

Queens University of Charlotte

Editorial Guidelines

Queens Name Usage Guidelines:

Preferred:
Queens University of Charlotte
Abbreviated:
Queens

McColl Name Usage Guidelines:

Preferred:
McColl School of Business
Abbreviated:
McColl School

Nursing Program Name Usage Guidelines:

Preferred:
Presbyterian School of Nursing at Queens University of Charlotte
Abbreviated:
Presbyterian School of Nursing at Queens

Queens Sports Complex Name Usage Guidelines:

Preferred:
Queens University of Charlotte Sports Complex at Marion Diehl Park
Abbreviated:
Queens Sports Complex

Academic Degrees

Spell out and use lower case:
bachelor's degree
master's degree
master's
doctorate
doctoral degree

Academic Degrees Abbreviations

If you prefer to abbreviate degrees, be sure to use periods after all the letters (with the exception of MBA - Master of Business Administration and MPA - Master of Public Administration).

Bachelor of Arts - B.A.
Master of Arts - M.A.
Doctor of Philosophy - Ph.D.
Doctor of Medicine - M.D.
Doctor of Education - Ed.D.
Doctor of Laws - LL.D.

Academic Departments

Capitalize if referring to a specific department or other academic unit by its official name.

Examples: Department of Biology, College of Arts and Humanities, Office of the President, MBA Program, etc. Lowercase examples: biology department, the college, president's office, the program, etc.

am, pm

Use lowercase type when using am and pm Avoid the redundant 9am this morning.

Ampersand (&)

The ampersand (&) character should not be used in place of "and" unless it's part of an organization's formal name such as Procter & Gamble.

Capitalization

Do not capitalize seasons of the year or years in school.

Example: She will be a sophomore during the spring semester.

Cities

Do not list a state after the following cities. These cities stand alone because the name is synonymous with the state or nation where it is located.

Atlanta, Baltimore, Boston, Chicago, Cincinnati, Cleveland, Dallas, Denver, Detroit, Honolulu, Houston, Indianapolis, Las Vegas, Los Angeles, Miami, Milwaukee, Minneapolis, New Orleans, New York, Oklahoma City, Philadelphia, Phoenix, Pittsburgh, St. Louis, Salt Lake City, San Antonio, San Diego, San Francisco, Seattle and Washington

Commas

In contrast to correspondence style, two uses of the comma require different treatments according to AP Style

1. AP style requires omitting the comma in a series before *and* or *or*.

Example: The students brought to class their notebooks, textbooks and pens.

2. AP style calls for omitting the comma before and after *Jr.* and *Sr.* when used in a sentence.

Example: John Smith Jr. is the son of John Smith Sr.

Composition Titles

Apply guidelines to book titles, movie titles, opera titles, play titles, poem titles, song titles, titles of lectures, speeches and works of art. These are not to be underlined or italicized. Capitalize the principal words, including prepositions and conjunctions of four or more letters. Capitalize the article if it is the first or last word in the title. Put quotation marks around the names of all such works except the Bible and books of reference.

Example: Would you like to see "The New York Times" or the Encyclopedia Britannica?

Email

Capitalize the "E" in "Email" when used as a noun and lowercase "e" when used as a verb.

Example: Please email the photo.

Junior, Senior

Abbreviate as Jr. and Sr. only with full names of persons or animals. Do not use a comma before Jr. in a name unless it is used in a title for an article. Example: Cesar Reyes Jr. was selected to be the coach for the high school team or “Cesar Reyes, Jr. Appointed Vice President.”

Internet

Capitalize the “I” in “Internet.”

Months

Capitalize the names of months in all uses. When a month is used with a specific date, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov., and Dec.

Spell out when using alone, or with a year alone.

Example: Jan. 2 was the coldest day of the month. January 1972 was a cold month. His birthday is May 8. Feb. 14, 1987, was the target date.

More than

Use the words “more than” rather than “over” when referring to amounts, numbers, etc.

Example: There were more than 40,000 people at the event.

Numbers

Spell out the numbers one through nine. Use figures when using numbers 10 and up. Example: one, two, three, nine, 10, 13, 50. Spell out a number when used at the beginning of a sentence.

*** States**

Please see the list of state abbreviations in AP Style below. Use these abbreviations unless used in an address. Example: He is from Burlington, Vt. He lives at 2836 Elm Lane, Burlington, VT 12345.

Times

Use numbers except for noon and midnight. Use a colon to separate hours from minutes. Do not use :00. Example: Instead of 1:00 p.m. use 1pm, etc. Also, when writing a time frame covering a time before noon or afternoon use 9-11am (no spaces in between hyphen) instead of 9 a.m.-11 a.m. Also, avoid redundancies such as 10am in the morning or 7pm tonight.

Titles

In general, confine capitalization to formal titles used directly before an individual’s name.

Example: Queens University of Charlotte President Dr. Pamela Davies. Lowercase and spell out titles directly after an individual’s name. Example: Dr. Bill Clyde, vice president, Academic Affairs or Dr. Bill Clyde, vice president for academic affairs.

Toward

The word “toward” is rarely used as a plural. Example: He is going toward the building.

Web site

The word “Web site” should be spelled out as two words with a capital “W” and the word “Web” should be capitalized as well according to Webster’s Dictionary and AP Stylebook.

* States

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

References:

University of Mary Washington, http://www.umw.edu/policies/style_guide/ap_style_guide/default.php
Adapted AP Stylebook, <http://myhome.sunyocc.edu/~saizl/apstyle.html>