

Columbus State Editorial Style Guide

(Rev. 2.28.2020)

The following style guide serves as a quick reference for those producing news articles or publications. For a more comprehensive guide, please refer to *The Associated Press Stylebook*.

abbreviations When in doubt, spell the word out. Do not abbreviate assistant, associate, professor or president. Do not use abbreviations in running text, except as part of name, street address, courtesy title or academic degree.

academic degrees The following forms are acceptable, depending on the degree of specificity desired:

associate degree (never “associate’s”)

Associate of Arts; Associate of Science; Associate of Applied Science in Nursing; etc.

bachelor of science degree in chemical engineering (note: it is not acceptable to use bachelor’s of science degree)

bachelor’s degree in chemical engineering

Refer to someone as pursuing an associate, bachelor’s, master’s, doctoral or doctor of osteopathic medicine degree. It is never a bachelors’ or masters’ degree. It is acceptable to say someone is pursuing a doctorate, but not a doctorate degree, which is redundant.

For *Update*, please write out degree information when possible:

John Doe, who earned his bachelor’s degree in education from Capital University in 1970, serves as president of the organization.

academic year Use all four numerals of the first year and only the last two of the second year, separating with an en dash. Academic years begin with the fall semester.
The 2015–16 academic year will be a great one.

acronyms Use only the most recognizable (FBI, CIA, ROTC). Avoid using CSCC for Columbus State Community College. Acronyms do not take periods.

AP tells us to not put the acronym in parentheses. Simply use it on second reference. However, it is permissible according to college style for clarification.

Student Engagement and Leadership (SEaL) will host the clinic for students.

addresses When referring to specific rooms on campus, place the name of the building first, the number second. There is no need for the word “room.”

Union Hall 161

Nestor Hall 013

Use two-letter post office abbreviations only when ZIP codes are included in mailing address.

For others, use the abbreviations found in the AP Stylebook (Calif., N.J., etc.).

Hilliard, Ohio Birmingham,

Ala.; or

Hilliard, OH 43026

Birmingham, AL 35243

Advisor (not adviser)

affirmative action statement The following affirmative action statement is included in all university publications for public distribution as required by the Office of Institutional Equity: Columbus State Community College is an affirmative action institution.
Columbus State Community College is an equal employment/affirmative action institution.

African-American Note hyphen and capitalization.

alumni *Alumni* is plural, *alumna* is feminine singular and *alumnus* is masculine singular. *Alumnae* is feminine plural. Alum(s) is sometimes used informally.

ampersand Only use it if it's in an official name. Procter & Gamble employs many Columbus State alumni
Columbus State Office of Records and Registration

apostrophe In making figures plural, do not add an apostrophe before the "s" the early 1900s

the late '60s

Punctuate year of college classes with an apostrophe.

class of '86 (note the small "c")

There is no apostrophe "s" in associate degree.

Bachelor's and master's degrees should always be written with an apostrophe before the "s." Never write masters' degrees.

In forming possessives, in general use an apostrophe-s for most nouns not ending in s; use only the apostrophe for nouns ending in s. See the AP Stylebook for more detailed information.

Women's rights the

United States'

wealth Jim Jones'

book

awards Capitalize formal titles of grants, scholarships and awards. Distinguished Teaching Award, Award for Academic Excellence

board of directors It's lowercase unless preceded by a company or organization name. The Procter & Gamble Board of Directors
The board of directors approved job cuts at the Detroit office.

Board of Trustees This is the governing body of Columbus State. It includes nine voting members appointed by the Ohio governor.

On first reference, it's the Columbus State Community College Board of Trustees. Retain the capitalization when referring just to the Board of Trustees, in keeping with AP style on capitalization.

byline Columbus State news publications do not include bylines

campuses Columbus State operates two campuses, the Columbus Campus and the Delaware Campus. Use capitalized Campus. The college operates five Regional Learning Centers in Dublin, Westerville, Reynoldsburg, Southwest at Bolton Field, and South-Western at Grove City. Use capitalized name on first reference Reynoldsburg Regional Learning Center On second reference it can be shortened
Dublin Center or Dublin RLC

Campus Insider is our electronic newsletter for students sent out weekly by email and also viewable at csc.edu/campusinsider.

capitalization

Do not capitalize official educational, occupational and business titles in front of the name but not after it.

President David Harrison

David Harrison, president of Columbus State

Dean Martin Maliwesky or Martin Maliwesky, dean of Enrollment Services

Professor James Taylor is chair of the Hospitality Management Department.

Capitalize Welcome Back Day, Spring Fling, etc., when referring to the official names of Columbus State special events.

Capitalize names of all races and nationalities, such as African-American, Spanish, Caucasian, Irish, Chinese.

Capitalize only the first word of a phrase in tabular listings of events, unless a proper noun or an official title:

8:30 a.m.: Registration check-in and breakfast

9:00 a.m.: Higher Education Access Summit

3 p.m.: Summit adjourns

Capitalize college departments when the official name is used:

Mathematics Department

captions Captions are contained with photos in *Update*. Simply write a complete sentence or a name for identification. Captions are written in the present tense: *President Harrison cuts the ribbon on the new academic center.*

centuries Like other numbers, spell out the first century through the ninth century. After that, go to 10th century, 20th century and so on. The word century is not capitalized unless part of a proper name.

chair When referring to someone's title, use the gender-neutral word chair, not chairman or chairwoman

cities Follow AP style for cities that stand alone without states. It is not necessary to specify "Ohio" after any major cities in the state.

co Generally, the prefix co does not take a hyphen. There are exceptions, for example, when the word it is modifying begins with a vowel:

coworker

co-author

co-op

colon Colons were never meant to impede the normal course of reading. A colon is needed only when the transition to other content is notably abrupt. Unless it's a proper noun, the first word after a colon should only be capitalized if it is the beginning of a complete sentence. Colons are most often used preceding a list.

Some common lists for colons: people, places, things.

Columbus State Community College Generally, use "Columbus State" and avoid using CSCC in subsequent references (unless it's a direct quote). Never use CSCC on first reference to the College. Use "College" (capitalized) when referring to the institution on subsequent references without the words Columbus State Community in front of it. Using CState is acceptable. Do not use a hyphen in CState (NOT: C-State).

comma Use an Oxford comma before the words “and” and “or” in a series.

More than 30 academic departments and programs offer courses in arts and sciences, engineering, healthcare, business and technology.

Use a comma if the series is compound.

Washington Monthly considers how much institutions benefit the country by looking at three indicators: how well a school performs as an engine of social mobility, how well it does in fostering scientific and humanistic research, and how well it promotes an ethic of service to the country.

Commas always go inside quotation marks.

Place a comma after digits signifying thousands (3,350 students), except when referring to year (the year 2008).

Introductory words such as "however," "namely," "i.e." and "e.g." should be immediately preceded by a comma (or semicolon) and followed by a comma.

Do not use a comma in names ending in "Jr." or a numeral (II). John Smith Jr., Richard W. Johnson II

When writing a date, place a comma between the day, if given, and the year, but do not place a comma between the season/month and year when the day is not mentioned. fall 2013

Autumn Semester 2013

November 1945

On July 4, 1976, the nation celebrated its 200th birthday.

Place a comma between a city and its state and after the state if the sentence continues.

(See the “AP Stylebook” for cities so well-known they do not require the state be specified.)

Ostrander, Ohio, is northwest of Columbus.

The conference will be held in Cincinnati.

composition titles Periodicals go in italics. Books, lectures, movie titles, songs and parts of compositions (such as chapters) go in quotation marks. Book exceptions include the Bible and books that are primarily used as reference materials. AP has an extensive entry under “composition titles” that provides additional guidance.

Update, The Columbus Dispatch, “Moby Dick,” Encyclopedia Britannica, “Butch Cassidy and the Sundance Kid”

Cougar: Capitalize only when referring to the Columbus State mascot or referring to a Columbus State student or alum. The wild animal is a cougar, lowercase. Go Cougars!

Coursework is one word

course titles These should be capitalized as proper names of courses

dash The dash is not a hyphen. The dash sets some words off from others, rather than connecting words with others like the hyphen.

data This word is used both as a singular and a plural, according to unit. Are you referring to one set of data or multiple data sets?

See entry for fact book if you’re looking for lots of data about Columbus State.

dateline For press releases, datelines should look like this:

Columbus, Ohio (March 1, 2013) — Note the em dash.

degrees See academic degrees.

directions Capitalize geographical regions of the country if well known, but not the points of the compass.

The Columbus State Delaware Campus is located north of Columbus.

Lots of antique shops can be found in the Short North.

Columbus State is the best college in Central Ohio.

dollars See money.

downtown campus should not be used. We have a Columbus Campus, a Delaware Campus and six regional learning centers.

ellipsis Ellipses indicate the omission of words or create a trailing-off effect, usually at the end of a sentence. An ellipsis is made with three periods, one right after another, with a space before and after ...

email (no hyphen)

emeriti Emeriti is plural. For singular, use the gender forms and follow the word "professor." Capitalize before the name; lowercase after.

Professor Emeritus Bob Smith

Jane Doe, professor emerita of chemistry Let's hear from the emeriti on this.

fact checking Writers are responsible for ensuring their facts are correct. Editors should specify when assigning a story whether the writer should run the story past a primary source for fact-checking purposes. While unusual in the newspaper world, such a practice in a college setting helps ensure the best, most accurate information is provided to readers.

faculty Faculty is best kept to a plural use.

The faculty were honored at commencement. (Plural use)

Sarah Jones is a faculty member in the Nursing Department. (Singular use)

foundation (The) Columbus State Foundation.

geographic points See directions.

GPA This is an acceptable acronym for grade-point average on all references (no periods between GPA).

grades Write grades by using a capital letter and + or - if appropriate. Do not use quotation marks.

She received an A- in her history class.

graduating classes Do not capitalize classes of student/graduate cohorts. Many first-year students take a writing course. The class of 1960 held its reunion.

headlines Please include a headline or head and subhead with story submissions. Begin with an initial capital letter and the rest is lowercase (except, of course, for proper nouns). If quotation marks are warranted, use single quotes.

healthcare is one word.

hyphen Hyphens join words (unlike dashes, which set words apart). Do not hyphenate adverbs if they end in -ly.

Columbus State has a nationally competitive basketball team. Compound modifiers do take a hyphen.

Fall-semester classes, full-time student, out-of-state tuition Do not hyphenate the words vice president.

The vice president for research announced the research priorities at Ohio State.

Follow AP style and, with rare exception, do not hyphenate words beginning with "non."

Those containing a proper noun are among the rare exceptions.

nondegree nonrefundable non-German

Hyphenate dual nationality/ethnicity, such as African-American, Asian-American, etc. Do not hyphenate Latin American or French Canadian.

Do not place a hyphen between the prefixes "pre," "semi," "anti," "sub," "co," and nouns or adjectives, except between nouns or adjectives that begin with a vowel or that are proper nouns.

premajors pre-enroll, pre-engineering, coworker, anti-American

Hyphenate any modifying word combined with "well" that precedes its subject. She is a well-qualified instructor for the course.

The dean is well qualified to handle that issue.

interim If someone's official title is interim, use it as you would other words in their title. See academic titles.

internet is not capitalized.

junior Lowercase when used to indicate rank or class. Abbreviate when it's part of someone's name. Jimmy Jones Jr. is a business major.

links When referring to a website link by name, put it in quotes. For example, we might say: Log on to csc.edu and click on "Admissions."

long As a suffix, always use it as one word in adjective form: daylong, weeklong, yearlong

magazine titles The names of periodicals such as *Newsweek* are in italics.

majors and minors Don't capitalize.

money is singular (like data)

\$100,000 is a mid-size amount for a research grant.

Put the dollar sign before figures. Round figures when appropriate but clearly state when this is done. Include complete amounts on both ends when referring to money in a range:

It will cost between \$4 million and \$5 million.

months Follow AP style and abbreviate the months Jan., Feb., Aug., Sept., Oct., Nov. and Dec. when including dates. Do not abbreviate March, April, May, June and July.

Follow with the numeral for the day: Sept. 1, April 15.

In a full date, a comma is used after the year when the sentence continues: Sept. 30, 1963, was the first day of classes held for Columbus Area Technician School, and so is considered the college's anniversary.

No comma when using just the month and year: The event will be held sometime in November 2020.

names In formal newswriting, refer to people by their last name on second reference. For more friendly writing (such as in Update), it is permissible to use the first name on second reference. We generally do not use middle initials, unless requested. If you are referring to two people (married or brother/sister for example) with the same last name, continue to use the first and last names for clarity

National Junior College Athletic Conference Use full name of the Cougars' athletic conference on first reference. Use NJCAA for subsequent references.

nondiscriminatory language Columbus State supports the policy of avoiding language that contains discriminatory connotations. Replace the following terms with suggested alternatives:

chairman — chair, chairperson, department chair

best man for the job — best candidate

man-made — synthetic, manufactured

foreman — supervisor

businessman — businessperson

manpower — personnel

mankind — humankind

craftsman — artisan

To avoid the "student-he/she" dilemma, use plural references (students/they). Using "they" on second reference to a singular noun has become accepted use.

numbers Spell out numbers one through nine. Use numerals for 10 and higher, including ordinal numbers (14th, 21st). Use numerals, even if the number is below 10, when indicating the following: ages, figures containing decimals, statistics, percentages, sums of money, times of day, days of month, latitude and longitude, degrees of temperature, dimensions, measurements and proportions. But spell out numbers less than one (fractions). Examples: one-tenth of 1%. Ninth century. April 6. \$150 million capital campaign. 1861 through 1865. 21st century. 7:30-8 p.m. 6 years old. 7 degrees Fahrenheit.

Do not begin a sentence with numerals; supply a word or spell out the figures. Numbers less than 100 should be hyphenated when they consist of two words (fifty-five)

however using numerals is preferred (55). Make sure numbers add up in a story, especially if it's a story about finances or includes percentages that should add up to 100.

officers Key officers of the institution

include: The Columbus State Board of Trustees

The Columbus State Foundation Board of Trustees

Do not capitalize designations of officers of a class, social organization, etc.

She was elected PTK president.

He was recorder of the Columbus State Staff Advisory Council.

offices Note use of the word “of” versus “for” Board of Trustees
Office of the President
Vice President for Business and Campus Services
Senior Vice President for Academic Affairs
Vice President for Enrollment Management and Student Services

The Columbus State Foundation Use foundation (lowercase) on subsequent reference without the Columbus State part. The Columbus State Foundation is the repository for all private gifts through annual giving programs, capital and special campaigns, and planned or deferred gifts. The foundation is an institutionally related, nonprofit, tax-exempt, 501(c)(3) organization.

online (no hyphen)

percent Use the symbol % is preferred when used with a figure: , as well as in scientific, technical or data references..

Ph.D. You may use Ph.D. following the name of those holding a Doctor of Philosophy degree. It is better to use “doctorate” or “doctoral degree” in stories, but Ph.D. is acceptable, as well. When listing just one Ph.D. holder, ask if they prefer to be listed as Dr. David Harrison or David Harrison, Ph.D. If you are listing multiple Ph.D. holders, use consistent format. Those with a Ph.D. may be referred to as “Dr.” on subsequent references. Never stack references together such as President Dr. Harrison, Ph.D.

phone numbers See telephone numbers.

Professors:

assistant professor refers to an untenured faculty member
associate professor refers to a tenured faculty member who has not been promoted to full professor refers to a faculty member who is a tenured, full professor
instructors are untenured faculty or adjunct faculty.

quotation marks In headlines, use single quotes. Punctuation at the end of a sentence always goes within quotation marks. See entries for comma and semicolon.

regions Capitalize geographical regions of the country, but not the points of the compass: We didn't know if we were going north or east. My family is originally from the South.

Regional Learning Centers Not branch campuses. Not Off-Campus Sites. On second reference they can be shortened to “center” or “RLC.” There are currently five regional learning centers. They are:

Dublin
Reynoldsburg
Southwest Center at Bolton Field
South-Western Center at Grove City
Westerville

room numbers Room numbers come after the name of the hall/building: Union Hall 102, Eibling Hall 05. It is not necessary to include the word “room”

seasons Do not capitalize the seasons of the year such as summer, autumn, or spring. Also see semesters.

semicolons have only two uses: To separate two independent clauses in a sentence: I thought it was important; I also knew it was required. He thought of himself as a “man about town”; unfortunately the whole town wished he wasn’t about.

To separate items in a list that have commas within the individual list items. Semicolons go outside of quotation marks.

Some of his favorite things are kittens with orange fur, grey whiskers, and white boots; cars with red paint, shiny tailpipes, and “really big tires”; and classes in the fields of mathematics, foreign language, and dancing.

Semester/semesters Capitalize the word semester when it is used as part of a proper name/title:

Autumn Semester, Spring Semester, Summer Semester, Autumn Semester 2020, etc.

Lower case in instances where it is not a proper name:

It occurs after the fall semester each year

It is held every semester except Summer Semester.

Senior is lowercase when referring to status or class rank. Uppercase and abbreviate as Sr. when part of a person’s name: Sam Smith Sr. is a senior at Capital University.

song titles Place song titles in quotation marks: “All Out of Love” is a song by Air Supply.

sophomore Lowercase when referring to class rank: Second-year students at Columbus State may be referred to as sophomores.

telephone numbers Separate numerals in a phone number with a hyphen and put the area code in parentheses. This is the most easily readable format.

(614) 287-5353

time When referring to the length of time an event occurs or occurred, use a word rather than a hyphen in between the times listed. The exception to this is when the event is for a listing rather than in text. Express time on the hour without zeroes. See entry for academic year.

1 to 3 p.m.

1:30 to 3:30 p.m.

noon to 1 p.m.

2002 through 2006

Every other Tuesday, Eibling Hall, 2-6 p.m.

titles Capitalize all academic and business titles when they appear in front of the name; this is their official title. Do not capitalize titles when they follow the name; this refers to the job.

President David Harrison

David Harrison, president of Columbus State Community College

Professor of Physics David Jones

David Jones, professor of physics, will speak on subjects very complex.

For books, periodicals, songs, etc. see composition titles entry.

theater The Theater Department. Only use theatre (with an “re”) when citing the name of a group that spells it that way

Lincoln Theatre

Theatre Columbus State

Update is Columbus State's electronic news service found at csc.edu/update. Employees receive an email twice a week linking to articles on the Columbus State website.

website and web page addresses Lowercase both web and internet.

Drop <http://www>. For example the Columbus State home page is csc.edu.