

Editorial Style Guide

Updated by the Public Relations and Marketing department, December 2015

Introduction

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

This Editorial Style Guide was designed to help you prepare text for printed publications, websites and other internal and external communication materials. For questions not covered in this guide, consult the latest *Associated Press (AP) Stylebook* or the college edition of *Webster's New World Dictionary*. Text should be submitted to PR in a Word document via email.

If you have questions about this style guide, email Diane Rarick at drarick@clcillinois.edu or see the Public Relations and Marketing page on the CLC intranet. The purpose of the style guideline is to maintain a professional image for the college by ensuring a consistent use of names, titles, numbers, capitalization, punctuation and other elements in CLC publications and websites.

For further questions, please contact Public Relations at (847) 543-2094 or consult the Public Relations and Marketing page on the intranet at <http://clcweb.clcillinois.edu/depts/pub.asp>.

CLC STYLE GUIDE FOR PRINT AND WEB USE

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, addresses, ampersand, months** and **time**.

academic courses

See **course titles**

academic degrees

Students earn an Associate **in** Arts (or science or applied science) not Associate **of** Arts.

Usage for the following CLC associate degrees:

*He has an **associate** degree, not an associate's degree.*

The Associate in Arts (A.A.), the Associate in Science (A.S.), the Associate in Fine Arts (A.F.A in art, music education or music performance), the Associate in Applied Science (A.A.S.) and the Associate in Engineering Science (A.E.S.).

Use an apostrophe in *bachelor's degree, 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 abbreviations such as *B.A., M.A., LL.D.* and *Ph.D.* with periods only when it is necessary to identify many 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. lowercase on all references. When using Bachelor of Arts, Associate in Arts, etc., capitalize on all references.

Academic departments

Lowercase all college academic 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*. However, always capitalize *English* when referring to *the English department*.

Use the following formal names when referring to academic divisions. Capitalize on all references. The word division is not capitalized, however.

academic divisions

Adult Basic Education, GED and ESL division
Business and Social Sciences division
Communication Arts, Humanities and Fine Arts division
Engineering, Math and Physical Sciences division

The word division appears in lowercase. No ampersands are used.

academic titles

Capitalize and spell out titles when they precede a formal name. Professor John Tenuto. Associate Vice President Karen Hlavin. Lowercase in all other uses after the name: Karen Hlavin, associate vice president of Student Development.

Although AP style recommends using Dr. in first reference as a formal title only before the name of an individual who holds a medical degree, we bend that rule. On first

reference at CLC, we may use Dr. if a faculty or staff member has earned a Ph.D., Ed.D., D.M.A. or some other doctoral-level degree in their field of expertise. Do not continue the use of Dr. in subsequent references.

Do not precede a name with a courtesy title for an academic degree and follow it with the abbreviation for the degree in the same reference:

Wrong: Dr. Pam Jones, Ph.D.

Right: Dr. Pam Jones, a chemist

Dr. Jerry Weber, CLC president, spoke at the Legislative Dinner.

Jim Jones, president of Acme Corporation, spoke.

administrative departments

Capitalize the official name of the department, e.g. Public Relations and Marketing office, Institutional Effectiveness, Planning and Research, Workforce and Professional Development Institute (WPDI).

acronyms

See **abbreviations**

ACT

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

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*. Lowercase 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: *19351 W. Washington St.*

Spell out *First* through *Ninth* when used as street names; uses figures for *10th* and above: *135 First St.*, *1010 31st Ave.*

Abbreviate compass directions in street addresses: *19351 W. Washington St.*

Addresses in running copy are separated by commas: *College of Lake County, 19351 W. Washington St, Grayslake, IL 60030*. When using the mailing address in a list format, use the two letter postal abbreviation. Use ZIP code-plus 4 digits when possible.

Use official names of offices: *Educational Affairs department, Human Resources department*, etc. in mailing addresses.

See **numbers, state names, commas**

admissions

Admissions office

advisor

Use advisor with the – *or* ending on all references to academic advisors.

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.

ages

Use figures for ages. *He is 26 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.*

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.

alumni year of graduation: Place last two digits of graduation year after the name on first reference. *Jane Schmoe '78 has been named CEO of XYZ Corporation.*

Alumni Association

Refer to as the College of Lake County Alumni Association, CLC Alumni Association on second reference, established in 1993.

a.m. and p.m.

Lowercase, with periods: *3 a.m.*, *4 p.m.* Avoid redundancy (*2 p.m. this afternoon*), *12 noon* and *12 midnight*. Do not capitalize (AM, PM, A.M., P.M.)

See **time**

American Indian

Native American is preferred.

ampersand (&)

Use only when part of a company's formal name: *Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd.* Do not use in place of *and*, especially in course titles and department/division names.

anniversary date of CLC

CLC was **established** by referendum in 1967, but classes were not offered until September 1969. The college has always used 1969 year as the starting date for counting anniversaries. In 2009-10, CLC celebrated its 40th anniversary and its 40th commencement.

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 (No hyphen)

Asian American students, Asian Americans

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 College of Lake County Board of Trustees.

The CLC Board of Trustees approved the policy.

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 other boards of trustees, lowercase on all references.

building names/room numbers

When referring to buildings on campus, use the letter of the building, with the word Room capitalized.

For example: *Admissions and Records, Room B101*

Room numbers begin with the corresponding letter of the building where they are located. No space or hyphen after the letter name: *B101*, not *B 101*.

Exceptions:

Use letters to refer to all buildings except those with proper names such as the James Lumber Center for the Performing Arts.

Note: Room numbers in the JLC begin with P, since the building was known simply as the Performing Arts Building until it was renamed after founding trustee, James Lumber.

Grayslake Campus building names/area names:

- A Wing and Anderson Court, named for Harold Anderson, original donor of the land CLC sits on.
- B Wing and Brandel Court, named for Paul W. Brandel, original donor of the land CLC sits on.
- **C Wing Auditorium (C005)**
- **CLC Conference Center** refers to C002, C003 and C005 and the lobby area between them.
- **E Building**, completed in 1999. Home to CLC's Career and Placement Services office and swing space during the Sustainable Campus Master Plan.
- **H Building (Horticulture)** is on the east side of Lancer Lane. It includes classrooms and greenhouses. The surrounding property includes the arboretum, hoop houses and community garden.
- **Technology Building** is the proper name of the building, although it is known as the T Wing with rooms such as T102.
- **Library Atrium** (open meeting space next to Library)
- **Main Lobby** (area with information desk between A, B & C Wings)
- **Connecting Link** (area between the JLC and D Wing)
- **Box Office.** For the physical location of the box office, use *James Lumber Center for the Performing Arts Box Office, P112.*
For tickets, call the Box Office at (847) 543-2300.

Lakeshore Campus buildings:

- **111 N. Genesee is the North Building.** It houses the conference center and Judicial Services
- **33 N. Genesee is the South Building.** It houses the administrative offices, bookstore and classrooms
- **1 N. Genesee St. Building** is home to the Job Center and University Center of Lake County

Southlake Campus buildings:

- The R Building is the original Southlake campus classroom building, contains the Center for Health and Wellness Promotion, classrooms and administrative offices.
- The V Building is the addition completed in 2007, containing classrooms, a bookstore, the library and conference center.

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

Refer people to the website for more information on directions and maps:

- Grayslake: <http://www.clcillinois.edu/aboutclc/grayslake.asp>
- Lakeshore: <http://www.clcillinois.edu/aboutclc/lakeshore.asp>
- Southlake: <http://www.clcillinois.edu/aboutclc/southlake.asp>
- Great Lakes: <http://www.clcillinois.edu/aboutclc/greatlakes.asp>

West Washington Street or Brae Loch Road entrance

Parking lot 5

Building C

see **room numbers**

campus

Uppercase the word campus when using the proper names for

Grayslake Campus, 19351 W. Washington St., Grayslake, Ill.

Lakeshore Campus, 33 N. Genesee St., Waukegan, Ill.

Southlake Campus, 1120 N. Milwaukee Ave., Vernon Hills, Ill.

Great Lakes Center is in Great Lakes, Ill.

capitalization

In general, capitalize official place names; Mainstage Theatre, Studio Theatre, Atrium, B Court, A Court, Box Office, Technology Building etc.

Unofficial, informal or general names are not capitalized such as *the center, the theatre, the building*.

Capitalize course titles, except for articles, prepositions and conjunctions. Do not use ampersands in course titles. Use a space between abbreviation and number. If a section number is needed for clarity, use a hyphen between course and section numbers (PLS 105-001).

In list format:

PLS 110 Introduction to Paralegal Studies

MUS 128 Theory of Music I

Within text:

Professor Flack is teaching Music Theory I 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 **academic degrees, academic departments, academic titles, addresses, apostrophes, course titles, seasons**

catalog

The official academic document of the college is not capitalized.

Center for Personal Enrichment

CLC's programming area for learners of all ages, from middle schoolers (Xplore!) to mature adults (Discovery!) is part of the Workforce and Professional Development Institute (WPDI).

chair

Use chair instead of chairman, chairwoman or chairperson for the faculty who serve as department heads.

He is the chair of the history department.

Chicagoland

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

class schedule (two words)

Lowercase and use to refer to the credit and noncredit course schedules.

college

Lowercase *college* on second reference when referring to College of Lake County.

The College of Lake County has three campuses. The college offers a variety of programs.

College of Lake County

Use College of Lake County on all first references. On second reference use CLC or the college. See **College**.

College of Lake County Foundation

Capitalize *Foundation* on second reference when referring to the CLC Foundation.

CLC Police Department

Formerly called Campus Safety Department (prior to Oct. 2008).

CLC Willow Lake Veterans Monument

Located adjacent to Willow Lake on the Grayslake Campus, this is a project of the CLC Foundation and the Veterans Monument Committee.

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?

Punctuation goes inside quotation marks.

“The dog is over here,” he said. “I am 10 years old,” she said. Franklin said, “A penny saved is a penny earned.”
“When?”

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

John Smith, Ph.D., teaches math.

John Smith, professor of mathematics, is on sabbatical this semester.

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 are: street addresses: *7500 N. Cook St.*, room numbers, telephone numbers and years: *1998*.

See **dates, addresses, junior, senior**.

commencement

Capitalize when referring to *College of Lake County’s Annual Commencement*.

Lowercase when referring to formal *commencement exercises*.

compose and comprise

Compose means to put together. Comprise means to contain, to include all or embrace. It is best used only in the active voice, followed by a direct object: *The United States comprises 50 states*.

composition titles

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

Use italics for titles and subtitles of books, pamphlets, periodicals, newspapers, sections of newspapers, titles of poems, title of plays, movies, television shows and radio programs, musical compositions including titles of operas and long musical compositions, paintings and sculptures. (**Exception: in CLC news releases, quote marks are used instead of italics in composition titles, per AP style.**)

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*.”

cosponsor (one word, no hyphens)

co-worker

course titles

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

See **capitalization**

course work (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. He works at the college.*

dashes

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

Correct: *College of Lake County—one of the best Illinois community colleges—is located in Grayslake.*

Incorrect: *College of Lake County—one of the oldest community colleges, is located in Grayslake.*

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

Examples: *2008-10* (do not repeat the year on second reference for ranges),
pages 125-258

database (one word)

dates

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

at 6 p.m. Friday in the Mainstage Theatre

at 10 a.m. Tuesday, April 1 in the James Lumber Center for the Performing Arts

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, 2015*. Do not use a comma between the month and year when it stands alone: *December 2015*.

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

days of the week

Do not abbreviate.

Monday, June 1 **not** *Mon., June 1*.

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*. The CLC office that assists students with disabilities is the *Office for Students With Disabilities*.

Do not say a person is wheelchair-bound or confined to a wheelchair. Say that they use a wheelchair.

Discovery

A program designed for adults who are 50 years and older, offered by the Center for Personal Enrichment, part of WPDI. The tagline is “A Program for Adult Learners with a Young Attitude.”

The Discovery Program offers a variety of classes.

dollars

Always lowercase. Use figures and the dollar sign (\$).

Tuition and fees are \$121 per credit hour.

He donated \$600,000.

She paid \$36.95 for a book.

The building costs \$88 million.

Leave the zeros off prices. For example, use \$36, not \$36.00.

downstate

Lowercase. *The legislator is from downstate Illinois.*

Frank J. Harnish Experimental Theatre

Commonly known as the *Black Box Theatre*, *Experimental Theatre* or *P103*, named for CLC's founding theatre department faculty member.

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 off the period that would have ended the sentence.

email

Lowercase *email* with no hyphen.

CLC email addresses should be lowercase: *jsmith@clcillinois.edu*.

Avoid breaking email addresses in a line of text.

emeritus, emerita

These words are used to denote individuals who have retired but retain their rank or title. Use *emeritus* when referring to a male professor; use *emerita* when referring to a female professor.

Explore

CLC's educational programs for teen, youth and children. The program's tagline is "Where Kids Go to College."

extension

See **telephone numbers**

Faculty Senate

Capitalize when referring to *College of Lake County Faculty Senate*. Also, *Specialist Senate*, *Classified Senate*.

fall

See **seasons**

fax (lowercase)

flier

A handbill suitable for posting around campus.

A flyer is the proper name of some trains and buses. *Flyer* can also refer to an aviator.

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 (one word)

Gallery of Art

Acceptable form of the gallery's formal name, the Robert T. Wright Community Gallery of Art, located inside the Murphy Library on the Grayslake Campus.

GED

Acceptable, commonly known abbreviation for the high school equivalency exam known as the General Education Development tests. Tests are offered in English or Spanish. Those passing the tests earn a *GED diploma* or *certificate*, not a GED. Testing is offered through the CLC Testing Center.

Governance Coordinating Council

Representatives from Student Government Association and each of the Senate chairs serve on the GCC, a body charged with the facilitation of communication between and among the groups and the coordination of special commissions that serve all areas. The GCC is chaired by the president of the College. Use GCC on second reference.

grade point average (GPA)

grades

Always capitalize the letter grade. Do not put quotes around grades.
You must earn a C to complete the course.

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

graduation

Lowercase on all references. *GED graduation is held on Sunday, May 13.*

See **commencement**

health care

Use as two words as per AP style. However, common usage is moving toward using the term as one word, *healthcare*, when describing the healthcare industry. However, medical personnel offer *health care* to their patients (two words).

Hispanic

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

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, non, pre, post, re, semi* and *un* unless the prefix ending is a vowel and the other word begins with the same vowel: *re-elect, pre-election, co-op*.

Always hyphenate *self*: *self-government*.

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

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

INTERNET, SOCIAL MEDIA & COMPUTER GUIDE

Some commonly used Internet, social media, computer and telecommunication terms:

cellphone (one word)

database (one word)

double-click

download (to copy a file from one computer to another.)

DVD

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

email

Lowercase *email* with no hyphen. CLC email addresses should be lowercase: jsmith@clcillinois.edu. Avoid breaking email addresses in a line of text.

e-reader or e-book reader

Devices such as Amazon's Kindle, Barnes & Noble's Nook and Sony's Reader, which are used to display electronic books and digital publications.

Facebook

The social networking site. The official CLC Facebook page is at <http://www.facebook.com/CollegeofLakeCounty>. A list of CLC Facebook pages and other social network sites is located at <http://www.clcillinois.edu/connect>.

FAQ

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

Friend, follow, like

Acceptable as both nouns and verbs. Actions by which users connect to other users on social networks. Friend and like (formerly fan) are typically used on Facebook, while Twitter users follow and have followers.

home page

The front page of a website.

iPad

A trademark for a brand of tablet. Use iPad when the word starts a sentence/headline.

iPhone

Apple Inc.'s smartphone. Use iPhone when the word starts a sentence.

Internet

Capitalize. On second reference, can refer to *the Net*.

intranet

Lowercase when referring to the CLC intranet.

IT

Acronym for *information technology*. Spell it out and lowercase on first reference. On second reference, use IT (capitalized). CLC's department is called Information Technology Services or ITS.

LAN

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

LinkedIn

A social media site used for professional networking. CLC's LinkedIn site is called College of Lake County Official Page (<http://www.linkedin.com/groups/College-Lake-County-Official-Page-4399209?gid=4399209&trk=group-name>)

login, logon, logoff (one word)

MP3

offline (no hyphen, one word)

online (no hyphen, one word)

screen saver (two words)

smartphone (one word)

An advanced mobile device, such as an iPhone.

Twitter

A social networking site used by the Public Relations and Marketing department to provide news to media, higher education writers, businesses, etc.

<https://twitter.com/CLCNewsRoom>. The CLC Twitter name is @CLCNewsRoom.

URL

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

website (one word with no capitals)

Check the CLC website for more information.

Omit <http://www> on all URLs for CLC’s website.

END OF INTERNET GUIDE SECTION

instructor

Preferred over teacher when referring to CLC faculty members.

international students

International student is preferred to *foreign student*. See **bias free language**.

it’s, its

It’s is a contraction for it is or it has: *It’s up to you. It’s been a long time.*

Its is the possessive form of the neuter pronoun: *The company lost its assets.*

Jobapalooza

The annual job fair for 16-21 year olds, organized by the CLC Career and Job Placement Center.

JobMarketPlace

The annual job fair organized by the CLC Career and Placement Services office.

junior, senior

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

Lancer

The CLC mascot, commonly used to refer to CLC students, athletic teams and speech/debate teams.

The Lancers have a 10-0 record. Both men’s and women’s teams are referred to as Lancers.

Latina, Latino

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

midnight/noon

Do not put “12” in front of either one. See **time**

Midwest, Midwestern

Uppercase when referring to the *Midwest of the United States*.

months

Capitalize the names of months in all uses. When a month is used with a date, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov., Dec. Do not abbreviate March, April, May, June, July.

Spell out months when they stand alone or with a year.

Feb. 14, 2016; Jan. 2, 2016; March 17, 2016; April 2016

more than, over

Use *more than* when referring to numerals: *More than 50 people came to the party. Their salaries increased more than 2 percent.* Use *over* to refer to spatial relationships: *The plane flew over the house.*

multicultural (no hyphen, one word)**Native American**

Preferred over American Indian.

noncredit (one word)**nonprofit** (one word)**Northern**

Capitalize when referring to the *Northern suburbs*.

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: *30 students were in the class.*

Correct: *There were 30 students in the class.*

A sentence may start with a year.

1978 was a great year.

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

offline**on campus, on-campus**

Two words. Hyphenate as an adjective before a noun.

I work on campus.

She has an on-campus job.

online (one word)

ordinal numbers

See **numbers, addresses**

part time, part-time

Hyphenate when used as an adjective before a noun.

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

PeopleSoft

The college's information technology system.

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 Theta Kappa

Capitalize. Use when referring to the international honor society of two-year colleges, which was established in 1918. CLC's chapter is Alpha Alpha Pi.

phone numbers

See **telephone numbers**

Prairie Voices

Prairie Voices is a collection of student writing and art, published every April. It represents the diverse voices of the student community of the College of Lake County.

professor

Do not abbreviate as prof. Lowercase before a name unless starting a sentence with professor. Use of the terms professor, associate professor and assistant professor are associated with faculty column movement, as dictated by the Human Resources department.

punctuation

Goes inside quotation marks. *The Theatre department produced "The Tempest."*

Quest

The Discovery program's week-long summer learning program, for adults 50 and over.

room numbers

Capitalize room when used with figures or a specific name of a room: *Room A205*, *Room T220*. Do not put a space between the building letter and room number: *T102*, not T 102.

See **building names**

seal

The round CLC seal is generally used only on "official" documents related to commencement. It is not used in place of the CLC logo.

seasons

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

semester and session

Uppercase names of CLC's four sessions

Fall Semester, *Spring Semester*, *Intersession*, *Summer Session*

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**

state names

Spell out states when they are used alone in text. Abbreviate states when used with the name of a city, town, village, etc.

Use the following state abbreviations in text. (ZIP code abbreviations are in parentheses and only should be used with complete street addresses.) These abbreviations come from the standards used by the *Associated Press Stylebook*.

Ala. (AL)	Md. (MD)	N.D. (ND)
Ariz. (AZ)	Mass. (MA)	Okla. (OK)
Ark. (AR)	Mich. (MI)	Ore. (OR)
Calif. (CA)	Minn. (MN)	Pa. (PA)
Colo. (CO)	Miss. (MS)	R.I. (RI)
Conn. (CT)	Mo. (MO)	S.C. (SC)
Del. (DE)	Mont. (MT)	S.D. (SD)
Fla. (FL)	Neb. (NE)	Tenn. (TN)
Ga. (GA)	Nev. (NV)	Vt. (VT)
Ill. (IL)	N.H. (NH)	Va. (VA)
Ind. (IN)	N.J. (NJ)	Wash. (WA)

Kan. (KS) N.M. (NM) W.Va. (WV)
Ky. (KY) N.Y. (NY) Wis. (WI)
La. (LA) N.C. (NC) Wyo. (WY)

Eight states are **never** abbreviated: Alaska (AK), Hawaii (HI), Idaho (ID), Iowa (IA), Maine (ME), Ohio (OH), Texas (TX) and Utah (UT).

He traveled to Grayslake, Ill. to visit CLC.
Grayslake, Ill. is located in Lake County.
She visited friends in Connecticut.

See **addresses**

summer

See **seasons**

telephone numbers

CLC uses figures and parentheses around the area code for consistency. Do not use a slash after the area code or periods between (not 847.543.2300)

(847) 543-2000 is the main phone number.

(847) C-O-L-L-E-G-E is also used as the main number

Testing Center

Located inside the Library.

textbook

theatre

Use this spelling (*not theater*) with the ending *re* for all CLC uses

- Mainstage Theatre
- Theatre Department
- Studio Theatre
- Experimental Theatre

time

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

Lowercase a.m. and p.m. See **a.m.** and **p.m.**

Do not use *o'clock* with times.

Noon or *midnight* is acceptable for 12 p.m. and 12 a.m.

Only use *from* with *to*:

Correct: *from 9 a.m. to 3 p.m.* (use the word *to* when an event starts in a.m. and ends in p.m. or vice versa.)

Correct: *from 9-10 a.m.* (use a hyphen when the start and finish time are both in a.m. or p.m.)

See **dates, midnight/noon**

toward

Not *towards*.

Tutoring Center

Includes the Math Center and Writing Center

University Center of Lake County

A consortium of 20 public and private Illinois colleges and universities offering bachelor's, master's and doctoral degrees on the Grayslake Campus and at the University Center office in Waukegan. www.ucenter.org is the website address.

Willow Review

Willow Review is a non-profit journal published annually at the College of Lake County and partially supported by a grant from the Illinois Arts Council (a state agency), College of Lake County Publications and private contributions and sales.

winter

See **seasons**

Workplace and Professional Development Institute (WPDI)

World Wide Web

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

year

Use figures, without commas: *2010*.

Add no apostrophes when plural: *1990s, 1970s, 1950s*.

See **dates**

ZIP code

ZIP-All caps for Zoning Improvement Plan. Lowercase code.

Do not put a comma between the state name and the ZIP code: *Grayslake, IL 60030*.

See **addresses**

Special CLC Uses

Branding/CLC Logo and tagline

- Use only the official CLC logotype in print pieces. Please email Denise Harnish with any questions (dharnish@clcillinois.edu) or download it from the PR Intranet page [Brand Visual Tools](#).
- Do not stretch, cut apart or distort the logo or use the mark without the name of the college.

CLC *Connections* blog for faculty and staff:

Use AP style guidelines, except in the following cases:

Names of persons: Use first and last name on first reference. On subsequent references, use first name, as the tone of the publication is to be informal and promote camaraderie.

Titles:

For non-faculty:

Lowercase the person's job title, but capitalize the name of the department.

Julia Guiney, executive director of Human Resources

Jeff Stomper, dean of the Business and Social Sciences division

For faculty: Although AP style recommends using Dr. in first reference as a formal title only before the name of an individual who holds a medical degree of some type, we bend that rule. On first reference at CLC, we may use Dr. if a faculty or staff member has earned a Ph.D., Ed.D., D.M.A. or some other doctoral-level degree in their field of expertise. Do not continue the use of Dr. in subsequent references.

Lowercase the job title and name of department after a name. Examples:

Latoya Scholar, assistant professor of sociology

Joe Doe, math instructor

Linda Yu, professor of psychology

BUT capitalize the department if it's a proper noun:

Yang Chen, professor of Chinese studies

Deb McLean, assistant professor of English

Campus locations:

- CLC is OK in first reference. In subsequent references, use college
- Lakeshore Campus, Waukegan
- Grayslake Campus
- Southlake Campus, Vernon Hills

- Library. The formal title is the John C. Murphy Memorial Library, NOT the Learning Resource Center, part of Libraries and Instructional Services. There are also branch libraries at the Lakeshore and Southlake campuses.

Graphic Identity/Standards Manual

A complete graphic identity/standards manual was developed as part of the college's branding project. The manual is available on the CLC Intranet at <http://clcweb.clcillinois.edu/depts/pub/brand/brand.htm>.

News Releases

News releases are produced by the PR department and distributed to the media. PR staff members follow the Associated Press stylebook, the authoritative word on the rules of grammar and punctuation.

Signage

Permanent signage is produced by the Facilities department.

CLC Style Guide first published: March 2009.

Most recent update: December 2015.