

**DICKINSON STATE UNIVERSITY
EDITORIAL STYLE GUIDE**

Dickinson
STATE UNIVERSITY

LIVE. LEARN. LEAD.

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Consistency

This editorial style guide is intended to serve as a resource for writers and producers of any materials generated within the university for the public. Publications, in this sense, may mean posters, newsletters, flyers or programs produced by various departments or clubs. Although we understand that individual writing styles vary, and that each document produced has its own purpose, our intention is to promote the university by presenting clear, consistent communications to our many audiences. And clear communications reflect well on the university.

Creativity

At Dickinson State University, we value and encourage creativity and original thinking. This guide is not intended to curtail creativity but to insure consistency and professionalism in all our communications, regardless of their function or form. This guide is NOT intended for academic or technical writing. It IS intended for all writing your group or department produces for the general public.

Credit

The Office of University Relations follows Associated Press (AP) style in all its written communications because most of what we produce is intended for the public – including the media. This style guide draws heavily from “The Associated Press Stylebook” and “The Associated Press Guide to Punctuation.” For further information on AP style or to answer specific style questions not answered here, please see “The Associated Press Stylebook” or contact the Office of University Relations at 483-2787.

Academic Degrees

Academic degrees should be spelled out in lower case: associate's degree, bachelor's degree, master's degree, doctor's degree (or doctorate). You can be a doctoral candidate, but you cannot earn your doctoral degree.

Correct: He earned his doctorate in public administration.

Incorrect: He earned his doctor of public administration degree.

Degrees also can be abbreviated as follows: B.A., B.S., M.S., MBA (note there are no periods between the letters in this abbreviation only), Ph.D., etc. However, it is usually clearer to spell out the degree rather than abbreviate.

Also, do not precede a name with an academic degree title and follow it with the abbreviation of the degree. This is redundant and distracting.

Correct: Dr. James Arnold is president of the bank.

Incorrect: Dr. James Arnold, Ph.D., is president of the bank.

Only use "Dr." in front of a person's name in the first reference. In all subsequent references, use only the person's last name.

Acronyms

Acronyms are acceptable and often help avoid repetition of long titles and names. However, always be sure to spell out the entire name, title or phrase the first time it appears in the text and place the acronym immediately following it in parentheses. This also applies to any reference to Dickinson State University

Correct: Dickinson State University (DSU) is a four-year public institution within the North Dakota University System (NDUS). DSU is one of 11 NDUS colleges and universities.

Incorrect (on first reference): DSU is part of the NDUS.

Addresses

When an address appears within text, do not use abbreviations Ave., Blvd., Rd., Dr., or St., unless the address number also appears.

Correct: May Hall is located at 291 Campus Dr.

Correct: May Hall is on Campus Drive.

Incorrect: May Hall is on Campus Dr.

ABBREVIATIONS

Company Names

Use the preferred form of the company about which you are writing: Co., Cos., Inc., or Ltd. When you refer to the company without its formal title, use company, not co.

Do not use a comma before Inc. or Ltd., but do use the company's preferred form in regard to all other punctuation and the use of "&" or "and."

Always spell out "company" when referring to dance or theatrical organizations.

Dickinson State University

On first reference, always spell out Dickinson State University. All subsequent references should be abbreviated to DSU. DO NOT use Dickinson State as an abbreviation. Also, when referring to DSU in a subsequent reference, do not capitalize "university."

States, Regions and Countries

Do not use postal abbreviations for states. When citing a city and state, use AP style as follows. When citing just a state, always spell out.

Ala.	Hawaii	Mass.	N.M.	S.D.
Alaska	Idaho	Mich.	N.Y.	Tenn.
Ariz.	Ill.	Minn.	N.C.	Texas
Ark.	Ind.	Miss.	N.D.	Utah
Calif.	Iowa	Mo.	Ohio	Vt.
Colo.	Kan.	Mont.	Okla.	Va.
Conn.	Ky.	Neb.	Ore.	Wash.
Del.	La.	Nev.	Pa.	W.Va.
Fla.	Maine	N.H.	R.I.	Wis.
Ga.	Md.	N.J.	S.C.	Wyo.

When citing regions, capitalize. However, do not capitalize terms that denote direction (north, south, east, west).

Correct: Bemidji State College is in northern Minnesota.

Incorrect: Rural communities in Western North Dakota are in decline.

Correct: She came from the East Coast and settled in the Great Plains.

Note: Although not AP style, common usage in this area is to capitalize Badlands.

Country Names are always spelled out. We recommend using "United States" in all copy. However, "America," "U.S.," and "USA" also are acceptable, as long as one form is chosen and used consistently throughout the document.

Capitalize the names of campus buildings and offices only when the entire name is used.

Correct: Lydia studied for finals in Stoxen Library.

Correct: Lydia studied for finals in the library.

Buildings and Important Places

Apartments

- Altringer Apartments
- Main Campus Apartments
- Miller Apartments
- North Campus Apartments

Agriculture Building

- Indoor Arena
- Outdoor Arena

Alumni and Foundation House

Hawks Point

International Flag Plaza

King Pavilion

Klinefelter Hall

- Dickinson State University Art Gallery

May Hall

- Dorothy Stickney Auditorium

Murphy Hall Science Building

- Murphy Hall Greenhouse
- Stroup Auditorium
- Thompson Auditorium

Power Plant

President's Residence

Residence Halls

- DeLong Hall
- Selke Hall
- Woods Hall

Scott Gymnasium

South Campus Art Building

Stoxen Library

- Academic Success Center

Strom Center for Entrepreneurship and Innovation

Student Center

- University Store

Whitney Auditorium

Wienbergen Hall

- Ben C. Frank Human Performance Center

Administrative Offices

Capitalize the names of administrative offices only when the entire name is used.

Correct: She paid her fees at the Office of Business Affairs

Correct: She paid her fees at the business office in May Hall.

Academic Success Center (ASC)

- Educational Enhancement Services (EES)

Center for Multicultural Affairs

Everett Albers Institute

Office of Academic Affairs

Office of Academic Records

Office of Alumni and Foundation

Office of Business Affairs

Office of Career Services

Office of Computer Services

Office of Enrollment Services

Office of Extended Campus

Office of Facility Operations

Office of Financial Aid

Office of Food Services (Sodexo)

Office of Human Resources

Office of Intercollegiate Athletics

Office of Library Services

Office of the President

Office of Residential Life

Office of Student Activities

Office of Student Development

Office of University Relations

Theodore Roosevelt Honors Leadership Program Office

Wellness Program Office

College of Arts and Sciences

Use lowercase except for words that are proper nouns or adjectives except when using the complete formal name, including “Dickinson State University” or “DSU,” of the department.

Correct: Todd Johnson is a faculty member in the Dickinson State University Department of Language and Literature.

Correct: Todd Johnson is a faculty member in the language and literature department.

DSU Department of Fine and Performing Arts

DSU Department of Language and Literature

DSU Department of Mathematics and Computer Science

DSU Department of Music

DSU Department of Natural Sciences

DSU Department of Social Sciences

College of Education, Business and Applied Sciences

DSU College of Education, Business, and Applied Sciences

DSU Department of Agriculture and Technical Studies

DSU Department of Business and Management

DSU Department of Health and Physical Education

DSU Department of Nursing

DSU Department of Teacher Education

Academic Degrees

Use lower case for degrees: associate's, bachelor's, master's, doctor's degree, doctorate or doctoral program.

Academic Departments and Administrative Offices

Capitalize the proper names of administrative offices. Use lower case when referring to an office in a general sense. Use lower case for academic departments except when used as part of the formal name which includes "DSU" or "Dickinson State University." Also, capitalize any part of a name that is a proper noun. For a list of formal names for academic departments and administrative offices, see the "Campus Buildings, Locations and Colleges" section of this guide.

Correct: The Office of Extended Campus is located in May Hall.

Correct: She is a professor in the department of language and literature.

Correct: Dr. Church is new to the English department.

Correct: George Conrad works in admissions.

Correct: Greg Williams is a new faculty member in the Dickinson State University Department of Agriculture and Technical Studies.

Incorrect: Greg Williams is new faculty member in the Agriculture Department.

Incorrect: The Office held its annual Christmas party last week.

Academic Majors and Minors

Use lower case for majors and minors, except in the case of languages.

Correct: Susan Williams is a psychology major and physical education minor.

Correct: She is a Spanish and business double major with a minor in English.

a.m./p.m.

Always use lower case and periods when referring to a specific time.

Buildings

Capitalize the proper names of buildings, but use lower case when referring to the building in a general sense.

Correct: The Murphy Hall Science Building was named after long-time faculty member Harold Murphy.

Correct: John has a class in the science building.

Centers and Institutes

Capitalize the formal names of centers and institutes, but use lower case for “center” or “institute.”

Correct: The Strom Center for Entrepreneurship and Innovation houses many institutes.

Incorrect: The Center is located on the north side of Dickinson

Correct: The Theodore Roosevelt Symposium is an event sponsored by the Theodore Roosevelt Initiative.

Homecoming

Use lower case for “homecoming” unless using it as a title or is part of the name of an event.

Correct: Many activities were held during homecoming week.

Correct: The king and queen were crowned at Homecoming Coronation.

Honors

Use lower case for “cum laude,” “magna cum laude,” and “summa cum laude.”

Race

Use lower case when referring to race in general terms, such as black or white. Capitalize specific races: Caucasian, African American, Native American, Asian.

Seasons/Semesters

Use lower case when referring to seasons or semesters unless used as part of a title.

Correct: The Spring Carnival is held at the end of spring semester.

Correct: DSU has had record fall semester enrollment for 12 consecutive years.

Titles

Capitalize titles when they precede a person’s name. Use lower case when the title follows a person’s name.

Correct: Director of Student Development Mark Hanson gave the opening comments.

Correct: Penny Smith, special events coordinator, attended the reception.

Incorrect: Mr. Johnson, Director of Student Affairs, met with federal officials yesterday.

Dates/Years

When a specific date is used with a month, abbreviate months as follows:

Jan. 10

Feb. 10

March 10

April 10

May 10

June 10

July 10

Aug. 10

Sept. 10

Oct. 10

Nov. 10

Dec. 10

Spell out the month if used only with a year and do not separate with commas. If a month is used in text with a date and a year, abbreviate the month according to AP style and separate both the date and year with commas.

Correct: He arrived on campus on Jan. 10, 2002, and began work the next day.

Correct: The celebration was held in January 2002.

Incorrect: Margaret Timmons retired on January 10, 2002.

Do not use “on” before a date or day of the week.

Correct: Commencement is Sunday, May 19.

Incorrect: The meeting will be held on Monday.

When referring to sequences of dates or days, use a hyphen between the words or numbers with no spaces. Do not use the words “from,” “to” or “through.”

Correct: The play runs Oct. 12-14.

Correct: The Office of University Relations is open 7:45 a.m.-4:30 p.m. Monday-Friday.

Incorrect: The exhibition will be on display from Aug. 10 through Aug. 15.

Do not use “th” or “rd” with dates.

Incorrect: The homecoming committee met on Aug. 23rd.

For decades or centuries, use an “s” without an apostrophe to indicate plural.

Correct: Dr. Hill taught physics during the 1960s.

Incorrect: The first building on campus was built in the early 1920’s.

Always use “19” with years before 2000. When referring to alumni who graduated after the year 2000, it is acceptable to abbreviate using an apostrophe before the year.

Correct: John Jackson, '03, spoke at the banquet.

Correct: Martha Miller, a 1987 graduate, recently visited campus.

Incorrect: Joe Frank, '62, is an Alumni Fellow.

Fractions

Spell out fractions less than one, using hyphens between the two numbers. Use numerals for amounts greater than one.

Dollar Amounts

Use the dollar sign and numbers. Use commas for thousands and decimal points for millions.

Correct: The dinner costs \$150 per plate.

Correct: The donor gave \$1.5 million to the university.

Numbers

Spell out numbers from one to nine and use numerals for 10 and above, except for ages, page numbers, money and percentages (always spell out “percent” following a numeral).

Correct: There are nine classrooms on this floor.

Correct: She taught a class of 12 students.

Correct: Enrollment increased by 3 percent.

Correct: Nearly half the students earned at least \$75 per week.

Avoid starting a sentence with a number. If you cannot avoid it, spell the number out unless it's a year.

Correct: 1920 was a very good year.

Incorrect: 25 students ran in the race.

Time

Use “a.m.” and “p.m.” for specific times, except for noon and midnight, which should both be spelled out. Do not use “:00” for times that fall on the hour.

Correct: The play begins at 8 p.m.

Correct: The box office opens at 7:30 p.m.

Correct: The train arrives at midnight.

Incorrect: She met the bus at 9:00 a.m.

Family Names

Add “es” to family names that end in “s” to form plurals.

Correct: The Michaelses went to the Grand Canyon this summer.

Plurals Formed with “s” Only

Add an “s” to decades, letters, acronyms and numbers to form plurals.

Correct: He was born in the 1940s.

Correct: The animals entered Noah’s Ark by twos.

Correct: Mind your p’s and q’s.

Correct: Mr. Smith has hundreds of CDs.

Tricky Plurals

alumni (both male and female)

alumnae (female only)

Note: Alumnus (male) and alumna (female) are singular.

data

millennia

symposia

faculty members (“faculty” is singular)

Family Names

Add **'s** to family names that end in “s,” “x” and “z” to form possessives.

Correct: That is the Jones's house.

Correct: They are studying Marx's theories.

Correct: The Weitz's kitchen started on fire.

Combine the above rules to form plural possessives in family names.

Correct: His arrest tarnished the Jones family's reputation.

Correct: His arrest tarnished the Joneses' reputation.

Possessives with Joint Ownership

When two entities own something together, the 's attaches to the second subject.

Correct: Chichi is John and Mary's dog.

Regular possessives

Use **'s** for words that do not end in “s.”

Correct: Sarah's shoes were too small.

Correct: Jack's candle burned low.

S-endings Possessives

Use an apostrophe at the end of words that end in “s” to form possessives.

Correct: They were lobbying for workers' rights.

Correct: The girls' shoes are by the doorway.

Single-letter Possessives

Use **'s** to form plurals of single letters.

Correct: Dot your i's and cross your t's.

Correct: He signed his letter with x's and o's.

Singular Possession by Two Entities in the Same Sentence

Use **'s** after both entities to clarify possession.

Correct: The storm leveled John's and Mary's homes.

Appositives

Use a comma to set off nonrestrictive appositives.

Correct: Kenneth Rogers, professor of history, received an award from the student body for his dedication.

Do not use a comma to set off restrictive appositives.

Correct: The bookkeeper Elias Jones was arrested and charged with embezzlement.

City, State, Country

Commas are necessary between the city and state name and after the state name.

Commas also are necessary between the state name and the country name.

Correct: The students arrive in Bismarck, N.D., on Tuesday.

Incorrect: The students arrive in Bismarck, N.D. on Tuesday.

Correct: Faculty members from Voronezh State University, Voronezh, Russia, will visit campus next semester.

Correct: There are 14 students attending DSU from Toronto, Ontario, Canada, this semester.

Note: Provinces of Canada must never be abbreviated.

Compound Sentences

Always use a comma to separate two independent clauses that are linked by a conjunction such as and, but, for, as.

Correct: The president of the university issued a statement about the incident, and he pledged to fully disclose all information uncovered by the investigation.

Correct: Sally went to the store to buy red stockings, but she bought blue stockings because they were on sale.

Incorrect: Tony was an excellent skater as he skated daily as a child in Alaska.

Dates

Use a comma between month and year only if the date is included.

Correct: She arrived on campus Jan. 1, 2008

Incorrect: She arrived on campus in January, 2008.

Essential and Nonessential Clauses

Use commas to set off nonessential clauses. Do not use commas to set off essential clauses.

Correct: The house, weathered with age, had stood empty for decades.

Correct: The house down the street had stood empty for decades.

Series

A comma is necessary between elements in a series, but do not place a comma before the conjunction preceding the final element unless the final element contains a conjunction. Do use a comma between all elements in a series if the elements are complex.

Correct: The child put on his coat, hat and mittens.

Incorrect: The child put on his coat, hat, and mittens.

Correct: She was fond of chocolates, crumpets, and tea and toast.

Correct: The objective of the event was to highlight quality of life in North Dakota, discuss opportunities for potential employees, and encourage people to consider relocating to the state.

Use a colon following an introductory statement and preceding a list of nouns or adjectives that complete the introductory statement. Often a colon replaces phrases such as “as follows” or “the following.”

Correct: The leadership seminar covered (the following topics): motivation, enthusiasm and creativity.

Correct: Please submit these materials: application, resume, letter of reference and cover letter.

Incorrect: The art department collected: several boxes of food for the needy.

Use a colon for emphasis, but sparingly.

Correct: There was only one thing he wanted from her: nothing.

Direct speech

Always place periods and commas inside the quotation marks.

Correct: “The building just burst into flames,” said the firefighter.

Correct: He answered, “Put the book on the shelf.”

Incorrect: “The drug store is just down the street”, he replied.

Broken-back quotes can be used for emphasis. If you choose to use this format, do not capitalize the entry between the second set of quotation marks.

Correct: “The problem,” said the professor, “is that we don’t have the funding.”

Incorrect: “The problem,” said the professor, “Is that we don’t have the funding.”

Question marks go inside the quotation marks if they pertain only to the quote, but outside the quotation marks if they pertain to the whole sentence.

Correct: “Where are my shoes?” she asked.

Correct: Wasn’t it Mae West who said, “Come up and see me sometime”?

Fragments

Correct: The student body president described the vandalism as “unnecessary, foolish and immature.”

Correct: The president called the student “a fine example of young adulthood” when the student volunteered to work in the soup kitchen on Saturdays.

Quotes within quotes

Use [] for quotes that appear within quotes.

Correct: “I couldn’t believe it when he told me, ‘I stole the money,’” she said.

Correct: “Read Shakespeare’s ‘Hamlet’ by next Thursday,” said the professor.

Titles

Use quotation marks, not italics, to denote titles of books, articles, operas, musical compositions, paintings, sculptures, plays, movies, songs and television shows.

Exception: In musical compositions when the number is not part of the formal title, do not use quotation marks, but do capitalize.

Correct: They are practicing Beethoven’s Fifth Symphony.

PUNCTUATION – SEMICOLONS, SPACING AT THE END OF A SENTENCE

Use a semicolon to separate two independent clauses that are related in theme. Be sure the clauses you are separating with a semicolon are independent.

Correct: The parking lot was completely full by 8 a.m.; Jeff had to walk three blocks to class.

Incorrect: The child whined and clung to his mother at the checkout stand; angry and tired.

Use a semicolon when listing a series of people or concepts when each one is long or includes commas and if omitting semicolons would cause confusion. This also applies to photo captions.

Correct: Present at the dedication ceremony were honored guests John Jones, director of student development and chair of the building committee; John Hoeven, governor of North Dakota; Fred Hawkins, DSU alumnus, entrepreneur and major donor; and Clyde Smith, North Dakota State Board of Higher Education member.

Do not use a semicolon if a period or comma would work as well. Also, do not use a semicolon between two independent clauses if a conjunction (and, but or for) are used unless one or both of the independent clauses has extensive punctuation.

Correct: He likes ham and eggs and she prefers to not eat breakfast.

Correct: For breakfast he ate a bowl of oatmeal, two slices of buttered toast, an orange, a cinnamon roll and coffee; and she sipped a cup of tea.

Correct: There was only one way out of the building and he found it.

Incorrect: There was only one way out of the building; and he found it.

Spacing at the end of a sentence

Leave only one space at the end of a sentence and after a colon, as the computer will automatically space the characters on the page.

Common Internet Terms

b-boards

dial up (verb)

dialup (adjective)

dot-com

double-click

e-mail

freeware

Internet

online

offline

Web site

World Wide Web

workstation

<p>¶ ATLANTA (AP)—The organization said Thursday. [It was the first the last attempts.] —With this the president tried the [Jones Smith] company is not over a period of (sixty) or more years there were (9) in the group. Ada, (Oklahoma) is the hometown The (Ga) man was the guest of prince edward said it was his as a result / this will be the (ac) user pointed to them [In these times it is necessary the order for the ^{start} inter devices The ruling ^{is} a fine example according to the his source</p>	<p>indent for paragraph paragraph no paragraph transpose use figures spell it out abbreviate don't abbreviate uppercase lowercase remove space insert space retain insert word delete</p>
<p>BF [By DONALD AMES] J.R. Thomas] [J.R. Thomas ↗ ↘ ↙ ↘ ⊗ or ⊙ = —</p>	<p>boldface, center flush right flush left insert comma insert apostrophe insert quotation marks insert period hyphen dash</p>

COMMONLY MISPELLED WORDS

The following words are often misspelled and are listed with their common erroneous spellings.

CORRECT

A

acceptable
accidentally
accommodate
acquire
a lot
all right
amateur
apparent
anoint

B

believe
broccoli
battalion

C

calendar
category
cemetery
changeable
consensus
coolly

D

definitely
desiccate
despair
desperate
development
dissipate
drunkenness

E

ecstasy
embarrassment
equipment
exceed
exhilarate
existence

INCORRECT

acceptible
accidently
accomodate
aquire
alot
alright
amature
aparent
annoint

beleive
broccolli
battallion

calender
catagory
cemetary
changable
concensus
cooly

definately
dessicate
dispair
desperate
developement
disippate
drunkeness

ecstacy
embarassment
equiptment
excede
exilarate
existance

CORRECT

G

gauge
grateful
guarantee

H

harass
height
humorous

I

inadvertent
independent
indispensable
inoculate
insistent
irresistible
irritable

J

jewelry
judgment

L

liaison
license
liquefy

M

maneuver
memento
millennium
minuscule
mischievous

O

occasion
occurrence

INCORRECT

guage
greatful
garranty

harrass
heighth
humorus

inadvertant
independant
indispensible
innoculate
insistant
irresistable
irritable

jewlery
judgement

liason
lisense
liquify

manoeuvre
momento
millenium
miniscule
maschevious

ocassion
occurence

COMMONLY MISSPELLED WORDS

CORRECT

P

pastime
perseverance
personnel
playwright
privilege
pursue

R

receive
recommend
repetition
relevant

INCORRECT

passtime
perserverence
personell
playwrite
priviledge
persue

recieve
reccomend
repitition
revelant

CORRECT

S

sacrilegious
seize
separate
subpoena
supersede

T

tyranny

V

vacuum

INCORRECT

sacreligious
sieze
seperate
subpena
supercede

tyrrany

vaccume



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