



The Community Solution
EDUCATION SYSTEM

The Community Solution Education System

Editorial Style Guide

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Introduction

Whether you're a seasoned writer or someone who occasionally crafts written content, this guide is here to support you in maintaining a unified and professional voice across communications for The Community Solution Education System.

Consistency matters. A unified style ensures that our message is clear, coherent, and reflects our organization's values. By adhering to the widely recognized AP Style, we enhance our credibility and foster trust with our audience. This guide will not only reinforce the rules of AP Style but also highlight instances where our style diverges from it.

The Community Solution has unique names and terms that require special attention. This guide will offer guidance on how to use and format them correctly, preserving our distinct identity throughout all materials.

With this Editorial Style Guide at your disposal, you'll be equipped to produce content that resonates with our audience and effectively communicates the impact of our work. Thank you for your dedication to maintaining our organization's voice and integrity in all written copy. If you have questions about anything in this guide, please contact the Marketing Department at marketing@tcsedsystem.edu.

The Community Solution

When writing about or referring to The Community Solution Education System in copy, please follow these rules:

Name

Official Name and First Reference: The Community Solution Education System

Second Reference/Preferred Short Form: The Community Solution

Third Reference: the System

Additional Guidance:

“The” is always capitalized when used as part of The Community Solution Education System.

“System” is always capitalized when referencing The Community Solution Education System.

“System-wide” maintains the hyphen.

In sentence structures where “a” or “the” precedes “The Community Solution”, it is acceptable to drop “the” and use “Community Solution”.

e.g. The meeting was led by a Community Solution staff member.
Information for the conference will appear on the Community Solution website.

Acronyms

Avoid using TCS or TCSES. These acronyms should only be used on internal documents when space restrictions exist and do not allow for “the System” (file names, video graphics, social media handles, charts and graphs).

Describing The Community Solution

Use these guidelines when describing the elements that make up our System:

The Community Solution Education System represents the whole of our organization – the colleges and universities *plus* the professionals in our areas of expertise who support our colleges and universities.
We are one System.

Use “organization”, “collective”, “consortium”, or “network” as synonyms for The Community Solution. Do NOT use “company” or “business.”

Use “colleges and universities” or “institutions” to reference the educational institutions that make up our System. Do not use “schools.”

Colleges and universities may be described as “part of The Community Solution” and “a member of The Community Solution.”

“Partner” may be used as a verb but should not be used to describe the colleges and universities within our System. Do NOT use “affiliate.”

“System Office” may be used to reference the community of individuals who are employed by The Community Solution in our areas of expertise to support our colleges and universities.

When describing the work the System Office does, do NOT say “services.” Instead use “areas of expertise”, “specialize in areas of expertise” or “System experts.”

Our community is made up of institutions, community members, and students. We do NOT have “customers” or “clients.”

Radical Cooperation

The success of The Community Solution is fueled by radical cooperation—the coming together of educational expertise and operational knowledge across our community. Together, we create an ecosystem of support, innovation, and excellence that positively impacts students, faculty, and staff alike. Radical cooperation is not capitalized but can be italicized for emphasis.

Titles

Michael Horowitz, Ph.D., is chancellor of The Community Solution. Do not use CEO. He may also be referred to as “founder and chancellor.”

Board of Trustees is capitalized (this is a variation from AP Style). On second reference you may use “Trustees” or “the Board.”

Note: When writing for UWS, use lowercase “board” on second reference.

Boilerplate Descriptions

Long

About The Community Solution Education System

The Community Solution is an integrated, nonprofit system of colleges and universities that work collaboratively to advance institutional sustainability, student success, and community impact. Founded in 2009 as TCS Education System, The Community Solution has grown to encompass six distinct communities—The Chicago School, Pacific Oaks College & Children's School, The Colleges of Law, Saybrook University, Kansas Health Science University-Kansas College of Osteopathic Medicine, and University of Western States. The Community Solution utilizes strategic partnerships to foster economies of scale, academic innovation, risk mitigation, and resourceful business solutions to maximize students’ educational experiences. To learn more, visit www.tcsedsystem.edu.

Short

About The Community Solution Education System

The Community Solution is an integrated, nonprofit system of colleges and universities that work collaboratively to advance institutional sustainability, student success, and community impact. United by a shared vision, we work together to build strategic partnerships and leverage economies of scale so institutions can focus on their mission—educating students.

The Chicago School

When writing about or referring to The Chicago School in copy, please follow these rules:

Name

Official Name and First Reference: The Chicago School

Subsequent References: the university

Additional Guidance:

In sentence structures where “a” or “the” precedes “The Chicago School”, it is acceptable to drop “the” and use “Chicago School”.

e.g. The lecture was led by a Chicago School staff member.

Information for the conference will appear on the Chicago School website.

Academic Programs

Always refer to the [Academic Catalog](#) for the correct name and capitalization of academic programs.

Acronyms

Avoid using TCS as it will cause confusion with the System’s previous name. An acronym should only be used when space restrictions exist and do not allow for “The Chicago School” (file names, video graphics, charts and graphs).

Campus Names

Capitalize names of campuses including the word “campus” (e.g., Chicago Campus, Online Campus)

The Anaheim, Los Angeles, and San Diego Campuses can be referred to collectively as “Southern California Campuses”.

Colleges

The College of Undergraduate Studies

The College of Professional Psychology

The College of Graduate and Professional Studies

The proposed Illinois College of Osteopathic Medicine

The Chicago School Approach

The Chicago School Approach provides students with a practical and solutions-oriented education in an array of academic programs. The Chicago School Approach combines the four core elements of education, innovation, community, and impact. “The Chicago School Approach” is capitalized. The elements are not capitalized.

Boilerplate Description

About The Chicago School

For 45 years, The Chicago School has been a leading nonprofit university dedicated to training professionals for careers that improve the health of individuals, organizations, and communities. By combining education, innovation, community, and impact, The Chicago School approach provides students a practical and solutions-oriented education in an array of academic programs across psychology, health, business, counseling, and behavioral sciences. With more than 6,000 students and locations in Chicago, Dallas, Southern California, and Washington, D.C., the university's extensive network of community partnerships provides applicable training and networking opportunities.

The Chicago School is accredited by the WASC Senior College and University Commission. The Chicago School is a proud member of The Community Solution Education System, an integrated nonprofit system of colleges and universities working together to advance student success and community impact. To learn more, visit www.thechicagoschool.edu.

The Colleges of Law

When writing about or referring to The Colleges of Law in copy, please follow these rules:

Name

Official Name and First Reference: The Colleges of Law

Subsequent References: the college

Additional Guidance:

In sentence structures where “a” or “the” precedes “The Colleges of Law”, it is acceptable to drop “the” and use “Colleges of Law.”

- e.g. The lecture was led by a Colleges of Law staff member.
- Information for the conference will appear on the Colleges of Law website.

The Colleges of Law is a singular noun.

- e.g. The Colleges of Law examines each applicant on a wholistic basis.

Academic Programs

Always refer to the [Academic Catalog](#) for the correct name and capitalization of academic programs.

J.D.

Hybrid J.D. (“Hybrid” is capitalized)

Acronyms

Avoid using “COL” in formal writing. An acronym should only be used when space restrictions exist and do not allow for “The Colleges of Law” (file names, video graphics, charts and graphs).

Boilerplate Description

About The Colleges of Law

Established in 1969, The Colleges of Law was founded to expand opportunities and broaden access to legal education. The college is dedicated to a student-centered approach that affords students of diverse backgrounds the opportunity to pursue careers in law or legal-related fields. Faculty at the college advance a real-world perspective and practicality on the application of law and includes practicing attorneys, judges, public servants, and leaders in business and nonprofit organizations. An accredited nonprofit institution, the college offers a Juris Doctor and a Master of Business, Law and Technology. Additionally, in the fall of 2018, it became the first accredited law school in California to offer a Hybrid J.D. degree. The college is accredited by the WASC Senior College and University Commission. The Juris Doctor program is accredited by the Committee of Bar Examiners of the State Bar of California. The Colleges of Law is part of The Community Solution Education System, a nonprofit system of colleges advancing student success and community impact. For more information, visit www.collegesoflaw.edu.

Kansas Health Science University- Kansas College of Osteopathic Medicine

When writing about or referring to Kansas Health Science University-Kansas College of Osteopathic Medicine in copy, please follow these rules:

Name

Kansas Health Science University is the accredited institution issuing academic degrees, therefore in almost all instances references to the Kansas College of Osteopathic Medicine should include Kansas Health Science University.

Official Name and First Reference: Kansas Health Science University-Kansas College of Osteopathic Medicine

Subsequent References/Preferred Short Form: KHSU-KansasCOM

Use a hyphen (-) with *no* space before and after to unite the two entities.

The exception to this rule is student-specific materials for the college of medicine. For student-facing copy, use the Kansas College of Osteopathic Medicine.

Official Name and First Reference: Kansas College of Osteopathic Medicine

Takes the article “the” but do not capitalize “the.”

Subsequent References/Preferred Short Form: KansasCOM

Does not take the article “the.”

When writing about or referring to Kansas Health Science University on its own, use:

Official Name and First Reference: Kansas Health Science University**Subsequent References/Preferred Short Form: KHSU****Academic Programs**

Always refer to the [Academic Catalog](#) for the correct name and capitalization of academic programs.

Titles

Use MD and DO without periods (variation from AP Style) when writing for KHSU-KansasCOM.

Boilerplate Description**About Kansas Health Science University**

Kansas Health Science University is committed to developing strong, innovative education programs in emerging areas of health care. KHSU opened the Kansas College of Osteopathic Medicine in 2022 to positively impact the health landscape in Wichita and the state of Kansas through directly addressing the disparity in access to health care. KHSU is part of [The Community Solution Education System](#), a nonprofit, integrated system that works collaboratively to advance institutional sustainability, student success, and community impact. [Learn more](#).

Pacific Oaks College & Children’s School

When writing about or referring to Pacific Oaks College & Children’s School in copy, please follow these rules:

Name

Official Name and First Reference: Pacific Oaks College & Children’s School

Use this when referring to the institution as a whole.

Official Name and First Reference: Pacific Oaks College

Use this for copy that only discusses the college.

Official Name and First Reference: Pacific Oaks Children’s School

Use this for copy that only discusses the children’s school.

Subsequent References: Pacific Oaks, the college, the school

Additional Guidance:

The correct possessive form is Pacific Oaks’.

Academic Programs

Always refer to the [Academic Catalog](#) for the correct name and capitalization of academic programs.

Acronyms

Avoid using “PO” or “POC” in formal writing. An acronym should only be used when space restrictions exist and do not allow for “Pacific Oaks College” (file names, video graphics, charts and graphs).

Schools

School of Human Development and Education

School of Cultural and Family Psychology

School of Global Leadership & Management

Boilerplate Description

About Pacific Oaks College & Children’s School

Founded in 1945, Pacific Oaks College & Children's School is composed of two educational entities.

Pacific Oaks College is a nonprofit, institutionally accredited higher education institution offering bachelor's and master's programs in human development, marriage and family therapy, education, early childhood education, teacher preparation, social work, community psychology, business administration, and organizational leadership and management. Pacific Oaks Children's School provides early childhood education programs for children ages six months through five years and has pioneered achievements in the areas of anti-bias education, emergent curriculum, and peaceful conflict resolution. Pacific Oaks College & Children’s School is part of [The Community Solution Education System](#), a nonprofit system of

colleges working collaboratively to advance student success and community impact. To learn more, visit PacificOaks.edu.

Saybrook University

When writing about or referring to Saybrook University in copy, please follow these rules:

Name

Official Name and First Reference: Saybrook University

Second Reference: Saybrook

Subsequent References: the university

Academic Programs

Always refer to the [Academic Catalog](#) for the correct name and capitalization of academic programs.

Acronyms

Avoid using "SAY." An acronym should only be used when space restrictions exist and do not allow for "Saybrook" (file names, video graphics, charts and graphs).

Colleges

College of Social Sciences

College of Integrative Medicine and Health Sciences

Learning Experiences

Always capitalize:

University Learning Experience (ULE)

Residential Learning Experience (RLE) – offered every semester

Virtual Learning Experience (VLE) – offered every semester

Community Learning Experience (CLE) – offered only every other year

Boilerplate Description

About Saybrook University

Founded in 1971, Saybrook University is an online, private graduate university accredited by the Western Association of Schools and Colleges. The world's premier institution for humanistic scholarship and research, Saybrook offers advanced degrees in psychology, mind-body medicine, organizational systems, leadership, and human science. For 50 years, Saybrook has empowered students to find their life's work and achieve their full potential. Saybrook's programs are deeply rooted in the humanistic

tradition and a commitment to help students develop as whole people—mind, body, and spirit. Saybrook University is an affiliate of The Community Solution Education System, a nonprofit system of colleges advancing student success and community impact. For more information, visit <https://www.saybrook.edu/>

University of Western States

When writing about or referring to University of Western States in copy, please follow these rules:

Name

Official Name and First Reference: University Western States
Does NOT take the article “the”.

Second Reference: UWS

Subsequent References: the university

Academic Programs

Always refer to the [Academic Catalog](#) for the correct name and capitalization of academic programs.

Do not capitalize “chiropractic” unless it is within a formal name or at the beginning of a sentence.

Titles

Do not use periods for DC, MS, LMT, etc.

Chiropractors should be referenced as “chiropractic physicians” unless in Canada.

Boilerplate Description

About University of Western States

University of Western States (UWS) is a nonprofit university accredited both institutionally and programmatically and known for its renowned programs in the areas of chiropractic medicine, naturopathic medicine, clinical nutrition, sports medicine, sport and performance psychology, and clinical mental health counseling. Founded in 1904 in Portland, Oregon, the university hosts the second oldest chiropractic college in the world. University of Western States is part of The Community Solution Education System, a nonprofit system of colleges and universities working collaboratively to advance student success and community impact. To learn more, visit [UWS.edu](https://uws.edu).

Style

Acronyms

Avoid using acronyms in formal writing. The Chicago School does not take acronyms. An acronym should only be used in internal documents when space restrictions exist and do not allow for the institutional name to be used (file names, social media handles, video graphics, charts and graphs).

The Community Solution Education System: TCSES

The Chicago School: none

The Colleges of Law: COL

Kansas Health Science University-Kansas College of Osteopathic Medicine: KHSU-KansasCOM

Pacific Oaks College & Children's School: PO

Saybrook University: SAY

University of Western States: UWS

Academic degrees

When referencing faculty, chancellor's council, or individuals in academic roles, include their highest degree after their name.

e.g. Deborah Markos, M.S.

Use the following styles for academic degrees and their abbreviations. Note bachelor's degree and master's degree are possessive while associate is not.

associate degree

bachelor's degree

Bachelor of Arts

B.A.

master's degree

Master of Arts

M.A.

MBA (no periods per AP Style)

doctorate is the noun

doctoral is the adjective

Correct
doctoral degree

Incorrect
doctorate degree

Doctorate is preferred to doctoral degree.

Ed.D.

Ph.D.

Psy.D.

J.D.

DC

MPH

M.Ed.

DO and MD (variation from AP Style)

Academic program

Always refer to an institution's Academic Catalog for the correct name and capitalization of academic programs.

Addresses

Use abbreviations with periods for street direction and Ave., Blvd., St., etc. regardless of whether an address appears alone or in running text.

Anniversary

Using "year" and "anniversary" together is redundant.

e.g. 50th anniversary

Campus

Lowercase for general usage. Note that The Chicago School capitalizes the names of its campuses, including online.

Dates

Always use Arabic figures, without st, nd, rd or th.

e.g. Early bird registration begins Feb. 19.

Capitalize the names of months in all uses. When a month is used with a specific date, abbreviate Jan., Feb., Aug., Sept., Oct., Nov. and Dec. Spell out when using alone, or with a year alone.

e.g. January 2016 was a cold month.
Jan. 2 was the coldest day of the month.

Use commas around date if followed by a day of the week.

e.g. Join us this Saturday, Jan. 25, at our San Jose campus for a CBEST workshop.

Use commas around a year when following a month and day.

e.g. Kamala Harris was born Oct. 20, 1964, in Oakland, California.

Days of the week

Capitalize them. Do not abbreviate, except when needed in a table: Sun, Mon, Tue, Wed, Thu, Fri, Sat (three letters, without periods, to facilitate tabular composition).

Departments

Check the organization's website for correct usage of department names. Official department names should be treated as proper nouns and capitalized including when they do not precede "department" (variation from AP Style). Teams and units within departments are not capitalized. Only Information Technology and Human Resources should be abbreviated. Titles of committees and task forces are capitalized.

e.g. Marketing Department; Marketing
Information Technology Department; IT

Dollars

Always lowercase. Use figures and the \$ sign in references for amounts less than \$1 million. For amounts of more than \$1 million, use up to two decimal places.

e.g. A budget of \$200,000 was set for the marketing campaign.
Construction of the new building is expected to cost \$1.5 million.

Fiscal year

Do not capitalize unless referring to an actual year. Do not hyphenate. Do not abbreviate unless space restrictions exist (videos and charts).

e.g. A marketing plan for the remainder of the fiscal year was approved by university leadership.
Multiple changes to the Master of Business, Law, and Technology program were implemented throughout Fiscal Year 2024.

Identity groups

For reporting demographics, the Office of Institutional Research uses the [race and ethnicity categories outlined by the Department of Education](#).

Hispanic or Latino

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Additional guidance to consider when writing about identity groups:

African American

No hyphen for this and other dual-heritage terms. Acceptable for an American Black person of African descent. The terms are not necessarily interchangeable. Americans of Caribbean heritage, for example, generally refer to themselves as Caribbean American. Follow a person's preference.

Black (adj.)

Use the capitalized term as an adjective in a racial, ethnic or cultural sense: Black people, Black culture, Black literature, Black studies, Black colleges.

Use of the capitalized Black recognizes that language has evolved, along with the common understanding that especially in the United States, the term reflects a shared identity and culture rather than a skin color alone.

Black(s), white(s) (n.)

Do not use either term as a singular or plural noun. Instead, use phrasing such as Black people, white people, Black teachers, white students. Black and white are acceptable as adjectives when relevant.

Asian American

No hyphen for this and other dual-heritage terms. Acceptable for an American of Asian descent. When possible, refer to a person's country of origin or follow the person's preference.

AAPI

Asian Americans and Pacific Islanders. The acronym is widely used by people within these communities but is not as well known outside of them. Spell out the full term; use AAPI only in direct quotations and explain the term.

Hispanic or Latino

A person from — or whose ancestors were from — a Spanish-speaking land or culture. Latino, Latina or Latinx are sometimes preferred. Follow the person’s preference. Use a more specific identification when possible, such as Cuban, Puerto Rican or Mexican American.

Native Americans, American Indians

Both are acceptable terms in general references for those in the U.S. when referring to two or more people of different tribal affiliations. The term Natives is acceptable on second reference. Also acceptable as an adjective — Native music, Native art.

minority, racial minority

The term is acceptable as an adjective in broad references to multiple races other than white in the United States.

Do not use minority as a noun in the singular. Limit use of the plural minorities unless needed for reasons of space or sentence construction. Phrasing such as *minority students* or *minority groups* is preferable.

In some cases, other wording may be appropriate.

e.g. people from various racial and ethnic backgrounds; diverse groups; various heritages; different cultures.

Do not use person of color for an individual. Do not use the shorthand POC, BIPOC or BAME unless necessary in a direct quotation; when used, explain it.

LGBTQ+

Acceptable in all references for lesbian, gay, bisexual, transgender, and queer and/or questioning, plus other sexual and gender minorities. Fewer or additional letters can be used to be more inclusive or in quotations and names of organizations and events, such as LGBT or LGBTQIA. Maintain consistency throughout the document. When part of a hyphenated compound modifier, drop the plus sign: LGBTQ-related legislation.

Geographic Locations

The names of the 50 U.S. states should be spelled out when used in the body of a story, whether standing alone or in conjunction with a city, town, village, or military base. However, the cities listed below may be used alone in copy if no confusion would result.

- | | |
|------------|---------------|
| Atlanta | Milwaukee |
| Baltimore | Minneapolis |
| Boston | New Orleans |
| Chicago | New York |
| Cincinnati | Oklahoma City |
| Cleveland | Philadelphia |
| Dallas | Phoenix |

Denver	Pittsburgh
Detroit	St. Louis
Honolulu	Salt Lake City
Houston	San Antonio
Indianapolis	San Diego
Las Vegas	San Francisco
Los Angeles	Seattle
Miami	Washington

Headlines

Capitalize all words in a headline except minor words (articles, short prepositions, and conjunctions).

e.g. Strengthening a Pillar of Community

Inquiry

When writing about marketing and admissions efforts, always use “inquiry” instead of lead.

Job Titles

Use the highest earned degree, set off by commas, after the first use of a person’s name, unless they have specifically requested not to. For individuals with a doctorate, Dr. precedes the person’s last name on all subsequent references.

Do not use the word “President” or another job title before “Dr.”

e.g. President Michele Nealon, Psy.D.
Second reference: Dr. Nealon

Capitalize job titles only when used before name.

e.g. As we process and reflect on the events at the U.S. Capitol earlier this week, Nathan Long, Ed.D., Saybrook University president, shares his sentiments.

As we process and reflect on the events at the U.S. Capitol earlier this week, University of Western States President Nathan Long, Ed.D., shares his sentiments.

Licensures (e.g., LMFT, CCEP)

Set off with commas following any academic degrees. Abbreviations typically do not require periods. RN, LPN, and other nursing certifications do not take periods.

e.g. Eugenia Rodriguez, Psy.D., LMFT, is coordinator the Latinx Family Studies program at Pacific Oaks College.

Lists

Put a space between the dash or bullet and the first word of each item in the list. Capitalize the first word following the dash or bullet. Use periods, not semicolons, at the end of each section if it is a full sentence (variation from AP Style).

Use parallel construction for each item in a list:

- Start with the same part of speech for each item (in this example, a verb).
- Use the same voice (active or passive) for each item.
- Use the same verb tense for each item.
- Use the same sentence type (statement, question, exclamation) for each item.
- Use just a phrase for each item, if desired.

Magazine Names

Voices should be Voices in text.

{INSIGHT} can be just INSIGHT in text.

UNBOUND should be UNBOUND in text.

inTouch should be inTouch in text.

Do not capitalize the word magazine, as it is not a part of the name.

More Than and Fewer

Use “more than” instead of “over” and “fewer than” instead of “less” when using with numerical values.

e.g. In the second quarter of the fiscal year, the System facilitated more than 4,400 calls with students resulting in 2,700 file packages and more than 9,600 calls with students.

Resulting in 4,400 fewer calls

Phone Numbers

Use dashes instead of periods or parentheses. Do not include the 1 unless needed for international purposes.

e.g. 312-379-1699

Programs / Areas of Study

Check the organization’s academic catalog for correct usage of the program name. The word “program” is lowercase when used after a program name.

e.g. Master of Arts in Education program

B.A. Psychology program

Note: UWS does not capitalize program names.

Pull Quotes / Display Quotes

Be sure that both opening and closing quotation marks are included. Include an em dash (—) before the attribution. Separate an office or job title with a comma if including after the name.

Quotations

In attributions, “says” should always come after the speaker’s name, except if there is an additional clause describing them after their name.

e.g. “We knew this was coming, we saw it happen, and the systems and the people in power really did nothing to prepare for it or stop it,” says Dr. Chavez, director of advancement.

“We are thrilled to welcome University of Western states to our System community. They bring a wealth of new program areas and a shared commitment to student success,” Dr. Horowitz says.

“We are thrilled to welcome University of Western states to our System community,” Dr. Horowitz says, “because they bring a wealth of new program areas and a shared commitment to student success.”

Seasons and Academic Terms

Seasons are always lowercase. Capitalize when using the full term name. Use “term” instead of “semester”.

e.g. In the fall of 2019 ...
Beginning with the Spring 2020 Term ...

Time of Day

Use the abbreviations a.m. and p.m., lowercase with periods. Use a hyphen for time ranges with no spaces.

e.g. We’re excited to host our Virtual Winter Homecoming on Sunday, January 10, from 12:30-2 p.m. PST.

The Best Arts Conference will open with a keynote presentation on Saturday, April 10, 2021, at 9 a.m. PDT, with two additional live presentations to follow.

Time Zones

Don’t confuse standard time (PST, CST, etc.) and daylight saving time (PDT, CDT, etc.). Daylight saving time begins in the spring and ends in the fall.

“Central time,” “Pacific time,” etc. can be used instead to avoid confusion.

Titles of Works

Apply these guidelines to the titles of books, movies, plays, poems, albums, songs, operas, radio and television programs, lectures, speeches, and works of art:

Capitalize all words in a title except articles (a, an, the); prepositions of three or fewer letters (for, of, on, up, etc.); and conjunctions of three or fewer letters (and, but, for, nor, or, so, yet, etc.) unless any of those start or end the title.

Put quotation marks around the names of all such works.

Titled

Do not use entitled to mean titled and do not use comma after “title.”

e.g. Daniel Cape, Ph.D., recently delivered a TEDx talk titled “A Deeper Understanding of Creativity.”

Year to date and year over year

Do not capitalize. Do not hyphenate. Do not abbreviate unless space restrictions exist (videos and charts).

United States

Use periods in the abbreviation, U.S. within text. In headlines, it's US (no periods).

Spelling

The following is a list of frequently used, yet commonly misspelled words.

antibias (no hyphen)

canceled, canceling, cancelation (one l)

classwork (all one word)

coursework (all one word)

co-chair (use hyphen)

co-founder (use hyphen)

co-worker (use hyphen)

cocurricular (no hyphen)

curriculum (singular) **curricula** (plural)

email (all lowercase, no hyphen)

fieldwork (all one word)

flyer (when used to mean a sign or handout, not flier)

fundraiser (all one word)

health care (two words; used as one word in some program names)

life cycle (two words)

life cycle (two words)

life span (two words)

livestream (all one word)

micro-credential (retain hyphen)

non-licensure (retain hyphen)

nonprofit (all one word)

nontraditional (all one word)

OK (not okay)

postdoctoral (all one word)

postgraduate (all one word)

postsecondary (all one word)

post-baccalaureate (use hyphen)

skill set (two words)

task force (two words)

versus (spell out in text; use v. in names of court cases)

well-being (use hyphen)

Avoid these common misspellings.

Correct	Incorrect
among	amongst
forward	forwards
backward	backwards

toward	towards
--------	---------

Punctuation

Ampersand (&)

OK to use sparingly in social media posts or headlines when space is an issue. Otherwise, do not use.

Colon (:)

Don't use colons after subheads or a header if the header is set apart by a variation in font style.

Comma (,)

Always use a serial comma (also called the Oxford comma) for items in a series (variation from AP Style).

e.g. The conference included poster presentations, lectures, and networking events.

Ellipsis (...)

In general, treat an ellipsis as a three-letter word, constructed with three periods and two spaces. Use an ellipsis to indicate the deletion of one or more words in condensing quotes, texts and documents.

e.g. In all the decisions I have made in my public life, I have always tried to do what was best for the nation. ...

... However, it has become evident to me that I no longer have a strong enough political base in ... Congress.

Em Dash (—)

Do not use spaces on either side except in emails (variation from AP Style).

Hyphen (-)

compound modifiers

Examples:

third-party content

test-taking strategies

practitioner-based teaching model

40-credit-hour program

Never use a hyphen to connect an adverb that ends in -ly as a part of a compound modifier.

Incorrect

socially-conscious business leaders

Ranges of Time

e.g. Join us for our Virtual Community Open House Wednesday, March 31, from 11 a.m.-12:30 p.m. PDT.

Percent (%)

Always use a numeral and use the symbol instead of spelling out “percent”.

Quotation Marks

The period and the comma always go within the quotation marks.

The dash, the semicolon, the colon, the question mark and the exclamation point go within the quotation marks when they apply to the quoted matter only. They go outside when they apply to the whole sentence.

Use single quote marks in headlines.

Slash (/)

Slashes should be avoided in formal writing as much as possible. “And/or” can almost always take either the “and” or the “or.”

Space ()

Only use one space between sentences. Always do a search to make sure only one space is between each sentence.