In general, Trinity College follows *The Chicago Manual of Style*. If Chicago style does not address your question, please consult *The Associated Press Stylebook*. The official dictionary is *Merriam-Webster’s Collegiate Dictionary, Eleventh Edition*. The list below offers highlights of “Trinity style.” Some items may be variations of Chicago or AP style, while others may be unique to Trinity College. Please contact Sonya Adams at sonya.adams@trincoll.edu or (860) 297-2143 with any questions.

A

*a*, *an* The use of a or an depends on the starting sound of the word it precedes and not on how that word is spelled. Use *a* before words that start with consonant sounds and *an* before words that start with vowel sounds: a historic date, a one-way street, an honorable person, an energetic child.

**academic subject or major** Do not capitalize: She is studying for her chemistry test. He is double majoring in American studies and sociology.

**academic degrees** Use periods in abbreviations: B.A., M.S., M.A., Ph.D., LL.M. Do not capitalize: bachelor’s degree, bachelor of arts, bachelor of science, master’s degree, master of arts degree.

**academic departments** All departments are capitalized: Department of English, English Department, Department of History, History Department.

*a* cappella

**Admissions Office** or **Office of Admissions** (not Admission)

**adviser** (not advisor)

**ages** All ages should be expressed in Arabic numerals: She is 4 years old. Her brother is 16 years old.

**alumna** (one female); **alumnus** (one male); **alumnae** (more than one female); **alumni** (more than one male; also preferred over alumni/ae when referring to a mixed group)

**a.m.** (not A.M.; not am)

**athletics teams** Do not capitalize: football team, softball team.

**Austin Arts Center**
Board of Fellows

Board of Trustees, the board, the trustees

Wherever possible, avoid emphasizing items in text by using boldface, italics, underlining, or all caps. Excessive use of these devices creates a messy-looking publication and can result in more confusion, rather than less, for the reader.

Bulletin (or Trinity College Bulletin)

campuswide

catalog

Center for Teaching and Learning (CTL)

Center for Urban and Global Studies (CUGS)

chair or chairperson (even if you know the gender of the person involved)

Chapel, Trinity College Chapel

chaplain, the College chaplain

Cinestudio

class years Be sure to use an apostrophe (and not an open single quote mark) before class years: Dutch Barhydt ’81, M’04, P’08.

Class of 2017, the class

class secretary

co- Retain the hyphen when forming nouns, adjectives, and verbs that indicate occupation or status: co-author, co-host, co-star. There is no hyphen in other combinations: coeducation, coed, cooperate, coordination.

College Capitalize only when referring to Trinity.

comma Use a serial comma: She is taking classes in psychology, religion, and philosophy.

commas in compound sentences Use a comma to separate parts of a compound sentence, placing the comma before the conjunction: Some of the people remained calm, but others seemed
on the verge of panic. Sentences with two verbs or verb clauses joined by and do not include a comma before the and: We studied the properties of the quarks and then formulated several hypotheses.

**Commencement** (the event)

**Common Hour**

**Community Learning Initiative (CLI)**

**compose/comprise/constitute** Compose means to create or put together: He composed a song. The zoo is composed of 20 different kinds of animals. Comprise means to contain, to include all, or to embrace: The state of Connecticut comprises eight counties. Constitute means to form or make up: Twelve months constitute a year.

**Convocation** (the event)

**credit hours** Use Arabic numerals: This class is worth 3 credits.

**D**

**dash** *The following is a change to previous style.* Insert a space before and after a dash (also known as an em dash): He noted that his favorite genres – mystery, romance, and comedy – were being explored in his English course.

**dates/years** Use Arabic numerals and not ordinals: October 21, not October 21st. For years, do not use an apostrophe before the s: 1940s or ’40s (not 1940’s). Use ordinals for centuries: the 20th century; 20th-century literature.

**dean of the faculty and vice president for academic affairs**

**Dean’s Scholars**

**E**

**ellipses** When used in the middle of a sentence, three dots indicate an omission within a quote. The dots are used as if they were a three-letter word, with a space before and after: The sentence “Trinity is world of opportunities, which vary greatly, for so many students.” can be shortened to: “Trinity is a world of opportunities … for so many students.” When used between sentences and the last part of a quoted sentence is omitted but grammatically complete, four dots – a period followed by an ellipsis – are used to indicate the omission: Trinity is a world of opportunities. … There are many internships, study-away options, and research grants.

**e-mail**
emerita (one female), emeritus (one male), emeritae (more than one female), emeriti (more than one male; also preferred over emeriti/ae when referring to a mixed group). Capitalize “emeritus” or related word when it is used before a proper name: Professor Emerita Jane Crane; Jane Crane is a professor emerita. Capitalize “emeritus” or related word when it appears with an endowed professorship: Jane Crane is Allan K. and Gwendolyn Miles Smith Professor of Literature, Emerita.

eQuad

F
faculty Faculty is singular: The faculty is meeting today.

faculty members Faculty members is plural: Faculty members are meeting today.

Family Weekend (not Parents Weekend)

firsthand

first-year student (not freshman)

first-year seminar

Fulbright Fulbright fellowship; Fulbright Fellow; fellow; Fulbright Scholar, scholar

Fuller Arch at Northam Towers (not Northam Arch)

full time; full-time Hyphenate only when used as a compound modifier: She holds a full-time job.

fundraiser, fundraising

Funston Courtyard

G
gray (not grey)

H
Hillel Trinity Hillel, the Zachs Hillel House

a historian, a historical (see a, an entry)

holidays Most holidays are capitalized: The break will run from Christmas to New Year’s Day.
**homecoming** Capitalize when referring to a specific homecoming: Homecoming 2010.

**Homecoming Weekend**

**home page**

**honorary degrees** In most cases, use the initial H with year: William C. Richardson ’62, H’03.

**hyphens** Compound words are usually hyphenated when used as adjectives. Do not use a hyphen if the first word ends in -ly: She walked on the beautifully landscaped lawn.

**I**

**Individualized Degree Program (IDP)**

**initials** Use periods without a space when an individual uses initials instead of a first name: D.H. Lawrence.

**Institute for the Study of Secularism in Society and Culture (ISSSC)**

**InterArts Program**

**interdisciplinary majors/minors**

**Interdisciplinary Science Program (ISP)**

**Interdisciplinary Science Center**

**Internet**

**Internet addresses (see URLs)**

**J**

**jump-start** (verb); **jump start** (noun)

**junior** Abbreviate as Jr.; insert a comma before Jr. in a name: William E. Cunningham, Jr.

**K**

**Koeppel Community Sports Center**

**L**

**Trinity/La Mama Performing Arts Semester in New York City**
La Voz Latina (LVL)

Leonard E. Greenberg Center for the Study of Religion in Public Life Abbreviate as the Greenberg Center.

library First reference should be the full name: Raether Library and Information Technology Center; abbreviate in subsequent references as the Raether Center: Trinity College students frequent the Raether Library and Information Technology Center. The Raether Center offers a variety of research opportunities. Do not use LITC. The Raether Center houses the Trinity College Library, which includes the Watkinson Library, and Information Technology Services.

Long Walk Societies

M magna cum laude

majors Lowercase unless there’s a word that is normally capitalized: classics, American studies, Jewish studies, Middle Eastern studies

midnight Use midnight instead of 12:00 a.m.

midterm; mid-August; mid-1980s

mini-reunion

money Isolated references to money are spelled out according to numeral rules (nine and under): six dollars, 12 dollars. A dollar sign with a numeral is acceptable for tables and other abbreviated content. If an even dollar amount is in a sentence with a dollar/fraction amount, use .00 after the amount: The children paid $1.50 to enter; adults paid $3.00; otherwise the .00 is not necessary.

months Write out the full name of all months in running text. However, when abbreviations are necessary, the following are used: Jan., Feb., Aug., Sept., Oct., Nov., and Dec.

more than Use instead of over when referring to something that can be counted: More than 50 people attended.

multi Most “multi” words are not hyphenated: multicultural, multinational, multimedia.

multiple-digit numbers Use a comma for four-digit and larger numbers (except dates): 3,500; 60,000. For very large numbers, use a figure and word: 1.2 million.

N National Alumni Association (NAA)

Nobel Prize; Nobel Prize-winning scientist; Nobel Prize winner
**non** Most words that start with “non” are one word and not hyphenated. Use a hyphen when the main word is a proper noun: nondiscrimination, nonprofit, non-Spanish speaking.

**noon** Use noon instead of 12:00 p.m.

**Northam Towers** (not Northam Tower); also, it’s the Fuller Arch at Northam Towers, never the Northam Arch

**numbers** Spell out whole numbers below 10, use figures for 10 and above. When two or more numbers appear in a sentence, and one of them is a figure, that number determines style: The seminar will enroll 8 to 12 students. Spell out a number at the beginning of a sentence: Twenty-five students attended. Spell out first through ninth: first base, the First Amendment; starting with 10th, use figures. Also see ages, credits, percents, and ratios.

**O**

**off campus; off-campus event**

**offices** All offices are capitalized: Office of Communications, Communications Office

**okay**

**online** (adjective and noun)

**on-site** (adjective and adverb)

**over** Over refers to spatial location or to expanse of a period of time. Do not use for quantities; use more than instead: The balcony is located over the back half of the auditorium. I have more than 20 books in my backpack.

**P**

**parent years** Do not put a space between the P and the apostrophe in a parent year: John Smith P’09.

**Parents Weekend** At Trinity, the event is called Family Weekend.

**part time; part-time** Hyphenate only when used as a compound modifier: He holds a part-time job.

**percents, percentages** Use numerals: 9 percent. She led by 7 percentage points.

**periods** Use one space after periods and other sentence-ending punctuation (possible exception is for letters from the president).
Ph.D.

Phi Beta Kappa Always capitalize

p.m. (NOT P.M. or pm)

president Capitalize before a name: President Berger-Sweeney; Joanne Berger-Sweeney is the president of Trinity College. In most cases, first reference to Trinity’s president should read: Joanne Berger-Sweeney, President and Trinity College Professor of Neuroscience; subsequent references may read President Berger-Sweeney, Berger-Sweeney, depending on the publication/document.

pre- Follow Webster’s for hyphenation. Many words that start with “pre” are one word and are not hyphenated.

professor Capitalize before a name, but lowercase when it follows a name (or no name is included): Professor Theresa Morris gave a lecture. Theresa Morris, professor of sociology, gave a lecture. She is a sociology professor. However, named professorships are always capitalized, before or after a name: Kevin McMahon, John R. Reitemeyer Professor of Political Science, spoke during Common Hour. Titles after a name may be capitalized in a directory-like listing of names with job titles.

programs Capitalize the official name of all programs: Human Rights Program, Health Fellows Program.

Pulitzer Prize winner; Pulitzer Prize-winning author

Q

quad Capitalize Gates Quad, Main Quad.

quotations A period or comma is placed inside a closing quotation mark. A question mark or an exclamation point is placed inside the quotation mark only if it applies to the quoted material: She asked her student, “Are you amazed?” Did she tell you that “I was amazed”? A semicolon or colon is placed outside the quotation mark: She reminded us of the “necessity of this meeting”; later, she postponed it until next week. A dash or a hyphen is placed inside the quotation mark: “All alumni – no matter how many –” she told us, “are invited.”

R

racquet sports

ratios Use numerals and a colon: Trinity has a 10:1 student-to-faculty ratio.

The Trinity Reporter
**Reverend** Reverend or Rev. should be preceded by “the” on first reference. On second reference, use last name only: The Reverend Amos Carter, Carter. The abbreviation Rev. may be used, except in the cases of formal documents/publications (for example, the Commencement program), which may retain the complete spelling.

**Reunion, 25th Reunion, Reunion 2005, Reunion Weekend**

**S**

**Saint vs. St.** Follow the style used in proper names: Saint Francis Hospital and Medical Center, St. James’s Episcopal Church in West Hartford. Use St. in place names: St. Thomas in the Virgin Islands.

**sophomore**

**Southside Institutions Neighborhood Alliance (SINA)**

**spaces after colon** Use one space after a colon.

**spaces after sentence-ending punctuation** Use one space after all sentence-ending punctuation (possible exception is for letters from the president).

**state names** Write out full name in text: The alumna is from Massachusetts. She is from Springfield, Massachusetts. The two-letter postal abbreviation will suffice if part of an address: Please send the information to 120 South Street, Riverside, MA 02109.

**student-athlete**

**Student Handbook**

**study away** Hyphenate study away only when used as an adjective: Trinity has many study-away programs.

**Study Away, Office of**

**summa cum laude**

**superscript** Do not use superscript: Use 10th, not 10th.

**T**

**telephone numbers** Use parenthesis for area code: (860) 297-2500. Do not use a space for extensions: x2500.
the Do not capitalize “the” unless it appears at the beginning of the sentence or it is part of the formal name or title: Her article appeared in *The New York Times*.

that/which “That” is used to introduce restrictive clauses (clauses that are essential to the meaning of the nouns they modify). “Which,” preceded by a comma, is used to introduce nonrestrictive clauses (clauses that are not essential to the meaning of nouns they modify). The report that the committee submitted was well written. James gave us the committee’s report, which was well written.

theater Do not spell as theatre unless part of a formal name.

times Use :00 for on-the-hour times: 3:00 p.m. Use noon instead of 12:00 p.m. and midnight instead of 12:00 a.m. Do not use a.m. or p.m. with words such as morning, evening, or night to avoid redundancy. Use a hyphen with no spaces in the following instance: 3:30-6:30 p.m.

titles (compositions) Most titles of works are put in italics, although some are placed in quotation marks. Consult the following list:

- album/CD title: italics
- art shows/exhibitions: italics
- articles, essays, short stories: quotation marks
- blogs: italics (quotation marks for individual blog entries)
- boats, ships: italics
- books: italics
- book series: not italicized or in quotes
- brochures/pamphlets: italics
- courses: quotation marks around formal titles
- films, movies, operas, oratories: italics
- lectures: quotation marks
- magazines, newspapers: italics
- paintings, sculptures: italics
- plays: italics
- podcasts: italics (quotation marks for individual podcast episodes)
- poems (long): italics
- poems (short): quotation marks
- songs: quotation marks
- species names: italics
- thesis: quotation marks
- TV shows: italics
- video games: italics
- websites: not italicized or in quotes

titles (people) Lowercase unless title appears directly before an individual’s name. Exceptions to this are the name of an endowed professorship and in a directory-like listing of names with job titles.

toward (not towards)
trustee  Capitalize only when used before a proper name: Trustee Philip Khoury is arriving this afternoon. Philip Khoury is a trustee.

U
UConn  This is acceptable for use as second reference to the University of Connecticut.
UMass  This is acceptable for use as a second reference to the University of Massachusetts.
under way  (not underway)
upper-year student  Do not use upperclass student or upperclassman.

United States  Spell out as a noun, and abbreviate as U.S. as an adjective: He lives in the United States. She is a member of the U.S. House of Representatives.

URLs  Write out the full Internet address, including the http:// (or similar) protocol at the start of the address: http://gradstudy.trincoll.edu. For running copy, all words in a URL are initial caps: www.trincoll.edu/AboutTrinity.

V
voice mail

W

website  *This is a change to previous style.* Also make other compounds one word and lowercase: webcam, webcast, and webmaster. However, Web is a shortened form of World Wide Web, so it should retain the capitalization, along with Web page and Web feed.
website titles  General titles of websites mentioned or cited in text should be capitalized headline-style with no quotes, while titled sections, pages, or special features on a website should be placed in quotes and capitalized headline-style: the “Campus Visit” page on the Trinity College website.
work-study, Work-Study Program  (Federal Work-Study Program)

X, Y, Z