

# ***Get the “Write” Style:***

*Common Editing Concerns at SLCC*



**WAC@SLCC**  
*Writing Across the College*

This style guide provides common editing guidelines from the two styles that higher education institutions primarily use for internal and external workplace communication: Associated Press (AP) and the Chicago Manual of Style (CMOS). These styles are different from those found in academic writing and academic fields/disciplines (e.g. MLA, APA, IEEE).

The SLCC Institutional Marketing Office follows AP Style for all online writing, with the exceptions noted in the tables below.

AP Style is not freely available online; subscriptions to the AP Style Book can be purchased through the website below.

The Chicago Manual of Style is freely available online when accessing the internet on an SLCC campus, or through All Access when away from campus. Search for “Chicago Manual of Style” or enter the URL listed below.

Differences between AP and CMOS are minimal. Commonly used differences are noted in the tables below. The most important editing rule is to be consistent. Determine what your department/area prefers and stick with it.

This is considered a living document and will be updated as changes are made. (Refer to version date.) Examples are shown using italics.

Contact the **SLCC Writing Across the College** program with any questions/concerns at [wac@slcc.edu](mailto:wac@slcc.edu) or (801) 957-3232.

<b>Associated Press Style Book (AP)</b> <a href="http://www.apstylebook.com">www.apstylebook.com</a>	<b>Chicago Manual of Style (CMOS)</b> <a href="http://www.chicagomanualofstyle.org">www.chicagomanualofstyle.org</a>	<b>SLCC Institutional Marketing Online Style (SLCC)</b>
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Spelling Conventions (General)			
	AP	CMOS	SLCC
<b>Spelling</b>	Uses <i>Webster's New World College Dictionary</i>	Uses <i>Merriam-Webster's Collegiate Dictionary</i>	Follows AP with the following exception: "homepage," not "home page"
<b>Capitalization</b>	Capitalizes proper nouns and names.  (New: "internet" and "web" are no longer capitalized.)	Same as AP.	Follows AP.
<b>Abbreviations/ Acronyms</b>	Do not initially use abbreviations or acronyms that the reader would not immediately recognize. Follow with acronym in parentheses.  Spell out "versus" except in short expressions, "vs."	Not indicated.	Follows AP.
<b>"e"</b>	No hyphen for "email." Use hyphen for other e- terms: <i>e-book, e-portfolio, e-learning.</i>	Hyphenated except for proper nouns: <i>e-mail, eBay.</i>	Follows AP, except for <i>ePortfolio</i> and <i>eLearning</i> .

Spelling Conventions (College Topics)			
	AP	CMOS	SLCC
<b>Salt Lake Community College</b>	Capitalize the full name: <i>Salt Lake Community College</i>	Same as AP.	Follows AP, but clarifies: "SLCC" is acceptable in all references online, as is the full name, Salt Lake Community College.  College should be uppercase "C" when referring to SLCC. The <i>College</i> policy calls for students to pay their tuition in full.  In external communications, the full name of the College should always be used on first reference and SLCC is acceptable for subsequent references.
<b>Campus and campus name</b>	Not indicated.	Not indicated.	Uppercase when part of the formal name of a specific campus: <i>Taylorville Redwood Campus.</i>  Lowercase when not part of a formal name: The <i>campus</i> spans 80 acres.  Lowercase when plural: South

			City, Jordan, and Larry H. Miller campuses.
<b>Departments/ Offices</b>	Lowercase when they are generally used terms: the <i>history department</i> of SLCC.	Capitalize when used as the name of the department/office. Lowercase when generic reference.	Capitalize the first letter of each word in SLCC departments, divisions and offices.  Avoid using “department,” “division” or “office” unless part of the official name. <ul style="list-style-type: none"> <li>• Division of Allied Health</li> <li>• Institutional Effectiveness</li> <li>• Academic Advising</li> <li>• Budget Office</li> <li>• Development Office</li> <li>• Department of Social &amp; Behavioral Sciences</li> <li>• Health and Lifetime Activities</li> <li>• Institutional Effectiveness</li> </ul>
<b>courses/ subjects</b>	Capitalize specific course titles: <i>Introduction to Anthropology</i> .  Do not capitalize subjects in general usage, except those designating language: He studied <i>history, English and business management</i> .	Same as AP.	Follows AP.
<b>Academic titles</b>	Capitalize formal titles such as president, provost, dean, etc., when they precede a name: SLCC <i>Provost Clifton Sanders</i> was awarded an honorary doctorate.  Lowercase when they follow a name, and elsewhere: Clifton Sanders, <i>provost at SLCC</i> , was awarded an honorary doctorate. The <i>college president</i> visited the Board of Regents.	Same as AP.	Follows AP.
<b>Academic degrees</b>	Degree Names: associate degree, bachelor’s degree, master’s degree, Associate of Science, Associate of Arts, Bachelor of Art, Master of Arts  Abbreviations: A.A., A.S., B.A., M.A., Ph.D.  Do not use both the title Dr. before and then Ph.D. after an individual’s name	No periods and no capitalization of degrees in prose (acceptable on business cards and promotional items): <i>AA, PhD</i> .	Follows AP, except: <ul style="list-style-type: none"> <li>• associate’s degree (includes ‘s)</li> <li>• Abbreviations: AA, AS, BA, MA, PhD (no periods)</li> </ul>
<b>semester</b>	Use <i>semester</i> , not term.	Not indicated.	Follows AP.

Punctuation			
	AP	CMOS	SLCC
<b>ampersand (&amp;)</b>	Do not use in place of “and,” except when a part of a formal name or title.	Retain if in original.	Follows AP.
<b>Apostrophes</b>	Used to indicate possession, <i>Sara’s</i> book; contractions, <i>they’re</i> ; and omitted figures, the ‘60s.  Not used with possessive pronouns or to create plural noun.  Singular proper noun ending in “s” followed by only apostrophe: <i>Mr. Glass’</i> glasses.	Follows AP, except:  Singular proper noun ending in “s” followed by apostrophe + s: <i>Mr. Glass’s</i> glasses.	Follows AP.
<b>Colon</b>	Typically introduces a list.  Only one space after a colon.	Same as AP.	Follows AP.
<b>Comma</b>	Does not use “Oxford comma.” No comma before a conjunction at the end of a series: She took <i>English, math and science</i> classes.  Use comma if needed for a series of complex phrases/clauses.	Uses “Oxford comma.” Use comma before a conjunction at the end of a series: She took <i>English, math, and science</i> classes.	Follows AP unless the lack of the comma makes the series ambiguous or unclear.
<b>Dash</b>	Use dashes to denote an abrupt change in thought in a sentence or an emphatic pause: <i>Through her long reign, the queen and her family have adapted – usually skillfully – to the changing taste of the time.</i>  Avoid overuse of dashes to set off phrases when commas would suffice.	Use dashes to set off an amplifying or explanatory element and in that sense can function as an alternative to parentheses, commas or a colon—especially when an abrupt break in thought is called for.	Follows AP.
<b>Ellipsis</b>	In general, treat an ellipsis as a three-letter word, constructed with three periods and two spaces: ( ... ) Not ( . . . )	Same as AP.	Follows AP.
<b>Hyphens</b>	No hyphens after adverbs ending in “ly”: easily accessed.  Compound modifiers typically include hyphens: <i>two-day weekend</i> .	Same as AP.	Follows AP.

<b>Parentheses</b>	<p>Parentheses are jarring to the reader; using them is a clue that the sentence is contorted. Try to rewrite sentence.</p> <p>Place a period outside a closing parenthesis if the material inside is not a sentence (such as this fragment).</p> <p>(An independent parenthetical sentence such as this one takes a period before the closing parenthesis.)</p>	<p>Parentheses—stronger than a comma and similar to the dash—are used to set off material from the surrounding text. Like dashes but unlike commas, parentheses can set off text that has no grammatical relationship to the rest of the sentence.</p>	Follows AP.
<b>Period</b>	Only one space after a period.	Same as AP.	Follows AP.
<b>Prefixes and hyphens</b>	<p>Generally, do not hyphenate when using a prefix with a word starting with a consonant.</p> <p>Hyphenate if the prefix ends in a vowel and the base word begins in the same vowel, <i>re-enter</i>, (except for <i>cooperate</i> and <i>coordinate</i>).</p> <p>Use hyphen if base word is capitalized.</p>	Same as AP.	Follows AP.
<b>Semi-colon</b>	<p>Indicate a greater separation of thought and information than a comma can convey but less than the separation a period implies.</p> <p>Separate elements of a series when the items are long or when individual elements contain material that also must be set off by commas: <i>The College has students from Salt Lake City, Utah; Boise, Idaho; and Las Vegas, Nevada.</i></p>	Same as AP.	Follows AP.

Titles			
	AP	CMOS	SLCC
<b>titles</b>	<p>Always capitalize the first letter of the first word.</p> <p>Capitalize the first letter of each principal word in the title, including prepositions and conjunctions, but not if the words are less than four letters.</p> <p>For example, do not capitalize the, a, an, to and other words that are less than four letters.</p>	<p>Same as AP, except always lowercase prepositions, except when they are used adverbially or adjectivally: <i>Look Up at Life.</i></p>	<p>Follows AP, including:</p> <p>Keep webpage titles short, using as few words as possible.</p>

<p><b>Composition titles</b></p>	<p>Use quotation marks to surround the following types of media titles: books, poems, lectures, speeches, works of art, computer games, movies, operas, plays, albums, songs, radio and television programs.</p> <p>Do not put quotes around Bible and reference books, catalogs, almanacs, directories, dictionaries, encyclopedias, etc.</p>	<p>Books and periodicals are italicized. Articles, chapters, and shorter works are in quotation marks. Movies, television shows, radio programs in italics. Single episodes in quotation marks. Artwork in italics. Single poems in quotation marks. Book-length poems and all plays in italics. Blogs, websites in italics.</p>	<p>Follows AP, except italicizes compositions that contain other compositions (e.g. books are italicized, chapters in quotation marks; periodicals are italicized, articles in quotation marks; websites are italicized, webpages in quotation marks).</p>
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Numbers			
	AP	CMOS	SLCC
<p><b>cardinal numbers</b></p>	<p>In general, spell out one through nine.</p> <p>Use figures for 10 or above.</p> <p>Use figures whenever preceding a unit of measure or referring to ages of people, animals, events, or things.</p> <p>Use figures in tabular matter.</p>	<p>In general, spell out <i>one</i> through <i>one hundred</i>.</p> <p>Use figures for <i>101</i> or above.</p> <p>Scientific and journalistic writing may use figures from 10 or above.</p>	<p>Follows AP, except:</p> <p>Always spell out <i>one</i>.</p> <p>Use a hyphen to state a range of numbers.</p> <p>Avoid starting a sentence with a figure.</p>
<p><b>Ordinal numbers</b></p>	<p>Spell out <i>first</i> through <i>ninth</i>.</p> <p>Use figures for 10 and above: <i>10<sup>th</sup></i>, <i>21<sup>st</sup></i>, <i>43<sup>rd</sup></i>.</p>	<p>In general, spell out <i>first</i> through <i>hundredth</i>.</p> <p>Use figures for <i>101</i> or above.</p>	<p>Follows AP, except:</p> <p>Always use figures for streets: <i>3<sup>rd</sup> Ave.</i>, <i>7<sup>th</sup> St.</i></p>
<p><b>fractions</b></p>	<p>Spell out amounts less than one and use hyphens between the words: <i>three-fifths</i>, <i>one-third</i>, <i>one-eighth</i>.</p> <p>Use figures for precise amounts, converting to decimals when possible.</p>	<p>Same as AP.</p>	<p>Follows AP, except:</p> <p>Do not use hyphens when describing general amounts: <i>One half of students earn less than \$100,000 a year.</i></p>
<p><b>Percentages</b></p>	<p>Always use figures and spell out the word percent: <i>35 percent</i>.</p>	<p>Same as AP, except in scientific and statistical copy, use %.</p>	<p>Follows AP.</p>
<p><b>Telephone numbers</b></p>	<p>List the entire number without parentheses: <i>801-957-4111</i>.</p> <p>If extension numbers are needed, use a comma to separate the main number from the extension: <i>212-621-1500, ext. 2</i>.</p>	<p>Same as AP, or <i>(1-801) 957-4111</i>.</p>	<p>Follows AP.</p>
<p><b>money</b></p>	<p>Spell out the word <i>cents</i> (lowercase), using numerals for amounts less than a dollar: <i>5 cents</i>, <i>12 cents</i>.</p>	<p>Isolated references to amounts of money are spelled out for whole numbers of one hundred or less: <i>seventy-five cents</i>; <i>fifteen dollars</i>; <i>\$125.00</i>.</p>	<p>Follows AP.</p>

	Use the \$ sign and decimal system for larger amounts: <i>\$1.01, \$2.50</i>		
<b>Student Number</b>	Not indicated.	Not indicated.	Use “Student Number” (always uppercase)  “S Number” is acceptable on later references  Never use “SID”, or “Student Identification Number”
<b>street and mailing addresses</b>	Use the abbreviations Ave., Blvd. and St. only with a numbered address: <i>1600 Pennsylvania Ave.</i>  Spell them out and capitalize when part of a formal street name without a number: <i>Pennsylvania Avenue.</i>  Spell out and capitalize First through Ninth when used as street names; use figures for 10 <sup>th</sup> and above: <i>7 Fifth Ave., 100 21<sup>st</sup> St.</i>  Use periods in the abbreviation P.O. for P.O. Box numbers.	Same as AP, except spell out numbers with street names up to one hundred, and do not put periods in PO Box.	Follows AP, except:  Always use figures for streets: 3 <sup>rd</sup> Ave., 7 <sup>th</sup> St.

Dates and Time			
	AP	CMOS	SLCC
<b>dates</b>	Use figures: <i>Jan. 1, March 14.</i> Never use st, nd, rd, or th.	Same as AP.	Follows AP.
<b>days of the week</b>	Do not abbreviate unless needed in tabular format, and then as follows, without periods: Sun, Mon, Tue, Wed, Thu, Fri, Sat.	When space restrictions require, use the following, with periods: Sun., Mon., Tues., Wed., Thurs., Fri., Sat.	Follows AP.
<b>months</b>	Abbreviate only Jan., Feb., Aug., Sept., Oct., Nov. and Dec.  Spell out when using alone, or with a year alone: <ul style="list-style-type: none"> <li><i>The last day of classes is Dec. 12.</i></li> <li><i>The event is in December.</i></li> <li><i>The event is in December 2015.</i></li> </ul>	Can also abbreviate Mar. and Apr.	Follows AP.
<b>year</b>	Use an “s” without an apostrophe to indicate spans of decades or centuries: <i>the 1890s, the 1800s.</i>  Years are the only exception to	Same as AP.  Spell out year if it starts a sentence, or use, “The year 1937 . . .”	Follows AP, but adds: It is unnecessary to include the current year with dates for events or announcements. However, if more than one year is mentioned, use the years for

	the general rule that a figure is not used to start a sentence: <i>1976 was a very good year.</i>		clarification.  Use semester and the year when referring to a specific semester, such as <i>Spring Semester 2016</i> .
<b>time of day</b>	Use figures except for “noon” and “midnight,” 11 a.m., 1 p.m., 3:30 p.m., 9-11 a.m., 9 a.m. to 5 p.m.	Same as AP, except include “00” on exact hours: 11:00 a.m., 1:00 p.m.	Follows AP.

Miscellany			
	AP	CMOS	SLCC
<b>contacts</b>	Not indicated.	Not indicated.	<p>When listing a contact, use the phone number and email address.</p> <ul style="list-style-type: none"> <li>• For more information, contact 801-957-4000 or <a href="mailto:howard.gunderson@slcc.edu">howard.gunderson@slcc.edu</a>.</li> <li>• Howard Gunderson <ul style="list-style-type: none"> <li>○ 801-957-4000</li> <li>○ <a href="mailto:howard.gunderson@slcc.edu">howard.gunderson@slcc.edu</a></li> </ul> </li> </ul>
<b>Hyperlinks</b>	Include full website in story/text.	Avoid listing webpage as link.	<p>When directing users to another webpage, avoid listing webpage addresses, such as <a href="http://slcc.edu/students-future">slcc.edu/students-future</a>.</p> <p>Instead, create hypertext. Try to place your hypertext at the end of a sentence or paragraph.</p> <ul style="list-style-type: none"> <li>• Check out the <a href="#">Top 10 Reasons to Choose SLCC</a>.</li> <li>• SLCC offers a host of <a href="#">financial aid products</a>.</li> </ul>