independent study projects).

Cook Hall: Belonged to the Ringling family, built for Hester Ringling Sanford, daughter of Charles Ringling. Named after A. Werk Cook, a New College benefactor and trustee, it now houses administrative offices.

Cook Library: Acceptable in all references for the Jane Bancroft Cook Library. The library has a catalog of 300,000 items and electronic access to more than 10 million items. It is a shared resource of New College and USF Sarasota-Manatee. The library director has the title of dean of the Jane Bancroft Cook Library.

course titles: Capitalize specific classes and use quotation marks: "*Evolution of Dance*." Lowercase as a general reference: *dance class*.

courtesy titles: In general, do not use the courtesy titles Miss, Mr., Mrs., Ms.

curriculum vita: A summary of one's personal history and professional qualifications. Plural is *curricula vitae*.

D

data: This can be used as a singular mass noun in which the word *information* could be easily substituted: *Much of this data (or information) is useless because of its lack of specifics*. It can also be used as a plural count noun in which the word *facts* could be substituted: *Many of these data (or facts) are useless because of their lack of specifics*.

dates: Spell out days of week and months without dates: *September 2010*. Abbreviate months with dates: *Sept. 1, 2000*, except for *March, April, May, June and July*. Never use a comma between month and year when a specific date is not mentioned. The same is true for seasons: *fall 1991*. A comma should follow the year when a specific date is given: *Feb. 8, 1990, was the date mentioned*.

days of the week: Do not abbreviate, except when needed in tables and charts: *Sun, Mon, Tue, Wed, Thu, Fri, Sat*. Use three letters, without periods, to facilitate tabular composition.

days, months, years: Except for first reference in a news release, do not use date for an upcoming or past event if it is within a week of the news release date: *The concert will be held Thursday*, not *Thursday, Jan. 10 (if the release is dated Tuesday, Jan. 8)*. Likewise, do not use the year if it is within a year of the release date. Do not use 'on' with dates when its absence would not lead to confusion: *the program ends Dec. 15*, not *the program ends on Dec. 15*. Do not use *st, th, nd or rd* with dates: *submit applications by Oct. 14*, not *Oct. 14th*. Use 's' without an apostrophe to indicate spans of decades or centuries: *UF became coed in the 1940s*. Use apostrophe for class years: *She belonged to the Class of '72*.

dimensions: Use figures and spell out inches, feet, yards, etc., to indicate depth, height, length and width. Hyphenate as compound modifiers: *He is 5 feet 6 inches tall, the 5-foot-6-inch man.*

directions, regions: In general, lowercase north, south, northeast, northern, etc., when they indicate compass direction; capitalize when they designate regions. Examples:

- Compass directions: *He drove west.*
- Regions: *A storm system that developed in the Midwest is spreading eastward. The North was victorious. She has a Southern accent.*
- With states and cities: The preferred form is to lowercase compass points only when they describe a section of a state or city: *western Ohio, southern Atlanta.* But capitalize:
 - When part of a proper name: *North Dakota, West Virginia.*
 - When used in denoting commonly known sections: *Southern California, South Florida, West Texas, the South Side of Chicago, the Lower East Side of New York.* If in doubt, use lowercase.

director: Lowercase in most uses.

diseases: Do not capitalize arthritis, emphysema, leukemia, migraine, pneumonia, etc. When a disease is known by the name of a person identified with it, capitalize the individual's name: *Bright's disease, Parkinson's disease, Alzheimer's disease.*

division, department, center: See **Academic departments.**

doctor: For news releases, use Dr. in first reference as a formal title only before the name of an individual who holds a doctor of medicine, doctor of dental surgery, doctor of optometry, doctor of osteopathy, or doctor of pediatric medicine degree.

doctoral, doctorate: Doctoral is an adjective; doctorate is a noun. *He earned his doctoral degree. He earned his doctorate.*

dollars: Always lowercase. Use figures and the \$ sign in all except casual references or amounts without a figure. For amounts of more than \$1 million, use the \$ and numerals up to two decimal places: *\$23.55 million.*

drop/add: A period of time at the beginning of a semester when students may drop or add classes without penalty. Use backslash (/) with no spaces.

E

E&G: Education and General funding is appropriated by the Legislature to support universities' general academic and operating expenses. Avoid use in news releases, but when unavoidable, spell out and explain on first reference. E&G is acceptable for all references in documents intended for internal or academic audiences.

email: Acceptable in all references. Note lowercase 'e' and no hyphen. Other examples: e-commerce, e-trading, e-retailing. When writing email addresses use all lowercase and a period at the end of a sentence.

emeritus, emeriti, emerita: This word often (but not always) is added to formal titles to denote individuals who have retired but retain their title. When used, place emeritus after the formal title. Capitalize if before a name, lowercase if after: *Professor Emeritus Samuel Eliot Morison* or *Samuel Eliot Morison, professor emeritus of history*.

F

faculty: Lowercase unless part of name or title.

FAFSA: The Free Application for Federal Student Aid must be completed by any student seeking to obtain a Pell Grant, student loans or other financial aid through a university. Spell out on first reference. Do not place *FAFSA* in parentheses immediately after the full name.

Florida Standards Assessments: The Florida Standards Assessments are exams that measure whether students in the state of Florida are making progress in terms of curriculum standards set by the state, and examine students' higher-order thinking skills. *FSA* is acceptable on second reference: *All public school students in Florida must take the FSA exams*.

Florida Student Association: Student advocacy group composed of student leaders from across the State University System. The president of this group holds the student seat on the Board of Governors, per the Florida Constitution. Use *FSA* or *the association* on second reference.

Four Winds Café: Student-owned and operated coffee house and vegan eatery that opened on campus in 1996 and closed in 2019. It is scheduled to reopen in 2021 as a student gathering spot on campus.

fractions: Spell out amounts less than one in news releases, using hyphens between the words: *two-thirds*, *four-fifths*, *seven-sixteenths*, etc. Use figures for precise amounts larger than 1, converting to decimals whenever practical.

full time, full-time: Hyphenate only as a compound modifier: *He works full time. She is a full-time student*.

fundraising, fundraiser: One word in all cases.

G

gender: Use the pronoun preferred by the individual being written about. When in doubt, ask. Pronoun usage: Using “They” as a singular pronoun is acceptable provided the verb tense agrees.

Examples:

Incorrect: *They wants to attend law school after graduation.*

Correct: *They want to attend law school after graduation.*

When possible, recast sentences with names to avoid confusion or incongruities: *Dana wants to attend law school after graduation.* For a broader discussion on current LGBTQ terminology, consult the GLAAD media reference guide at <http://www.glaad.org/reference>.

Gordon Rule: State law requiring undergraduates to complete designated communication and computation courses. Capitalize.

Government in the Sunshine Law: Sunshine Law on second reference. Refers to the Florida law regarding open meetings and public records, F.S. Chapter 119.

governor: Capitalize and abbreviate when before a name: *Gov. Rick Scott*. Without a name, lowercase: *The presidents greeted the governor*. Do not use Gov. as a title before Board of Governors members, except in internal communications. In news releases, use the title of member: *Board of Governors member Tom Kuntz*. If referring to the chair, capitalize if before the name: *Board of Governors Chair Dean Colson*.

GPA: Acceptable abbreviation in all references for *grade point average*.

GRE: Standardized test for graduate school admissions. Do not spell out acronym (Graduate Record Examination).

graduate school: Lowercase unless part of a university’s formal title for its graduate school: *The student intends to pursue graduate school. The Graduate School at the University of Florida is offering a scholarship.*

Great Book: Rules and statutes of the **New College Student Alliance** (see separate entry).

groundbreaking: One word without hyphen for both the adjective and the noun: *a groundbreaking discovery, a groundbreaking for the new clinic will be held Friday.*

H

Hamilton Center: Use *Ham Center* only in tabular material. New College’s student union, designed by I.M. Pei, with dining center, deli, convenience store and Black Box Theater. See **Pei Campus**.

health care: Always two words, no hyphen.

high-tech: Hyphenated and used as an adjective.

historical periods: Capitalize names of historical periods, spell out first through ninth centuries, use numbers for 10th and above with century in lower case: *the Renaissance*, *Baroque music*, *the 21st century*.

homepage: One word.

honors: Lowercase unless part of a proper name. Also lowercase and italicize: *cum laude*, *magna cum laude* and *summa cum laude*.

I

Independent Study Project: *ISP* acceptable on second reference. During the four-week Interterm each January, students work one-on-one with a professor or in a small group on a research project, lab experiment or scholarly paper. Three ISPs are required for graduation. See **Interterm**.

instructor: A nontenured faculty rank. Lowercase in all uses.

interim: Capitalize if before a name, lowercase in general use: *Interim President Larry Robinson*.

intermural, intercollegiate, intramural: Competitive teams from different universities are *intermural* or *intercollegiate*. Competitive teams at a single institution are *intramural*.

Interterm: A four-week period in January when students work on their Independent Study Projects. See **Independent Study Project**.

intra-office: Several areas within one office or area.

Isermann Gallery: Teaching facility and exhibition space. Named by benefactors Harold and Betty Isermann. See **Caples Campus**.

judgment: Note spelling. Not *judgement*.

L

land-grant university: The Morrill Land Grant College Act of 1862 granted federally controlled land to states to establish agricultural and mechanical arts universities. The State University System's land grant institutions are UF and FAMU. Capitalize if part of formal title, lowercase elsewhere. Hyphenate if used as a compound modifier: *UF is a land-grant institution*.

Latinx: Gender-neutral term for a person from, or whose ancestors were from, a Spanish-speaking land or culture or from Latin America.

legislative titles: Use *Rep.*, *Reps.*, *Sen.* and *Sens.* as formal titles before one or more names. Spell out and capitalize before one or more names in a direct quotation. Spell out and lowercase representative and senator in other uses. Spell out other legislative titles in all uses. Capitalize formal titles such as *assemblyman*, *assemblywoman*, *city councilor*, *delegate*, etc. when they are used before a name. Lowercase in other uses.

legislature: Capitalize when preceded by the name of a state: *the Florida Legislature*. Retain capitalization when the state name is dropped but the reference is specifically to that state's legislature. But do not capitalize legislative, legislator, etc., unless part of a formal title.

LGBTQIA+: Acceptable on first reference for *lesbian*, *gay*, *bisexual*, *transgender*, *queer*, *intersexed*, *asexual*, and *allies*. Should be spelled out in the body of an official news release or publication. Note *transgender*, never *transgendered*. For a broader discussion on current LGBTQ terminology, consult the GLAAD media reference guide at <http://www.glaad.org/reference>.

Letter Dorms: The collective phrase for five dorms opened in 2007 and initially labeled V, W, X, Y and Z in the architectural plan. Three dorms (Peterson, Pritzker and Searing) have been renamed for New College donors. Pritzker is the closest to Tamiami Trail and is the former Z Dorm, hence the adjacent open space known as Z-Green. See **Residence Halls**.

long term, long-term: Hyphenate only as a compound modifier: *He has a long-term assignment. We will win in the long term.*

M

magazine names: Capitalize the name but do not place it in quotes and don't italicize. Lowercase magazine unless it is part of the publication's title: *Harper's Magazine*, *Newsweek magazine*, *Time magazine*. When in doubt, consult the masthead.

majors, programs: Do not capitalize majors, programs, specializations or concentrations when they are not part of a designated degree: *She majored in economics. She received a Bachelor of Arts in History.* See **areas of concentration, academic degrees**.

media: When used as a subject, media always takes a plural verb: *The news media are often the target of public criticism.*

Metz Culinary Management: Metz acceptable on second reference. A private company providing event catering and meal services for students.

millions, billions: Use figures with million or billion except in casual uses: *The nation has 1 million citizens. I'd like to make a billion dollars. I need \$7 billion.* Do not go beyond two decimals: *7.51 million persons, \$2.56 billion.* Decimals are preferred where practical: *1.5 million not 1½ million.* Do not drop the word million or billion in the first figure of a range: *He is worth from \$2 million to \$4 million,* not *\$2 to \$4 million* (unless you really mean \$2). Note that a hyphen is not used to join the figures and the word “million” or “billion,” even when used as a compound modifier: *The president submitted a \$300 billion budget.*

minor: Do not capitalize. *She minored in economics.* A minor at New College is an area of concentration that can only be completed as a secondary field. See **areas of concentration, academic degrees.**

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.* and *Dec.* Spell out when using alone, or with a year alone. When a phrase lists only a month and a year, do not separate the year with commas: *January 1972 was a cold month.* When a phrase refers to a month, day and year, set off the year with commas: *Feb. 14, 1989, was the date.*

more than: More than relates to quantity. Over is spatial. *There are more than 330,000 students in the State University System. The plane flew over the building.*

multi: The rules in prefixes apply, but in general, no hyphen. Some examples:

- multicolored • multimillion • multilateral • multimillionaire • multidisciplinary

N

narrative evaluation: A faculty member’s written assessment of a student’s academic progress as well as their strengths and areas for improvement. Letter grades are not assigned at New College.

New College Alumni Association: Avoid *NCAA* on second reference because the acronym most commonly refers to National Collegiate Athletic Association. Instead use *Alumni Association.*

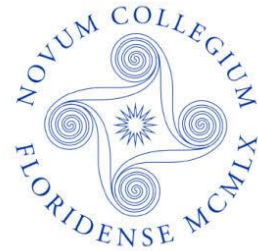
New College logo: Adopted in 2001, when New College earned independence from USF and was named the 11th member of the State University System, the New College logo contains the name of the college and its designation as the Honors College of Florida.



New College of Florida: The name of the institution founded in 1960. There is no “The” in front of the name. *New College* is acceptable on first reference for space/line considerations

but should be followed by the full name as soon as possible in the copy; “the College” or “NCF” is an acceptable third reference.

New College seal: Sometimes referred to as the Four Winds, the original New College seal was designed by I.M. Pei’s graphic design department. It depicts the sun as the central pivot, symbolizing the light of knowledge and the source of life and energy. The gentle and continuously moving lines represent the sea and the wind, the controlled waxing and waning of the four seasons and the four points of the compass. The original design was circled by the Latin words *Novum Collegium Floridae MCMLX* in honor of the college’s founding in 1960. The phrasing was updated to *Novum Collegium Floridense MCMLX* in 2015 to reflect the proper Latin meaning. The New College seal is not a replacement for the New College logo nor should it be used alongside the New College logo. See **New College logo**.



New College Student Alliance: NCSA acceptable on second reference. Student government body at New College. Every New College student is automatically a senator in the NCSA and can participate in monthly Towne Meetings held in Palm Court. Any student may call a Town Hall Meeting to discuss issues of importance to the campus community. See **Great Book**.

newspaper names: Don’t use quote marks around the name. Capitalize ‘the’ in a newspaper’s name if it’s in the masthead. Lowercase ‘the’ before newspaper names if listing several papers, some of which use ‘the’ as part of the name and some of which do not.

non-: The rules of prefixes apply, but in general no hyphen when forming a compound that does not have special meaning and can be understood if *not* is used before the base word. Use a hyphen, however, before proper nouns or in awkward combinations: *non- nuclear*. Follow Webster’s New World Dictionary.

noon, midnight: To avoid confusion, use noon or midnight rather than 12 p.m. or 12 a.m.

Novo Collegians, Novos: Unofficial term for New College students.

Null Set, Nulls: Official “mascot” of New College. It is generally denoted with two brackets [].

numbers: Spell out a number at the beginning of a sentence, with one exception – a year: *1968 marked a turning point in the Vietnam War*. Spell out numbers below 10. Use figures for 10 and above: *They had 10 dogs and four cats*. When large numbers must be spelled out, use a hyphen to connect a word ending in ‘y’ to another word; do not use commas between other separate words that are part of one number: *twenty, twenty-one, one hundred forty-five*. Ordinals: Spell out first through ninth: *fourth grade, First Amendment*. Use figure starting with 10th (do not use superscript).

Q

on campus, on-campus: 'On-campus' hyphenated is a modifier: *Students live in on-campus housing*. 'On campus' describes location: *She has a job on campus*.

online: One word in all cases, not hyphenated.

organizations and institutions: Capitalize full names of organizations and institutions: *American Medical Association; General Motors Corp.; Harvard University; Harvard University Medical School; Society of Professional Journalists, Sigma Delta Chi*.

P

page numbers: Capitalize page when used with a number: *Page 56*.

Palm Court: Name for the open area between the Pei Residence Halls. Student "Town Hall" meetings are held there, as are student social functions.

Pei Campus: Section of New College east of U.S. Highway 41 that includes the Sudakoff Conference Center, Hamilton Center, all residence halls, Z Green and Palm Court, as well as the Fitness Center and athletic fields. Technically not owned by New College, but under a 99-year lease from the airport.

Pei Residence Halls: Designed by the famous architect I.M. Pei. The three buildings were the first dormitories built for the college, opening in 1965.

people, persons: Use person when speaking of an individual: *One person waited for the bus*. The word people is preferred to persons in plural uses. Persons should be used only when it is in a direct quote or part of a title: *Bureau of Missing Persons*. People also is a collective noun that takes a plural verb when used to refer to a single race or nation: *The American people are united*. In this sense, the plural is peoples: *The peoples of Africa speak many languages*.

percent: Spell out, except in headlines, tables or charts. Always use numerical figures with percentages

Ph.D., Ph.D.'s: The preferred form is to say a person holds a doctorate and name the individual's area of specialty. See **academic degrees**.

postdoctoral, postgraduate: No hyphens

president, president's office: Capitalize if used as before a name or as an official title of a university's President's Office: *NCF President Donal O'Shea*. Lowercase if after a name or in

general uses: *The students vowed to visit every university president's office in the state of Florida.*

principal, principle: Principal means most important, first ranked, authority: *The school has a new principal. She is the principal researcher in that discipline.* Principle means a basic truth or law: *The Student Creed helps students understand the university's principles.*

Pritzker Marine Biology Research Center: The facility has more than 100 aquaria and a 15,000-gallon research and display tank. A natural filtration system, designed by students, draws and recycles water from Sarasota Bay. The west end of the building includes the Living Ecosystem Teaching and Research Aquarium. Built in 2001 with funds from Jack and Rhoda Pritzker, a National Science Foundation grant, state funds and in-kind gifts from Uniroyal Technology Group. On second reference, refer to it as: *Pritzker or the marine research center.*

professor: Capitalize before a name. Lowercase after a name. Do not abbreviate. Do not use *Dr.* unless the person has a medical degree. *The class is being taught by Professor Melissa Ramirez. Students have been conducting research in the class taught by Melissa Ramirez, professor of biology.*

pro tempore: Capitalize before a name: *He talked with President Pro Tempore John Doe.*

Public Education Capital Outlay: State-appropriated funds for education-related construction. Money originates from a state tax on utilities. *PECO* on second reference.

Q

quotation marks: The period and comma always go within the quotation marks. The dash, the semicolon, the question mark and the exclamation point go within the quotation marks when they apply to the quoted matter only, outside if not.

R

race: Capitalize specific names of races and ethnic groups: *Black, Latinx, Asian American.* Lowercase *white.*

ratios: Use figures and hyphens: *the ratio was 2-to-1, a ratio of 2-to-1, a 2-1 ratio,* the student-to-faculty ratio is 7 to 1. The word "to" should be omitted when the numbers precede the word "ratio". Always use the word "ratio" or a phrase such as a 2-1 majority to avoid confusion with actual figures.

registrar: Capitalize if with an official organization name: *Office of the University Registrar.* Use the registrar's office on second reference or in non-specific use.

registration: Lowercase.

researcher: Do not capitalize in title preceding a name.

residence halls: Preferred generic term for dormitories. For specific halls on campus, see: **Letter Dorms, Pei Residence Halls.**

The Ringling, Ringling College: The Ringling Museum of Art sits adjacent to the New College campus and is referred to on second reference as *The Ringling*. The Ringling College of Art + Design is referred to as *Ringling College* on second reference.

room numbers: Use figures and capitalize room when used with a figure: *Room 2, Room 211.*

ROTC: Acceptable on first reference for Reserve Officers' Training Corps. No periods.

S

Sainer Pavilion: Acceptable in all references to the Mildred Sainer Music and Arts Pavilion, a 264-seat chamber music hall and exhibition space.

school: Capitalize when part of a proper name: *Public School 3, Madison Elementary School, Sarasota High School, the School of Building Construction.* Lowercase in general use.

seasons: Lowercase *fall, winter, spring, summer* and all related words, such as *springtime*. Capitalize only when part of a formal name: *Winter Olympics.*

semester: Capitalize when followed by a year. Use of *term* is also acceptable.

senior thesis project: Referred to internally as the *thesis*, it is the major project that students must develop and then present before a faculty panel in order to graduate. The senior thesis project can take the form of a long research paper, write-up of lab results, a body of artwork, theatrical production, or musical composition.

series comma: Do not use comma before 'and' or 'or' in lists of three or more items unless ambiguity would result: *Dr. Smith purchased a microscope, lab coat, clipboard and computer. It is important to differentiate between the board's regulations, the university's rules and policies, and the statutory requirements.*

SET SAIL: The acronym for the First Year Seminar program, which stands for Success Equals Teamwork, Strategies and Inspired Learning.

Southern Association of Colleges and Schools: SACS on second reference.

spokesman, spokeswoman: Gender-specific usage is preferred; however, use *spokesperson* if the subject prefers a gender-neutral pronoun.

State of Florida College System: Florida has 28 state colleges—formerly called community colleges. They are under the authority of the Florida Department of Education and the State Board of Education. <http://www.fldoe.org/fcs/>. Capitalize Florida College System when using the full title. Lowercase in other general uses: *state colleges, the college system, the colleges*.

State University System of Florida: Use *system* on second reference, lowercased. Do not use *SUS* except in charts and tables. The 12 universities in the State University System and their second references are:

- Florida A&M University, in Tallahassee (FAMU)
- Florida Atlantic University, in Boca Raton (FAU)
- Florida Gulf Coast University, in Fort Myers (FGCU)
- Florida International University, in Miami (FIU)
- Florida Polytechnic University, in Lakeland (FPU)
- Florida State University, in Tallahassee (FSU)
- New College of Florida, in Sarasota (NCF)
- University of Central Florida, in Orlando (UCF)
- University of Florida, in Gainesville (UF)
- University of North Florida, in Jacksonville (UNF)
- University of South Florida, in Tampa (USF)
- University of West Florida, in Pensacola (UWF)

state, federal: Lowercase *state* in all *state of* references. Capitalize federal as part of corporate or governmental bodies that use the word as part of formal name, lowercase when used as adjective to distinguish from state, county, city, town or private entities: *our state universities, federal loans, the state of Florida, Federal Communications Commission*.

states: The names of the 50 states should be spelled out when used alone or in conjunction with a city or town. Use AP Stylebook abbreviations in lists and tabular material, and short-form listing of political party affiliations: *Congressman Bill Nelson, D-Fla.* Use two-letter

USPS abbreviations only when publishing full addresses, with ZIP codes: *5800 Bay Shore Road, Sarasota, FL 34243.*

STEM, STEAM: OK to use in a lead, but on first reference in body of a release, spell out science, technology, engineering and math; or science, technology, engineering, arts and mathematics, unless in direct quotes.

student classifications: Use *first-year, second-year, etc.*, when referring to New College students. The year refers to the year a student starts at New College, not their graduation year. When referring to students from other schools, do not capitalize freshman, sophomore, junior or senior. Do capitalize a class designation: *He is a senior communications major. The Senior Class sponsored the lecture.* Plural of freshman is freshmen.

student government association: No such entity at New College. See **New College Student Alliance**. In general usage, lowercase when referring to student governments in general. Capitalize first reference when referring to a specific university's: *UCF Student Government Association members attended the conference.* SGA on second reference.

Sudakoff Conference Center: Sudakoff Center acceptable in all references. Venue seating up to 400 people for lectures, concerts and special events. Full name is Harry Sudakoff Conference Center. See **Pei Campus**.

I

telephone numbers: Always use figures. The form: 941-487-4800. Use hyphens, not periods. Always include the area code and do not place in parentheses. Use hyphens: *850-245-9724.* When listing an extension within an office, write the number followed by a comma to separate the main number from the extension: *850-245-0466, ext. 9724.*

thesis: The senior thesis project that all students must complete in order to graduate. See: **senior thesis project.**

time-date-place sequence: Use this sequence for consistency: *The meeting will begin at 4 p.m. May 17 in Chae Auditorium.*

times: Use figures except for noon and midnight: *4 p.m. or 10 a.m.* Do not use "o'clock." Also avoid redundancies, such as 10 a.m. this morning, or 12 Noon.

tomorrow: Use only in direct quotations and in phrases that do not refer to a specific day: *The world of tomorrow will need additional energy resources.* Use the day of the week in other cases.

total, totaled, totaling: The phrase ‘a total of’ is often redundant. It may be used, however, to avoid a numerical figure at the start of a sentence: *A total of 650 people were killed in holiday traffic accidents.*

trademark: A trademark is a brand, symbol, word, etc., protected by law to prevent a competitor from using it: *Frisbee, AstroTurf, Dumpster*. In general, use a generic equivalent unless the trademark name is essential to the news release. When a trademark is used, capitalize it. The International Trademark Association is a helpful source of information.

transfer: Lowercase to classify students.

trustee: Lowercase unless used as part of the formal title Board of Trustees for a certain university. Do not capitalize before names except in ceremonial or internal documents. Lowercase when plural: *the university’s trustees*.

tutorial: Academic undertaking sponsored by a faculty member that is not offered in the course catalog.

U

undergraduate: Lowercase to identify a student who has not earned a degree.

underway: One word in all uses.

unique: Use this word sparingly, and do not modify. There is no such thing as “fairly unique” or “very unique.”

United Faculty of Florida: Higher education union. UFF on second reference.

university: Lowercase unless part of a specific title.

University Press of Florida: Book publisher for the state universities.

U.S.: Abbreviate with periods as an adjective. Use *United States* as the noun.

W

Wall: Weekly informal social gatherings where students enjoy music and dancing. Less formal than **Center Of the Universe Parties** (COUP) (see separate entry).

webpage: This is one word.

website: One word and lowercase. Also webcam, webcast, webmaster. As a short form of World Wide Web, however, it’s the web.

website addresses: http:// may be omitted: *www.ncf.edu*.

well: Hyphenate as part of a compound modifier: *well-known, well-rounded*.

which: Which is the only acceptable pronoun to introduce a non-essential clause that refers to an inanimate object or an animal without a name. The pronoun 'which' occasionally may be substituted for 'that' in the introduction of an essential clause referring to an inanimate object or animal without a name. In general, this use of 'which' should appear only when 'that' is used as a conjunction to introduce another clause in the same sentence. Use 'who' and 'whom' when referring to people: *This regulation requires students to pay a late registration fee, which is determined by a committee of students and faculty who are appointed by the president.*

who, whom: Who is used when a person is the subject of a sentence or clause: *Who is speaking?* Whom is used when a person is the object of a verb or preposition: *Whom would you like to hear speak?*

word-of-mouth: Hyphenate.

Y

yearlong: One word, no hyphen. Also weeklong and daylong.

years: Use figures. Use an 's' without an apostrophe to indicate spans of decades or centuries: *the 1890s, the 1900s*. Years are the lone exception to the general rule in numerals that a figure is not used to start a sentence: *1976 was a very good year.*

yesterday: Use only in direct quotations and in phrases that do not refer to a specific day: *Yesterday we were young.* Use the day of the week in other cases.

New College key personnel and titles

Titles in general: If a title is three words or less, it is capitalized and before the name. *Professor* is never capitalized. Longer titles are in lower case and are placed after the name. But use personal judgment in determining best placement with respect to quotes, etc. Some examples:

President Don O'Shea. He prefers Don, not Donal, but we use "Donal B. O'Shea" in formal cases, like a commencement program, a BOG document, etc.

Suzanne Sherman, provost and vice president for academic affairs. Note "for" not "of" in title. ("of" has been preferred by sources (example: see below), so I'm not sure if this needs to be changed)

Chris Kinsley, vice president for finance and administration. Note “for,” not “of.”

Damon Wade, vice president for enrollment management

David Fugett, general counsel

William Woodson, dean of outreach and chief diversity officer

MaryAnne Young, vice president for advancement and executive director of the New College Foundation.