

HARPER COLLEGE

EDITORIAL STYLE GUIDE

Introduction

The Harper College Editorial Style Guide is intended to help the campus community communicate clearly and consistently about the college, for both internal and external audiences. The style guide generally follows *The Associated Press Stylebook*.

As style and usage continue to evolve, the style guide will be updated as needed. Please send suggestions and questions to standards@harpercollege.edu.

Updated: September 2019

abbreviations and acronyms

Only use abbreviations and acronyms on first reference that are widely recognized (DNA, FBI, NASA). Try to use the initials in context (i.e. The median ACT score for this class was 25).

In general, use periods for abbreviations and acronyms with two capitalized letters and omit the periods for those with three or more capitalized letters. Use periods and no space when an individual uses initials.

- U.S.
- USA, CIA, PPO
- J.K. Rowling

academic courses (see course titles)

academic degrees

Use associate degree, not associate's degree.

Use an apostrophe in bachelor's, master's, etc., but no possessive in Bachelor of Arts or Master of Arts. In general, avoid abbreviations of degrees by using a phrase such as: Fred Smith, who has a bachelor's in mathematics.

Use the following for Harper's seven associate degrees:

- Associate in Arts
- Associate in Science
- Associate in Fine Arts-Music
- Associate in Fine Arts-Art
- Associate in Applied Science
- Associate in Engineering Science
- Associate of General Studies

A.A., A.S., A.F.A., A.F.A., A.A.S., A.E.S. and A.G.S. may be used on second reference.

Use abbreviations such as B.A., M.A. and Ph.D. with periods only when it is necessary to identify individuals by degrees on first reference. Use these abbreviations only after someone's full name, not just a last name: Sally Smith, Ph.D., presented a course.

Note: When referring to bachelor's degrees, master's, etc., lower case on all references. When using Bachelor of Arts, Associate in Arts, etc., capitalize on all references.

academic departments

Capitalize when referring to the official academic department names at Harper College. Lowercase in other uses.

- Harper College Department of Mathematics
- Harper College Department of English
- She teaches in the Harper College Department of Nursing.
- She teaches nursing at Harper College.

academic divisions

Use the following formal names when referring to Harper's academic divisions. Capitalize on all references:

Business and Social Science Division
Career and Technical Programs Division
Enrollment Services Division
Health Careers Division
Interdisciplinary Student Success Division
Liberal Arts Division
Mathematics and Science Division
Resources for Learning/Library Services Division
Student Affairs Division
Student Development Division

addresses

Abbreviate Ave., Blvd. and St. when used with a numbered address; spell out and capitalize when naming the street with no number:

- 1250 N. Maple St.
- Maple Street
- Euclid Avenue

All other words such as Alley, Drive, Road, etc. are spelled out.

- Harper College's address is 1200 W. Algonquin Road.

Lowercase and spell out when used with more than one street name and no numbers:

- the corner of Maple and Oak streets.

Spell out First through Ninth when used as street names, but use figures for 10th and above:

- 135 First St.
- 1010 31st Ave.

Abbreviate compass directions in street addresses:

- 650 E. Fifth St.
- 700 N. Palatine Road.

Admissions Outreach

advisor

affect, effect

Affect (verb), to influence; avoid the usage of affect as a noun.

- The game will affect the score.

Effect (verb) means to cause; (noun) means result.

- She will effect changes in the company.
- The effect was clear.

ages

Use figures for ages.

- He is 6 years old. She is 50 years old.

Hyphenate ages when they are used as adjectives before a noun:

- A 10-year-old girl, but the girl is 10 years old. The 6- and 8-year-olds were in school.
- She is in the sixth grade. The sixth-grader is 12 years old.

aid, aide

Aid is used in reference to a general service or assistance. Aide is used in reference to an individual who assists.

- The student aide works in Admissions Outreach.
- Financial aid is available for those who qualify.

alumnus, alumni, alumna, alumnae

Alumnus – singular for a man who has attended a school; alumni (plural).

Alumna – singular for a woman who has attended a school; alumnae (plural).

Use alumni when referring to group of men and women.

In more casual usage, alum is acceptable.

Areas of Interest

Harper College has 10 Areas of Interest for students to explore. They are:

Art, Design and Performing Arts
Business, Entrepreneurship and Information Technology
Education
Engineering, Math and Computer Science
Health Science
Liberal Arts, Language and Communication
Manufacturing and Construction
Physical and Life Science
Public Service
Social Science

Board of Trustees

Harper College Board of Trustees

Do not capitalize board or trustees when they are used alone or in second reference.

- The board members voted. The trustees were appointed. Those voting in favor included Trustee Anne Smith.

Note: When referring to boards of trustees besides Harper College, lowercase on all references.

building names

In a formal context:

First reference: Avanté Center

Second reference: Avanté

In Microsoft Word, create the accented é by pressing and holding CTRL+' (apostrophe), then e.

First reference: Career and Technology Education Center

Second reference: Building H

First reference: David K. Hill Family Library

Second reference: The library

First reference: Duchossois Family Educational Center
Second reference: Building D

First reference: Foglia Foundation Health and Recreation Center
Second reference: Health and Recreation Center or Building M

First reference: Karl G. Henize Observatory
Second reference: The observatory

First reference: Wojcik Conference Center
Second reference: Wojcik

First reference: Foglia Center for Nursing and Allied Health, Building X
Second reference: The center

In a sentence, use the building letter after the formal name:

- The Foglia Foundation Health and Recreation Center, Building M, is a partnership with Palatine Park District and Northwest Community Healthcare.

In a sentence, room numbers begin with the corresponding letter of the building they are located:

- Admissions Outreach, Building C, Room C102.
- Building S, Room S190a

campus

Lowercase on all references.

campuswide

Center for Multicultural Learning

Chicagoland

Capitalize and use when referring to Chicago and the surrounding suburbs.

class years

Capitalize alumni and current and future classes. Include the degree abbreviation when known.

- Jane Smith, '19
- Jane Smith, A.A. '19

The preferred terms for current Harper students are first-year student and continuing student instead of freshman, sophomore, etc.

cocurricular

college

When referring to Harper College, capitalize college only when using the proper name.

- Harper College is located in Palatine. The college offers numerous programs.

college ready

Hyphenate only when used as a compound modifier preceding a noun.

- He is considered college ready in math.
- The college-ready rate increased in recent years.

Commencement, commencement

The commencement ceremony is a celebration for students projected to successfully complete all of their graduation requirements by the end of the summer semester following the ceremony. Lowercase commencement unless part of a formal name.

- Harper College's 51st Commencement Ceremony.
- He spoke at last year's commencement.

composition titles

Capitalize all words in a title, except lowercase articles (a, an, the), conjunctions (and, but, or, for, nor) and prepositions regardless of length.

Use italics for titles and subtitles of books, pamphlets, periodicals, newspapers, sections of newspapers, titles of poems, title of plays, movies, television shows and radio programs, musical compositions including titles of operas and long musical compositions, paintings and sculptures.

- the *Daily Herald*
- the *Chicago Tribune*
- *West Side Story*
- *Arsenic and Old Lace*

Use quotation marks for titles of articles and features in periodicals and newspapers, chapters of book titles, essays and titles of songs or short compositions.

- English faculty member Elizabeth Turner wrote the essay, “Teaching Willa Cather in May Sarton’s *Faithful Are the Wounds*.”

Convocation, convocation

Lowercase convocation unless part of a formal name.

- Harper College’s 51st Convocation Ceremony
- The college’s convocation honored students for academic achievement.

co-sponsor

course titles

Capitalize all words in a title, except lowercase articles (a, an, the), conjunctions (and, but, or, for, nor) and prepositions regardless of length.

course schedule

Lowercase and use to refer to continuing education and credit course schedules.

coursework

credit hours

Use numerals to refer to credit hours.

- 3 credit hours
- She is enrolled in a 4-credit-hour course.

***Daily Herald* Box Office at Harper College’s Performing Arts Center, the**

Be sure to distinguish between the *Daily Herald* Box Office at Harper College’s Performing Arts Center and the Harper College Box Office next to J Theatre.

database

dates

Time, date, place should be in the following order when used in copy (see “event listings” for usage in marketing material):

- We’ll meet at 6 p.m. Friday in the theater.
- I’ll see you at 10 a.m. Tuesday, April 1, in the Performing Arts Center.
- The event will take place Tuesday, August 6, 2019, at the school.
- Note: There is no comma between the time and day.

Use the year with the month only if the date does not fall in the current year.

Do not use endings -st, -nd, -rd, -th with dates:

- April 1 event, not April 1st event

Use a comma before and after the year if a month and date appear with it:

- The December 31, 2013, event was a success.

Do not use a comma between the month and year when it stands alone

- December 2003.

Decades may be referred to as the 1980s, the 1990s, etc. Do not use an apostrophe. Use numerals.

days of the week

Do not abbreviate. Always capitalize.

decision-making

dollars

Always lowercase. Use figures and the dollar sign (\$) and do not use .00.

- Tuition costs \$98.50 per credit hour.
- He donated \$600,000.
- She paid \$36 for a book.
- The building cost \$88 million.

Drama Lab

User Drama Lab and capitalize in all references. Do not use Black Box Theatre.

email

No hyphen, lowercase.

Harper College email addresses should be lowercase: jsmith@harpercollege.edu

Avoid breaking email addresses in a line of text.

emeritus, emerita

Use emeritus when referring to male professors; use emerita when referring to female professors.

equal opportunity statements

A version of the statement below must be included in all college marketing printed materials, websites and electronic, print, multimedia or other promotional materials or mediums.

Short Version: Use on shorter documents or publications such as direct mail pieces, postcards, etc.

Harper College is committed to the policy that all persons shall have equal access to its programs, facilities and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status or sexual orientation.

Comprehensive version is available at

<http://goforward.harpercollege.edu/about/directory/hr/eos.php>

This link to the Comprehensive Equal Opportunity statement should be included in official email newsletters and other electronic publications from the college to prospective students and the community.

event listings

NOTE: This order is different than that prescribed for using within copy per the Style Guide.

Format:

Event

Day, Date, Time

Location

Example:

Latino Festival Concert

Sunday, October 10, 3 p.m.

Performing Arts Center

When necessary, add:

Algonquin Entrance, Parking Lots 1 and 2

Provide more detail on location when needed:

- Drama Lab (Building L, Room L109)

extension

- 847.925.6000 ext. 9999
- Call ext. 9999

Faculty Senate

Capitalize when referring to Harper College's Faculty Senate.

FAQ

Use FAQ without an "s." FAQ contains the last "s" in "frequently asked questions.'

full time, full-time

Hyphenate as an adjective before the noun. Otherwise use two words.

She works full time.

He has a full-time job.

fundraise, fundraising

GPA

grades

Always capitalize the letter grade. Do not put quotes around grades.

- You must earn a C to complete the course.

harpercollege.edu

Omit www and http:// on all URLs for Harper's website.

Harper College

Use Harper College on all first references. On second reference, use Harper or the college.

- Harper College is located in Palatine. The college offers various programs.

Harper College was founded in 1967 as William Rainey Harper College. While we remain proud of our links to one of the greatest educators in American history, we now use the shorter, more recognizable name Harper College for all internal and external communications, including ceremonial programs and publications.

HarperStore – One word, upper case S. Can be called bookstore on first reference.

Harper Business Solutions

Harper College Educational Foundation

Second reference: Educational Foundation or Foundation

health care

Exception: Northwest Community Healthcare and other formal names

HIP

This is referred to internally as HIP.

For external audiences use Harper Intranet Portal.

Illinois Small Business Development Center

On first reference: Illinois Small Business Development Center at Harper College.

Second reference: SBDC

Inclusive language

When writing about someone or a group of a particular background, ask how they prefer to be referred to. Avoid terms that refer to personal attributes such as race, gender, sexual orientation or disability unless it is relevant.

Gender-neutral language

Avoid gender-specific titles and terms. For example: Use chair, firefighter, humankind and spokesperson instead of chairman, fireman, mankind and spokesman.

Ask people what pronouns they use to describe themselves. They/them/there is acceptable as a singular and/or gender-neutral pronoun in limited cases.

Rephrase awkwardly constructed sentences to avoid using the “his or her” possessive. For example:

- Use: Students earned their degrees.
- Avoid: Each student earned his or her degree.

International students

- Use international student instead of foreign student.

LGBTQIA+

Acceptable on first reference (common abbreviation for Lesbian, Gay, Bisexual, Transgender, Queer and/or Questioning, Intersex, Asexual and/or Ally, and other sexualities, sexes and genders).

People with disabilities

Reference a person's disability only when it's pertinent. Emphasize the person, not the disability. Do not use disabled or handicapped to describe a person. Use "students with disabilities" instead of "disabled students."

- He has fibromyalgia.
- She uses a wheelchair.

When referring to a person who does not have a disability, use non-disabled or person without a disability.

Do not use phrases such as suffers from, confined to or afflicted with.

Race and ethnicity

Ask people how they prefer to be identified.

- **Asian American** and **Pacific Islanders** (no hyphen)
- **African American** (no hyphen). Acceptable for an American person of African descent. Some people prefer the term black.
- **American Indian, Native American** – both are acceptable terms for those in the U.S. of different tribal affiliations. Use the name of the tribe when possible. In Alaska, the indigenous groups are collectively known as Alaska Natives. In Hawaii, the indigenous groups are collectively known as Native Hawaiians.
- **black** – lowercase, acceptable as an adjective. Phrasing such as black people, black teachers, etc., is preferable when clearly relevant.
- **dual heritage** – do not hyphenate dual heritage such as Mexican American, Chinese American, Asian American, African American, etc.
- **Hispanic, Latino/Latina, Latinx**
 - Federal policy, the U.S. Census and many federal reporting databases officially use the term Hispanic and define Hispanic as an ethnicity, not a race. Hispanic has been used broadly to refer to individuals with heritages from Spanish-speaking countries.
 - Latino/a is not synonymous with Hispanic. Latino/a refers to individuals of Latin American descent.
 - Preferences for identification as Hispanic or Latino/a often varies. Be specific when possible: Cuban, Mexican, Peruvian, etc.

- Latinx is a gender-neutral alternative to Latino/a and is commonly used in higher education (to be vetted through Harper College's Shared Governance in fall 2019).
- Use **people of color** or **historically underrepresented groups** instead of minorities.
- **South Asian** – Harper has a significant population of students of South Asian heritage. South Asian countries include India, Pakistan, Afghanistan, Bangladesh, Bhutan, Maldives, Myanmar, Nepal and Sri Lanka.
- **white** – lowercase; avoid Caucasian

J Theatre

Capitalize at all times. For location, use J Theatre, J143.

J Theatre Box Office

Capitalize and use for all references. For location of the box office, use J Theatre Box Office, J135. This is different from the *Daily Herald* Box Office at the Performing Arts Center.

Jr. Sr., III

Abbreviate as Jr. and Sr. only with full names. Do not use a comma.

- Michael Williams Jr. and Jack Smith III were here.

login, logon, logoff, log in, log onto, log off

When used as an adjective or noun, one word (no hyphen):

- Please visit the login page.
- Your login password is XYZ.

When used as a verb, two words:

- Please click on the MyHarper tab and log in.
- When you have finished, please be sure to log off and close the browser window.
- Logging onto the server will give you access to the files you need.

MyHarper Portal

Midwest, Midwestern

months

Capitalize the names of months in all uses. When a month is used with a date, spell it out. Spell out months when they stand alone or with a year. Do not use a comma between a month with no date and a year.

- February 14, 2010
- April 2019

multicultural

No hyphen; one word

noncredit

nonpayment

nonprofit

noon

Do not put 12 before noon. Always lowercase.

numbers

Spell out one through nine. Use numerals for 10 and above.

- Their 20-person family includes six children.

In general, spell out numbers at the start of a sentence:

- Incorrect: 60 students were in the class.
- Correct: Sixty students were in the class. Or rewrite: There were 60 students in the class.

A sentence may start with a year.

- 2008 was an eventful year.

For ordinals (first, second, third, etc.), spell out first through ninth when they indicate sequence in time or location: first base, First Amendment. Use numerals for 10th and above.

offline

OK

online

on campus, on-campus, on- and off-campus

Two words. Hyphenate as an adjective before a noun.

- I work on campus.
- She has an on-campus job.
- On- and off-campus housing options are available.
- Housing options are available both on and off campus.

One Stop Center

No hyphen, two words. One Stop is acceptable for internal audiences.

Oracle E-Business Suite

Refers to the business area of the HIP employee portal. Used only by internal audiences. Oracle EBS is OK on second reference.

part time, part-time

Hyphenate when used as an adjective before a noun. Otherwise, two words.

- I work part time. She has a part-time job.

Phi Phi Chapter

Capitalize when referring to Harper College's Honors Program, which was established in 1974.

Phi Theta Kappa

phone numbers

Harper has a history of using periods to separate the telephone numbers, which differs from AP style.

- 847.123.4567
- 800.123.4567
- 847.925.6000, ext. 6100
- ext. 6100

Proctor, Avis

In letterhead
Avis Proctor, Ed.D.

Other references:
Dr. Avis Proctor or Dr. Proctor

professor

Do not abbreviate. Only capitalize when using as a formal title directly before an individual's name.

(See academic titles)

punctuation and symbols

ampersand (&)

Use only when part of a company's formal name. Do not use in place of and.

apostrophes (')

Do not use apostrophes when using plurals for dates and abbreviations.

- 2010s, 1880s, Ph.D.s, B.A.s, 20s, VIPs, ABCs

Use apostrophes for single letters.

- He received three A's and two C's on his report card.

capitalization

In general, avoid unnecessary capitals. When too many words are capitalized, they lose their importance and copy becomes more difficult to read.

Capitalize official names; in subsequent references, any common nouns or shortened forms of proper names are lowercase.

- The Center for Multicultural Learning is open. The center is located in Building A.

Capitalize course titles, except for articles, prepositions and conjunctions. Do not use ampersands in course titles.

- PLS 105 Family Law
- PED 179 Judo and Self-Defense/Advanced
- Professor Smith is teaching Fundamentals of Music Theory in the fall.

Capitalize grade letters. Do not put quotation marks around grades.

- A grade of C or better is required to pass this course.

When referring to Harper College, capitalize college only when using the proper name.

- Harper College is located in Palatine. The college offers numerous programs.

commas:

Do not use commas before a conjunction in a simple series.

- Her sisters are Anne, Beth and Christine.

However, a comma should be used before the terminal conjunction in a complex series.

- Harper College offers the courses Humanities and Fine Arts, Physical and Life Science, and Social and Behavioral Science.

Separate names and titles with commas if they follow the name:

- John Smith, Ph.D.,
- John Smith, professor of mathematics,

Do not use commas to separate Jr. and Sr. from a name.

- Martin Luther King Jr.
- Bob Smith Sr.

Use commas in figures greater than 999. Exception: street addresses, 7500 North Cook St.; room numbers; telephone numbers and years, 1998.

Commas and periods go within quotation marks.

- "I visited campus," he said.

Place a comma between the city and state name and another comma after the state name.

- She visited Des Moines, Iowa, last week.

Dashes and hyphens

Use em dashes (—) to set off phrases where something more than a comma is needed for greater emphasis. This denotes a major break or pause and should not be overused.

- Harper College — one of the largest community colleges — is located in Palatine.
- To create an em dash in Microsoft Word:
 - Ctrl+Alt+ -(minus on numerical keypad) or Alt+0151
- To create an em dash on a Mac:
 - Shift+Option+Minus

Hyphens are joiners. Use them for compound modifiers, to avoid ambiguity or to form a single idea from two or more words.

- Small-business owner, work-related injury, up-to-date
- In general, do not hyphenate words that begin with the prefixes after, anti, bi, by, co, ex, full, in, multi, non, pre, post, re, semi, un and under unless the prefix ending is a vowel and the other word begins with the same vowel: re-elect, pre-election, co-op, under-represented.
- Hyphenate words with prefixes when they are used in front of a formal name: anti-American, post-Renaissance.
- When in doubt, look up the word in Webster's New World College Dictionary to determine if it is hyphenated.

Also use hyphens for ranges in years, page numbers, times, etc.

- 2002-03, 1998-99 (do not repeat the year on second reference for ranges)
- pages 125-258, 9/1-9/28, 10 a.m.-3 p.m.
- Note: Use a hyphen instead of an en dash, which is largely indistinguishable from a hyphen and no longer in common use.

ellipsis (...)

Use an ellipsis to show deletion of one or more words in sentences or quotes. An ellipsis also may be used to indicate a thought that the writer does not complete. Treat as a three-letter word and leave one space on both sides of the ellipsis.

- The car ... is on the bridge.

percent

Use % sign

- 10%
- 2.65%

spacing:

Use a single space after a period.

room numbers

Building C, Room C102

Correct: J137

Incorrect: J 137

A137c and H160k

regions

The five regions of the United States should always be capitalized (as both nouns and adjectives).

- Northeast, Northeastern
- Southeast, Southeastern
- Midwest, Midwestern
- Southwest, Southwestern
- West, Western

RSVP

seasons

Lowercase spring, summer, fall and winter, unless part of a formal name: Summer Registration, Fall Orientation.

- She will begin in fall 2019.

semester

Lowercase except at the start of a sentence

- spring semester, fall 2018 semester, summer session

signature block (email)

Official Harper format for e-mail signature blocks is as follows:

First Name, Last Name

Title

Department, Building

Street Address

City, State ZIP

Phone
Web
Facebook/Twitter/Harper College linked logos (optional)

Example:
William Rainey Harper
Founder
Marketing Services Center, Building S
1200 W. Algonquin Road
Palatine, Illinois 60067
847.925.6001

NOTE: Refrain from the use of quotes or philosophical statements in email signatures to avoid potential confusion that such statements represent the college.

state names

Spell out the names of all 50 states when used in the body of a story.

theater

Use the -er ending for all uses except when referring to a proper name of a Theatre such as J Theatre.

time

Do not use :00 with times: 7 to 8 a.m., 6:30 p.m.

Use figures except for noon and midnight.

Do not use redundancies such as 8 a.m. in the morning, 2 p.m. this afternoon, 12 noon, 12 midnight.

Do not use o'clock with a.m. or p.m.

Only use from with to:

- Correct: from 9 to 10 a.m.
- Incorrect: from 9-10 a.m.
- The store will be open from 10 a.m. to 2 p.m. and from 3 to 4 p.m.
- Sessions will begin at 8:30, 9:30 and 10:30 a.m.
- The event will take place at 1 p.m. Monday.

titles

Capitalize and spell out titles when they precede a formal name. Lowercase in all other uses.

- President Jim Jones
- Jim Jones, president at Acme University, spoke.
- Professor Barnes
- Kate Barnes, professor of nanotechnology at Acme University, gave a lecture.

toward

Do not use towards.

URL

Avoid breaking a URL in a line of text. Only use “www” if it is a necessary part of the web address. If a URL is at the end of a sentence, end the sentence with a period:

- Visit harpercollege.edu.
- Go to harpercollege.edu/university.

William Rainey Harper College

Harper College is generally acceptable on first reference. William Rainey Harper College may be preferred in more formal uses or when referencing the college’s namesake.

year

No apostrophes when plural: 2010s, 1970s, 1950s (also see “dates”)

“Boogie Woogie Bugle Boy”

Distinct “one of a kind” titles of instrumental and longer works (i.e. unique names of specific symphonies, operas, musicals, albums, TV/radio shows are put in italics:

Symphonie Fantastique
La Bohème
Guys and Dolls

Soloists after the name of the piece, indented or centered in order of appearance with name, instrument/voice:

Jane Doe, *flute*
John Doe, *tenor*

Music concert programs are all printed with special white program stock and cover designs/inks particular for: Harper Symphony Orchestra, Concert Choir and SPECTRA, Festival Chorus, Wind Symphony and the generic ‘Harper presents’ which is used for all other music and cultural arts concerts, except the Chamber Music Festival, which has a custom cover each year.

All programs have an introductory title page:

The Harper College Cultural Arts Committee
presents
Ensemble Name

(Optional information on introductory title page: event title or “featuring:” with names, instruments, etc.)

Day, Date
Time
Location

Inside program page with “Program” centered at top and pieces listed, the word “Intermission” in italics and standard language about silencing cell phones at the bottom of the program listing:

The taking of photographs and the use of recording equipment are prohibited.
Please silence all pagers, cell phones and other electronic devices.

“Program” page(s) are followed by “Program Notes” (if provided) and information about the artists, conductors, upcoming events, etc.

Performing Arts Center events must include “Emergency” page as last page. See a printed program for examples.