abbreviations / acronyms
Most abbreviations and acronyms (abbreviations that can be pronounced as words) do not use periods between letters (e.g., CEO, CUNY, ID, NATO, UNICEF, VIP, etc.) Exceptions particular to Brooklyn College:
- W.E.B. (West End Building)
- W.I.S.E. (Wellness Improvements through Student Education)

academic degrees
Spell out and lowercase the degree in text. Use the abbreviation, with periods, when the degree follows a name.
- After earning an associate degree, Delilah began working toward her bachelor of arts.
- Rosa holds a master’s degree in nursing.
- Jason Harrigan ’15 M.A. is finishing his Ph.D. at the University of Arkansas.

Brooklyn College offers the following degrees:
- Bachelor of Arts (B.A.)
- Bachelor of Business Administration (B.B.A.)
- Bachelor of Fine Arts (B.F.A.)
- Bachelor of Music (B.Mus.)
- Bachelor of Science (B.S.)
- Master of Arts (M.A.)
- Master of Arts in Teaching (M.A. in Teaching)
- Master of Fine Arts (M.F.A.)
- Master of Music (M.Mus.)
- Master of Public Health (M.P.H.)
- Master of Science (M.S.)
- Master of Science in Education (M.S.Ed.)

The CUNY Graduate Center offers the Ph.D. (doctor of philosophy).

addresses
Do not abbreviate avenue, street, boulevard, etc., in running text or addresses, regardless of whether the address is numbered.
- The entrance to James Hall on Bedford Avenue is closed.
- The Residence Hall is located at 1 Kenilworth Place.

When writing out a location or complete address, use the ordinal number if appropriate:
- The protestors crowded the sidewalks along West 36th Street.
- 1753 48th Street, Apt. 2B Brooklyn, NY 11204

Do not include the ZIP code in running text if it is unnecessary.
- The event will be held at 25 Broadway, New York, NY.
- Mail your check to the Graduate Center for Worker Education, 25 Broadway, New York, NY 10004.

Spell out first through ninth when used as a street name. Always use numerals for the address.
- Yolanda admires the old buildings along East Eighth Street.
- She is doing an internship at an architectural firm located at 7 Park Avenue.

adviser
Do not use advisor, unless specifically requested as someone’s actual title.

ages
Follow rules for numerals (words for zero through nine; numerals for 10 and above), except when referring to someone’s age in the following instance:
- Quentin, who is nine years old, admires his older brother.
- Quentin, 9, was excited when he took him to his graduation ceremony.

Alliance for Minority Participation
Second reference: AMP

alumna / alumnus
- Alumna is one female.
- Alumnus is one male.
- Alumnae is two or more females.
- Alumni is two or more males.

When referring to a mixed group of both males and females, use alumni. Never use “alum” or “alums.”
-American
When referring to Americans of a particular ethnic origin, use a hyphen when employed as an adjective; do not use a hyphen when employed as a noun.

• The African-American community celebrated Black History Month.
• Stefano was proud to be the first Italian American to win the award.

a.m. / p.m.
Always lowercase, and always with periods.

and / &
Do not use an ampersand in lieu of “and,” unless it is part of the formal name of an organization or in commonly accepted abbreviations.

• Department of Modern Languages and Literatures
• Leonard & Claire Tow Center for the Performing Arts
• Barnes & Noble
• Willie was an accomplished R&B artist before he opened a B&B.

apostrophe
For words and names ending in s, add only the apostrophe.

• The professors’ union meeting was highly productive.
• Mathematics’ rules can be quite confusing.
• Dickens’ novels formed a large part of the curriculum.
• The Sorensens’ daughter graduated from Brooklyn College in 2015.

Exception: For singular common nouns ending in s, add both the apostrophe and s when the following word does not begin with s.

• The witness’ story damaged the prosecutor’s argument.
• The witness’s answers damaged the prosecutor’s argument.

Aquatic Research and Environmental Assessment Center
Second reference: AREAC

area codes
Always include the area code, using periods.

• You may contact the chair at 718.851.1878.

asterisk
Always place the asterisk after a punctuation mark, except for the dash.

• Applications will be accepted through March 31, 2017.*
• Students who submit complete applications, including processing fee,* will receive an e-mail confirmation.

B Magazine
Second reference: the Brooklyn College magazine or the magazine

Barry Goldwater Scholarship and Excellence in Education Program
Second reference: the Barry Goldwater Scholarship or the scholarship
Recipient: Goldwater Scholar

Barry R. Feirstein Graduate School of Cinema
Second reference: Graduate School of Cinema or the school

BC WebCentral Portal
Second reference: the portal

Benjamin A. Gilman International Scholarship Program
Second reference: the program
Recipient: Gilman Scholar

black / white
Lowercase when referring to African Americans and Caucasian Americans.
board of trustees / directors
Always lowercase, except:
• the Board of Trustees of The City University of New York
• the Brooklyn College Foundation

box office
Always lowercase. Hyphenate when used as an adjective.
• Go to the box office to pick up your tickets.
• Box-office hours are as follows: Monday–Friday, 10 a.m.–7 p.m.; Saturday–Sunday, 11 a.m.–5 p.m.

British Marshall Scholarship
Second reference: Marshall Scholarship or the scholarship
Recipient: Marshall Scholar

Broeklundian
The Brooklyn College yearbook

Brooklyn Center for the Performing Arts
Second reference: the center. Do not use BCBC.

Brooklyn College
Second reference: the college
Do not abbreviate Brooklyn College with BC. Spell out the full name of the college. Exception: BC WebCentral Portal.

Brooklyn College Alumni Association
Second reference: BCAA

Brooklyn College Foundation
Second reference: the foundation

Brooklyn College Library
Not La Guardia Library or Gideonse Library. Second reference: the library.

buildings
Use the full, official name of campus buildings in text and addresses, as follows:
• Boylan Hall
• Brooklyn College Library (not La Guardia Library or Gideonse Library)
• Gershwin Hall (when referring to the razed structure)
• Ingersoll Hall
• Ingersoll Hall Extension (not New Ingersoll)
• James Hall
• La Guardia Hall
• Leonard & Claire Tow Center for the Performing Arts
• Plaza Building (when referring to the razed structure)
• Residence Hall @ Brooklyn College (second reference: Residence Hall)

Bulldogs
Initial capital letter when referring to the Brooklyn College athletics teams.

• Roosevelt Hall
• Roosevelt Hall Extension (not New Roosevelt)
• Student Center (not SUBO)
• West End Building (W.E.B.)
• West Quad Center (not West Quad Building)
• Whitehead Hall
• Whitman Hall
**bullets**

A statement introducing a list should precede the bullet points and end with a colon.

Bullet points composed of only a few words should have no punctuation following them.

- Brooklyn College’s sustainability efforts include reducing:
  - the use of bottled water
  - the use of plastic and Styrofoam
  - energy consumption
  - carbon output
  - the use of paper

If the bullet points are not complete sentences, begin each point with lowercase letters and end each with a comma. The second-to-last point should end with “and” or “or.” The final point should end with a period.

- Brooklyn College students who participate in the international education program can:
  - immerse themselves in African history and culture in Ghana,
  - make films in India, and
  - visit some of the most important sites in China.

If the bullet points are complete sentences, begin them with capital letters and end them with a period.

- Brooklyn College has made the following improvements on campus recently:
  - The Brooklyn College Library was greatly expanded.
  - The Student Center underwent major renovations.
  - The West Quad Center opened in 2009.

If the bullet points are a step-by-step instructional list, each bullet should be a full sentence, and the bullet point itself should be a number.

1. Go to the Brooklyn College homepage.
2. Click on “Academics” on the top navigation bar.
3. Click “Faculty” on the side navigation.
4. Click “Brooklyn College Faculty” on the side navigation.
5. Scroll down to and click “Basil, Jennifer.”

**capstone course**

Uppercase only as part of official course title (e.g., Sonic Arts Capstone Seminar).

**Center for Achievement in Science Education**

Second reference: CASE or the center

**chair**

Not chairman, chairwoman, or chairperson

**Christoph M. Kimmich**

**Reading Room**

**cities**

Most cities require their identifying state, province, or country to appear after them.

- Estaban chose Ithaca, New York, as his base for his vacation to the Finger Lakes.
- Ursula started tracing her roots in Winnipeg, Manitoba.
- Salta, Argentina, has a population of about 620,000.
Certain cities, however, can stand alone:

**United States:**
- Atlanta
- Baltimore
- Boston
- Chicago
- Cincinnati
- Cleveland
- Dallas
- Denver
- Detroit
- Honolulu
- Houston
- Indianapolis
- Las Vegas
- Los Angeles
- Miami
- Milwaukee
- Minneapolis
- New Orleans
- New York
- Oklahoma City
- Philadelphia
- Phoenix
- Pittsburgh
- St. Louis
- Salt Lake City
- San Antonio
- San Diego
- San Francisco
- Seattle
- Washington, D.C.

**International:**
- Amsterdam
- Baghdad
- Bangkok
- Beijing
- Beirut
- Berlin
- Bogota
- Brussels
- Cairo
- Copenhagen
- Djibouti
- Dublin
- Frankfurt
- Geneva
- Guatemala City
- Hamburg
- Havana
- Helsinki
- Islamabad
- Istanbul
- Jerusalem
- Johannesburg
- Kabul
- Kuwait City
- London
- Luxembourg
- Macau
- Madrid
- Mexico City
- Milan
- Montreal
- Moscow
- Munich
- New Delhi
- Oslo
- Ottawa
- Panama City
- Paris
- Prague
- Quebec City
- Rio de Janeiro
- Rome
- Sao Paulo
- Shanghai
- Singapore
- Stockholm
- Sydney
- Tokyo

**the City University of New York (CUNY)**

Lowercase “the,” except in addresses and the Board of Trustees of The City University of New York.

Second reference: CUNY or the university

The following schools are part of the CUNY system:
- Baruch College
- Borough of Manhattan Community College (second reference: BMCC)
- Bronx Community College
- Brooklyn College
- The City College of New York (second reference: City College)
- College of Staten Island (second reference: CSI)
- CUNY Graduate Center
- CUNY Graduate School of Journalism
- CUNY School of Law
- CUNY School of Professional Studies
• CUNY School of Public Health
• Hostos Community College
• Hunter College
• John Jay College of Criminal Justice (second reference: John Jay)
• Kingsborough Community College
• LaGuardia Community College
• Lehman College
• Macaulay Honors College
• Medgar Evers College
• New York City College of Technology (second reference: City Tech)
• Queens College
• Queensborough Community College
• Stella and Charles Guttman Community College
• York College

**CLAS**
College of Liberal Arts and Sciences

**class year**
The year noted after the name of an alumna or alumnus is the year of his or her undergraduate graduation.
- Felicia Sanchez ’75

If the alumna or alumnus earned a graduate degree at Brooklyn College but not an undergraduate degree, specify both the year and the degree.
- Ben Silverman ’68 M.A.

If both an undergraduate and graduate degree were earned at Brooklyn College, list as follows, with the undergraduate preceding the graduate:
- Marco Caravaggio ’95, ’98 M.A.

If a married couple both received degrees at Brooklyn College, list as follows:
- James ’85 and Cynthia ’86 Washington
- Norman ’01, ’03 M.S., and Lucy ’02 Chin

If an alumna uses both her maiden and married names, list as follows:
- Cynthia Allen ’86 Washington

“Class of” should never be used when referring to individual alumni. Rather, reserve it for running text only.
- The Class of 1986 will hold its 30th reunion this year.
- Laurie Fitzpatrick ’86 did not attend.

**co-**
Do not hyphenate, except when forming nouns, adjectives, and verbs that indicate occupation or status, or to avoid confusion.
- Susannah took the required corequisites during the winter intersession.
- Timothy Ansel ’88 is a co-author of a novel about three fiercely ambitious and rather underhanded co-stars.
- Brandon felt cooped up in his co-op after working on his thesis for nine hours without a break.

**college**
Lowercase “college” when referring to Brooklyn College on second reference.
- Brooklyn College is beautiful.
  The college has received many accolades for its campus.

**comma**
Always use the serial comma in a series of items.
- Fuji took classes in accounting, art, biology, and history last semester.

**Commencement / commencement**
Initial cap for both Commencement Exercises and Commencement Program.
All other instances of commencement are lowercase—commencement tickets, commencement postcard, etc.
**compose / comprise**
The parts compose the whole.
- Four departments compose the School of Education.
The whole is composed of the parts.
- The School of Education is composed of four departments.
The whole comprises the parts.
- The School of Education comprises four departments.

Never use “comprised of.”

**Conservatory of Music of Brooklyn College**
Second reference: the conservatory

**Core Curriculum**
When referring to either the former or current Brooklyn College Core Curriculum, initial cap both words and all their variants.
- the Core Curriculum
- the Core
- Core courses

**course titles**
Set the title’s department abbreviation code in all caps, followed by the course number, an em dash, and the course title in initial caps.
- ACCT 3101—Income Taxation

For news and other articles, the department code and course number may be omitted if not important to the story.

**courtesy titles**
Do not use them (e.g., Mr., Mrs., Miss, etc.).
Use “Dr.” only if the person is a medical professional, not a Ph.D.

**CUNYCAP**
CUNY Counseling Assistantship Program

**CUNYfirst**

**dash**
There are two types of dashes—em and en—in addition to the hyphen, and they vary in length and purpose.
The em dash is used to show suspension of sense, a break in speech, an unexpected turn of thought, a sudden change in construction, parenthetical expressions, or divided quotes.
On a PC, the em dash is keyed in by pressing CTRL, ALT, and the minus sign on the number pad at the same time; on a Mac, it is keyed in by pressing Option, Shift, and the hyphen. Do not put spaces before or after the em dash.
- The Scholars Program at Brooklyn College—the oldest honors program in the City University of New York—is the only honors program open to matriculated freshmen and sophomores.

- Eugene had to write proposals for research and gather together letters of recommendation—five for the Rhodes Scholarship and eight for the Marshall Scholarship.
The shorter en dash (still longer than the hyphen) is used to connect continuing or inclusive numbers.
On a PC, the en dash is keyed in by pressing CTRL and the minus sign on the number pad at the same time; on a Mac, it is keyed in by pressing Option and the hyphen. Do not put spaces before or after the en dash.
Do not substitute “to” with an en dash in running text when “from” is also included.
- June–August 2005
- December 24–25
- 2–5 p.m.
- The Omaha–Chicago train was running late due to the snowstorm.
- The war lasted from 1941 to 1945 (not 1941–1945)
dates
Spell out all days and months in running text.
• The college will be closed on Monday, September 2, (not 9/2 or Sept. 2) in honor of Labor Day.
• The Brooklyn College Library sponsored numerous events in November 2014.
Abbreviations for days and months are acceptable in tabular format only (see days of the week; months of the year).
A.D. (anno Domini: in the year of the Lord) and B.C. (before Christ) are preferred when referring to years. Note the placement of each:
• The Roman Empire was founded in 27 B.C.
• The Ottoman Empire was dissolved in A.D. 1922.
C.E. (Common Era) and B.C.E. (Before Common Era) may be used in lieu of A.D. and B.C., respectively.
day care
Hyphenate as a compound modifier.
• Day care is often a problem for working parents.
• Brooklyn College offers day-care programs for some of its students.
days of the week
Never abbreviate the days of the week, unless space requires it in a tabular format only. Then: Mon., Tue., Wed., Thu., Fri., Sat., Sun.
decades
Use numerals and write the entire number.
• Student activism was particularly strong during the 1960s (not ’60s or Sixties).
departments and offices
When formally referring to a department or office, capitalize the name.
• The Department of English is located in Boylan Hall.
• Go to the Registrar’s Office for assistance.
When informally referring to a department or office, it may be shortened, but the name remains capitalized:
• Doug Schwab, Art, received an award.
• Ron Jackson, Student Affairs, spoke at the meeting.
On second reference, lowercase “department” and “office.”
• The Department of Earth and Environmental Sciences is sponsoring a full-day information session. Faculty from the department will be available to answer your questions.
diana Rogovin Davidow
Speech Language Hearing Center
Second reference: the center
died / passed away
In most instances, when referring to a deceased person, use “died.” For obituaries, used “passed away.”
dimensions
For publications, advertisements, and digital media: width x height.
For original works of art: height x width x depth.
directions / regions
Lowercase when used generally or to indicate compass direction.
- Trishelle drives east from New Jersey to get to Brooklyn College.
- The wind blew across campus in a northerly direction.
Uppercase when used as an adjective pertaining to a specific region.
- Billy Bob speaks with a Southern accent.
- The Western students studying abroad were welcomed at a reception on their first day in Beijing.
Uppercase when used to refer to specific or widely known regions, but not general areas.
- Brooklyn College was shut down by the massive blizzard that blanketed most of the Northeast.
- Izzy transferred to Brooklyn College from a university in Southern California.
- Many of our alumni now live in southern New Jersey.

doctor / dentist
In running text, use “Dr.” for medical professionals (e.g., doctors, dentists) only, not for academics with a Ph.D. In lists, do not use “Dr.” at all.

e- Hyphenate all instances of electronic terms.
- e-book
- e-business
- e-commerce
- e-mail
- e-zine

East Quad
Not simply “Quad” when referring to the quadrangle between Boylan and Ingersoll halls.
Use “East Quadrangle” for formal occasions, such as commencement.

e.g. / i.e.
Do not confuse the two: e.g. means “for example”; i.e. means “that is.”
Both are always followed by a comma.
- Applicants should list as many forms of financial aid as possible (e.g., awards, fellowships, scholarships).
- Paul retreated to the only place on campus where he can study without distraction, i.e., the East Quad.

emerita / emeritus
- Emerita is one female.
- Emeritus is one male.
- Emeritae is two or more females.
- Emeriti is two or more males.
When referring to a mixed group of both males and females, use emeriti.
When usingemerita or emeritus as a title with someone’s name, follow the style below:
- Sarah Wexley, professor emerita of philosophy, presented her findings yesterday.
- Professor Emerita of Philosophy Sarah Wexley presented her findings yesterday.

Enrollment Services Center
Second reference: ESC or the center

et al.
Et al. means “and others” and is always followed by a period.
- Jorge Mercado et al. presented their poster on Cuban migration patterns during Faculty Day.

faculty profiles
The college’s faculty profile pages adhere to a defined style outside the scope of these guidelines. Refer to the BC WebCentral Portal for details.

Fannie & John Hertz Foundation Fellowship
Second reference: Hertz Foundation Fellowship or the fellowship
Recipient: Hertz Fellow
FAQ
Abbreviation for “frequently asked questions.” Note that “questions” is already plural; thus, FAQs is incorrect and should not be used.

federal
Lowercase when used as an adjective to distinguish something from national entities.
- There are many federal programs that provide tuition assistance.
- The federal government is planning to review these programs.

Uppercase when referring to the architectural style.

fiscal year
Either spell out the term and write the complete year, or abbreviate both the term and the year, as follows:
- Fiscal Year 2010 included a 20 percent budget cut.
- FY10 included a 20 percent budget cut.

-fold
Do not hyphenate.
- Enrollment has increased fourfold since 1951.

Ford Foundation Fellowship Program
Second reference: the program
Recipient: Ford Fellow

fore-
Do not hyphenate.
- Foretelling and foreshadowing are popular literary devices.

foreign words
Foreign words that have been absorbed into the English language receive no special treatment. Retain all accent marks.
- Adam worked on revising his résumé while enjoying a café au lait.

Foreign words that are not universally understood should be italicized and followed by an explanation.
- Vanessa was preoccupied with la bella figura, i.e., cutting a beautiful figure, when she got dressed for school every morning.

Adhere to the original language’s style regarding capitalization, but adapt to standard American style for translations.
- Seitsemän veljestä (The Seven Brothers) is widely regarded as the first significant novel written in Finnish.

Fort
Do not abbreviate for cities or military installations.
- Chen spent a summer internship working with dolphins in Fort Lauderdale, Florida.
- Vincent spent a summer internship looking for artifacts on the grounds of Fort Hamilton, the army base near the Verrazzano Bridge.

Fulbright U.S. Student Program
Second reference: Fulbright Grants
Recipient: Fulbrighter

full-
Hyphenate to form compound modifiers.
- Brooklyn College ran a full-page ad to congratulate the Class of 2007.

full / part time
Hyphenate only when used as a compound modifier.
- Luke works part time at the Library Café.
- Sandra maintained her full-time enrollment status for another semester.

Gates Cambridge Scholarship
Second reference: the scholarship
Recipient: Gates Cambridge Scholar
gender pronouns
For individuals who do not self-identify with a particular gender, the plural pronoun “they” and the plural possessive “their” should be used.
  • Rebecca began taking classes in fall 2012. By the time they finished their second year, they had earned a GPA of 3.46.

George J. Mitchell Scholarship Program
Second reference: the scholarship or the program
Recipient: Mitchell Scholar

Golden Key International Honour Society

golden point average
The grade point average (second reference: GPA) should be written with two digits after the decimal point.
  • 3.25
  • 3.00

grades
Do not place quotation marks around letter grades. Grades are always capitalized.
  • Helen had her grade changed from an INC to a B+ after she submitted her final paper.

Graduate Center for Worker Education

GRE
The abbreviation for the Graduate Record Examinations is preferred. Never use GREs, except when actually referring to more than one GRE.
  • Inez scored a 145 on the Verbal Reasoning section of her GRE.
  • Inez took three GREs before achieving the score she desired.

GSO
Graduate Students Organization

hyper-
Do not hyphenate.
  • Grace clicked on the hyperlink that brought her to the website she needed.

Golden Key International Honour Society

ID
inclusive language
Make every attempt to use the terms most accepted by the groups or individuals they are describing.
  • A meeting for students with disabilities (not disabled students) was held to address the accessibility of college buildings.
  • Nearly 25 percent of students originate from developing nations (not Third World nations or the Third World).

Harry S. Truman Scholarship
Second reference: the scholarship
Recipient: Truman Scholar

health care
Hyphenate as a compound modifier.
  • Health care is a major concern for most workers.
  • Brooklyn College provides several health-care programs to its employees.

historical periods
Capitalize the names of widely recognized epochs in anthropology, archaeology, geology, and history, and the names of periods and events.
  • On an archaeological dig in Scotland, Professor Ferris discovered a trove of artifacts from the Bronze Age.
  • Living in New York was particularly hard during the Great Depression.

Capitalize only the proper noun in general descriptions of a period.
  • In her Core Curriculum course on classical cultures, Petra became fascinated by the history of ancient Greece.

GSO
Graduate Students Organization

gymnasium
Plural: gymnasium
Ingersoll Hall Extension
Not New Ingersoll

inter-
Do not hyphenate.
  • Aleksei registered for three interrelated courses in the fall semester.

Internet
intra-
Do not hyphenate.
  • The college’s intramural program guarantees that everyone can participate in sports.

italics
Use italics to emphasize a word or phrase. Do not use bold or an underscore. Include any punctuation mark immediately following the word or phrase in the italics.
Also use italics for the titles of:
  • books, magazines, and newspapers;
  • movies, plays, and television and radio series;
  • paintings, sculptures, photographs, and catalogs;
  • pamphlets and brochures; and
  • comic strips.

Jacob Javits Fellowship
Second reference: the fellowship Recipient: Javits Fellow

James Madison Fellowship Program
Second reference: the fellowship Recipient: fellow

Jeannette K. Watson Fellowship
Second reference: the fellowship Recipient: Watson Fellow

Jr. / Sr.
Always uppercase with full names, and never precede it with a comma.
  • David Pistouris Jr. followed in his father’s footsteps as a Brooklyn College alumnus.

La Guardia Hall

-like
Do not hyphenate, unless the two letters preceding it are both l.
  • Jasper’s businesslike demeanor helped him secure a job at Citibank.
  • Claudia found some shell-like creatures while doing research with the Science and Resilience Institute at Jamaica Bay.

like-
Hyphenate when used as a prefix meaning “similar to.”
  • Associate Professor Claxton noted that the twins in his class were not particularly like-minded.

-ly
Do not hyphenate between adverbs ending in ly and adjectives they modify.
  • Kendra’s poorly written report received a D.

Leonard & Claire Tow Center for the Performing Arts

log in vs. login / log off vs. logoff / log on vs. logon
In all three cases, always write it as one word, without a hyphen, as a noun.
  • In a rush, Lolita typed in the wrong login name.
In all three cases, always write it as two words, without a hyphen, as a verb.
  • Lolita remembered to log off the shared computer when she was finished with her work.
MacArthur Fellows Program
Second reference: the program or the fellowship; also referred to as “genius grant”
Recipient: MacArthur Fellow

Macaulay Honors College
Magner Career Center
Second reference: the center

Maximizing Access to Research Careers
Second reference: MARC

Mellon Mays Undergraduate Fellows
Dissertation Grant
Second reference: the MMUF grant or the grant

memorandum
Plural: memoranda

Michelle Anderson
Use “Michelle Anderson” (with “President” beneath) on official decrees, proclamations, and statements from the president.

○ Cordially,
  Michelle Anderson
  President
Second reference: President Anderson or the president

mid-
Do not hyphenate unless it is followed by a capitalized word.

○ Victor was pleased with the 95 he received on his midterm exam.
○ He plans to write his final paper on Revolutionary War battles in the mid-Atlantic states.

mini-
Do not hyphenate.

○ Jean-Luc said that the idea for his award-winning miniseries originally came to him while he was taking television and radio classes at Brooklyn College.

months of the year
Never abbreviate the months of the year, unless space requires it in a tabular format only. Then: Jan., Feb., Mar., Apr., Aug., Sept., Oct., Nov., Dec. Note that May, June, and July are never abbreviated.

Morris K. Udall Scholarship Program
Second reference: the scholarship or the program
Recipient: Udall Scholar

Morton and Angela Topfer Library Café
Second reference: the Library Café

9/11
Numerals are acceptable when referring to the terrorist attacks in the United States on September 11, 2001.
National Defense Science and Engineering Graduate Fellowship

Second reference: the NDSEG fellowship or the fellowship
Recipient: NDSEG Fellow

National Science Foundation Graduate Research Fellowship Program

Second reference: the NSF Graduate Research Fellowship Program or the GRFP or the program
Recipient: GRFP Fellow

National Security Education Program David L. Boren Graduate Fellowship

Second reference: Boren Scholarship or the fellowship
Recipient: Boren Fellow

National Security Education Program David L. Boren Undergraduate Scholarship for Study Abroad

Second reference: Boren Scholarship or the scholarship
Recipient: Boren Scholar

percent

Do not hyphenate, except before a proper noun or in an awkward combination.

• Violetta enrolled in Brooklyn College as a nondegree student while continuing to work at a nonprofit that hopes to create a non-nuclear society.

noon

Noon stands on its own. Do not write 12 noon or 12 p.m.

off-Broadway

online

over-

Do not hyphenate.

• Diane thought that Professor Barron-Lewitsky’s teaching skills were overrated.

page numbers

Use numerals and capitalize page.

• Assistant Professor Sonia Moreno Montaña told the class to read Page 4 through Page 24A.

part / full time

See full / part time.

Paul & Daisy Soros Fellowship for New Americans

Second reference: Fellowship for New Americans or the fellowship

percent

Spell out percent (do not use the % symbol, except in tabular form). Always use numerals, except for zero.

• Dean Robinson expects that 15 percent of the school’s classes will have to be canceled due to low registration.

• Hector works for a nonprofit dedicated to zero percent emissions policies.

Percent takes a singular verb when a singular word follows an of construction; it takes a plural verb when a plural word follows an of construction.

• The union leader estimated that 75 percent of the membership was there.

• The union leader estimated that 75 percent of the members were there.
photo captions
Photo captions do not necessarily have to be full sentences.
Include punctuation at the end of a caption, even if it is an incomplete sentence, except for labels and names.

- Associate Professor Colin MacDougall, Physics, hosted a student forum.
- Associate Professor Colin MacDougall, Physics, hosting a student forum.
- Associate Professor Colin MacDougall

p.m. / a.m.
See a.m. / p.m.

post-
Generally, do not hyphenate.
- Gina expects to complete her postdoctoral work by June.

Post 50th Lifetime Achievement Award
pre-
Do not hyphenate, unless the following word begins with e.
- Professor Bastone is a pre-eminent authority in the field of prehistoric civilizations.

pro-
Hyphenate when using words that denote support for something.
- Gary took proactive steps in the pro-labor protest.

professor
Spell out professor in text. Use the professor’s full title.
- Twenty-three students accompanied Professor (not Prof.) Chamberlain on a field trip to Central Park.
- Associate Professor Cox took a sabbatical in spring 2016.

public school
Use figures and capitalize public school. PS is acceptable on second reference.
- Associate Professor Perelandra brings her education students to teach at Public School 44, while Associate Professor Bick takes her students to PS 122.

publishing houses
When providing publishing details, set the company in parentheses, followed by the year of publication of the item.
- Luigi Bonaffini, Modern Languages and Literatures, co-authored Italian Vocabulary (McGraw-Hill, 2002).

punctuation marks
Use only one space, not two, after any punctuation mark that ends a sentence—periods, question marks, exclamation points, and quotation marks.

Quadrangle
Always uppercase Quadrangle and all its forms—the Quad, West Quad, East Quadrangle.

quotation marks
Use quotation marks for titles of the following:
- titles of poems and short stories,
- episodes of television series,
- book chapters,
- a series of books or films (except when the series is identified by a character’s name, e.g., the Harry Potter series) or paintings,
- journal and magazine articles and columns,
- art show titles, and
- lectures and conference presentations.
When using quotation marks within a quote, use single quotation marks for the interior quote.

- “FDR said ‘The only thing we have to fear is fear itself’ during his inaugural address in 1932,” said Professor Zuckerman.

re-
Do not hyphenate, except when the following word begins with e and when the meaning of the hyphenated word is to do something again.

- Hannah revisited her poorly graded paper, looking for ways to improve her writing skills.
- Simon was re-elected to the presidency of the undergraduate student government.
- When the incompetent John Sheridan re-signed the contract that would keep him in a position of authority for another five years, Bethany decided to resign.

**Rhodes Scholarship**
Second reference: the scholarship
Recipient: Rhodes Scholar

**room numbers**
Use the room number and complete building name.
- Visit the office in 2153 Boylan Hall (not Room 2153 Boylan Hall or 2153 Boylan).
When referring to a room number by itself, however, include and capitalize “room.”
- Bruce ran up the stairs in Boylan Hall to get to his class in Room 4111.

**Roosevelt Hall Extension**
Not New Roosevelt.

**Rosen Fellowship Program**
Second reference: the fellowship
Recipient: Rosen Fellow

**Roy L. Furman Fellows Program**
Second reference: the fellowship
Recipient: Furman Fellow

**saint**
Use the abbreviation St. in the names of saints, cities, and other locations.
- Frank spent a year writing his dissertation on St. Stephen from his home in St. Paul, Minnesota. Then he went on a two-week vacation to St. Lucia.

**SAT**
The abbreviation for the Scholastic Aptitude Test / Scholastic Assessment Test is preferred. Never use SATs, except when actually referring to more than one SAT.
- Cyndi scored a 980 on her SAT.
- Cyndi took three SATs before achieving the score she desired.

**schools**
The five schools at Brooklyn College are:
- Murray Koppelman School of Business
- School of Education
- School of Humanities and Social Sciences
- School of Natural and Behavioral Sciences
- School of Visual, Media and Performing Arts
When listing more than one school, write them in alphabetical order, as shown above.
Second reference for all: the school.

**Science and Resilience Institute at Jamaica Bay**
Second reference: the institute or SRI@JB
scientific terminology
Latin names of plants and animals are italicized. The genus name is capitalized; the species name is lowercased.
- The pike, *Esox lucius*, is valued for both food and sport.

seasons
Lowercase spring, summer, fall, and winter for both specific and general semester references.
- Zachary earned 17 credits in fall 2011.
- He took his final Core courses during the summer.

Uppercase only when referring to a specific issue of a publication.
- Clarissa read the Spring 2013 issue of the Brooklyn College magazine from cover to cover.

self-
Always hyphenate.
- Belinda’s self-esteem received a big boost when she aced her final exam.

semi-
Do not hyphenate, unless the following word begins with *i*.
- The Bulldogs basketball team advanced to the CUNYAC semifinal.
- Carole volunteers at an organization that teaches semi-independent living skills for adults with disabilities.

SGS
School of General Studies

Social Security
Uppercase when referring to the U.S. system. Lowercase for generic uses.
- Students are required to enter their Social Security number on the application.
- How many countries provide a social security program?

Sr. / Jr.
See Jr. / Sr.

state
Lowercase when used as an adjective to specify a level of jurisdiction.
- Dwight received enough state funds to cover the year’s tuition fees.

states / provinces
Spell out the full name of the state or province in all instances, except in complete addresses.
- Marguerite lives in Saskatchewan.
- Marguerite applied for a job in East Grand Rapids, Michigan.
- Mail the application to 1878 Wealthy St. SE, Grand Rapids, MI 49506.

Student Center
Do not refer to the Student Center as SUBO.

sub-
Do not hyphenate.
- The subcommittee met to discuss the future of the liberal arts departments.

subscripts / superscripts
Maintain the raised or lowered style.
- Parker went to the lab to conduct experiments with H\textsubscript{2}O and He\textsuperscript{3}.
- Joe passed his audition for the Conservatory of Music of Brooklyn College.

super-
Do not hyphenate.
- Andrea’s supersized art project took up most of the space in the gallery.
telephone / fax numbers
Numbers are separated by periods. Always use the entire phone or fax number rather than only the extension.

- The office may be reached at 718.951.5163 (not at ext. 5163).

If an extension exists, use a comma to separate the main number from the extension, and abbreviate extension as ext.

- The office may be reached at 718.951.5000, ext. 5163.

theater / theatre
Use the American English spelling (theater), unless the official name of a theater employs the British English version.


time
Always use colons between the hour and minutes, and always use either a.m. or p.m., with a space between it and the final digit of the time.

- The biology class starts at 11:45 a.m. and ends at 1:15 p.m.

Do not include :00 for times on the top of the hour.

- All chemistry lectures begin at 2 p.m.

Never refer to noon as 12 p.m.

- Erik conducted research in the library from noon to 5 p.m. every day this week.

When citing a range of times, if both hours fall within the morning, or within the afternoon / evening, include a.m. and p.m. only after the second time.

- The 25th class reunion is scheduled for Thursday, April 24, 1–5 p.m.

titles — headers
Capitalize articles, prepositions, and conjunctions with four or more letters; lowercase for those with three or fewer letters. All other words are capitalized, regardless of length.

- Brooklyn College Launches a New Program in the School of Natural and Behavioral Sciences
- Sociology Student Moves Up in the World, With or Without Her Family’s Support

In headers, capitalize only the first element of a hyphenated phrase. Capitalize any subsequent element only if it is a proper noun.

- Twenty Students Graduate From Pre-health Program
- Twentieth-century Historian Makes Critical Discovery
- Non-English Speakers Enroll in New Class

titles — people
Capitalize a person’s title if it immediately precedes his or her name.

- Associate Professor Isaac Jones teaches economics.
- Professor of Economics Isaac Jones is on sabbatical.
- Former Vice President Al Gore wrote a book.

Capitalize the title in list items whether or not the title comes before or after the person’s name.

- Professor Isaac Jones
- Isaac Jones, Professor, Department of Economics

Lowercase the title in running text if it follows the person’s name.

- Isaac Jones, professor of economics, is on sabbatical.

Lowercase the title if it stands alone, without a person’s name.

- The professor returned the students’ final exams.
trans-
Do not hyphenate.
• The club for transgendered students meets in the Student Center every other Tuesday.

un-
Do not hyphenate.
• Four of the seven candidates for the administrative assistant position were unqualified.

under-
Do not hyphenate.
• The office became understaffed when three of its employees went on maternity leave at the same time.

under way / underway
Under way is an adverb and means “in motion or in progress.”
• The fall semester got under way with the annual Welcome Back Bash.

Underway is an adjective and means “occurring, performed, or used while traveling or in motion.”
• The underway construction on the Leonard & Claire Tow Center for the Performing Arts is expected to be completed in 2017.

United Kingdom / U.K.
Spell out the name of the country, except when used as an adjective.
• The United Kingdom comprises England, Wales, Scotland, and Northern Ireland.
• The U.K. economy was a hot topic of conversation at the conference following the Brexit vote.

United States / U.S.
Spell out the name of the country, except when used as an adjective.
• The United States is bordered by Canada and Mexico.
• The U.S. dollar has been strengthening against the euro.

university
Lowercase university on second reference to the City University of New York.
• The City University of New York is the nation’s largest urban public university. The university serves more than 450,000 students.

URLs
Do not include any blank spaces in a URL.
Do not include “www.” in URLs. Include “http://” in the URL only if it does not begin with “www.”
• brooklyn.cuny.edu
• https://portal.brooklyn.edu
If a URL must be spelled out in running text (e.g., in a printed ad), use standard punctuation.
• Visit the college’s website, brooklyn.cuny.edu, or read the story at brooklyn.cuny.edu/web/news.php.

WBCR
The Brooklyn College on-campus radio station

Web
When referring to the Internet:
• Uppercase the following: World Wide Web, the Web, Web feed
• Lowercase the following: webcam, webcast, webmaster, webpage, website

W.E.B. (West End Building)

well-
Always hyphenate.
• Brooklyn College provides both a well-rounded education and numerous programs to ensure our students’ well-being.
West Quad
Not simply “Quad” when referring to the quadrangle between James and Roosevelt halls.
Use “West Quadrangle” for formal occasions.

West Quad Center
Not West Quad Building

white / black
See black / white.

-wide
Do not hyphenate.
  • Campuswide protests broke out when the president announced tuition would double.

wide-
Almost always hyphenated.
  • Nicky learned how to use a wide-angle lens in his photography class.

Woody Tanger Auditorium

years
Always write the entire year (except when included after the name of Brooklyn College alumni). Years are the only numerals that can start a sentence.
  • Oliver plans to graduate in 2018.
  • 2014 was a very good year for the Brooklyn College Bulldogs.

Young Alumnus / Alumna Award

Zicklin Summer Fellows Program
Second reference: the program
Recipient: Zicklin Fellow