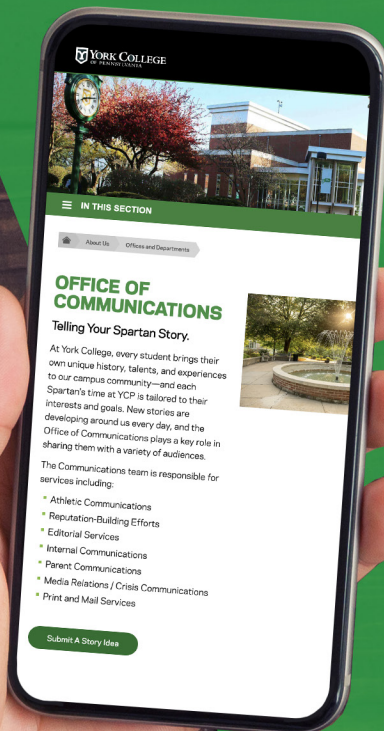


YORK COLLEGE EDITORIAL STYLE GUIDE



Introduction

The *York College Editorial Style Guide* is a tool to help maintain consistency in York College of Pennsylvania material. With some exceptions, the *Guide* mainly follows the *Associated Press (AP) Stylebook*. Primarily, the *Guide* is for use by staff in offices and departments including Advancement, Alumni Relations, Communications, and Enrollment when working on material such as newsletters, stories, and reports. Like any style guide, this will be revised to include approved changes. Feel free to make suggestions or ask questions.

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Accents

- Include accents with names, e.g., Chloe ´ or de Abruña
- Add accents on café and résumé

Administrators and Faculty

- Give name, highest final degree, if the person has one, and title.
E.g., Dominic DelliCarpini, Ph.D., Dean of the Center for Community Engagement
- For coaches, use an uppercase initial letter for titles.
E.g., Coach Gamber, Head Men’s Basketball, Coach Matt Hunter
- Use initial caps for titles.
E.g., Mary Smith, Ph.D., Professor of Biology, Kay McAdams, Ph.D., Director, General Education
- Use periods for degrees: B.A., B.S., Ph.D., Ed.D, M.A., M.S., J.D.
Please note MBA has no periods.
- Dr. can be used when talking about a professor with a Ph.D.
Do NOT use both Dr. and Ph.D. together. INCORRECT: Dr. Peter Smith, Ph.D.
- If an administrator or faculty member is an alumnus/a, add the class year.
- Write out the faculty member’s full name in the first mention in both print and web stories. Then use Professor Smith or Dr. Smith in the following references.
- When writing about several professors, use this format: Fred A. Green, MBA, and Tom A. Brown, MBA, Associate Professors of Business, or Professors John D. Smith, Ph.D., and Tom A. Brown, MBA.
- Sometimes, an alumnus/a mentions a faculty member who has retired or passed away. If you are not sure whether someone was a professor or a Ph.D., say, John Brown, retired faculty member or John Brown, Professor Emeritus.
- Adjuncts can be listed as adjunct faculty member Joe Black, Ph.D. or Joe Black, Ph.D., Adjunct Professor.
- Give the full name for administrators, then use their last name in following references.

Alumni

- alumni = when speaking about both men and women
- alumnus = one man
- alumni = plural for men
- alumna = one woman
- alumnae = plural for women
- alumnus/a = when you want to speak about a man or a woman.
E.g., Please attend if you are an alumnus/a of York College.
- Give name with class year: John Brown '80.
- We usually do not give hometown or state for alumni, except in Class Notes.
- Give a maiden name in parenthesis: Lisa (Trout) Perry '80. Note that some include their maiden name hyphenated as part of their full name: Lisa Trout-Perry or Lisa Trout Perry.
- Give nicknames in quotes: Jack "Jake" Jaquet '90
- Use the full name of alumni in the first mention in articles and profiles, then use the last name. E.g., Jessica Miller '09 is in India. Miller said she loves the country. UNLESS used in fundraising letters when there's a need to personalize and the first name can be used in the following references.
- When mentioning those with only a YCP master's degree, use this format:
John Brown MBA '04.
- For those with more than one degree from YCP, use this format:
John Brown '01/MBA '04.

Apostrophes

- When abbreviating a decade span, put an apostrophe before the numbers to show something is missing.

CORRECT: music of the '60s.

INCORRECT: music of the 60's. Do NOT put an apostrophe before the "s" because a decade cannot possess anything. NOTE: Sixties rather than '60s is preferred. The apostrophe must face or curl toward the numbers that are missing.

- When someone is describing ages in years, there is no apostrophe.
E.g., She was in her 60s or 70s when she lived here.

Caps

- Use initial uppercase letters for job titles: John Brown, President, Smith Co.; Green Company Vice President Dave Green.
- Use lowercase when titles are mentioned in a general sense. E.g., he loved being an engineer for the Green Company.
- If there is space, spell out states in text: Pennsylvania, Maryland, but use PA and MD when listing hometowns and states after current students' names: John Brown '18 (York, PA)
- Use United States in text, although it may be abbreviated to U.S. (with periods) if space is limited.
- The Board of Trustees has uppercase initial letters. When mentioned in a general sense, lowercase initial letters are used. E.g., She wants to become a trustee of York College.
- When speaking of York College as the College, use uppercase "C." E.g., Students want to contribute to the future of the College.
- Use lowercase initial letter when mentioning college in general E.g., it was the right moment for all colleges to join forces.
- When someone is the chair of a department, use uppercase "C." E.g., Joe Brown, Chair of the Chemistry Department.
- Use lowercase c when speaking of chairs in general. E.g., The chairs of departments met the other day
- When listing coaches use this format: Head Women's Soccer Coach
- When listing sports teams, use uppercase initial letters E.g., Women's Soccer program, YCP Men's Lacrosse
- Use initial uppercase letters for York College departments, programs, and offices. E.g., Master of Science in the Nursing program. Certified Registered Nurse Anesthetist program (CRNA); York College Theatre program, Office of Communications, History Department.
- Use initial lowercase letter for seasons in text: We ski in the winter.
- Use initial lowercase letter: fall 2019 or spring 2020
- Use initial uppercase letters for Fall Semester and Spring Semester.
- Use initial uppercase letters for majors: Public Relations major, Hospitality major, Chemistry minor.

- When speaking of an area of interest, use a lowercase initial letter.
E.g., He was excited to follow a career in biology.
- Use initial uppercase letter for class year.
E.g., John Brown, Class of 1970. The Class of 1982.
- Use initial uppercase letters for titles of courses with no italics or quotes.
E.g., Supply Chain Analysis class
- Use initial caps for the Downtown York Arts District, but lowercase d when speaking about downtown York in general.
- When listing the city of York use lowercase c. But when saying York City use uppercase C.

Commas and Periods

- Use serial commas.
E.g., She gave us apples, oranges, pears, and bananas.
- Use commas between name and title: Matthew Randall, Executive Director, Center for Professional Excellence. However, no commas when used the other way round: Executive Director Matthew Randall.
- Use a comma after the word “said” before a quote.
E.g., Dr. John Hughes said, “The program was a success.” (Note the use of the cap to begin sentence in the quote after said.)
- As a general rule the period falls inside the parentheses if the entire sentence is inside the parentheses. The period falls outside the parentheses if only a part of the sentence is inside the parentheses.
- Use a period inside the end quote: “She sang a wonderful song.”
- Use a comma inside the end quote: “She sang a wonderful song,” he said.
- Use this format: York Mayor C. Kim Bracey—no comma after Mayor.
- Use a comma when giving the date this way: November 21, 2022, but no comma when listing just month and year: November 2022.

Common Misspellings and Errors

- Advisor preferred over adviser
 - Don’t misuse who and that.
- INCORRECT:** Joe Green that has
- CORRECT:** Joe Green who has

INCORRECT: The school who has

CORRECT: The School that has

INCORRECT: Spartans that donate

CORRECT: Spartans who donate

- Start-up not startup
- Canceled is preferred over cancelled.
- Toward is preferred over towards.
- Healthcare is one word not two.
- Use afterward, not afterwards.
- Use cosponsor with no hyphen.
- Use fundraise with no hyphen or space.
- Lifelong has no hyphen or space.
- Lifetime has no hyphen or space.
- Use % not percent.
- Postgraduate NOT post-graduate
- Policymaker NOT policy-maker
- Coursework NOT course work (both can be used, but coursework is preferred).
- Use nonprofit, NOT non-profit.
- Use full-time as an adjective: he has a full-time job.
- Use full-time as an adverb: both parents were employed full-time.
- Use full time with no hyphen when not an adjective or adverb.
- Over can be used interchangeably with more than when referring to quantity. (AP Style made this change in 2014. Other style guides made the change earlier).
- Use one space between the period and the start of a new sentence.
- It's is short for it is.
- It is **INCORRECT** to use it's to indicate belonging.

INCORRECT: the team and it's mascot.

CORRECT: the team and its mascot.

- Use the article “a” before consonant sounds: a historic event, a one-year term (sounds as if it begins with a w).
- Use the article “an” before vowel sounds: an energy crisis, an honorable man (h is silent), an NBA record (sounds like it begins with the letter e), an 1890s celebration.
- Use World War I, World War II, NOT WW1 or WW2
- Use hyphens for the following: Player-of-the-Year, Athlete-of-the-Year, and Rookie-of-the-Year, All-American.
- Spell out Middle Atlantic Conference first in a sports story, then use MAC. However, when appearing in a fundraising letter, MAC need not be spelled out. MAC should appear like this in print stories: the Middle Atlantic Conference (MAC) and then MAC in the following references.
- Do not add a comma before Jr. or Sr. prefix: John Brown Jr.
- Compounds formed by an adverb ending in -ly plus an adjective or participle (such as largely irrelevant or smartly dressed) ARE NOT hyphenated either before or after a noun.
- Co-op NOT coop
- Clinicals NOT clinicals

Current Students

- Give a current student’s name, expected graduation year, hometown, and state like this: John A. Brown ’23 (Harrisburg, PA) and Mary Green ’24 (Baltimore, MD).
- It is also appropriate to say Senior John Brown from Harrisburg and first-year student (do NOT use freshman) Mary Green from Baltimore.
- In both print and web stories, use the student’s full name first, and then in following mentions, use their first name. E.g., Frank Brown ’24 loves biology. Frank says the YCP program is the best.
- If uncertain when an MBA student will graduate, use this wording: MBA candidate Fred Green.

Degrees and Majors

- When someone has a second degree from YCP, use this format with a backslash: Patti Stirk '87/MBA '99
- Occasionally, someone has a Ph.D. from another university or college. Use this format minus the backslash: Deba Mukherjee MBA '00, Ph.D. OR you can say Deba Mukherjee MBA '00, who has a Ph.D. from Penn State, which is clearer.
- When a person has a bachelor's degree from another institution, you can say Mary Green '97 MBA, who has a B.A. in Biology from Penn State.

INCORRECT: Associate's degree.

CORRECT: Associate degree with no apostrophe.

- Use lowercase initial letters for master's degree or bachelor's degree when used in a general sense, e.g., "He would like to take a master's degree in the future."
- Use uppercase initial letters for specific degrees such as Master of Fine Art or Master of Public Policy and Administration (MPPA).

Diversity and Inclusivity

- Avoid the term Latin and use Latino/a/ or Latinx when referring to people of Latin American heritage.
- Avoid using the term "minorities." Use "people of color" or the term BIPOC instead.
- Avoid using the term "blacks." Use "Black/African-American" instead.
- When someone indicates preferred pronouns, follow their wishes.
- Use first-year student, not freshman.
- Use upper-class student, not upperclassman.
- Watch for old-fashioned or outdated words. E.g., use Chair, not Chairman.
- Do not use offensive words associated with racism or disorders. E.g., don't use "peanut gallery."
- Do not write "autistic children." Rather, it should be "children with autism or on the spectrum [or another disorder]" as we recognize first, these are children, and second, they have autism. Avoid the reverse which emphasizes the disorder. Another e.g. is special needs kids, which is incorrect. It should be kids with special needs.

- Do not use the term “handicap” with physical disabilities.
- LGBTQIA+ is the term used by members of our community who identify as lesbian, gay, bisexual, transgender, queer/questioning (one’s sexual or gender identity), intersex, and asexual. The term queer should be reserved for use within this community unless given permission to do so for use by allies. The word queer historically has been considered a slur, so its use should be avoided, limiting it to quotes, names of organizations, and instances when an individual indicated they would prefer it used in reference to themselves. Queer has been reclaimed by many LGBTQIA+ people to describe themselves, especially those from younger generations; however, it is not a universally accepted term even within the LGBTQIA+ community. Source: <https://diversity.uiowa.edu/resources/dei-style-guide/style-guide-lgbtq>
- If unsure about something, check with Alex Hernandez-Siegel, ahernandezsiegel@ycp.edu, Director of Student Diversity and Inclusion, Office of Student Diversity and Inclusion.

Exclamation Mark

- According to the *AP Stylebook*, the exclamation mark is used to express a high degree of surprise, incredulity, or other strong emotion.
- Avoid overuse.
- Place the mark inside quotation marks when it is part of the quoted material. E.g., “How wonderful!” he exclaimed. “Never!” she shouted.
- Do not use a comma or period after the exclamation mark:
INCORRECT: “Halt!”, the corporal cried.
CORRECT: “Halt!” the corporal cried.

Italics or Quotes

- Correct title is as follows: *U.S. News & World Report* (the ampersand is in the title)
- Plays, musicals, movies, book titles, ebooks, magazine and newspaper titles, TV and radio shows, video games, and exhibit titles should appear in italics.
- Use quotes for classical music pieces, individual pieces of art, essays, poems, songs, and magazine articles.

Miscellaneous

- Use periods with U.S. and Washington, D.C. (Note the comma after Washington)
- Only use an ampersand (&) if it is part of a company name or in an official title.
- Use this format for telephone numbers: 717.815.1425
- Use this format: College and Duke Streets and use the initial cap for Streets.
- Use this format for times: 6:30 a.m., 7 p.m., 9 a.m.-4 p.m.
PREFERRED: 7-9:30 p.m. Noon-1 p.m., NOT 7:00 to 9:30 p.m.
- Use the full zip code for the College: PA 17403-3651

Numbers

- In general, spell out one through nine: "He had nine months to go."
- Use figures for 10 or above and whenever preceding a unit of measure or referring to ages of people.
E.g., He is 6 feet 2 inches tall and 30 years old. The wall is only 8 inches high.
- Spell out measurements: inches, feet, gallons, ounces, pounds.
- Use a hyphen for adjectival forms before nouns: 6-foot distance, 7-year-old house, 3-year-old boy, 200-pound dog, 10-foot line.
- Spell out numbers at the start of a sentence.
E.g., The sea was rough. Sixteen people were on the boat.
- If space allows, spell out twenty-first century (with lowercase c). This is preferred to 21st century.

Social Media and Websites

- Put websites and apps in regular type, no italics.
- It is now common not to use initial caps for either the internet or the web. (*AP Style Guide* made this change in 2016).
- Instagram, Facebook, YouTube, LinkedIn, MySpace, and Tumblr have initial caps.
- Use webcam, webcast, webmaster, website, web page.
- Hashtags including multiple words should use an initial capital on each word to ensure optimal accessibility and ADA compliance.

INCORRECT: #thisisycp

CORRECT: #ThisIsYCP

YCP-Related

- Use York College of Pennsylvania when mentioned first. Use York College or the College in the following mentions.
- Use York Junior College in a first mention with (YJC) after the title, then YJC in following mentions.
- J.D. Brown Entrepreneurship Center has no space between J. and D.
- Iosue Student Union
- Use the spelling theatre not theater and spell the Theatre program not Theater program.
- It is Grumbacher Sport and Fitness Center NOT Grumbacher Sport & Fitness Center.
- Appell Life Sciences Building
- Founder's Day (just one, Rev. Andrews), but Founders' Room in Student Union.
- Diehl Hall NOT Deil Hall
- Jaquet Field NOT Jacquet
- **INCORRECT:** Master's in Public Policy & Administration as the specific title
- **CORRECT:** Master of Public Policy and Administration
- Master's program can be used when describing the overall program
- Use myYCP when referring to the portal

