

# TRINITY COLLEGE EDITORIAL STYLE GUIDE

August 24, 2021

In general, Trinity College follows *The Chicago Manual of Style*. If Chicago style does not address your question, please consult *The Associated Press Stylebook*. Trinity also follows *Merriam-Webster's Collegiate Dictionary, Eleventh Edition*. The list below offers highlights of "Trinity style." Some items may be excerpts or variations of Chicago or AP style, while others may be unique to Trinity. Note that this list is not exhaustive; many items listed below sparked questions in the past, leading to the need for clarification. Please contact Sonya Adams at [sonya.adams@trincoll.edu](mailto: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** Lowercase unless it contains a word that is normally capitalized: 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 when spelled out: bachelor's degree, bachelor of arts, bachelor of science, bachelor's, master's degree, master's, master of arts degree.

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

**academic years** Academic years should follow the pattern of 2021–22.

**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); graduate (gender neutral)

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

**and** Spell out in all uses except in the proper names of firms, organizations, etc. that include an ampersand: She is responsible for mergers and acquisitions. He works at Dun & Bradstreet.

**apostrophe** Do not use an apostrophe in plurals of numbers (e.g., class years as 0s and 1s). Also, do not use an apostrophe in plurals of letter combinations (e.g., SATs, ACTs). Do, however, use an apostrophe in plurals of single letters (e.g., A's and B's)

**apps** Use initial caps for app names. Do not italicize or use quotation marks.

## **archaeology**

**Athletics Hall of Fame** Also Trinity College Athletics Hall of Fame

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

## **Austin Arts Center**

## **B**

### **B.A.**

**baseball facility** Murren Family Field at DiBenedetto Stadium (do not separate the names; always cited as a unit unless otherwise instructed)

**Black** Capitalize when referring to a racial, ethnic, or cultural identity.

## **Board of Fellows**

## **Board of Trustees, the board, the trustees**

**boldface** 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.

**book titles** Use italics. On Twitter, use quotation marks for book titles unless in the headline, where single quotation marks should be used. See **titles** entry for what to do with other types of titles.

**brand-new** Hyphenate this adjective.

**buildings/rooms** Name the building first, then the room: Smith House, Reese Room; Mather Hall, Washington Room.

**Bulletin** (or *Trinity College Bulletin*)

**Bushnell** The performing arts center in Hartford should be referred to as The Bushnell Center for the Performing Arts or The Bushnell.

## C

### campuswide

**capital, capitol** A capital is the city where a seat of government is located and should not be capitalized: The capital of Connecticut is Hartford. A capitol is a building and should be capitalized when referring to a specific structure: The Connecticut Capitol is located in Hartford.

**Career and Life Design Center** (formerly the Center for Student Success and Career Development Center or the Career Development Center)

### 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)

**Chair's Circle** In copy, lowercase "the" before Chair's Circle.

### Chapel, Trinity College Chapel

### chaplain, the college chaplain

### Cinestudio

**cities** Follow the AP style entry for "Datelines" as a guide for which cities should be accompanied by state names. If the state is necessary, do not abbreviate: Providence, Rhode Island.

**City/city** When a specific governmental body is referenced, capitalize; when referring to the city as a location, do not capitalize: the budget of the City of Hartford; the graduation rate in the city of Hartford.

**class-year groupings** Do not use an apostrophe when referring to groups of class years (e.g., 0s and 1s).

**class years** Be sure to use an apostrophe (and not an open single quotation mark) before class years: Dutch Barhydt '81, M'04, P'08. Do not include a space between the apostrophe and the class year.

### Class of 2019, 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 part of the complete title of the institution: Trinity College is located in Hartford, Connecticut. First-years at the college enjoy participating in Bantam Network programming.

**comma** Use a serial comma (also known as the Oxford 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 specific event held every year in May)

## **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 specific event)

**Cornelia Parsons '80 Center** Also known as the Cornelia Center (formerly Vernon Social, which is undergoing renovation in fall 2021)

**course titles** Use quotation marks around formal titles in text. Quotation marks do not need to be used for course titles in listings, such as in the *Bulletin*. See **titles** entry for other types of titles.

## **coursework**

## **COVID-19**

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

**Crescent Center for Arts and Neuroscience, CCAN** This is the name and accepted abbreviation (as of March 2017) of the building formerly known as the Crescent Street Building. Spell out the complete name of the building on first reference.

## **cum laude**

## **D**

**dash** Do not 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. See **em dash**, **en dash**, and **hyphen** entries.

**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 that are not superscripted for centuries: the 20th century; 20th-century literature.

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

### **Dean's Scholars**

**dollars** Use the dollar sign (\$) for monetary amounts. See **money** entry.

## **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 are 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 the first quoted sentence is omitted but grammatically complete, four dots—a period followed by a space, an ellipsis, and then another space—are used to indicate the omission: Trinity is a world of opportunities. ... The college offers many internships, study-away options, and research grants.

**Elms Society** In copy, lowercase “the” before Elms Society.

**email** (no hyphen)

**em dash** An em dash most often is used to set off an abrupt break or interruption: We plan to pack a picnic lunch—complete with appetizers, sandwiches, drinks, and desserts—for the class gathering. One way to make an em dash on a PC is by simultaneously hitting the Ctrl, Alt, and minus sign (on numeric keypad).

**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.

**en dash** An en dash most often is used to connect numbers, including dates, times, and sports scores, and signifies up to, including, or to: The orientation will take place August 29–31. Join us for registration on Monday, 10:00 a.m.–2:00 p.m. The Bantams won 9–0 in a great start to the season. If you start a time phrase with the word “from,” use “to” rather than an en dash: The meeting will run from 2:00 to 4:00 p.m. An en dash generally does not have a space before and after it. One way to make an en dash on a PC is by simultaneously hitting the Ctrl and minus sign (on numeric keypad).

**entitled vs. titled** “Entitled” means to have a right to do something or to bestow a title; if you’re talking about the name of a book, presentation, etc., use “titled.”

**eQuad**

**esports**

## **F**

**faculty** “Faculty” is singular: The faculty is meeting today.

**faculty members** The phrase “faculty members” is plural: Faculty members are meeting today.

**fall** Do not capitalize in reference to the season or to the semester.

**Family Weekend**

**firsthand**

**first-year student or first-year** (not freshman)

**first-year seminar**

**fractions** Spell out simple fractions: one-half, three-fourths.

**Fred, The**

**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

### Gates Quad

**gender-neutral pronouns and use of the singular “they” and “them”** The singular “they” and “them” may be used as substitutes for the generic “he” and “him” or “she” and “her.” The singular “they” and “them” also should be used when referring to a specific, known person who does not identify with a gender-specific pronoun, such as “he” or “she,” and who prefers this pronoun. A person’s preference for a specific pronoun should be respected. The singular “they” is treated as a grammatical plural and takes a plural verb: They have a degree in psychology.

**gray** (not grey)

**group (or mass, or collective) noun followed by prepositional phrase** The article that precedes the mass noun signals whether the mass noun or the number of the noun in the prepositional phrase controls the number of the verb. If a definite article (“the”) precedes, the mass noun controls, and typically a singular verb is used: The percentage of students has increased. If an indefinite article (“a” or “an”) precedes, the number of the noun in the prepositional phrase controls: A small group of students want to join the protest.

## H

### Hallden Hall—North Wing

**Hillel** Trinity Hillel, the Zachs Hillel House

**hip hop** (no hyphen) Trinity International Hip Hop Festival

**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, Homecoming Weekend** Capitalize when referring to Trinity’s Homecoming: Homecoming 2010; Homecoming game in November.

**home page** This is the page first encountered when visiting a website.

**honorary degrees** In most cases, use the initial “H” with year: Philip Khoury ’71, H’21.

**hyphens** Compound words usually are hyphenated when used as adjectives, especially when they come before nouns: The attic is filled with dust-covered books. Do not use a hyphen if the first word ends in -ly: She walked on the beautifully landscaped lawn.

## I

**IDP or Individualized Degree Program** IDP students and alumni are identified with the acronym “IDP” and their class year: Mary Elizabeth Miller IDP’00, M’03.

**Indigenous** Capitalize when referring to a racial, ethnic, or cultural identity.

**initials** Use periods without a space when an individual prefers 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** (lowercased)

**internet addresses** See **URLs** entry.

## **J**

**January Start or J-Start** This program offers an alternate entry point for first-year students.

**January Term or J-Term** This program allows students to enroll in a credit-bearing course during January, before the start of the spring semester.

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

**Junior** Abbreviate as Jr.; do not 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.



## **LGBTQ+**

**Library and Information Technology Services** This is the title of the division housed in the Raether Library and Information Technology Center (abbreviate the building in subsequent references as the Raether Center; do not use LITC).

## **livestream, livestreaming**

**Long Walk Societies** In copy, lowercase “the” before Long Walk Societies.

## **LSC Quad**

## **M**

**M.A.** (preceded by “an” and not “a”)

## **magna cum laude**

## **Main Quad**

**major** Lowercase specific major unless it contains a word that normally is capitalized: classics, American studies, Jewish studies, Middle Eastern studies.

**master’s degree students, alumni** Master’s degree students and alumni are identified with the abbreviation “M” and their class year: Helen Ubinas M’09.

**Matriculation** (the specific event)

**midnight** Use “midnight” instead of “12:00 a.m.”

**midterm; mid-August; mid-1980s**

**mini-reunion**

**mixed numerals** Use figures with no space between the whole number and the fraction: 3½.

**money** Use the dollar sign (\$) for monetary amounts. 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 “more than” 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); National Alumni Association Executive Committee**

**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.

**nonexempt** Do not put a hyphen in this word, often used in the human resources field.

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

**Northam Towers** Also, it’s the Fuller Arch at Northam Towers, never the Northam Arch.

**numbers** Spell out whole numbers below 10, and 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. For hyphenated numbers and ordinals that are part of a capitalized headline word, capitalize both elements: Seventy-Four, Ninety-Eighth. Also see **ages, credits, percents, and ratios** entries.

**number one vs. No. 1** Use “No. 1” in athletics copy and statistical copy; elsewhere, use “number one.”

## O

**off campus; off-campus event**

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

**OK**

**online** (adjective and noun) No hyphen

**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. Do not use the percent symbol: 9 percent. She led by 7 percentage points.

**periods** Use one space after periods and other sentence-ending punctuation.

## Ph.D.

**Phi Beta Kappa** Always capitalize.

## placemaking

**plurals of proper nouns that include a generic term** The generic term in a proper noun is capitalized if used in the plural: Summit and Vernon Streets, the American and French Revolutions.

**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 or 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.

## problem-solving

**professor** In general, capitalize before a name, but lowercase after a name (or if no name is included): Professor Stefanie Chambers gave a lecture. Stefanie Chambers, professor of political science, gave a lecture. She is a political science professor. However, named professorships are always capitalized, before or after a name: Erik Vogt, Gwendolyn Miles Smith Professor of Philosophy, spoke during Common Hour. All titles after a name may be capitalized in a directory-like listing of names with job titles.

**programs** Capitalize the official names of all programs: Human Rights Program, Health Fellows Program, Neuroscience Program.

## **Pulitzer Prize winner; Pulitzer Prize-winning author**

## **Q**

**quad** Capitalize Gates Quad, Main Quad, and LSC 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 is placed inside the quotation mark: “All alumni—no matter how many—” she told us, “are invited.”

## **R**

**RA** Use capitalized initials with no periods for the accepted abbreviation for resident assistant.

## **racquet sports**

**Raether Library and Information Technology Center** This is the name of the building that houses Library and Information Technology Services (LITS). On second reference, refer to the building as the Raether Center.

**ratios** Use numerals and hyphens in text if using the word “to”: The ratio was 3-to-1. If the word “ratio” follows the numerals, you may omit the word “to” and use an en dash: a 6–1 ratio. Use numerals and a colon in tabular material: a 10:1 student-to-faculty ratio.

## **résumé**

**Reverend** Reverend or Rev. should be preceded by “the” on first reference. On second reference, use the 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 2019, Reunion Weekend**

**rooms/buildings** Name the building first, then the room: Smith House, Reese Room; Mather Hall, Washington Room.

**RSVP** Do not precede by “please”; it’s redundant since RSVP translates to “respond, please.”

## S

### **S.A.I.L. or Student Activities, Involvement & Leadership**

**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.

**seasons** Lowercase the names of seasons: fall, winter, spring, and summer. Also see **semesters** entry.

**semesters** Lowercase the names of semesters: fall semester, spring semester. Capitalize January Term (or J-Term) or January Starts, however, because they reflect the names of programs.

**Senior** Abbreviate as Sr.; do not insert a comma before Sr. in a name: John Johnson Sr.

**soccer field** The field's official name is Trinity Soccer Field.

**softball field** The field's official name is Trinity Softball Field.

**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.

### **Spiritual & Religious Life**

**spring** Do not capitalize in reference to the season or to the semester.

### **Spring Weekend**

**State/state** When a specific governmental body is referenced, capitalize; when referring to a state as a location, do not capitalize: the laws of the State of Connecticut; the state of Connecticut is a thoroughfare to the rest of New England.

**state names** Write out the 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 for ordinals: Use 10<sup>th</sup>, not 10<sup>th</sup>.

## **T**

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

**telephone numbers** Use hyphens throughout: 860-297-2500. Add a comma and the abbreviation “ext.” for extensions: 860-297-2000, ext. 2143.

**thank-you** Hyphenate the noun; use two words for the verb.

**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.

**the** Do not capitalize “the” unless it appears at the beginning of the sentence or is part of the formal name or title: Her article appeared in *The New York Times*.

**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.” To avoid redundancy, do not use “a.m.” or “p.m.” with words such as “morning,” “evening,” or “night.” Use an en dash with no spaces in the following instance: 3:30–6:30 p.m. If you start a time phrase with the word “from,” use “to” rather than an en dash: The meeting will run from 2:00 to 4:00 p.m.

### **titles**

albums/CDs: italics

apps, operating systems, devices: not italicized or in quotation marks

art shows/exhibitions: italics

articles, essays: quotation marks

blogs: italics

blog entries: quotation marks

boats, ships: italics

book chapter: in quotes

book series: not italicized or in quotes

books: italics (on Twitter, use quotes in text and single quotes in headlines)

brochures/pamphlets: italics  
computer programs, apps: not italicized or in quotes  
conferences: quotation marks  
courses: quotation marks around formal title; no quotation marks if in list  
digital collections: italics  
dissertations: quotation marks  
films, movies, operas, oratorios: italics  
lectures: quotation marks  
magazines, newsletters, newspapers: italics  
paintings, photographs, sculptures: italics  
plays: italics  
podcasts: italics (quotation marks for individual podcast episode)  
poems (long): italics  
poems (short): quotation marks  
reports: italics  
short stories: quotation marks  
songs: quotation marks  
species name: italics  
theses: quotation marks  
TV shows, series names: italics  
TV shows, episodes: quotation marks  
video games: italics  
websites: not italicized or in quotation marks  
web shows: italics

**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)

### ***The Trinity Reporter***

**Trin** Reserve for social media, Class Notes, and other less formal communications. In general, do not use in official college publications.

### **Trinfo.Café**

**trustee** Capitalize only when used before a proper name: I welcome Trustee Susannah Smetana Kagan '91, who is arriving this afternoon. Susannah Smetana Kagan '91 is a trustee.

**TV shows** Use italics; put individual episodes in quotation marks. See **titles** entry for what to do with other types of titles.

## **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.

**underway** one word in all uses

**upper-year student or upper-year** 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 if necessary: http://gradstudy.trincoll.edu. Do not use http:// if www. is all that is needed: www.trincoll.edu. For running copy, all words after the first slash mark in a URL are initial caps: www.trincoll.edu/AboutTrinity.

## V

**voice mail**

## W

**Washington, D.C.** Use periods in D.C. in running text, but omit periods in mailing address: Washington, DC 20001. Use a comma after Washington, D.C., in a sentence.

**website** Words in the “web family” are lowercased: web, webcam, webcast, webmaster, webzine, web page, web feed. Please note that some are one word, while some are two. Follow Webster’s in most cases.

**website titles** General titles of websites mentioned or cited in text should be capitalized using headline style with no quotes, while titled sections, pages, or special features on a website should be placed in quotation marks and capitalized headline-style: the “Campus Visit” page on the Trinity College website. See **titles** entry for what to do with other types of titles.

**Women and Gender Resource Action Center (WGRAC)**

**Women’s Leadership Council (WLC) Founders Council**

**work-study, Work-Study Program** (Federal Work-Study Program)

## X, Y, Z

**year ranges** For inclusive years, use the following pattern (note the difference when the century changes): 2016–17; 1997–2016