Academic degrees:
Use abbreviations after a full name, and on first reference: B.A., M.Ed., Ph.D. When used after a name, an academic abbreviation is set off by commas: Dennis Barone, Ph.D., spoke to the crowd. (See Alumni Listing for particulars when referring to USJ alumni). Following first reference, it is acceptable to precede the name with a courtesy title: Dr. Dennis Barone. Use an apostrophe when spelling out bachelor’s degree or master’s degree. Adjunct faculty will be identified either as adjunct instructors or adjunct faculty members.


Apostrophe (or not):
• master of Biology degree OR master’s degree in Biology
• bachelor of Sociology degree OR bachelor’s degree in Sociology

Academic departments:
Capitalize academic departments and major areas of study as follows:
• The department of Biology hosted an open house.
• She is a professor of Chemistry.

Academic Schools:
In 2009-2010, the University of Saint Joseph restructured its academic programs to fall under Schools rather than divisions. The Schools include:
• School of Education
• School of Graduate and Professional Studies (do not use ampersand (&))
• School of Health and Natural Sciences (do not use ampersand (&))
• School of Humanities and Social Sciences (do not use ampersand (&))
• School of Pharmacy
Use upper case for the word School and to signify the academic area.

Academic titles:
Capitalize and spell out formal titles: professor, director, president, etc. Use uppercase when they precede a name; lowercase elsewhere. Professor Shyamala Raman, Shyamala Raman, professor of International Studies

Note regarding vice presidents: Vice presidents assigned to an area or division should be listed as: vice president for Institutional Advancement (not of) Institutional Advancement

Address:
The proper return address for the University of Saint Joseph is:
1678 Asylum Avenue
West Hartford, CT 06117-2791
Admissions:
Office of Admissions (not Admission)

Advisor:
Not adviser, when referring to academic advisor

Affect/Effect:
Affect, as a verb, means to influence; Effect, as a
verb, means to cause; effect as a noun, means result.

Alumni:
When using the plural form, the University’s alumni
population should be referred to as alumni. When
referring to individuals, usage should be gender
specific: alumna (female singular) and alumnus
(male singular).

Alumni listing:
When referring in print to a University of Saint
Joseph alumna, the name and year of graduation
should be as follows:
- Undergraduate degree: Ann Rosetta ’44
- Graduate degree: Elizabeth Rotblatt M’92
- Undergraduate and graduate, both earned at
  the University: Julie Linton Arcila ’95, M’96
- With a doctorate from any institution:
  Trudy Dickneider ‘68, M’73, Ph.D.
- A Sister of Mercy: Claire Markham, RSM, ‘41,
  Ph.D.
- A Distinguished Alumni Award: Pamela
  Atwood, M’01, DAA’12
- Honorary Degree: Mary Ellen Murphy, RSM,
  ’50, H’12, Ph.D.

Please note:
- There is no space between the letter,
  apostrophe, and number: DAA’13, M’14, H’98
- Not all degrees need to be listed in all
  instances – it is left to the discretion of the
  author and the purpose of the piece, but any
  references to USJ alumni must include their
  class year(s).

Apostrophe with Year of Graduation:
Make sure the apostrophe is facing the right
direction: ’12 not ’12
- Mac – Hold control plus apostrophe, hit
  apostrophe again
- PC – MS Word: Hold control plus apostrophe,
  hit apostrophe again

Assure/Ensure/Insure:
Assure means to remove any doubt; Ensure means
to guarantee; Insure refers to insurance.

Athenaeum:
When referring to the Bruyette Athenaeum, the
correct spelling is athenaeum, not atheneum.

Board of Trustees:
Capitalize when referring to the University of Saint
Joseph’s Board.
- Ms. Barton joined the University’s Board of
  Trustees.
- When referring to a Board member use
  the term Trustee: Trustee Brewster Perkins
  attended the event.

Bibliography:
The bibliographic format for works cited follows the
Modern Language Association (MLA) style.
Books:
Barone, Dennis. Beyond the Red Notebook:
Essays on Paul Auster. Philadelphia:
Periodicals:
Conca, L. M. “Evaluation Frames: A Powerful
Staff Development Tool for Teacher
Centered School Improvement.” Journal of
Online publications:
Bernstein, Andrea. “Tony Kushner,” Mother
motherjones.com
Campus:
Lowercase unless it begins a sentence

Campus buildings:
As of October 1, 2013, USJ publications will no longer use the upper case T in The when referring to campus buildings (unless the word begins a sentence). The following buildings are affected:
- the Bruyette Athenaeum, the School for Young Children, the Carol Autorino Center, the Connor Chapel of Our Lady, the Gengras Center, the O’Connell Athletic Center, the Pope Pius XII Library, and the Wellness Center on Church Street

Similarly, the is lowercase when referring to rooms within a building: the Crystal Room, the Hoffman Auditorium, and the second floor reception room.

When a building or facility is named, please use the complete name upon first reference: the Frances Driscoll Box Office

Campuswide:
One word, no hyphen unless it modifies a noun: campus-wide e-mail.

Catalog:
Not catalogue when referring to the USJ Course Catalog

Class Years:
Capitalize the formal name of a graduating class in all cases: Class of 1950

Comma:
Use of serial comma: 1, 2, 3, and 4

With essential and non-essential clauses: an essential clause is one that cannot be eliminated from a sentence without changing the meaning of the sentence; it is not set off by commas: The class read the award-winning book Angela’s Ashes.

A nonessential clause can be eliminated without altering the basic meaning of the sentence; it is set off by commas: The University president, Dr. Pamela Trotman Reid, greeted the new students.

Committee:
When the entire name of a committee is used, capitalize the first letter of each word. On second reference, you may use Committee. Otherwise, use lowercase.
- Trustee Brewster Perkins served on the Institutional Advancement Committee for several years. He finds the work of the Committee fulfilling.
- The advisory committee met to discuss goals for the upcoming year.

Note, the word subcommittee is not hyphenated.

Dash:
When using a dash to indicate a change of idea in the text, use the single line “em dash” (—-) with a space on either side. To create an em dash:
- Mac - Hold shift + option, then press dash key
- PC - MS Word Doc - Hold control + alt, then press minus sign in numeric key pad

Dean’s List

Decades:
Do not use apostrophes when all four digits are used: The 1970s or the ’70s

Department titles:
Use uppercase to signify an academic area/discipline; the word department is lower case: the History department, the department of Psychology

Ellipsis:
When using an ellipsis in the midst of text, place a space on either side: A traditional event where members of the community gather … Convocation is part ritual and part celebration.
Email/E-mail:
Both forms are acceptable, but please use consistently within a document. The hyphen is required for other *e-terms: e-book, e-business, e-commerce*

Emerita/Emeritus:
The former is feminine, the latter masculine. When used before a name, please capitalize; when used after a name, keep lowercase:
- Professor Emeritus Harry McKone returned to campus for the annual Lewis Lecture.
- Judith Perkins, professor emerita, received the Stack Award for Teaching Excellence.

First-year:
Use the term *first-year student* rather than *freshman*. When referring to *First-Years Seminar*, please use uppercase on initial letters. Upon second reference, the abbreviation *FYS* is acceptable.

Foreign words:
Foreign words and phrases that are universally accepted and understood in the English language may be used without explanation and in plain text (the University no longer italicizes foreign words or phrases). Example: *alma mater*. If a word or phrase is not understood universally, place it in quotation marks and provide an explanation of its meaning.

Headlines:
Capitalization on all words over four letters, with the exception of prepositions and conjunctions.

Health care:
Per Associated Press Style, health care is two words. An exception is the USJ graduate certificate program, *Healthcare Systems Management*.

Hyphenating/Breaking Words:
Words of two-three syllables should not be hyphenated (or broken) to continue on the next line. Words of four syllables or more can be hyphenated, but must leave at least two syllables per line.

i.e. vs. e.g.:
i.e. means *that is*; e.g. means *for example*

Internet:
Use an uppercase *I*; see *Particulars to the Internet* for more information.

Junior/Senior:
Do not use a comma between a person's name and the designation *junior, senior, III: Donald K. Wilson Jr.*

Like/as:
Use *like* as a preposition (a word that positions words in relation to one another): *He eats like a bird*. *As* is used as a conjunction (a connecting word): *He eats as if he were dying of hunger*.

Tip: In general, use *like* when no verb follows; use *as* when the next clause contains a verb.

Listing:
When listing items (numerically, bullet points, or dashes), place a period at the end of each listing *only* when it is a complete sentence. When listing phrases, do not punctuate.

Mass:
Always capitalize the term when it refers to Catholic and/or Christian Liturgy.

MyUSJ:
The name of the University's Intranet; please note the *y* is lowercase and it is all one word.
Numbers:
Spell out whole numbers one through nine, then use figures above nine. Spell out first through ninth when sequence is indicated; starting with 10th, use figures.

Over/Under:
When referring to something that can be counted, use more than rather than over. The word over generally refers to spatial relationships.
- More than 1,800 people attended the Shakespeare performance.
- Over the past five years, Susan hosted four international students.

Particulars to the Internet:
Use the spelling and capitalization shown below for these common computer and Internet terms.
- CD-ROM
- chat room
- compact disc (CD)
- cyberspace
- database
- disk
- dot-com
- DOS
- download
- diskette
- email
- high-tech
- home page
- hyperlink
- information technology
- Internet
- intranet
- MyUSJ
- online (no hyphen)
- URL
- Web or web (both are acceptable)
- Web page or web page (both are acceptable)
- Web site or website (both are acceptable)
- Webmaster or webmaster (both are acceptable)
- World Wide Web
- When a sentence ends with a Web address, follow it with a period.

Phone Numbers:
Digits are separated with a period (rather than with parentheses and dashes); example: 860.231.5297.

President:
Upon first reference, please refer to the president as: President Pamela Trotman Reid or President Pamela Trotman Reid, Ph.D. Subsequent references can be President Reid or Dr. Reid.

Resident Assistant:
Use R.A. or resident assistant (lowercase).

Reverend:
Spell out on first reference; abbreviate as Rev. on subsequent references. The term Father (when referring to a Catholic priest) is also appropriate, but considered more casual than Reverend. Father can be abbreviated (after first reference) as Fr.

RN:
Stands for registered nurse; does not use periods.

RSM:
Stands for Religious Sisters of Mercy; RSM (without punctuation) should follow the names of members of the Sisters of Mercy, e.g. Irene Danaher, RSM. Do not include the title Sister when using RSM. Sister Irene Danaher is acceptable when establishing an informal or familiar tone.
- The word the is lowercase when citing the Sisters of Mercy and the Founding Sisters.
- When a Sister of Mercy is also an alumna, and/or has a terminal degree, always list the RSM first: Mary Ellen Murphy, RSM, ’50, Ph.D.

R.S.V.P.:
Use periods. Do not list as please R.S.V.P., as please is implied.

Saint Joseph College:
See University of Saint Joseph vs. Saint Joseph College
**Schools:**  
See Academic Schools

**Seasons:**  
Lowercase if they refer to the time of year or a particular semester

**Semesters:**  
Do not capitalize: fall, spring, intersession, summer

**Sisters of Mercy:**  
Founders of the University of Saint Joseph; please see RSM.

**Spacing:**  
Include a single space after a period, colon, and semicolon.

**State names:**  
Spell out the name of the state when it stands alone in text. Use the four-letter abbreviations when listing several states or combining cities with states: Hartford, Conn., Memphis, Tenn. Please note that the following states are never abbreviated: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas, and Utah.

**That/which:**  
*That* and *which* are the pronouns used to introduce clauses that refer to an inanimate object or an animal without a name. *That* is the preferred pronoun to introduce an essential clause, one that is essential to the meaning of the noun it modifies: *The tie that Joe wore was colorful.* *Which* is the only acceptable pronoun to introduce a nonessential clause, one that is not essential to the meaning of the modified noun: *Joe wore a colorful tie, which was too distracting.*

**Time of Day:**  
When citing time of day, please use the following format: 2:00 p.m.

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**Titles:**  
In general, capitalize titles used directly before a person's name: *President Pamela Trotman Reid.* Lowercase and spell out titles when: a). they are not used with a person's name: *The president visited the classroom*; and b). the title follows the name in a sentence: *Dr. Pamela Trotman Reid, the University's president, spoke to the graduating class.*

**Articles:**  
Capitalize first and principal words, not prepositions; place in quotation marks.

**Books/periodicals:**  
Capitalize first and principal words, not prepositions, and italicize.

**Courses:**  
Capitalize first and principal words, not prepositions; do not place in quotation marks.

**Institutional documents:**  
Those that are evolving, rather than published, should be capitalized but not put in quotations or italicized; Faculty Handbook, Course Catalogue.

**Lectures:**  
Capitalize first and principal words, not prepositions; place in quotation marks.

**Poetry/works of art:**  
Capitalize first and principal words, not prepositions; place in quotation marks.

**University:**  
When referring to the University of Saint Joseph, the word *University* is uppercase; when the word *university* is used generically, it is lowercase.
University of Saint Joseph vs. Saint Joseph College:
On June 8, 2012, the institution became the University of Saint Joseph. Other acceptable references include: USJ, the University, and Saint Joseph. Do not abbreviate the word Saint (St.) or use the term Saint Joseph's; use the term Saint Joe's sparingly.

- Note, use the article the when grammatically appropriate: They came to visit the University of Saint Joseph.

- The name Saint Joseph College is still used when referring to the institution in a historic capacity.

Questions?
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