

Updated 07/06/10

Millsaps Publications Style Guide

This document is designed to foster additional consistency among Millsaps publications. Some guidelines may not apply universally—press releases, for instance, may be written in a more newspaper-friendly style than magazine features. But the closer we can follow Standard English in all our publications the better.

We will continue to use as guideposts *The Associated Press Stylebook and Briefing on Media Law* for news releases and *The Chicago Manual of Style* for the magazine, with exceptions. For spelling and hyphenation issues not addressed here, please refer first to *AP* or *Chicago*, then to *Merriam-Webster's Collegiate Dictionary*.

But remember that ultimately the reader should be foremost in our minds. If style conflicts with clarity, then the editor's priority should be to make the reader's job easier.

This is very much a work in progress, and we want input from you. If you disagree with a style point here, if you see an error, or if you want a particular issue addressed, please email communications@millsaps.edu. Thank you for continuing to help make this a serviceable resource.

Sources: *The Associated Press Stylebook and Briefing on Media Law*; *The Chicago Manual of Style*, 14th Edition; *The Elements of Style*, by William Strunk Jr. and E. B. White; *The New York Times Manual of Style and Usage*; *The International Herald Tribune Style Guide*; *Princeton University Editorial Style Guide*; *Columbia Journalism Review*.

- accents, umlauts, cedillas, etc.

In Americanized words, pay attention to foreign punctuation as it appears in *Webster's*:

café
résumé
fiancé

For foreign words, italicize and use appropriate accents and umlauts. Note that many foreign phrases exist in *Webster's* and therefore are not italicized:

When the Nova Series invited heads of state Jacques Chirac and Gerhard Schröder to explain the European opposition's *raison d'être*, Schröder accepted. But a Chirac spokesman said that the French leader would be *très occupé*, or very busy, at the time.

- acronyms and abbreviations

Let's leave the alphabet soup to Campbell's. After first spelling out the formal name of an agency, party, federal program, or commission, then refer to it generically. (Exceptions are the FBI and the CIA, which can be abbreviated upon first reference.) There is also no need to put the acronym or abbreviation in parentheses after the name of the organization.

AVOID

The Millsaps graduate led the Federal Housing Authority (FHA) under the GOP to distribute more UDAG money following his work with the SEC.

The professor attended the Southern Literary Scholars for Peace (SLSP) banquet. She was then honored at an SLSP rally on campus.

BETTER

The Millsaps graduate led the housing authority under the Republicans to distribute more urban development grants, following his work with the federal securities commission.

The professor attended the Southern Literary Scholars for Peace banquet. She was then honored at a campus rally by the scholars' antiwar organization.

When it is necessary to use an acronym, do not use points. Acronyms longer than five letters (e.g., Unicef) should be up and down style.

- adviser, not advisor
- alumna/alumnae; alumnus/alumni
- ampersands

Let's follow the style of the business or title:

Barnes & Noble
Simon & Schuster
Bartles & Jaymes
Bob & Carol & Ted & Alice

- apostrophes

Associate's, bachelor's, and master's degrees, when used generically, take the "'s":

master's degrees, not masters' degrees
associate's degree, not associate degree

The possessive case of singular nouns is usually formed by adding "'s."

the Bowl's landscaping
a women's center

Except for plurals, of course:

the classical-studies teachers' point of view

In the magazine, we'll continue to follow *Chicago* for words ending in "s":

Chuck Jones's reputation
the Joneses' reputations

But, as stated in *The New York Times Manual of Style and Usage*, "The 's' after the apostrophe is dropped when two or more sibilant sounds precede the apostrophe:

Kansas' tornadoes
Moses' law
Millsaps' Core Curriculum

"It is also dropped in certain expressions in which the word following the apostrophe begins with s":

"For conscience' sake
"For goodness' sake"

For words acting as a single unit, add the possessive only to the second element:

Brooks & Dunn's Millsaps concert

Drop the apostrophe for groups where the plural acts as a modifier:

teachers union
architects association

In making the plural of dates, do not use an apostrophe:

the late 1960s
He was in his late 30s.

- **businesses**

Watch for style and spelling issues when referring to business, industry, and organizations, e.g.:

The Millsaps graduate was appointed director of marketing at Bartles and James, and so she left her posts at Sky Tel and Jubilee Jam to take the job.

The sentence should read:

The Millsaps graduate was appointed director of marketing at Bartles & Jaymes, and so she left her posts at SkyTel and Jubilee!JAM to take the job.

In magazine feature copy, the corporate designation can usually be dropped. Otherwise, always abbreviate company, incorporated, corporation, etc. and omit the comma—UNLESS IT IS AN ALUMNI RELATIONS ISSUE, SUCH AS MAJOR NOTES OR A DONOR’S LIST, WHERE WE SPELL IT EXACTLY AS THE BUSINESS WISHES:

**The Walt Disney Co.
Microsoft Corp.**

But, of course:

Corporation for Public Broadcasting

Omit the comma with LLP, PLC, etc., again deferring to alumni relations for Major Notes and donor lists:

**Reuters Group PLC
Holland & Knight LLP**

Unless necessary for differentiation in an official context, it is often unnecessary to use designations such as Inc., Corp., etc.:

AVOID

Millsaps received \$2 million from Doolittle-Berry Co. Inc. to fund ...

BETTER

Millsaps received \$2 million from Doolittle-Berry to fund ...

- **capitalization**

Dave Barry columns aside, text flows more easily — and is less heavy-handed — when unbroken by overcapitalization.

From the University of Colorado:

The Case for Lowercase

When too many words are capitalized, they lose their importance and no longer attract attention. Readability studies have shown that copy is more easily read when it isn't peppered with initial caps or all caps. Using lowercase letters in no way diminishes the stature or credibility of an individual's position or a department's reputation.

After all, even the title “president of the United States” is lowercased in running text when it doesn't immediately precede the incumbent's name.

When writing promotional or marketing materials (such as brochures or print ads), emphasis can be achieved more effectively by the skillful use of white space, typeface, and typestyle than by excessive use of initial caps or all caps.

Examples from *The Chicago Manual of Style*, 14th edition, page 240:

In text, titles following a personal name or used alone in place of a name are, with few exceptions, are lowercased:

**the president of the United States
the president
the secretary of state
the senator
the congressman**

the mayor
the justice
the prime minister
Frederick North, prime minister of England

Pp. 242 to 243:

the professor
Professor T. Peter Norsag
Marcello Sonata, professor of music
Magaret O’Neal, professor emerita

the chair of the department
Farland Whithermaster, chair of the Department of Chemistry

the president
the president’s office
President Serafina
Olga Serafina, president of Cuaswell University
Alfred Beamish, president of Hostwell Corporation

Fulbright scholar

the queen
the queen of England
the pope, the papacy
the sacred college of cardinals
Archbishop Makarios III (note no comma)
The Reverend John Donovan, bishop of Toledo

Therefore, let’s adopt a generally lowercase approach, which also facilitates consistency. Unless the context calls for formal identification, let’s follow the lead of many U.S. colleges and universities and go down style with most references to offices, committees, subcommittees, focus groups, casual events, etc.:

The Millsaps alumni relations office’s committee on diversity
The Millsaps admissions office’s new policy on hiring
The dean’s office’s Christmas party

Important exception

In the case of Millsaps College and the Millsaps Board of Trustees, we have been asked to capitalize all references to “the College” and “Board of Trustees”:

The College has many distinguished alumni.
He served on the Board of Trustees.
The College removed him from the Board.

Also, *formal* names of departments and offices are capped:

Department of Performing Arts
performing arts department
Division of Student Life
student life staff

Lowercase titles that follow a name:

Barack Obama, president of the United States
Robert Pearigen, president of the College
Humbert Humbert, literature professor
Richard A. Smith, dean of the College

But capitalize titles before names:

President Barack Obama
President Robert Pearigen
Dean Richard A. Smith
Professor Humbert Humbert

Note, however:

the literature professor Humbert Humbert

(Because the professor is not a title but a modifier.)

Do not capitalize college degrees when spelled out:

He has a doctorate or doctor's degree, a master of arts, or a bachelor's degree.

Do not capitalize names of college studies, fields of study, options, curricula, major areas, major subjects, or programs, unless a specific program or course is being referred to (exception: names of languages, **Core Curriculum**):

Lewis Lowe is planning to pursue a degree in medieval French literature.
Each undergraduate must meet requirements in science and the humanities.
The College offers a curriculum in environmental studies.

Do not capitalize organized groups or classes of students in a university or high school, or the words freshman, sophomore, junior, senior, or graduate:

English 101 should be taken in the freshman year.
He is a senior in the College of Arts and Sciences.
The junior class will conduct its annual election tomorrow.

Capitalize official programs (but don't put them in quotation marks):

The Pre-Medical Training Cooperative

Capitalize formal titles of campus activities:

Parents Weekend

Capitalize formal titles of grants, scholarships, awards, and distinctions:

Program Excellence Award
Award for Academic Excellence
Dean's List

Capitalize all formal course titles:

The Fugitives: John Crowe Ransom to Robert Penn Warren
Introduction to Sociology

Do not capitalize informal, generic course titles:

freshman composition
Southern literary criticism

When used in text, lowercase majors and minors, with the exception of proper nouns like French and English:

art major, biology major, French major, business administration minor,
major in engineering with an emphasis in manufacturing engineering,
area of concentration in early childhood education

Areas of study are also lowercased as part of degree titles, unless those areas are an official part of the degree itself; then they are uppercase (please refer to the list of official degree titles):

Students in this program earn a Renaissance Master of Business
Administration degree.

Lowercase freshman, sophomore, junior, and senior when referring to student classification:

All freshmen must fulfill the freshman-level composition requirement.
Managerial accounting should be taken during the junior year.

Capitalize the names of fraternities, sororities, and honoraries, but not the words fraternity, sorority, honorary, honor society, or chapter:

the Millsaps chapter of Phi Beta Kappa honor society

Academic quarters and terms are lowercase:

spring quarter, fall 1989

Lowercase geographical designations, unless the designation is in an official title:

city of Jackson
northeastern Mississippi
state of Mississippi
State of Mississippi Department of Natural Resources

- **captions**

Let's put a period at the end of every caption, whether or not it is a complete sentence. And let's use the gerund to get around newspaper-style captions like "The DePauw quarterback gets a Millsaps course in humility last fall." Exception: Name lines take no period.

The DePauw quarterback getting a Millsaps course in humility last fall.
Dean Richard A. Smith

In small group photos for the magazine, it is the photographer's responsibility to provide caption information that includes the name (double-check spelling, please), title, class, and degree of each subject, from left to right.

- **centuries**

Rules on numerals apply. Lowercase and **let's go back to hyphenating as an adjective:**

The 12th-century town was built on ruins dating from the third century.

- **cities**

The following cities stand alone, without the state.

Atlanta, Baltimore, Boston, Chicago, Cincinnati, Cleveland, Dallas, Denver, Detroit, Honolulu, Houston, Indianapolis, Los Angeles, Miami, Milwaukee, Minneapolis, New Orleans, New York, Oklahoma City, Philadelphia, Pittsburgh, St. Louis, Salt Lake City, San Diego, San Francisco, Seattle, Washington

The same goes for major international cities.

If the town is in Mississippi, it can stand alone. However, towns like Philadelphia, Mississippi, or Philadelphia, Pennsylvania, may need the state for clarity, depending on context.

- **classwork**, not class work

- **colons**

Capitalize the first letter of a complete sentence following a colon. Otherwise, what follows should be lowercase:

**There was only one thing the team could do: Pray for rain.
The flight attendant offered two choices: chicken or fish.**

When introducing a quote of more than one sentence, use a colon:

Dr. Hildegard Cronenburg said: “This is good. This is very good. This is very, very good.”

- **commas**

Unlike other college publications that follow AP style, the magazine will use the serial comma:

The applicant had been an outstanding student in English, French, and chemistry.

Place a comma after digits signifying thousands: **1,150** students, **1,100** SAT score;
except when reference is made to temperature: **3200 degrees**.

Follow a statement that introduces a direct quotation of one or more paragraphs with a comma. But use a colon after “as follows”:

**She said, “This is a compelling history of Millsaps College.”
The book jacket reads as follows: “a compelling history of Millsaps College.”**

Use with introductory words such as “to wit” or “e.g.”:

“to wit, fascinating interviews with alumni in all walks of life.”

When writing a date, place a comma between the day, if given, and the year, but do not place a comma between the month and year when the day is not mentioned:

November 1945

The comma is omitted when citing academic quarters or terms:

spring 1991
fall 1990

Also, omit the comma before Jr., in a name like John Smith III and in and such designations as Inc., LLP, etc.

- **contractions**

Avoid, in general, unless it would stress the syntax to do so.

AVOID

She said she'd been sick
There'll be hell to pay.
My dog thinks he's the cat's meow.
My dog thinks he's got fleas.

BETTER

She said she had been sick.
There will be hell to pay.
My dog thinks he is the cat's meow.
My dog thinks he has fleas.

- **course work**, not coursework
- **curriculum vitae** (singular); **curricula vitae** (plural)
- **dashes** (see also, “hyphens”)

The hyphen (-), the en dash (–), and the em dash (—) are not interchangeable. Each has a well-defined function. The hyphen is most commonly used in situations calling for double modifiers:

The Millsaps-run student-aid organization

The **em dash** is used in datelines and to indicate an abrupt break, with NO space on either side:

JACKSON, Miss.—The *Jackson Free Paper* has named Millsaps College to its top-10 list of institutions that have most benefited the cultural life of the city in the last five years—an honor that has not gone unnoticed among benefactors.

The **en dash** is used to indicate duration between two limits:

Jackson–Memphis flight; 2–4 p.m.; pp. 38–45; John 4:3–6:2

It is also used (no spaces) when one element is an open compound adjective:

Post–Civil War period; quasi-public–quasi-judicial body; non–administrative-level user

But:

non-English-speaking countries; not-to-be-forgotten moment

- **database**, not data base

- **dates** (see also “capitalization,” “commas”)

Spell out all the months, except in Major Notes. In Major Notes, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov., and Dec.:

January 27, 2002, becomes **Jan. 27, 2002**, in Major Notes

Do not give the current year, unless it is needed for clarity. For the spring 2003 issue, a May 3, 2003, reference would read:

She will speak on May 3.

- **degrees**

Let’s try to standardize our approach, setting off the degree with commas, not parentheses:

Elizabeth Galloway, B.A. 2000, said that she would run for governor.

If the alumnus did not graduate, then just provide the class year:

After leaving Millsaps, John Alexander, class of 1985, graduated from Georgetown University.

In features, there may be more flexibility:

Daniel O’Connell, who received a bachelor’s degree in English in 1960, went on to study Southern literature at Vanderbilt.

Do not put spaces after periods inside abbreviations.

A.B., M.A., Ph.D.

The word “degree” should not follow an abbreviation:

AVOID

She has a B.A. degree in English literature.

BETTER

She has a B.A. in English literature.

She has a bachelor’s degree in English literature.

A.B., artium baccalaureus (bachelor of arts)

A.M., artium magister

B.A., bachelor of arts

B.D., bachelor of divinity

B.F.A., bachelor of fine arts

B.S., bachelor of science

D.B., divinitatis baccalaureus (bachelor of divinity)

D.D., divinitatis doctor (doctor of divinity)

D.D.S., doctor of dental surgery

D.O., doctor of osteopathy

D.V.M., doctor of veterinary medicine

Esq., esquire

F.A.I.A., fellow of the American Institute of Architects
F.R.S., fellow of the Royal Society
J.D., juris doctor (doctor of law)
L.H.D., litterarum humaniorum doctor (doctor of humanities)
Litt., D., litterarum doctor (doctor of letters)
LL.B., legum baccalaureus (bachelor of laws)
LL.D. legum doctor (doctor of laws)
M.D., medicinae doctor (doctor of medicine)
M.S., master of science
Ph.B., philosophiae baccalaureus (bachelor of philosophy)
Ph.D., philosophiae doctor (doctor of philosophy)
Ph.G., graduate in pharmacy
S.B., scientiae baccalaureus (bachelor of science)
S.M, scientiae magister (master of science)
S.T.B., sacrae theologiae baccalaureus (bachelor of sacred theology)

- degrees should be capped following a name, e.g., John Smith, Doctor of Laws
- departments and offices

Lowercase casual references but cap formal references.

communications office
chemistry department
Department of Performing Arts
president's office
Office of the President

- dissertations

Titles of unpublished works go in quotation marks: "Conflict and Contradiction in the Emotional Life of an Electron"

- ellipsis

Let's edit around this messy, awkward device whenever possible:

AVOID

President Robert Pearigen said, "I am deeply gratified ... to be able to congratulate the ... award winners for their contributions to the reputation of our school, our state, and our nation."

BETTER

President Robert Pearigen said that he was "deeply gratified" to be able to congratulate the award winners "for their contributions to the reputation of the school, the state, and the nation."

If the ellipsis must be used, put a space before and after the points:

It was ... amazing.

- email
- emerita/emeritae; emeritus/emeriti
- Faculty/Staff

Do not list degrees in the Faculty/Staff section of the magazine.

- **false titles**

You see them in newspapers all the time, but the *Columbia Journalism Review* states that “false titles are an abdication of our duty to write English sentences. They’re inelegant and unnatural.” They can also amount to unfair, often wordy labeling of individuals. Plus, people don’t talk that way. It reeks of journalese.

AVOID

Ardent feminist Betty Friedan spoke at a campus banquet.

Expert Millsaps communications department web designer Shelly Bass won the downhill race.

BETTER

Betty Friedan, the ardent feminist, spoke.

Shelly Bass, an expert web designer in the Millsaps communications department, won the downhill.

That said, we can also accept, in cases of well-known persons:

The ardent feminist Betty Friedan spoke.

The accomplished playwright Edward Albee taught here.

Above, the description ceases to be a “title.”

***Press releases, however, may include false titles where necessary for space and because the average newspaper uses them.**

- **foreign words**

Please put foreign words in italics, unless included in *Webster’s*, and use accents, cedillas, and umlauts where appropriate. (See **accents**.)

- **freshman class** (not “freshmen class”)
- **fund raising** (noun); **fund-raising** (adjective); **fund-raiser**
- **g.p.a.**
- **GI, GIs**
- **headlines**

For the time being, we will continue to use *New York Times* style for headlines: title style. Lowercase all articles, prepositions, and conjunctions, except when preposition contain more than four letters or starts a headline deck:

A Hollywood Legend’s Rise from the Millsaps Stage to International Renown

**On Campus,
A Gathering
Of Students
Against the War**

In light feature copy, sometimes a word play is appropriate in a headline:

**Math Professor,
Throws a Pi
In the Face
Of Convention**

***A note on headline tense: “Jacques Chirac Speaks at Millsaps” means that the event has already happened. “Jacques Chirac to Speak at Millsaps” means that the event is upcoming.**

- **headline**
- **hyphens** (see also “dashes” and “prefixes”)

Let’s hyphenate compound modifiers:

**campus-design engineer
flying-monkey coordinator
magic-bus driver**

But let’s not hyphenate the obvious:

**high school student
real estate salesman
health care specialist**

Do not hyphenate adverbs ending in -ly:

**architecturally pleasing campus
environmentally conscious students**

- **in-residence**

Let’s make it bishop-in-residence, executive-in-residence, writer-in-residence.

- **italics** (see also **titles**)

When a proper name is set in italic type, the possessive ending is set in roman:

Streetcar’s weakest cast member . . .

- **Jackson Metropolitan Crime Commission** (not Metropolitan Jackson Crime Commission)
- **Jr.**

No comma after name:

**Josh James Jr.
Josh James IV**

- **less/fewer**

amount: **less sugar, less money, less poverty**
 individual units: **fewer calories, fewer dollars, fewer options**

- **maiden names**

Maiden names go in parentheses.

Mila (Zvenigorodskii) Smith

- **MetroJackson Chamber of Commerce**

- **names** (see also, “commas,” “capitalization,” and “titles”)

Let’s use the middle name or initial *only* if there is a strong case of preference:

James Earl Jones
Richard A. Smith

Middle names and initials are, however, often appropriate in obituaries and formal mentions such as:

The annual awards program was named in honor of its founder and endower, former state Representative David M. Halbrook of Belzoni and his brothers, John C., James G., and J. A. Halbrook.

There is no comma before “Jr.” or in a name like Rupert Barrister III.

Stories should refer to people first by the full name, and in subsequent references by last name only, **without the honorific**.

We use Dr., but NEVER Ms., Mr., or Mrs.

Dr. Jack Smith said he was late.
“I’m terribly sorry,” Smith added.

Pat Jones is an adjunct professor
“I love teaching,” Jones said.

- **nicknames**

Except in Major Notes, where alumni recognition is of primary importance, let’s avoid nicknames unless the individual is widely and best known by the nickname. Then put nicknames in parentheses, not quotation marks.

James (Mack) Macintosh II
Dr. Leonard (Bones) McCoy

- **non** (see prefixes)

Let’s be nonconformist, when it comes to AP, and make “non” words nonhyphenated:

nonissue
nonnegotiable

- **numbers**

Spell out numbers under 10, unless they appear in a series:

**There were eight people at my 10-year reunion.
The classes were made up of 5, 9, 16, and 32 students, respectively.**

Spell out approximations:

**Another hundred people just got off of the train.
There were at least a thousand names on the Nova Series waiting list.**

Use numerals with millions:

The book sold 5 million copies.

Do not hyphenate amounts of money, always use numerals and use a thin space if possible:

**It was a \$3 million grant.
It was a \$3<thin>million grant**

We will take exception to *Chicago* on this point: Use numerals for all ages and measurements, dimensions, distances, etc.:

The 8-year-old boy ran 4 kilometers in one hour.

Otherwise, see *Chicago*.

- **only**

Let's put the word "only" only where it belongs, which is adjacent to the word it modifies:

AVOID

I only have \$10 to my name.
He only taught at Millsaps for three years.

BETTER

**I have only \$10 to my name.
He taught at Millsaps for only three years.**

- **over/under**

Use "more than" or "less than" to indicate amount.

- **parentheses**

Be sparing in your usage of parentheses. Think: Would dashes or commas be more appropriate? Parentheses often indicate tortured writing. When you do use them, watch where the period falls:

WRONG

The student gloated (perhaps inappropriately, according to some.)
The student gloated. (Some said there was a hint of irony in his victory).

RIGHT

The student gloated (perhaps inappropriately, according to some).

The student gloated. (But some said there was a hint of irony in his victory.)

- **percent**

Normally, don't use %. Always use numbers, without hyphens:

9 percent increase

- **periods**

Use periods when abbreviating academic degrees:

Serena Smith received her B.A., M.A., and Ph.D. from Millsaps.

And with lowercase abbreviations:

Students must maintain an acceptable g.p.a.

The workshop will be held from 9 a.m. to 4 p.m.

Periods are not used with acronyms, which are uppercase:

CASE

APAC

PETA

UN (exception to AP) but U.S.

- **-person, -man, -woman**

Let's avoid chairperson and make it either chairwoman, chairman, or chair, spokesman or spokeswoman, etc. If you don't know, try to write around it, e.g., "chair of the committee," "publicist."

- **phone numbers**

Always hyphenate:

601-974-1000

1-86-MILLSAPS

1-800-555-1212

011-33-1-4299-4567

- **prefixes and suffixes**

1. Generally, do not hyphenate when using a prefix with a word starting with a consonant.

2. Except for such accepted forms as cooperate, coordinate, and microorganism, generally use a hyphen if the prefix ends in a vowel and the word that follows begins with the same vowel, e.g.: **re-elect**. This is an exception to *Chicago*, which promotes such hard-to-read words as neoorthodox.

Use a hyphen if the word that follows is capitalized: **pre-Columbian artifact**.

Use a hyphen to join doubled prefixes: **sub-subordinate**.

Here is a far-from-exhaustive list of compounds, prefixes and suffixes:

ALL- usually hyphenated as adjective unless solid in Webster's: **all-inclusive, all-over**

ANTE- usually solid: **antebellum, antedate**

ANTI- usually solid: **antihero, antioxidant, antihypertensive**; but, for positions: **anti-war, anti-abortion**

ARCH- usually solid: **archbishop, archenemy, arch-Republican**

BI- usually solid: **biconvex, biannual**

BIO- usually solid: **biodiversity, biophysical**

-CENTURY usually hyphenated in compound: **14th-century scholar**

CHEMICALS always open: **sulfuric acid bath, ethyl alcohol pad**

CO- **co-author, co-pilot, co-write** (we'll follow AP for nouns, adjectives, and verbs indicating occupation or status) but **coed, coeducation, coequal, coexist, coexistence, cooperate, cooperative, coordinate, coordination**

COLORS if one term modifies the next, then open: **bluish green tint**; unless a hyphenated element of established term: **red-green colorblindness, blue-green algae**

COUNTER usually solid: **counterterrorism, counterrevolution**

CROSS- hyphenated as adjective if not listed in *Webster's*: **cross-referenced**

-FOLD closed unless formed with numerals: **twofold, 45-fold**

DIS- usually, no hyphen: **dismember, disservice, disassociate**

DOWN- usually, no hyphen: **downgrade, downplay**

-DOWN Follow *Webster's*: **breakdown, countdown, rundown** (as a report) but **run-down** (as in "deteriorated"), **sit-down**

-ED **coarse-grained wood, able-bodied player**; but **he was able bodied**

EX- Meaning "out of," usually no hyphen: **excommunicate, expropriate**

EX- Hyphenate meaning "former" (let's avoid this usage except in headlines): **ex-student, ex-vice president**

EXTRA- usually solid: **extraterrestrial, extrafine**

-FOLD usually, no hyphen: **twofold, tenfold**

FORE- usually, no hyphen: **foregoing, forefather, forebrain**

FRACTIONS hyphenated, excluding whole number: **two-thirds full**; but **one and two-thirds full**; but fractions of time are open:

FULL- usually hyphenated as adjective: **full-dress, full-page, full-scale**

HALF- hyphenated if not listed in Webster's: **halfback, halftime, halfhearted, half-wit, half-mast**

HIGH-, LOW-, UPPER, LOWER, MIDDLE- usually hyphenated before noun, open after the noun unless ambiguous: **middle-class voters, she was upper crust**

IN- solid for "not": **inaccurate, insufferable** but **in-depth, in-house** (refer to *Webster's*)

-IN always precede with a hyphen: **break-in, walk-in, cave-in**

INFRA- usually solid: **infrastructure, infrasonic**

-LESS no hyphen: **childless, waterless**

LIFE- **lifestyle, lifetime, but life-size.**

LIKE hyphenate as "similar to": **like-minded, like-natured**

-LIKE no hyphen unless first part ends in "l": **monsterlike, studentlike, businesslike, beaklike**; but **bill-like**

MACRO usually solid: **macroeconomics**

MAJOR, MINOR, SHARP, FLAT hyphenated as adjective in key designations: **C-major triad, F-minor concerto**; but **key of C major, key of C-sharp major, key of F-sharp, key of B-flat minor**

-MAKING AND OTHER GERUNDS consult *Webster's*, but often solid: **filmmaking** but **decision making**

META- usually solid: **metagalaxy, metaethical**

MID- usually solid: **midlife, midweek** but **mid-Atlantic**

MICRO usually solid: **microeconomics, microimage, microorganism**

MULTI- usually solid: **multimillion, multitalented, but multi-islet**

transplant
NEO- usually solid: **neorealism** but **neo-orthodox**
-ODD hyphenate with number: **20-odd pairs**
NON- usually solid: **nonviolent, nonnegotiable**
OVER- usually solid: **overrate, overcompensate**
PERCENT- open, as ratio: **12 percent increase**
UNDER- usually solid: **underappreciate, underrealized**
PRE- usually solid: **premed, preaccept** but **pre-enroll**
POST- hyphenate any word not listed in Webster's (which features a long list):
postgraduate, postindustrial, postmodern
PRO- hyphenate for stances: **pro-war, pro-life**
PROTO- usually solid: **protolanguage**
PSEUDO- usually solid: **pseudosophisticated, pseudointellectual**
RE- usually solid: **rekey, retype, readmit** but **re-elect**
QUASI- always hyphenated: **quasi-legislative**
SELF- usually hyphenated: **self-employed, self-important**
SEMI- usually solid: **semiopaque, semiconductor** but **semi-intelligent**
SUPER- usually solid: **superintelligent, superhero, supermodel,**
supersonic, superrealism, supercalifragilisticexpialidocious
SUPRA- usually solid: **supranational**
TRANS- usually solid: **transoceanic, transatlantic, transsexual**
UN- usually solid: **unfunded, unnamed**
UNDER- usually solid: **underpowered, underreported**
-UP usually solid (**an exception to Webster's**) **sendup, followup**
WELL-, ILL-, BETER-, BEST-, LITTLE, LESSER-, LEAST- always
hyphenated before noun: **well-known writer, ill-fitting shirt**; but open after
verb: **The writer was well known.**
-WIDE solid: **statewide, worldwide,**
university-wide; but **the poll was university wide.**

- **people/persons**

Elements of Style gives preference to “persons” with exact numbers, e.g. “three persons were injured in the accident.” But we’re better off with Striesand on this one. Both AP and *The New York Times* now prescribe “people”—except for such established idioms as “displaced persons” and “missing persons.”

- **quotation marks**

Place quotation marks outside a period and comma but inside a colon or semicolon. They should also be set inside exclamation points and question marks that are not part of the quotation.

Note the usage of an “omniscient narrator,” as the device is so finely demonstrated in this novel.

The Board had only two reservations about “the 10-year dream scheme”: the cost to the College and the time needed to implement changes.

Wasn’t she, as Harold said, “far too outspoken”?

Use single quotation marks for quotations within quotations.

Defending his proposal for a multimillion-dollar auditorium, the Board member replied, “I believe in the *Field of Dreams* line that ‘if you build it they will come.’ ”

If several paragraphs are quoted, use quotation marks at the beginning of each paragraph, but at the end of the last paragraph only.

Do not put official programs in quotation marks:

- **regions/directions**

Capitalize regions of the United States:

The South, Southern. The North, Northern.

But directions should be lowercase:

She headed north from Manhattan to Connecticut. She was then fired and her career went south.

- **said/says**

Unless there is a strong case for putting a story in the present tense, let's try to put quotes in the past tense:

AVOID

"I love the faculty at Millsaps," says Simmons.

BETTER

"I love the faculty at Millsaps," Simmons said.

(Note: Unless it would make the sentence cumbersome, make it "**Simmons said**," as opposed to "said Simmons.")

Also, somebody can't laugh a statement:

AVOID

"A funny thing happened on the way to the Christian Center," laughed the director.

BETTER

"A funny thing happened on the way to the Christian Center," the director said, laughing.

- **Saint**

Abbreviate in city and church names:

St. Louis, St. Paul, St. Petersburg, Cathedral of St. John the Divine

- **St. Philip's Episcopal Church** (in Jackson, one "l")

- **schoolteacher**

- September 11; use **9/11** instead.

- **sequence of tenses**

Let's go with *New York Times* style:

AVOID

He said the College is the best in the state.

She said she wants to ride Amtrak's City of New Orleans.

They said they will go to Washington to protest the war.

The dean said the student has until next year to finish.

BETTER

**He said the College was the best in the state.
She said she wanted to ride Amtrak’s City of New Orleans.
They said they would go to Washington to protest the war.
The dean said the student had until next year to finish.**

- **Standard English** (uppercase)
- **states**

Spell out in feature copy in the front of the book.

The Mississippi State graduate was tried for treason in Alexandria, Virginia.

But AP style should be followed in Major Notes and other listings-type features:

Nicole Bradshaw, B.A. 1999, of Jackson won the 2004 Academy Award for best actress at a ceremony in Hollywood, Calif.

(Note that some states with shorter names, such as Texas, are spelled out.)

In mailing addresses, always use the postal code, sans comma:

**Jackson MS
Cincinnati OH**

	Major Notes	Postal ONLY
Alabama	Ala.	AL
Alaska		AK
Arizona	Ariz.	AZ
Arkansas	Ark.	AR
California	Calif.	CA
Colorado	Colo.	CO
Connecticut	Conn.	CT
Delaware	Del.	DE
Washington, D.C.	D.C.	DC
Florida	Fla.	FL
Georgia	Ga.	GA
Hawaii		HI
Idaho		ID
Illinois	Ill.	IL
Indiana	Ind.	IN
Iowa		IA
Kansas	Kan.	KS
Kentucky	Ky.	KY
Louisiana	La.	LA
Maine		ME
Maryland	Md.	MD
Massachusetts	Mass.	MA
Michigan	Mich.	MI
Minnesota	Minn.	MN

Mississippi	Miss.	MS
Missouri	Mo.	MO
Montana	Mont.	MT
Nebraska	Neb.	NE
Nevada	Nev.	NV
New Hampshire	N.H.	NH
New Jersey	N.J.	NJ
New Mexico	N.M.	NM
New York	N.Y.	NY
North Carolina	N.C.	NC
North Dakota	N.D.	ND
Ohio		OH
Oklahoma	Okla.	OK
Oregon	Ore.	OR
Pennsylvania	Pa.	PA
Rhode Island	R.I.	RI
South Carolina	S.C.	SC
South Dakota	S.D.	SD
Tennessee	Tenn.	TN
Texas		TX
Utah		UT
Vermont	Vt.	VT
Virginia	Va.	VA
Washington	Wash.	WA
West Virginia	W.Va.	WV
Wisconsin	Wis.	WI
Wyoming	Wyo.	WY

Area Name	AP Style Manual	Zip Codes
American Samoa		AS
Canal Zone		CZ
Guam		GU
Puerto Rico		PR
Virgin Islands		VI

ships, spacecraft, and other vessels

Chicago leaves AP in its wake on this one. Italicize:

Queen Mary
Spirit of Saint Louis
Challenger
 USS *Arizona*
 HMS *Frolic*

(Note that USS or HMS is not italicized.)

- **that/which**

Let's part company with our British friends and ally ourselves with Strunk and White: "*That* is the defining or restrictive pronoun, *which* the nondefining, nonrestrictive pronoun":

The Millsaps Magazine that went to press last Tuesday will go out in February.

Millsaps Magazine, which went to press last Tuesday, will go out in February.

- **theatre**

Unfortunately, we spell it the precious British way.

Those Millsaps Players studying "Theatre as Catalyst for Social Change" gave rise to a fresh underground-theatre movement in Mississippi.

- **titles of compositions and publications**

We defer to *Chicago* here. Italicize:

The book *North Toward Home*
The song *Darkness on the Delta*
The play *Crimes of the Heart*

We take exception to *Chicago*, however, on the names of publications. *Chicago* puts "The" in roman, lowercase, when referring to the *New York Times*, the *Washington Post*, etc. But we will go with the masthead of the publication:

The Clarion-Ledger

- **titles of people (see also "capitalization")**

Let's spell out and capitalize military titles that precede a name:

Lieutenant Colonel John Cunningham
General Wesley Clark, supreme allied commander, Europe

At Millsaps, we will depart from mainstream publishing and use Dr. to refer both to medical and academic doctoral degrees.

Spell out "the Reverend" for Catholic and Protestant clergymen, first reference, then refer to them as usual by the last name:

The Reverend John Smith taught the class.
Smith said that he would always remember his time at Millsaps.

Abbreviate as "the Rev." in news releases and donor listings.

Spell out "Senator" and "Representative":

Senator John Glenn, Democrat of Ohio,
Representative Bennie Thompson, Democrat of Mississippi,

- **titles of compositions**

Please italicize the following. (See "headlines" entry for capitalization of prepositions, where we part company with *Chicago*):

published books
periodicals
pamphlets
published reports
poetry collections
long, separately published poems
plays
movies
television shows
artworks
CDs and records
long musical compositions

Lie Down in Darkness
Sweeney Todd
South Park
Jesus Christ Superstar
The Messiah
Symphony no. 41 (*Jupiter*); the *Jupiter* symphony

For more, see *Chicago*, 7.153.

Enclose in quotations divisions of long works, as in parts, chapters, or sections:

the “Student Code of Conduct” section of *The Hapsberg College Student Handbook*.

The same goes for short poems, short musical compositions, articles, stories, and unpublished papers:

William Matthew’s “Dog”
Mozart’s “Alleluia”
“The Man with the Golden Arm,” by Jeff Mitchell
“The Dead,” by James Joyce, appears in *The Dubliners*.
Dr. Will Williams’s paper “The Effects of AZc19 Compounds on Copier Cartridges in the Administrative Setting”

But if his paper is published, it is italicized.

- UN (exception to AP)

Spell out in the first reference.

- U.S.

Spell out United States as a noun, but abbreviate it as an adjective.

The Millsaps student had come to the United States from Estonia.
The Millsaps professor took issue with the U.S. stance on Iraq.

- **verb placement**

Unless it strains the syntax, let’s place the time element as close as possible to the verb. It helps avoid inadvertent corruption of meaning:

AVOID

He said that he would like to take the Shakespeare class on Tuesday.
The Board will vote on affirmative action on Thursday.

BETTER

He said Tuesday that he would like to take the Shakespeare class.

The Board will vote Thursday on affirmative action.

- **web addresses**

Let's drop the <http://>:

www.millsaps.edu

- **website** (exception to AP), not web site, Website, or Web site (but **World Wide Web**); **cyberspace, home page, Internet, intranet, online, webmaster, email.**

For other Internet issues, defer to "AP Internet Guide" in the current edition of *The Associated Press Stylebook*.

Major Notes

In Major Notes, we should strive to be as succinct and consistent as possible. Please follow the above style guidelines, with attention to the fact that we do use abbreviations for both states and months of the year in the back of the book. **See also entries under "names," "Jr.," "businesses," "capitalization," "titles," "cities," "states," and "dates."** Also, do not include pending events. Below is a sample of a form you might receive and how it might translate into a Major Notes entry.

SAMPLE FORM

Mary Mills
1402 Hillcrest Drive
Memphis, Tennessee
Class of '67, bachelor of arts

News about yourself

I am so excited to finally be able to retire after a career of 27 years as an editor at Simon and Schuster in New York City! You might mention that I was named in March, 1994, one of *Cosmopolitan Magazine's* Top Fifty Women in Publishing in the U.S. My memoirs, "I Just Adore a Penthouse View," were published by the University Press of Mississippi on September 1, 2002. I also spend time with my three cats and my 7 beautiful grandchildren, and expect to publish a collection of children's stories next year.

Becomes:

1967

Mary Mills, B.A. 1967, has retired to Memphis, Tenn., after working for 27 years as an editor at Simon & Schuster in New York. In 1994, *Cosmopolitan* magazine named her one of the top 50 women in U.S. publishing. Mills' memoirs, *I Just Adore a Penthouse View*, were published in September 2002 for the University Press of Mississippi.