HARPER COLLEGE

Editorial Style Guide

Marketing Services

6/1/2015

Introduction
Clear, consistent writing is critical to the success of any communication project.

This Harper College Editorial Style Guide has been designed to help you prepare copy for printed publications, websites and other internal and external communication materials. For questions not covered in this guide, consult *The Associated Press* (AP) *Stylebook*, the college edition of Webster's *New World Dictionary* or (for events) the [Northwestern University School of Music Style Guide](#).

If you have questions about this style guide or communication projects, e-mail standards@harpercollege.edu

Other Resources
To download Harper College logos, letterhead and memo templates, access the Harper College Graphics Standard Manual or take advantage of other Harper College Marketing Services resources visit:
http://goforward.harpercollege.edu/about/directory/msc/

Table of Contents (Alphabetical)

A

abbreviations

Avoid abbreviations in running text.

Professor Smith, not Prof. Smith

Use abbreviations and ampersands (&) when they are included in running text and part of a formal name.

> Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd.
> Sears, Roebuck and Co.

Avoid using abbreviations for an organization's name unless the agency or organization is known by its abbreviation: FBI, CIA, FCC. Do not use abbreviations or acronyms that the reader does not quickly recognize.

See **academic degrees, acronyms, addresses, ampersand, months** and **time**.

academic courses

See **course titles**.

academic degrees

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 six associate degrees: the Associate in Arts (A.A.), the Associate in Science (A.S.), the Associate in Fine Arts-Music (A.F.A.), the Associate in Fine Arts-Art (A.F.A.), the Associate in Applied Science (A.A.S.) and the Associate in Engineering Science (A.E.S.).

Harper also grants a: Certificate of Achievement and General Studies Certificate.

Use abbreviations such as B.A., M.A., LL.D. 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

Lower case all college departments except for ones that are proper nouns or adjectives or part of a formal name: the department of mathematics, the math department, the science department, Harper College Department of Nursing. However, always capitalize English when referring to the English department.

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

> Academic Affairs
> Academic Enrichment and Language Studies Division
> Business and Social Science Division
> Career and Technical Programs Division
> Continuing Education Division
> Health Careers Division
> Liberal Arts Division
> Library Services / Resources for Learning Division
> Mathematics and Science Division
> Student Development Division
> Wellness and Human Performance Division

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

> Administrative Services
> Information Technology
> Human Resources/Diversity and Organizational Development
> Strategic Planning and Alliances

academic titles

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

President Jim Jones
Jim Jones, president at Acme, spoke.
Ted Smith, dean of Acme University, talked.
Professor Barnes
Paul Barnes, professor of nanotechnology at Acme University, gave a lecture.

acronyms

ACT

Formerly American College Testing Program, now referred to as ACT on all references.

FAQs

Capitalize and use on all references on the Web. Acronym for frequently asked questions. Spell it out in running text.

IT

Acronym for information technology. Spell it out and lower case on first reference. On second reference, use IT (capitalized).

LAN

Acronym for local area network. Spell it out. Use LAN on second reference.

RSVP, R.S.V.P.

Single capital letters; do not include periods in between each letter.

See also **abbreviations**.

addresses

Abbreviate Ave., Blvd. and St. when they are used with a numbered address: 1250 Maple St. Spell them out and capitalize when they are used with a street name but no number: Maple Street. Lower case and spell out when used with more than one street name and no numbers: Maple and Oak streets. All other words such as alley, drive, road, etc. are spelled out.

Always use figures for an address number: 1500 W. Golf Road.

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, 1500 W. Golf Road.

Exception: When using "West" in the Harper College address, spell out "West."

Addresses in running copy are separated by commas: Harper College, 1200 West Algonquin Road, Palatine, IL 60067-7398. When listing mailing addresses, use the two letter postal abbreviation. Use ZIP code-plus 4 digits when possible.

Exception: When using "Illinois" in the Harper College address, spell out "Illinois."

Use official names of offices: Office of the Registrar, Human Resources Department, Office of Student Financial Assistance, etc. in mailing addresses.

See also **numbers, commas**.

admission

Admissions Outreach (with an s) but Admission Office (without an s)

advisor

Use advisor with the –or ending on all references.

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.

African American

African American or black are acceptable. There are no hyphens in African American.

ages

Use figures for ages. He is 6 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.

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.

all right

Never alright

alumnus, alumni, alumna, alumnae

Alumnus is the singular form for a man who has attended a school; alumni (plural). Alumna is the singular for a woman who has attended a school; alumnae (plural). Use alumni when referring to group of men and women.

a.m., p.m.

Lower case with periods: 3 a.m., 4 p.m. Avoid 2 p.m. this afternoon, 12 noon and 12 midnight.

See **time**.

American Indian

Native American also is acceptable.

ampersand (&)

Use only when part of a company's formal name: Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. Do not use in place of and.

Annual Fund

apostrophes (')

Do not use apostrophes when using plurals for dates and abbreviations: 1990s, 1880s, Ph.D.s, B.A.s, 20s, VIPs, ABCs

Use apostrophes for single letters: He received three A's on his report card. Do not put quotes around grades. A's, B's, C's.

See **academic degrees**, **capitalization** and **grades**.

Asian American

Asian American students, Asian Americans

Avanté

See **building names**.

B

bias-free language

international student is preferred to foreign student.
first-year student instead of freshman

See **freshman**.

black

Both black and African American are acceptable.

Board of Trustees

Capitalize when referring to Harper College's 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.

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

building names

When referring to buildings on campus, do not use the name of the building. Instead use the letter of the building. The name of the building will no longer be used to identify centers on campus.

Room numbers begin with the corresponding letter of the building they are located.

Exceptions: Use letters to refer to all buildings except those with proper names: Wojcik Conference Center, Performing Arts Center, Wellness and Sports Center, Karl G. Henize Observatory, Worknet, Illinois Small Business Development Center (ILSBDC) and the Student Center.

For example: Admissions Outreach, Building C, Room C102

When writing directions to the campus, use the name of the entrance, the parking lot number and the building letter or proper name.

Euclid Entrance
Parking Lot 12
Building A

Avanté

On first reference: Avanté, Center for Science, Health Careers and Emerging Technologies

Second and subsequent references: Avanté or the Center

In MS Word, the accented "é" may be created by holding CTR+', then (while still holding CTR+') "e."

Canning Center

On first reference: Canning Center for Student and Enrollment Services

Second reference: Canning Center.

Center for Multicultural Learning

Always written in full for external publication.

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

Capitalize and use for all references. For location, use the *Daily Herald* Box Office at Harper College's Performing Arts Center.

Drama Lab

Also known as the Black Box Theatre. Use Drama Lab and capitalize for all references.

Illinois Small Business Development Center, ILSBDC, SBDC

On first reference: Illinois Small Business Development Center. Second and subsequent references: ILSBDC.

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.

Karl G. Henize Observatory

Capitalize and use proper name on first reference. Lower case on second reference.

Karl G. Henize Observatory is located at Harper College. The observatory is open to the public.

One Stop
No hypen, two words, title case

See also **room numbers**.

C

campus

Lower case on all references. Capitalize when used with a formal name. Harper College Main Campus in Palatine.

campus wide, campus-wide

Hyphenated only when used as an adjective directly before a noun:

Come to the campus-wide celebration of International Education Week.
International Education Week will be celebrated campus wide.

capitalization

In general, capitalize official names; unofficial, informal or general names are not capitalized, such as the center, the theater, the building.

Center for Multicultural Learning vs. the center
Journalism Lab vs. the lab
Modular Building vs. the building

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
MUS 101 Fundamentals of Music Theory

Professor Smith is teaching Fundamentals of Music Theory in the fall.

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

A, B, C, D, F, H, P, W, X

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

See also **academic degrees**, **academic departments**, **academic titles**, **addresses**, **apostrophes**, **course titles**, **seasons**.

CD-ROM

All caps when referring to a compact disc acting as a read-only memory. CD-ROM disc is redundant. The more generic, abbreviated CD is also acceptable.

cell phone

Always two words

chair

Use chair instead of chairman, chairwoman or chairperson.

He is the chair of the history department.

Chicagoland

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

cocurricular

One word

See **hyphens**.

College

Capitalize College on second reference when referring to Harper College. Harper College is located in Palatine. The College offers various programs.

See **Harper College**.

commas

Use commas to separate items in a series, but do not put a comma before a conjunction:

The ball is yellow, red and green. Do you want pickles, tomatoes or lettuce on your sandwich?

Commas always go inside quotation marks:

"The dog is over here," he said.
"I am 10 years old," she said.

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: 1,234.

Exceptions: street addresses, 7500 North Cook St.; room numbers; telephone numbers and years, 1998.

See **dates**, **addresses**.

Commencement, commencement

Capitalize on all references to the Harper event:

Harper College's Annual Commencement
Dr. Johnson was the featured guest at last year's Commencement.

 Lower case when referring to formal commencement exercises or commencement in general.

composition titles

Capitalize all words in a title, except lower case 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*."

See also **events**.

Convocation, convocation

Capitalize on all references to the Harper College event.

Harper College's Convocation ceremony will take place.
A convocation is an assembly of people.

Harper's Convocation refers to the evening when students are honored for academic achievement, outstanding performance within a program of study or scholarship recipients.

cosponsor

See **hyphens**.

course titles

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

See also **capitalization**.

course schedule

Lower case and use to refer to continuing education and credit course schedules.

course work

Always two words

credit hours

Use numerals to refer to credit hours.

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

current, currently

Avoid use of current and currently because it is redundant.

Incorrect: He is currently working at the college.
Correct: He is working at the college.

D

Daily Herald Box Office, the

See **building names**.

dashes

Use em dashes (—) to set off phrases where something more than a comma is needed. Do not use a space between the word and the em dash.

Correct: Harper College—one of the oldest community colleges—is located in Palatine.
Incorrect: Harper College—one of the oldest community colleges, is located in Palatine.

Use en dashes (-) for ranges in years, page numbers, times, etc. with no spaces between the dashes.

Examples: 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.

database

Always one word

dates

Time, date, place should always be in the following order:

at 6 p.m. Friday in the theater
at 10 a.m. Tuesday, April 1, in the Performing Arts Center

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: December 31, 2003. 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.

Exception: See **events**.

days of the week

Do not abbreviate. Always capitalize.

decision-making

Hyphenated when used as an adjective directly before a noun.

He is known for his decision-making skills.

degrees

See **academic degrees**.

department names

See **academic departments**.

disabled, handicapped, impaired

Do not use disabled or handicapped to describe a person. Avoid mentally challenged and other descriptions that may evoke pity. Instead use people with disabilities.

dollars

Always lower case. Use figures and the dollar sign ($).

Tuition costs $98.50 per credit hour.
He donated $600,000.
She paid $36.95 for a book.
The building cost $88 million.

Do not use $36.00. Omit the zeros.

double-click

download

To copy a file from the Internet to a computer.

Drama Lab

See **building names**.

DVD

Capitalize and use on all references. DVD is an acronym for digital video disc.

E

e-Business Suite

Refers to the business area of MyHarper Employee Portal and is only referred to by internal audiences.

e-Cashier

Standard phrasing should be: Set up Payment Plan/e-Cashier

(Do not confuse with **QuikPay**.)

email

No hyphen, lower case.

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

Avoid breaking email addresses in a line of text.

ellipsis (…)

Use an ellipsis to show deletion of one or more words in sentences or quotes. Leave one space on both sides of the ellipsis: The car … is on the bridge. If the sentence ends with an ellipsis, leave the period that would have ended the sentence.…

emeritus, emerita

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

Ender, Kenneth L.

In letterhead:

Kenneth L. Ender, Ph.D.

Other references:

Kenneth L. Ender, Ph.D.
President

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.

Long Version: Use for longer documents or publications such as the College catalog.
Harper College is committed to a policy of equal opportunity in its admission and employment programs. Harper College does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, sexual orientation, disability or unfavorable discharge from military service. This policy governs the recruitment and admission of students, the recruitment and employment of faculty and staff and the operation of any of the College's programs and activities as specified by federal laws and regulations. It is also the policy of Harper College that no student or employee shall be subjected to sexual harassment, which is regarded as a form of discrimination. Inquiries regarding Affirmative Action should be directed to the Assistant Vice President for Diversity and Organizational Development. Inquiries regarding college compliance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act should be directed to the College Compliance Officer for ADA/504.

Comprehensive version is available on the Harper College website under the Jobs at Harper section
website
http://goforward.harpercollege.edu/about/directory/hr/eos.php
This link to the Comprehensive Equal Opportunity statement should be included in official e-mail newsletters and other electronic publications from the college to prospective students and the community.

events

event listings

Format:

Event
Day, Date,Time
Location

Example:

Harper Symphony Orchestra
Latino Festival Concert
Sunday, October 10, 3 p.m.
Performing Arts Center

When necessary, we add:

Algonquin Entrance, Parking Lots 1 and 2

NOTE: This order of day, date, etc. is different than that prescribed for using within copy per the style guide.

For buildings/rooms with special names we follow this format:

Drama Lab (Building L, Room L109)

music concert programs

Titles

"Generic" titles such as Symphony, Concerto, Sonata, Mass, Requiem, etc. are capitalized but NOT bolded, italicized, in quotes, etc.

 Toccata and Fugue in D Minor

Some of these standard musical works have a popular title. Reference it in quotes parenthetically:

 Piano Concerto No. 5 in E-flat Major ("Emperor")
 Sonata in E-flat Major, Op. 30, No. 5

Abbreviations for Number and Opus (No. and Op.) and Major/Minor are capitalized, as is No. and E, but flat/sharp are lower case and preceded by a hyphen. If an Opus is followed by a number, place a comma between:

Op. 15, No. 3

Movement titles are capitalized, italicized IF in a language other than English, indented, and numbered with Roman numerals:

Sonata in G Major
    I. *Allegro*
    II. *Adagio*

Full composer name is listed at (justified) right of piece with year of birth and death listed parenthetically on line beneath, with any arranger listed beneath that line in italics, Lower case 'a'

Symphony No. 3 in E-flat Major, Op. 55   Ludwig Van Beethoven
                                              (1770-1827)
                                              arranged by John Doe

If composer is still alive, leave death year blank: (1986 -)

If another piece by the same composer is used in the same program, last name without dates is sufficient.

Distinct titles of songs are put in quotes:

"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.

ticket price listings

Always list Harper student rate first:

$X   Harper students w/valid ID
$X   other students w/valid ID
$X   general admission

Where necessary or appropriate, we list only a range:

Tickets $X-X

Preferred student rate disclaimer (per Student Activities):

Harper Student Discount applies to students who have paid an activity fee and enrolled in the current semester.

extension

See **telephone numbers**.

F

Faculty Senate

Capitalize when referring to Harper College's Faculty Senate.

fall.

See **seasons**.

FAQ

See **acronyms**.

fax

Lower case

foreign students

International students is preferred.

freshman, freshmen

Freshmen is plural, but use freshman when referring to freshman courses, freshman year, freshman class. Avoid confusion by using incoming students or first-year students.

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

Always one word

G - I

GoForward®

Usually a graphic element, but use this style if using in text format.

grade point average (GPA)

grades

Always capitalize. Do not put quotes around grades.

You must earn a C to complete the course.

See **apostrophes** and **capitalization**.

graduation

Lower case on all references

See **Commencement, Convocation**.

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. Capitalize College on second reference when referring to Harper College.

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. *(Excerpt from page 1 of the Harper College Identity Guidelines "Enhancing a Strong Image for Quality.")*

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

See **College**.

HarperStore – One word, upper case S. This is the College's bookstore

Harper College for Business

Harper College Educational Foundation

Capitalize Foundation or Educational Foundation on second reference when referring to the Harper College Educational Foundation.

Harper College Library

Harper College Wojcik Conference Center

Capitalize on first reference. On second reference, use conference center (lower case)

The event will take place at the Harper College Wojcik Conference Center. The conference center is located at Harper College.

health care

Should always be two words.

HIP
This is referred to internally as HIP. *The holiday schedule is on HIP.*

For external audiences use Harper Intranet Portal.
Harper College provides information to employees on the Harper Intranet Portal.

Hispanic

Capitalize Hispanic. Latina (fem.) and Latino (masc.) also are acceptable.

home page

The front page of a website; always two words, both lower case.

hyphens

Hyphens are joiners. Use them to form a single idea with two or more words.

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.

Always hyphenate self: self-government.

Hyphenate words with prefixes when they are used in front of a formal name: anti-American, post-Renassiance.

When in doubt, look up the word in Webster's New World College Dictionary to determine if it is hyphenated.

international students

International students is preferred to foreign students.

See **bias-free language**.

Internet

Always capitalized

intranet

Always lower case

IT

See **acronyms**.

J – N

J Theatre

See **building names**.

J Theatre Box Office

See **building names**.

junior, senior

Abbreviate as Jr. and Sr. only with full names. Do not use a comma: Martin Luther King Jr.

Karl G. Henize Observatory

See **building names**.

LAN

See **acronyms**.

Latina, Latino

Latina, Latino is preferred to Hispanic, but either is acceptable.

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 Xv93P.

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 Employee Portal

MyHarper Student Portal

Although this is sometimes referred to internally as the Student Information System or SIS, MyHarper Student Portal is preferred. Find information on the MyHarper Student Portal.

midnight

Do not put 12 before midnight.

See **time**.

Midwest, Midwestern

See **regions.**

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, 2002; January 2, 2001; March 17, 2003; April 1989

more than, over

Use more than when referring to numerals: More than 50 people came to the party. Their salaries increased more than two percent. Use over to refer to spatial relationships: The plane flew over the house.

mp3

Always lower case

multicultural

No hyphen; one word

See **hyphens**.

Native American

American Indian is also acceptable.

noncredit

One word

See **hyphens**.

noninstructional

One word.

See **hyphens**.

nonpayment

One word.

See **hyphens**.

nonprofit

One word

See **hyphens**.

noon

Do not put 12 before noon. Alwas lower case.

Northwest

Capitalize when referring to the Northwest suburbs.

See also **regions.**

numbers

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

> They have six children. There are 20 people in the family.

Do not start a sentence with a number.

> Incorrect: 60 students were in the class.
> Correct: There were 60 students in the class.

A sentence may start with a year.

1978 was a great 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.

O - S

offline

No hyphen; one word

online

No hyphen; one word

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-to-one vs. one-on-one

One-to-one refers to a pairing of two individuals, as in one-to-one teaching.
One-on-one refers to a person playing directly against another, as in one-on-one basketball.

open-entry, open entry

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

Students enrolled in this open-entry course work at their own pace.
This class is open entry, meaning it is not bound to the traditional semester schedule.

ordinal numbers

Ordinal numbers are those that indicate sequence in time, location or rank (first, second, third, etc.).

See **numbers**, **addresses**.

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.

percent

One word. Spell out percent in all references. Use a numeral before percent except when starting a sentence with a numeral, then spell out the number such as: Twelve percent of the people attended the open house.

Correct:
10 percent
2.65 percent

Incorrect
8 %
2.5 per cent

Phi Phi Chapter

Capitalize when referring to Harper College's honors program, which was established in 1974.

Phi Theta Kappa

Capitalize. Use when referring to the international honor society of two-year colleges, which was established in 1918.

phone numbers

See **telephone numbers**.

professor

Do not abbreviate. Lower case before a name unless starting a sentence with professor.

See also **academic titles.**

QuikPay

Standard phrasing should be: Pay in Full/Quik Pay

room numbers

The room number begins with the building letter, such as Building C, Room C102.
Do not separate the building letter and room number: J137, not J 137.

Some room numbers have a sub-letter, such as A137c and H160k. In those cases, the sub-letter should be lower case.

See **building names**.

regions

The five regions of the United States should always be capitalized:

Northeast
Southeast
Midwest
Southwest
West

Adjective forms of regions should also be capitalized:

Northeastern
Southeastern
Midwestern
Southwestern
Western

Reserve Officers Training Corps (ROTC)

ROTC is acceptable in all references. Use a specific service if known: Army ROTC, Air Force ROTC.

RSVP, R.S.V.P.

See **acronyms**.

seasons

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

semester

Lower case except at the start of a sentence

spring semester, fall semester, but 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
Fax
Web
Facebook/Twitter/Harper College linked logos (optional)

Example:
William Rainey Harper
Founder
Marketing Services Center, Building S
1200 West Algonquin Road
Palatine, Illinois 02139
ph 847.925.6001
fx 847.925.6002
harpercollege.edu
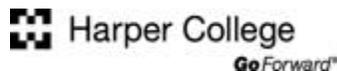
NOTE: Personal sayings are often found at the end of e-mail signatures. Although Harper College values the individuality of each staff member, these sayings may be found to be offensive by email recipients, no matter the sender's intent. As such, personal sayings should not be included in e-mail signatures associated with Harper business-related email communication.

spacing

In writing, especially for news releases and all printed materials, use one space after a period at the end of a sentence instead of two spaces as in the English grammar style.

spring

See **seasons**.

summer

See **seasons.**

T – Z

telephone numbers

Harper has a history of using periods to separate the telephone numbers. According to AP, figures and parentheses around the area code are used to keep a consistency with a format the telephone companies established.

However, since Harper's format has been used for an extended period of time, the following should be used for all Harper telephone numbers:

847.123.4567
800.123.4567

For telephone extensions: ext. 6100, 847.925.6000, ext. 6100

theater

Use this spelling with the ending -er for all uses except when referring to a proper name of a Theatre: J Theatre

See **J Theatre, J Theatre Box Office, the *Daily Herald* Box Office, Drama Lab**.

time

Do not use :00 with times: 7 to 8 a.m., 8 to 9 a.m., 6:30 p.m.

Lower case a.m. and p.m. See **a.m./p.m.**

Do not use o'clock with times.

Noon or midnight is preferred for 12 p.m. and 12 a.m.

Only use from with to:

Correct: from 9 to 10 a.m.
Incorrect: from 9-10 a.m.

See **dashes**, **dates**, **midnight, noon**.

toward

Never towards

under-represented

See **hyphens**.

URL

The URL is the Internet address. Avoid breaking an Internet address in text. When the address does not fit on a line, then break it into two or more lines without adding a hyphen.

If a URL is at the end of a sentence, do not end the sentence with a period:

Correct: Visit harpercollege.edu/fasttrack
Incorrect: Visit harpercollege.edu/fasttrack.

Web, the

When appearing in reference to the World Wide Web, Web is capitalized.

web-based

Always hyphenated

website

Always one word; never two

web page

Always two words, both lower case

William Rainey Harper College

See **Harper College**.

winter

See **seasons**.

withdrawal

World Wide Web

Three words, no hyphens. On second reference, the Web

year

Use figures, no commas: 1995.
Add no apostrophes when plural: 1990s, 1970s, 1950s.

See **dates**.

year-end, year end

Hyphenate when used as an adjective directly before the noun; two words when referenced as a noun itself.

The year-end audit will take place in June.
At year end, we will be performing our regular audit.

You're Just A Click Away From Going Forward®

ZIP code

ZIP-All caps for Zoning Improvement Plan. Lower case code. Do not put a comma between the state name and the ZIP code: Palatine, IL 60067.

See **addresses**.

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