About The Style Guide

The George Washington University Division of External Relations

The Division of External Relations Style Guide is designed to provide the George Washington University with a unified and approved style for use in internal and external communications. This publication, created and implemented by GW’s Division of External Relations, can serve as a reference for writers, editors and proofreaders throughout the university.

The style guide is intended to be informative and easy to use but may not cover the entire gamut of style questions. For items not referenced in this document, consult a recent edition of the Associated Press Stylebook. A second recommended reference is a recent edition of Webster’s New World College Dictionary.
Adams House
townhouses located at 2129-33 Eye St.

addresses
use the abbreviations Ave., Blvd. and St. only with a numbered address: 1600 Pennsylvania Ave., NW. Spell out and capitalize when part of a formal street name without a number: Pennsylvania Avenue. Lowercase when they stand alone or are used collectively following two or more proper names: Massachusetts and Pennsylvania avenues. All similar words (alley, road, terrace, court, drive, lane, parkway, place, square) always are spelled out. Capitalize them when part of a formal name without a number; lowercase when used alone or with two or more names. Abbreviate compass points used to indicate directional ends of a street: 222 E. 42nd St., 562 W. 43rd St. Do not abbreviate if the number is omitted: East 42nd Street. Use abbreviations without periods for quadrants of a city: 800 21st St., NW. Do not use a period after letter street names: K Street, M Street. Always use numerals for street addresses: 9 Morningside Circle. Spell out and capitalize First through Ninth when used as street names; use ordinal figures for 10th and above: 7 Fifth Ave., 100 21st St. Capitalize and spell out the word building when it is part of a proper name but not when it stands alone or is used collectively: Media and Public Affairs Building, the Rayburn Office and J. Edgar Hoover FBI buildings. See addresses, campus; D.C.; directions and regions; I Street; state names.

addresses, campus
campus addresses should be ordered in this manner if listing a full address is necessary:
University-School-Building-Room/Floor-Street-City:
The George Washington Law School (school name on separate line is acceptable)
Lerner Hall, Moot Court Room
2000 H St., NW
Washington, D.C.
administration
  lowercase: the governor’s administration, the Obama administration.

Admissions, Office of
  See Undergraduate Admissions, Office of

adopt, approve, enact, pass
  amendments, ordinances, resolutions and rules are adopted or approved. Bills are passed. Laws are enacted.

adviser
  not advisor unless the proper name of an entity: Career Advisor Network. Advisory, advisory councils are acceptable.

affect/effect
  affect, as a verb, means to influence: The president’s decision will affect the election.
  Affect, as a noun, is best avoided.
  Effect, as a verb, means to cause: He will effect many changes in the company.
  Effect, as a noun, means result: The effect was overwhelming. He miscalculated the effect of his actions. It was a law of little effect.
  Avoid using the word impact to mean effect.
  See impact.

African American
  do not hyphenate: The study included the views of African American students on campus.

ages
  always use figures; ages expressed as adjectives before a noun or as substitutes for a noun use hyphens: a 28-year-old man, but the man is 28 years old.

all time, all-time
  hyphenate when used as an adjective directly before a noun: an all-time high, but the greatest runner of all time.

alma mater
  school, college or university that one has attended: GW is my alma mater. Use alma maters for plural.

“Alma Mater, GW”
  apply composition title rules. Capitalize and put in quotation marks when referring to the full name: George Roth wrote the original version of the “GW Alma Mater” in 1930.
  Lowercase general references to higher education anthems: The students at Oxford sang their alma mater.
  See composition titles; italics vs. quotation marks.

Alumni Weekend
  annual alumni reunion weekend held in the fall.

alumnus, alumni, alumna, alumnae
  use alumnus when meaning a man who has graduated, alumna for a woman. Use alumni for an entire group of graduates and a group of graduated men; use alumnae for a group of women who have graduated.

alumni class year, class-year abbreviations
  use degree abbreviation with year after name: Abe Pollin, B.A. ’45, was the chairman of the Washington Wizards.
  When listing more than one degree, arrange in chronological order: Peggy Cooper Cafritz, B.A. ’68, J.D. ’71.
  See attended.

a.m.
  when referring to time.
  See time.

ambassador
  use for both men and women. An individual can hold an ambassador title whether they are a current or former ambassador.

Ambulatory Care Center
  located at 22nd and Eye streets, NW. Houses GW Medical Faculty Associates.
Aston, The
residence hall located at 1129 New Hampshire Ave.

Athletics and Recreation, Department of
athletics department is acceptable on subsequent references.

athletics director
current official title at GW is executive director of athletics
and recreation.

Atlantic 10
use A-10 on second reference when referring to the Colonials' athletic
conference. The other institutions include: Dayton (Fliers), Duquesne
(Dukes), Fordham (Rams), La Salle (Explorers), Massachusetts
(Minutemen), Rhode Island (Rams), Richmond (Spiders),
St. Bonaventure (Bonnies), Saint Joseph's (Hawks), Temple (Owls),
Xavier (Musketeers), Charlotte (49ers) and Saint Louis (Billikens).

author
a noun; do not use it as a verb.

Avenue, The
the mixed-use complex at 2200 Pennsylvania Avenue, including
Whole Foods, Sweetgreen, Roti and other restaurants, retailers
and residential space.

Bell Hall
academic building that houses science labs. Located at 2029 G St.
Dorothy Betts Marvin Theatre
See Marvin Theatre.

biannual, biennial
biannual means twice a year and is a synonym for the word semiannual. Biennial means every two years.

Bible, the
capitalize with no italics.
See composition titles.

bimonthly
means every other month. Semimonthly means twice a month.

board of trustees
capitalize only when referring to the George Washington University Board of Trustees on first reference.
Do not capitalize the word trustee in second reference: They reserved seats for three trustees at the concert.

Board of Zoning Adjustment
spell out on first reference; BZA acceptable in subsequent references. The District of Columbia’s government arm that approves campus plans as well as other zoning matters.

boilerplate
standardized text about the university, a school, program, sponsor or other organization.

Bookstore, GW
located in the Marvin Center. Lowercase on subsequent reference: the bookstore.

book citations
book citations are optional. Use publisher and year published when citing books. Amitai Etzioni is the author of more than 20 books including From Empire to Community: A New Approach International Relations (Palgrave MacMillan, 2004) and My Brother’s Keeper: A Memoir and a Message (Rowman & Littlefield, 2003).

book titles
See composition titles; italics; italics vs. quotation marks.

Brady Art Gallery, Luther W.
university art gallery located on the second floor of the Media and Public Affairs Building.

building
capitalize and spell out the word building when it is part of a proper name but not when it stands alone or is used collectively: Media and Public Affairs Building, the Rayburn Office and J. Edgar Hoover FBI buildings.
See addresses.

building names
See www.gwu.edu/explore/visitingcampus/campusmaps for campus buildings and locations.

Burns Law Library
acceptable on first reference. Located at 716 20th St. Named for Jacob Burns.

business school
acceptable on second reference for GW School of Business.
See GWSB; School of Business.

ByGeorge!
official name of the university’s former faculty/staff newspaper. Italicize in print references.
See italics vs. quotation marks; newspapers.
Capitol
capitalize U.S. Capitol and the Capitol when referring to the building in Washington. Follow the same practice when referring to state capitol buildings.

Capitol Hill
use both words on first reference; the Hill is acceptable on subsequent references.

captions
when identifying a group of individuals in a caption, use (from left) before list of names.

Career Center

Cashier’s Office

centers/institutes
capitalize proper names: Center for Latin American Issues. Use lowercase in second reference. The center has a small staff.

century
lowercase and spell out numbers less than 10: the first century, the 21st century, 18th-century music.

chair
preferred. Avoid chairman, chairwoman or chairperson unless those titles are the expressed preference of the person who holds the position. Capitalize when used before a name.

Charles E. Smith Center
use full name on all references. Hosts GW’s intercollegiate athletics programs including basketball, volleyball, swimming and diving, water polo and gymnastics. Athletic administration and coach offices are located in the building, as are the Colonials Athletic Club (AD’s Club) and varsity sports weight rooms. Used for other events such as concerts and school graduation ceremonies. Named for D.C. developer Charles E. Smith. Located at 600 22nd St.

Cherry Tree
italicize the name of the yearbook in print references.
City Hall
residence hall located at 950 24th St.

city names
American city names are followed in most cases by the name of the state, county or territory where the city is located: Arlington, Va. For state abbreviations see state names entry.

Exceptions are the following cities:
Atlanta Milwaukee
Baltimore Minneapolis
Boston New Orleans
Chicago New York
Cincinnati Oklahoma City
Cleveland Philadelphia
Dallas Phoenix
Denver Pittsburgh
Detroit St. Louis
Hollywood Salt Lake City
Honolulu San Antonio
Houston San Diego
Indianapolis San Francisco
Las Vegas Seattle
Los Angeles Washington, D.C.
Miami

The following international cities also stand alone:
Beijing Montreal
Berlin Moscow
Geneva New Delhi
Havana Ottawa
Hong Kong Paris
Jerusalem Rome
London Singapore
Mexico City Tokyo
Monaco Toronto

class names
See course names.

class year
Combining class years of students with their colleges or their major is preferred: Jeff Rooney, a sophomore in the Columbian College of Arts and Sciences, will speak at the rally. Ronnie Collier, a junior in marketing, will introduce him.

Using first-year, second-year, etc. to designate class year also is acceptable, especially, when referencing a graduate student. Charles Rogers, a first-year M.B.A. student, will introduce the speaker.

c-co-ed
Do not use as a noun, except in a quote: use female student.

collective nouns
Many words (including faculty, committee, board, team, class, public, group and data) can be both singular and plural. When nouns refer to a unit, they take a singular verb. When they refer to a group, they take a plural verb.

RIGHT: A thousand bushels is a good yield. (A unit.)
RIGHT: A thousand bushels were created. (Individual items.)
RIGHT: The data is sound. (A unit.)
RIGHT: The data have been carefully collected. (Individual items.)
college
lowercase as a second reference: The Columbian College of Arts and Sciences was founded in 1821. The college houses the School of Media and Public Affairs and the Trachtenberg School of Public Policy and Public Administration.

college and university (plural)
full name of colleges and universities is preferred when drafting a plural list: Michigan State University, Indiana University and The Ohio State University were on hand to represent the Big Ten. The following abridged approach is also acceptable: Michigan State, Indiana and Ohio State universities were on hand to represent the Big Ten. Dropping the terms university or college also is acceptable when its clear that the list is referring to schools: Michigan, Purdue and Wisconsin did not make the trip.

College of Professional Studies
use on first reference. CPS acceptable on second reference. It houses professional degree programs and includes the Graduate School of Political Management.

colloquium
See events.

Colonial Inauguration
name of GW’s student orientation. CI is acceptable on subsequent references.

Colonials
nickname for all GW’s NCAA athletic teams. Use Colonials at all times EXCEPT when it is before a plural:
RIGHT: Mark Lund is a consistent Colonials player.
WRONG: Mark Lund is a consistent Colonial.
RIGHT: The Colonial women are ranked No. 1 in the nation.
WRONG: The Colonials men made the tournament.
Never use the terms lady Colonials or women Colonials.

Colonials Weekend
GW’s premier event for parents and students. Held in October, Colonials Weekend takes the place of Parents Weekend.

Columbian College of Arts and Sciences
use on first reference. Columbian College on second reference. The largest of the 10 degree-granting colleges, it houses the traditional arts and sciences, as well as the School of Media and Public Affairs and the Trachtenberg School of Public Policy and Public Administration. Founded in 1821 as the original college of liberal arts and sciences.

commas
See Appendix A: Punctuation.

Commencement
references to a specific GW conferring of degrees ceremony are proper and should be capitalized. General references to a graduation ceremony are not proper and should not be capitalized: More than 20,000 people attended Commencement. College seniors throughout the country look forward to their commencement.

compose, comprise, constitute
compose means to create or put together. Comprise means to be made up of. “Comprised of” is redundant. Constitute means to be the elements of and may work best when neither compose nor comprise seem to fit.

composition titles
as a general rule in print, italicize names of long works and use quotation marks for short works. A short work is typically part of a longer work — a chapter of a book, for instance. Examples of long works include albums, books, long poems, plays, movies, novelettes, television programs, symphonies and operas. Short works include chapters of a book, songs, short stories, articles, essays, speeches and short poems.

Capitalize the principal words, including prepositions and conjunctions of four or more letters.

Capitalize an article — the, a, an — or words of fewer than four letters if it is the first or last word in a title.

The Bible and books that are primarily catalogs of reference material should not be italicized or placed in quotation marks. In addition to catalogs, this category includes almanacs, dictionaries, encyclopedias, gazetteers, handbooks and similar publications:
Webster’s New World Dictionary of the American Language, Encyclopedia Britannica.

Translate a foreign title into English unless the work is known to the American public by its foreign name: Mozart’s The Marriage of Figaro, Hugo’s Les Miserables.

See italics; quotation marks; italics vs. quotation marks; art, works of; book titles; lectures; movie titles; opera titles, play titles; poem titles, song titles, speech titles; television stations and programs.

cum laude
See degrees, academic.

cutting edge
a cliché, avoid using.

Dakota, The
residence hall located at 2100 F St.

data
a plural noun, it normally takes plural verbs and pronouns: the data have been carefully collected.

See collective nouns for an example of when “data” may take singular verbs and pronouns.

dates
correct sequence for dates is month-day-year using Arabic figures without superscript -st, -nd, -rd, or -th: March 14, 2010.

When month, day, and year are used in running text, set off year with commas: Colin Powell’s speech on Sept. 5, 2003, was held in Lisner Auditorium. Do not use commas when a date includes only a month and year: The last meeting was held in March 2003.


See months; superscript; years.
days of the week
do not abbreviate: The class meets on Monday and Thursday, NOT Mon. and Thurs.

D.C.
use periods: She lived in D.C. for two years.
D.C. used after Washington should be set off by commas in running text: Washington, D.C., was their first choice to visit.
The district is acceptable as a second reference.

D.C. Metropolitan Police Department
Metropolitan Police Department and MPD are acceptable on subsequent references.

dean
capitalize when used before a name, lowercase in all other references:
Columbian College Dean Peg Barratt; School of Business Dean Doug Guthrie; David Dolling, SEAS dean.

Dean of Students
capitalize when used before a name, lowercase in all other references.

degrees, academic
use of an abbreviated degree as a courtesy title after a name is to be avoided: Frank Parker, Ph.D., attended the meeting. Instead, official academic titles or unabbreviated degree names are preferred when relevant to the story: Frank Parker, associate professor of sociology, was a member of the panel. Dorothy Schaffer, who has a doctorate in sociology, was the author of the paper.

Do not capitalize doctorate, doctoral, bachelor’s, master’s.
Proper designations is a bachelor’s, master’s, or doctoral degree; or an associate degree; not his or her associate, bachelor’s, master’s or doctoral degree.

RIGHT: She received a bachelor’s degree in international affairs.
WRONG: He received his master’s degree in political management.

The plural form of a degree is the same as the singular: They received bachelor’s degrees in computer science.
Cum laude, magna cum laude and summa cum laude should be in lowercase, not italicized, and not set off with commas: She received a Bachelor of Science degree cum laude in physics. He graduated magna cum laude with a B.S. in chemistry.

• Dr.
use Dr. on second reference for those with a doctorate.
• doctoral
doctoral is an adjective, doctorate a noun: A person with a doctorate has earned a doctoral degree.

• master’s
he received a master’s degree in business administration. A Master of Science. He received an M.B.A. degree.

• bachelor’s
use bachelor’s degree, not baccalaureate. A Bachelor of Arts.

• associate
common associate degrees include Associate of Arts, A.A. or Associate in Applied Sciences, A.A.S. GW offers associate degrees through the School of Medicine and Health Sciences and the College of Professional Studies.

• Punctuation With Degrees
Use periods with all degree abbreviations: B.A., M.F.A., Ph.D.
See Appendix C: Academic Degrees for a complete list of degrees offered at GW with proper abbreviations.

departments, academic
first references should be capitalized in their complete proper form: The Department of History offers internships with the Smithsonian Institution. The department is hosting a lecture on early American history.
See capitalization.

Development and Alumni Relations, Division of
GW’s fundraising and alumni division, headquartered in 2100 M Street and Alumni House; no longer called advancement.
Elliott School of International Affairs
Elliott School is acceptable on second reference. One of GW’s 10 degree-granting programs, it was founded in 1898. Named in 1988 for the university’s 14th president, Lloyd Elliott. It is located at 1957 E St.

e-mail
do not italicize or underline in print: His e-mail address is tkoho@gwu.edu.
See http://; Internet; website.

emeritus/emerita/emeriti
honorary title awarded to select retired faculty members: emeritus for male professors, emerita for female professors,emeriti for plural. GW professors belong to the Society of the Emeriti.
Place emeritus or emerita after formal title: Ruth Wallace, professor emerita of sociology, returned to campus to sit on the panel.
Professor Emeritus of Psychology David Silber also will attend.

engineering school
See School of Engineering and Applied Science.

ensure, insure, assure
use ensure to mean guarantee: The coach took measures to ensure a win.
Use insure for references to insurance: His car is insured.
Assure is to make safe or give confidence to: He glanced back to assure himself that no one was following.

entitled
a book or other publication is titled not entitled: Etzioni’s book is titled Security First: For a Muscular, Moral Foreign Policy. Students are entitled to quality classroom instruction.
et al.
Latin abbreviation meaning and others. Use a period after al.: Professors Brault, Nelson, et al. make up the panel.

etc.
Latin abbreviation meaning and so on. Use rarely, only when reader can continue the thought or series themselves.

ethnic and racial designations
national-origin identifiers such as Chinese American, Japanese American, Italian American are acceptable. Do not hyphenate, even when used as an adjective: They opened an Italian American restaurant. Use references to race and ethnicity only when germane to a story.

events
apply the following guidelines for official titles of unscripted events such as colloquia, conferences, forums, lectures, panel discussions, seminars and speeches.

Capitalize the principal words, including prepositions and conjunctions of four or more letters.

Capitalize articles, the, a, an and words of fewer than four letters if they are the first or last words in titles.

exhibit/exhibition
proper form is using exhibit as a verb, exhibition as a noun: He exhibited his photographs at a Dimock Gallery exhibition.

Names of exhibitions and works of art should be in italics: In Illo Tempore, an exhibition by Vicente Pascual, runs this month at the Luther W. Brady Art Gallery. Fifteen of Pascual’s works will be exhibited.

Eye Street
preferred to avoid confusion with Roman numerals: 2121 Eye St., NW.

See addresses; addresses, campus.

External Relations, Division of
GW’s communications and government relations division, including media relations, publications, advertising, photography, events and creative services.

faculty
a collective noun referring to an institution’s entire teaching staff. It takes a singular verb: The faculty is present. The faculty has voted.

To refer to the individuals who are part of a faculty, faculty members is preferred: Ten faculty members volunteered to serve as mentors.

See degrees, academic; chair; professor.

Faculty Senate

fall
See semesters; seasons.

federal
capitalize for the corporate or governmental bodies that use the word as part of their formal names: Federal Express, Federal Trade Commission.

Lowercase when used as an adjective to distinguish something from state, county, city, town or private entities: federal assistance, federal court, the federal government, a federal judge. Also: federal District Court, although U.S. District Court is preferred, and federal Judge John Sirica, U.S. District Judge John Sirica is preferred.

fellow/fellowship
lowercase except when used with proper names: McNair Fellowship.
He applied for a fellowship. She received a Fulbright award.

“Fight Song, GW”
apply composition title rules. Capitalize and put in quotation marks when referring to the full name is used: The GW band blasted the “GW Fight Song” at the basketball game. He didn’t know the words to the fight song.

See composition titles; italics vs. quotation marks.
Floor
capitalize when referring to a specific floor in an address entry:
Marvin Center, 1st Floor.
See addresses, campus.

Foggy Bottom
the historic neighborhood of which GW is a part.

Foggy Bottom Campus
GW campus located in the Foggy Bottom neighborhood. Foggy Bottom
Campus should not be referred to as the university’s “main campus.”
See campus; Mount Vernon Campus; Virginia Campus.

foreign student
use international student.

foreign words
the preference is to place foreign words not understood universally
in quotation marks with an explanation: they asked the courts for a
“cy pres” award, a judgment that would allow for the money to be
donated to the legal clinics.
Examples of foreign words and phrases that have been accepted
universally into the English language include bon voyage; versus,
vs.; et cetera, etc. Do not use italics for foreign names of companies,
organizations or other entities.

forums
See events.

Fullbright Hall
residence hall named after Sen. J. William Fulbright, a GW alumnus.

full time, full-time
hyphenate when used as a compound modifier: She works full
time. He is a full-time professor.

fundraising
fundraising is difficult.

Funger Hall
academic building located at 2201 G St.

Gelman Library, Estelle and Melvin
the university’s primary library located at 2130 H St. Named for
Estelle and Melvin Gelman.
See libraries.

GW
acceptable on all references.
NEVER use GWU, except when describing the Foggy Bottom-
GWU Metro station.
See Metro.

GWbusiness
official name of the GW School of Business magazine.

GWorld Card

GW Law School magazine
Italicize in print references. Note that “magazine” is lowercase and
not italicized.
See italics; italics vs. quotation marks; magazines.
GW Magazine
italicize in print references.
See italics; italics vs. quotation marks; magazines.

GW Police Department
GWPD for second reference, no longer University Police Department or UPD.

George Washington Today
the university’s online publication, started in 2009.

George Washington
acceptable when referring to the university on all references.

George Washington University, The
preferred style on first reference for the university (note no longer use a capital “i” in the George Washington University when it appears in the middle of a sentence).

George Washington University Inn, The
GW Inn acceptable on subsequent references.

girl
applicable until 18th birthday is reached. Use woman or young woman afterward.

gods and goddesses
capitalize God in references to the deity of all monotheistic religions. Capitalize all noun references to deity: God the Father, Holy Ghost, Holy Spirit, etc. Lowercase personal pronouns: he, him, thee and thou. Lowercase the words gods and goddesses in references to the deities of polytheistic religions. Lowercase god, gods and goddesses in references to false gods: He made money for his god.

GOP
Grand Old Party. GOP is acceptable on first reference, Republican Party preferred.

government
always lowercase, never abbreviate: the federal government, the state government, the U.S. government.

governor
capitalize and abbreviate as Gov. or Govs. when used as a formal title before one or more names in regular text. Capitalize and spell out when used as a formal title before one or more names in direct quotations. Lowercase and spell out in all other issues.

Graduate School of Education and Human Development
use on first reference. GSEHD is acceptable on second reference. Do not use education school since the program provides classes and degrees for human resource specialists, museum educators, etc., with more than 20 fields of study.

Graduate School of Political Management
a school within the College of Professional Studies; use full name on first reference. GSPM is acceptable on subsequent reference.

gray
not grey (except greyhound).

Great Hall, Abrahms
located in the Marvin Center. Made possible with a gift from Marc C. Abrahms in 2002.

GPA
acceptable on first reference for grade point average.

Guthridge Hall
residence hall located at 2115 F St.

GWSB
acceptable second reference for the School of Business.
See business school; School of Business.
historic, historical
an event that makes history is historic. Something that is based on history is historical. Use “a” NOT “an” before historic or historical: It was a historic event.

home page

honorary degrees
all references to honorary degrees should specify that the degree was honorary. Michelle Obama received an honorary Doctor of Public Service from GW in 2010.

Honors Program, University
the University Honors Program on first reference, the honors program on second reference.

Hospital, GW
acceptable on all references. The George Washington University Hospital also is acceptable.

http://
preference is not to include for website addresses:
www: gwired.gwu.edu.
See e-mail; Internet; website.

Human Resources, Division of
acceptable on first reference. Use human resources on subsequent references.

hyphens
See Appendix A: Punctuation.

Hall of Government
Hall of Government on first reference; academic building.

Hall on Virginia Avenue
residence hall located across from the Watergate. Use HOVA on subsequent references.

Hampton Roads Center
houses graduate courses in Newport News, Va., facility.

Hatchet, The GW
italicize the name of the student newspaper in print. The Hatchet is acceptable on second reference.
See italics; italics vs. quotation marks; newspapers.

Health and Wellness Center
See Lerner Health and Wellness Center.

health care
never hyphenate, even as an adjective.

Hillel at GW

Himmelfarb Health Sciences Library
use on first reference for the medical school library. Named for Paul Himmelfarb. Located at 2300 Eye St.
I Street
See Eye Street.

impact
Do not use as a verb. Use affect(ed) or influence(d).
RIGHT: His decision had great impact. His decision affected our lives.
WRONG: His decision impacted our lives.

incorporated
abbreviate and capitalize as Inc. when used as part of a corporate name. Do not set off with commas: America Online Inc.

Information Technology
use on first reference, IT on subsequent references.

institutes
See centers/institutes.

insure
See ensure, insure, assure.

International House
residence hall located at 2201 Virginia Ave.

International Monetary Fund
IMF is acceptable on subsequent references.

International Services Office

international student
use instead of foreign student.

Internet
See e-mail; http://; website.

IT
acronym for information technology. Spelled out use is preferred.

italics
italicize the names of albums, books, works of art and art exhibitions, legal cases, newspapers, magazines, pamphlets, long poems, plays, movies, television programs, symphonies, operas in print. Do not use italics in Web writing.
See art, works of; book titles; composition titles; italics vs. quotation marks; lectures; movie titles; opera titles, play titles; poem titles; song titles; speech titles; television program titles.

italics vs. quotation marks
as a general rule, italicize names of long works and use quotation marks for short works in print. When writing for the Web, do not use italics because some browsers do not support them. A short work is typically part of a longer work, for example, a chapter of a book: “Oil and Troubled Waters” is the name of the third chapter in Eric Cline’s book Jerusalem Besieged. The Beatles recorded several well-known songs on the Abbey Road album, including “Come Together.” Robert Frost’s “The Road Less Traveled” was published in a book of his poems. Homer’s The Odyssey is a stand-alone epic poem. “The Puffy Shirt” is one of the best-known episodes of Seinfeld. Beethoven’s Symphony No. 9 includes the famous “Ode to Joy” chorus.
See composition titles; italics; quotation marks.

Ivory Tower
residence hall located at 616 23rd St.
Kennedy Onassis Hall
residence hall named after Jacqueline Bouvier Kennedy Onassis.
Located at 2222 Eye St.

Key Hall
residence hall named after Francis Scott Key located on 600 20th St.
Key Hall acceptable on all references.

kids
use children unless you are talking about goats, or the use of kids as
an informal synonym for children is appropriate in the context.

Knapp, Steven
the university president. Capitalize title before his name, lowercase after
his name: President Steven Knapp; Steven Knapp, GW president. Use
Dr. Knapp on second reference.

Kogan Plaza
located in the middle of campus. Between Gelman Library and
Lisner Auditorium. Named after Barton Kogan.
See Mid-Campus Quad.

J Street
food court located in the Marvin Center.

Jack Morton Auditorium
located in the Media and Public Affairs Building; named after
media businessman and philanthropist Jack Morton.

Joint Chiefs of Staff
also the Joint Chiefs. Lowercase the chiefs or the chiefs of staff.

junior
See class year.

Kalb Report, The
public affairs program sponsored, in part, by GW and hosted by
Marvin Kalb.

Kennedy Center, the
acceptable on first reference. The John F. Kennedy Center for the
Performing Arts also acceptable. Identify specific stages, halls, etc., by
using the following style: the Kennedy Center's Millennium Stage.

Lad
do not use as a synonym for woman. Lady may be used when it
is a courtesy title or when a specific reference to fine manners is
appropriate without patronizing overtones.

Lafayette Hall
residence hall located at 2100 Eye St. Formerly Adams Hall.

lay, lie
the action word is lay. It takes a direct object. Laid is the form for its
past tense and its past participle. Its present participle is laying.
Lie indicates a state of reclining along a direct object. Its past tense is lay. Its past participle is lain. Its present participle is lying.

When lie means to make an untrue statement, the verb forms are lie, lied and lying.

**Law School**
The George Washington University Law School is preferred on first reference, although the GW Law School or Law School are acceptable on all references. One of the 10 degree-granting schools at the university, it was established in 1865 and is the oldest law school in D.C.

**Lectures**
*See events.*

**Left Wing**
(n.) But: left-wing (adj.), left-winger (n.).

**Legal Cases**
Italicize in print: *Brown v. Board of Education* was a landmark Supreme Court decision.
*See italics; versus.*

**Legislative Titles**
in first reference use Rep., Reps., Sen. and Sens. as formal titles before one or more names in regular text. Put U.S. or state name before title if there may be confusion. Spell out and capitalize these titles before one or more names in a direct quotation. Spell out and lowercase representative and senator in other uses.

In second reference do not use legislative titles before a name unless they are part of a direct quotation.

The words congressman or congresswoman should be lowercase.
*See Honorable, the; titles.*

**Lenthall Houses**
built in 1800, they are used to house visiting faculty. Listed on the National Register of Historic Buildings. Located at 606-610 21st St.

**Lerner Hall**
academic building; part of the Law School complex. Located at 2000 H St.

**Lerner Health and Wellness Center**
use on first reference. Health and Wellness Center may be used on all subsequent references. Located at 2301 G St.

**Letter Grades**
do not italicize letter grades and use apostrophes with plurals:
Frank received five A’s and two B’s.

**Libraries**
GW is home to five libraries: the Estelle and Melvin Gelman Library, Burns Law Library, Himmelfarb Health Sciences Library, Eckles Library and the Virginia Science and Technology Campus Library.
*See Burns Law Library, Gelman Library, Himmelfarb Health Sciences Library.*

**Lincoln Memorial**

**Lisner Auditorium**
a 1,490-seat facility that hosts performing arts and other events. One of GW’s buildings listed on the National Register of Historic Buildings. Located at 730 21st St.

**Lisner Hall**
academic building located at 2023 G St; part of the Law School complex.
Metro
capitalize when referring to the mass transit system. GW is located at the Foggy Bottom-GWU Metro Station on the Blue and Orange lines.

mid
no hyphen unless a capitalized word follows: midterm, mid-America. Use a hyphen when mid- precedes a figure: mid-40s.

Mid-Campus Quad
collective name for open space located on the south side of H Street between 22nd and 21st streets. Quad includes Kogan Plaza between Gelman Library and Lisner Auditorium.

See Kogan Plaza.

Middle States Association of Colleges and Schools
Regional agency that accredits GW. Middle States is acceptable on subsequent references.

midnight
never 12 a.m. or 12 midnight.

Mitchell Hall
residence hall located at 514 19th St.

money
use figures in references to money: $8.50, $1,400, $50,000, $5 million. A dollar total with no cents is written without the decimal points and zeroes: Admission is $5 on Sunday.

months
capitalize the names of months in all uses. The following month abbreviations are acceptable when used with a specific date: Jan., Feb., Aug., Sept., Oct., Nov. and Dec. Spell out when using alone or with a year alone. Do not use a comma between the month and the year: Oct. 31, 2012. She graduated in May 2012. All classes held after September 2012 must run at least two hours and 30 minutes.

See dates; years.

Monroe Hall
academic building located at 2115 G St.
more than/over
the preference is to use “more than” as opposed to “over” to express quantity: More than 50 people registered.

Mount Vernon Campus
use on first reference. GW campus located on Foxhall Road in upper Northwest Washington, D.C., formerly Mount Vernon College, a women’s college. The fully integrated, 26-acre campus provides academic courses, residential options and student life programs, is the home of the Elizabeth Somers Women’s Leadership Program, the Interior Design Program, the residence of the provost and executive vice president for academic affairs, includes the Academic Building, Eckles Memorial Library, West Hall, Somers Hall, Ames Hall, Clark Hall, Hensley Hall, Merriweather Hall, Post Hall, Cole Hall, Florence Hollis Hand Chapel, the Webb Building, Alumnae House, the SUMMIT Outdoor Challenge Course, and numerous indoor and outdoor athletic facilities for both intercollegiate and recreational use.
See campus; Foggy Bottom Campus; Virginia Campus.

Mount Vernon Campus Athletic Complex
the home for NCAA soccer, lacrosse, tennis and softball.
See Mount Vernon Campus.

movie titles
italicize in print.
See composition titles; italics; italics vs. quotation marks.

Multicultural Student Services Center
MSSC acceptable on second reference.

multimedia

Munson Hall
residence hall located at 2212 Eye St.

myGW
university portal.

names of organizations
in most cases refer to an organization or department by its full name on first reference; shortened names are acceptable on second reference: George Washington Police Department, police department, GWPD.

names of people
individuals should be identified in the manner they prefer and in ways that are consistent with this style guide. Consult the University Bulletin and the GW Directory for proper spellings.
See Appendix B: University Officials for list of primary university officials.

National Press Club, the

Native American

Navy ROTC
use on first reference for Naval Reserve Officers' Training Corps. NROTC is acceptable on second reference.

NCAA
acceptable on all references. Stands for the National Collegiate Athletic Association, of which GW is a member.

New Directions
official publication of the Graduate School of Education and Human Development.

New Hall
residence hall located at 2350 H St.

Newman Catholic Student Center
Newman Center is acceptable on subsequent references.
newspapers
italicize in print references. Capitalize and include The if it is part of the publication’s name: The Washington Post. When the city name is not widely known, the abbreviation of the state should be given in parentheses: Falls River (Mich.) Statesman. Use quotation marks around article titles or other content within newspapers: Amitai Etzioni’s op-ed “Instant Democracy: American Fantasy” appeared in the International Herald Tribune.

See italics; italics vs. quotation marks; quotation marks.

No.
use as the abbreviation for “number” in conjunction with a figure to indicate position or rank: No. 1 choice, No. 3 team.

See numbers.

noncredit, nondegree, nonmajor

nonprofit

nonsexist language
in general, remember that people and humankind are common substitutes for man, men and mankind when both genders are intended.

noon
not 12 p.m. or 12 noon.

NPR

See radio stations and programs.

numbers
spell out numbers one through nine (except in the case of ages and percentages, which always use numbers); use numerals for anything 10 or higher. Spell out all numbers at the beginning of a sentence or rephrase the sentence to avoid beginning with a number. Always use numerals in votes, court decisions, scores and with percent. When numbers are not round, use decimal points: 4.5 billion.

off campus/off-campus
The meeting will be held off campus. Hyphenated when it immediately precedes a noun: Students are searching for off-campus housing.

OK
not “okay.”

on campus/on-campus
The meeting will be held on campus. Hyphenated when it immediately precedes a noun: First-year students are assigned on-campus housing.

online

opera titles
italicize.

See composition titles; italics; italics vs. quotation marks.

Parent Services, Office of
Parking Services
capitalize when referring to GW.

part time/part-time
She works part time. Hyphenated when it is used as a compound modifier: He has a part-time job.

percent
always use numbers: 3 percent, 87 percent, etc. Do not use the percent (%) sign.

Ph.D.
See degrees, academic.

Phillips Hall
one of the three buildings that make up the Academic Center. Located at 801 22nd St.

play titles
See composition titles; italics vs. quotation marks; quotation marks.

poem titles
italicize long works or epic poems in print such as The Waste Land and The Odyssey. Place short works in quotes: “On this wondrous sea” by Emily Dickinson.
See composition titles; italics; italics vs. quotation marks.

portal
always lowercase and never part of the proper name myGW. The terms portal and website are not interchangeable since they have different functions.

postdoctoral

Presidential Administrative Fellows
PAFs or fellows are acceptable on subsequent references.

president of the United States
Barack Obama, president of the United States; President Obama; the president of the United States; the president; the presidency; the Obama administration.
See titles.

professor titles
capitalize full title before names: Professor of Law Jack Friedenthal. Lowercase the word professor before a name when it can be considered an epithet or a describing phrase: law professor Jack Friedenthal. Lowercase when used after a name: Jack Friedenthal, professor of law. Use courtesy titles, Mr., Ms. or Dr. on second references. Capitalize endowed professorships: Gustavo Hormiga, Weintraub Professor of Biology.
See titles; University Professor.

Program Board, GW
provides students with a broad and diverse selection of programs and events.

publications
italicize publication names, including newspapers, magazines, books and brochures in print. Use quotation marks around article titles or other content within publications.
See composition titles; italics; italics vs. quotation marks; quotation marks.
Registrar, Office of the
capitalize Office of the Registrar; registrar’s office and registrar are lowercase on subsequent references.

residence hall
not dorm or dormitory.

Rice Hall
main administration building on the Foggy Bottom Campus. Located at 2121 Eye St.

Rome Hall
one of the three buildings that comprise the Academic Center. Located at 801 22nd St.

room names and numbers
using the word “Room” or “Suite” to designate location in a building is preferred: Rice Hall, Suite 401; Marvin Center, Room 101. Dropping the words “Room” and “Suite” is acceptable: Bell Hall 231, Rice Hall 512, Marvin Center 301-C.

Ross Hall
academic (medical) building. Located at 2300 Eye St.

RSVP

radio stations and programs
use all caps for call letters: WTOP, WMAL. Place type of station and frequency after call letters if used: WRC-AM 1260.

For network programs, the preference on first reference is to add the name of the network to the program title: NPR’s All Things Considered.

Put titles of individual radio program episodes in quotation marks: “A Tribute to a Generation” was the title of last week’s GW Presents American Jazz.

See composition titles; italics; italics vs. quotation marks; NPR; quotation marks.

Samson Hall
academic building located at 2036 H St.

Schenley Hall
residence hall located at 2121 H St.
School of Public Health and Health Services
spell out on first reference; SPHHS acceptable on subsequent references. One of the 10 degree-granting schools at the university, it was established in 1997 as the first school in the nation to formally combine public health and health services. Administrative offices are located in Ross Hall.

School Without Walls
a four-year high school located at 2130 G St. Part of the D.C. public school system.

Science and Engineering Hall
planned state-of-the-art facility to be built on the site of the former university parking garage. Construction expected to begin summer 2011.

screen saver
seasons
in general, do not capitalize: fall 2011, not fall of 2011. Only capitalize if part of a formal name: GW Summer Sessions, Winter Olympics.

semesters
do not capitalize: fall semester.

semiannual
means twice a year, a synonym for biannual.

seminars
See events.

Senate
capitalize in all references to governmental legislative bodies, whether or not the name of the nation is used: the U.S. Senate, the Senate, the state Senate. Capitalize for the full name of official GW groups: Faculty Senate, Student Association Senate.

LowerCase in second reference to GW groups if full name is not used and lowercase plural uses: the senate meets once a month; the Maryland and Virginia senates.

senator, Sen.
See legislative titles.
senior
See class year.

Sept. 11
date is stand alone; 9/11 also acceptable.

Singers, University

Smith Center
See Charles E. Smith Center.

Smith Hall of Art
one of the three buildings that make up the Academic Center at 801 22nd St. Formal name is the Robert H. and Clarice Smith Hall of Art.

Smithsonian Institution
Smithsonian is acceptable on first reference. Add the name of the museum if necessary: the Smithsonian National Museum of American History.

sophomore
See class year.

song titles
place in quotes.
See composition titles; italics vs. quotation marks; quotation marks.

south, southern, southeast, southwest
See directions and regions.

South Hall
GW residence hall located at 2135 F St., NW. Opened in 2009.

speeches
use quotation marks for formal titles of speeches: Martin Luther King Jr.’s “I Have a Dream” speech.
See events; italics vs. quotation marks; quotation marks.

spokesman, spokeswoman
use spokesperson or representative if unsure of a person’s gender.

spring
See seasons.

state
lowercase in all references: the state of Maryland. Four states are legally commonwealths rather than states. Kentucky, Massachusetts, Pennsylvania and Virginia should be referred to as commonwealths only in formal uses.

state names
when the 50 U.S. states stand alone in text they should be spelled out. When used with a city name, abbreviated as detailed below.

state abbreviations
Associated Press style is preferred: District of Columbia (D.C.), Maryland (Md.), Virginia (Va.), New York (N.Y.), California (Calif.), etc. Abbreviations are required in conjunction with a city, town, etc. in text: She is a sophomore chemistry major from Needham, Mass.
Use in listings of party affiliation:
Sen. Edward Kennedy, D-Mass. was honored at GW’s 2009 Cancer Institute Gala.

Staugton Hall
academic building located at 707 22nd St.

Stockton Hall
academic building located at 720 20th St. One of four buildings that comprise the Law School.

street
abbreviate only with a numbered address.
See addresses.

Strong Hall
residence hall located at 620 21st St.

Stuart Hall
academic building located at 2013 G St; part of the Law School complex.
Thurston Hall  
residence hall located at 1900 F St.

telephone numbers  
the preferred style is to use a hyphen after the area code and before the last four digits: For more information, contact the GW Division of External Relations at 202-994-6460.  
For GW phone numbers always use 994, not simply 4 + extension.

television stations and programs  
use all caps for call letters. Use hyphens to separate type of station from base call letters. For local network affiliates, adding the name of network and channel is preferred: WJLA-TV (ABC 7); WRC-TV (NBC 4); WTTG-TV (FOX 5); WUSA-TV (CBS 9).  
Italicize names of television programs in print: *The Simpsons, All in the Family, Jeopardy*, etc. Use quotes for the Web.  
If the name of the news program includes the name of the network, put the network in italics: *CBS Evening News, Fox News Sunday, CNN Daybreak*.  
Put titles of television program episodes in quotation marks: “*the Puffy Shirt*” is one of the best-known episodes of *Seinfeld*.  
See composition titles; italics; italics vs. quotation marks; quotation marks.

temperature  
use numbers for all except zero. Use the words minus, below zero or negative, not a negative sign, to indicate temperatures below zero: The temperature on campus dipped below 32 degrees allowing the ice skating rink to freeze. The overnight low in Washington, D.C., was minus 10. If not using the Fahrenheit scale, such as in scientific experiments, note the temperature scale used: Celsius, Kelvin. Always write out the word degrees, do not use the circle symbol for degrees.
that, which, who, whom
use who and whom in reference to people and to animals with a name: Andrew Sonn is the man who helped answer my service questions. Use that and which in reference to inanimate objects and animals without a name. Use that to refer to an inanimate object and introduce an essential clause: I like to take classes that meet once a week. Use which to introduce a nonessential clause that refers to an inanimate object: GW’s National Security Internship, which was launched in 2008, provides qualified students with coveted internships at the Department of Homeland Security and the FBI. See who, whom.

theater, theatre
in general, use theater. The academic department at GW is the Department of Theatre and Dance, not the Department of Theater. Conform to style used by venue: the Betts Marvin Theatre; Ford’s Theatre in Washington, D.C.; the Kennedy Center’s Eisenhower Theater; the Lockheed Martin IMAX Theater at the National Air and Space Museum.

time
use numerals with lowercase a.m. and p.m. Use periods in a.m. and p.m. Use noon and midnight instead of 12 p.m. and 12 a.m., respectively. Avoid redundant phrases, such as 10 a.m. this morning or 9 p.m. tonight. Writing 4 o’clock is acceptable in some cases, but 4 p.m. is preferred.

titles
in general, capitalize titles only when they are used before a person’s name. In second reference, a title is not necessary. See below examples for additional information.

• academic titles
in general, in first reference to GW faculty/staff, include the person’s name, followed by his/her title. Do not capitalize the academic title after a person’s name: Peg Barratt, dean of the Columbian College of Arts and Sciences; James Hershberg, associate professor of history and international affairs; Nina Gilden Seavey, director of the Documentary Center. However, named professorships are capitalized when used after a faculty member’s name: James O. Horton, Benjamin Banneker Professor of American Studies and History; Amitai Etzioni, University Professor. To find the correct formal title for a GW faculty member, refer to the most recent University Bulletin, online at www.gwu.edu/~bulletin/.

• composition titles
for style preferences regarding books, movies, songs, plays, etc., See composition titles.

• courtesy titles
Use Dr. on second reference for people with a doctorate. Otherwise use Mr. and Ms.

• formal titles
capitalize formal titles when they are used immediately before one or more names: Former Presidents Gerald Ford, Jimmy Carter, George H.W. Bush and Bill Clinton attended Ronald Reagan’s funeral service. Secretary of State Hillary Clinton delivered a major foreign policy address. The secretary spoke about North Korea. Abraham Lincoln was elected president in 1860. In first reference use Rep., Reps., Sen., Sens., Gov., Govs., Amb., Amb. as formal titles before one or more names in regular text: Sen. Lamar Alexander spoke at the convention. Reps. Elijah E. Cummings, Sheila Jackson Lee, Corrine Brown, Danny K. Davis and Barbara Lee are officers of the Congressional Black Caucus. Amb. Karl Inderfurth is a professor at GW. Spell out and capitalize these titles before one or more names in a direct quotation: The president said, “I am proud to have Senator McCain by my side.” In second reference do not use formal titles before a name unless they are part of a direct quotation. See ambassador; Honorable, the; legislative titles; governor; president of the United States; senator.

• military titles
capitalize a military title that signifies formal rank in a title before a person’s name. Do not continue to use the title before a name, use only the last name: Retired Gen. John M. Shalikashvili served as the 13th chairman of the Joint Chiefs of Staff from October 1993 to September 1997. Shalikashvili earned an M.S. degree in international affairs from GW in 1970. Many military titles are abbreviated in regular text: general (Gen.); colonel (Col.); major (Maj.); sergeant (Sgt.); admiral (Adm.); captain (Capt.); corporal (Cpl.); private (Pvt.). Other titles are not abbreviated: airman; seaman; chief petty officer; master chief; chief warrant officer. See the military titles listing in the Associated Press Stylebook for more detailed abbreviations.
**today, tonight**
use only in direct quotations.

**Tompkins Hall of Engineering**
Tompkins Hall is acceptable on first reference. Located at 725 23rd St.

**toward**
use toward, not towards.

**Trachtenberg School of Public Policy and Public Administration**
Spell out on first reference; Trachtenberg School acceptable on subsequent references. The school is a division of the Columbian College of Arts and Sciences and is led by a director. The school was established in January 2004. Administrative offices are located in the Media and Public Affairs Building.

**Trachtenberg, Stephen Joel**

**trustee**
*See board of trustees.*

**Troubadours, The**
GW’s oldest co-ed a cappella group.

**TV**
avoid using as a noun unless in a direct quotation. Acceptable for use in constructions such as cable TV and in formal names: GW-TV; WJLA-TV.
*See television stations and programs.*

**U.N.**

**Undergraduate Admissions, Office of**
formal name, should be used in first reference. The words admissions office are acceptable in second reference, but should not be capitalized since that is not the correct formal name. Graduate admissions are handled individually in each school; there is no Office of Graduate Admissions at GW.

**United Kingdom**

**United States, U.S.**
in general, abbreviate when using as an adjective, write out United States when used as a noun (note use of periods for consistency with U.S., D.C., etc.): The U.S. State Department is located two blocks from the GW campus. The government of the United States is one of the nation’s largest employers.

Avoid USA except in a formal name: Congress passed the USA Patriot Act in October 2001.

**University**
lower case unless using as a part of a school’s formal name.
University wordmark (logo)
The official university wordmarks are available online through GW Marketing and Creative Services: graphics.gwu.edu.

University Professor
The highest professorial status at GW. The university has 10 university professors.
See professor titles.

University seal
The official university seal is only used on official university documents. Examples include diplomas and invitations/announcements from the Board of Trustees or the president of the university.

usher
Use for both men and women.

VIP, VIPs
Acceptable in all references for very important person(s).

Virginia Science and Technology Campus
The campus in Loudoun County is the region’s fastest-growing research and technology campus with academic and research initiatives in transportation safety and security, public health, homeland security, professional and executive education, information technology and telecommunications. Opened in 1991, the 90-acre campus is located in Ashburn, Va., near Dulles International Airport.
The campus includes Exploration, Enterprise and Innovation halls.

Washington, D.C.
Washington (the city) can stand alone and be recognizable. When referring to the state, use state of Washington or Washington state to avoid confusion.

Washington Monument
Web
Lower case in all instances; Internet is preferred.

website
Do not italicize or underline website addresses: The university’s home page is www.gwu.edu. Don’t include http:// with websites that don’t begin with www:gwired.gwu.edu.
See e-mail; http://; Internet.

West End Citizens Association
West Hall
Residence hall on GW’s Mount Vernon Campus. Opened in 2010.
**White House**
do not personify the White House.
WRONG: The White House said ...
RIGHT: A White House official said ...

**WiFi**

**who, whom**
who is used when someone is the subject of a sentence, clause or phrase: Who is there? The student who rented the room painted the walls. Whom is used when someone is the object of a verb or preposition: Whom do you wish to see? The student to whom the room was rented painted the walls.

**Wind Ensemble, University**

**Woodhull House**
headquarters of the George Washington Police Department.
Located at 2033 G St.

**World Bank**
use World Bank/IMF meetings when referring to the meetings held by the institutions in D.C. at the same time. World Bank is the acceptable name that has come to be used for the International Bank for Reconstruction and Development (IBRD) and the International Development Association (IDA). Together, these organizations provide low interest loans, interest-free credit and grants to developing countries.

**World War I, World War II**
use in first reference. WWI and WWII, respectively, are acceptable in second reference.

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**Yard, the University**

**yearlong**

**years**
use an “s” without an apostrophe to indicate spans of decades or centuries: the 1980s, the 1800s. Years are the lone exception to the general rule in numerals that a figure is not used to start a sentence: 2009 was a very good year.

See dates; months.

**youth**
applicable to boys and girls from age 13 to 18. Use man or woman for individuals 18 and older.

**zip codes**
do not capitalize the word zip unless it is the first word in a sentence.
Appendix A: Punctuation

apostrophe
use an apostrophe to indicate that a noun is possessive.

Add an ’s for the following:
• Plural nouns not ending in s: women’s rights, the alumni’s contribution.
• Singular nouns not ending in s: the professor’s office, the horse’s food, the student’s room.
• For compound words apply the apostrophe or ’s to the word closest to the object possessed: the major general’s decision, the major generals’ decisions, the attorney general’s request, the attorneys general’s request, Martin Luther King Jr’s father.
• For joint possession and individual possession, use a possessive form only after the last word if ownership is joint: George and Mary’s car. Use a possessive form after both words if the objects are individually owned: George’s and Mary’s cars.
• Descriptive phrases not ending in s: a children’s hospital, a people’s republic.
• Plurals of a single letter: Mind your p’s and q’s. He learned the three R’s and brought home a report card with four A’s and two B’s. The Oakland A’s won the pennant.

Add only an apostrophe for the following:
• Plural nouns ending in s: states’ rights, the horses’ food, the professors’ lounge, the students’ class gift.
• Nouns plural in form, singular in meaning: mathematics’ rules, measles’ effects. The same rule applies for the formal name of a singular entry: General Motors’ profits, the United States’ wealth.
• Singular proper nouns ending in s: Achilles’ heel, Hercules’ labors, Arkansas’ schools, John Adams’ legacy. However, if a composition title or trademarked name uses an ’s after a singular proper noun, the ’s should be preserved: Bridget Jones’s Diary.
• Singular nouns ending in an s sound (e.g., ce, x, z) followed by a word that begins with s: for appearance’ sake, for conscience’ sake, the justice’ seat.
• Contractions, omitted letters and figures: it’s, don’t, ’tis the season, rock ‘n’ roll, the class of ’62, the Spirit of ’76, the ’20s.

See The Associated Press Stylebook “possessives” entry for additional guidance.

brackets
use brackets to add clarification or correct to quoted material: “I couldn’t believe that he [Jackson] would hit three home runs,” said the manager. Use the Latin word sic, which means intentionally so written, in brackets to indicate that an error in the quoted material is being reproduced exactly: “We were disappointed to find out that only five in the class is [sic] signed up for the program.”

colon
the colon is a mark of emphasis and/or anticipation. Its most frequent use is at the end of a sentence to introduce a list or text: She narrowed her decision to three colleges: Dartmouth, Boston College and GW.

Capitalize the first word after a colon only if it is a proper noun or the start of a complete sentence: She had one major condition: The school must have a strong history department. She also wanted a college that offered her two favorite sports: volleyball and rugby.

Do not use a colon between a verb and its complement or object: RIGHT: Her three favorite teams are the Cardinals, Eagles and Bears. WRONG: Her three favorite teams are: the Cardinals, Eagles and Bears. RIGHT: There were many considerations including cost, location and curriculum. WRONG: There were many considerations including: cost, location and curriculum.

comma
use a comma to separate elements in a series: He ate bread, meat and pie. Also use the comma (not the semicolon) for a simple series: They had fruit, custard, cake and ice cream, peanut butter and jelly and pudding. In a more complex series that may involve names, titles and degree notations for more than one person, use a semicolon (see semicolon entry).

Do not use the serial comma in a simple series: red, white and blue. Use a comma after a long introductory phrase or clause: After stealing the crown jewels from the Tower of London, I went home for tea. If the introductory material is short (a rule of thumb is five words or less), do not use the comma: After the theft I went home for tea. But use the comma if the sentence would be confusing without it: The day before, I’d robbed the Bank of England.
Use commas to offset a person’s name, as in this case: He introduced his wife, Anne, to the mayor. Do not use a comma in this sentence: He attended the party with wife Anne.

Use a comma to separate independent clauses that are joined by and, but, for, or, nor, because or so: We are visiting Washington, and we also plan a side trip to Williamsburg, Va. As a rule of thumb, use a comma if the second clause can stand alone as a sentence:

**COMMA:** Gen. Lee rallied his soldiers, and he marched them to Gettysburg.

**NO COMMA:** Gen. Lee rallied his soldiers and marched them to Gettysburg.

Use a comma to set off a nonessential word or phrase, but do not use if a word or phrase is essential. Correct: The company chairman, John James, spoke at the meeting. (Because a company can only have one chairman the name is not essential to the sentence.) The Smiths ate dinner with their daughter Julie. (In this case because the Smiths have more than one daughter, the inclusion of Julie’s name is critical if the reader is to know which daughter is meant.) Julie and her husband, Jeff, went shopping. (Again because Julie has only one husband his name should be set off by commas.)

Use a comma to separate elements of an address: The Virginia Campus is located in Ashburn, Va., in the Dulles technology corridor.

Use a comma between proper names and titles: Jane Barker, president of Zenith, chaired the meeting.

Use a comma to introduce a complete sentence or quote that is a complete sentence: The president said, “I am happy to be a part of such a rich tradition.”

Also use a comma before quote attribution. “I am happy to be part of such a rich tradition,” the president said.

Do not use a comma to introduce a partial quote: The president called the event a “rich tradition.”

In use with quotes, commas always go inside quotation marks.

dash

An em dash — a long line exactly like the one used in this sentence — is what should be used to enclose a word or word group that interrupts the main structure: We will fly to Paris in June — if I get a raise. Smith offered a plan — an unprecedented plan to raise revenues.

The dash also can be used within a phrase that otherwise would be set off by commas when there are series or words that must be separated by commas within the phrase: He listed the qualities — intelligence, humor, independence — that he liked in an executive.

The em dash is not to be confused with its shorter relative, the en dash. The en dash, which should be used in noting page numbers, dates, and game scores: In the 2009–10 men's basketball season, the team won the championship 98–85. The en dash should not be used in place of a hyphen.

ellipsis

When using, treat the ellipsis as a three-letter word with three dots and a space on each side.

Use the ellipsis to indicate the deletion of one or more words in condensing quotes, texts and documents. Be very careful to avoid deletions that would distort the meaning.

“I ... tried to do what was best.”

If the words that precede an ellipsis constitute a grammatically complete sentence, either in the original or in the condensation, place a period at the end of the last word before the ellipsis. Follow it with a regular space and an ellipsis: I no longer have a strong enough political base. ...

exclamation point

Use sparingly to express a high degree of surprise, incredulity or other strong emotion. Place the mark inside quotes when part of quoted material. Place it outside of quotes when not part of the quoted material. Do not use a comma or period after the exclamation mark.

RIGHT: “Never!” she shouted.
hyphens
use to join adjectives and avoid ambiguity. Consult The Associated Press Style Guide and Webster's New World Dictionary for guidance on hyphenations with prefixes.

Additional guidelines:
• Compound modifiers: When two or more words that express a single concept are used before a noun, use a hyphen to link them with the exceptions of the word “very” and adverbs that end in “ly”: a high-profile case, a 19,000-square-foot building, a full-time job, a poorly performed play. Most of the time these combinations are not hyphenated after a noun: She works full time.
• Compound nouns: Many noun compounds are hyphenated: brother-in-law, well-being, 18-year-old.
• With numbers: Hyphenate the written form of compound numbers and fractions: One-fifth of my income is spent on rent.
• Between a prefix and proper name: mid-Atlantic.
• Capitalization: When hyphenated words are used in headlines, both words should be capitalized: Blue-Green.
• Suspensive hyphenation: He received a 10- to 20- year sentence in prison.

parentheses
use sparingly to insert necessary background or reference material. Punctuation: Place a period outside parentheses if the material inside is not a stand alone complete sentence (like this fragment). Otherwise, place periods inside parentheses.

period
use with the following:
• At the end of a declarative sentence: The style guide is finished.
• At the end of a rhetorical question if the statement is more of a suggestion than a question: Why don’t we go.
• At the end of an indirect question: He asked what time it was.
• At the end of a sentence ending in a URL or an e-mail address: The story about President Knapp was published at gwtoday.gwu.edu. For more information, please contact magazine@gwu.edu.
Use a single space after a period at the end of a sentence.

question mark
use with the following:
• At the end of a direct question: Who attended the lecture?
• In the middle of an interpolated question: You told me — Did I hear you correctly? — that we should meet in the conference room.
• At the end of a full sentence with multiple questions: Did he plan the event, book the guests and write the opening remarks? However, it is acceptable to use question marks with each question for emphasis: Have you finished planning the event? Booked the guests? Written the opening remarks?
Placement with quotation marks: A question mark can be inside or out depending on the meaning: He asked, “How much will it cost?” What is the Louvre’s most famous painting after the “Mona Lisa”?
A question mark supersedes the comma that normally is used when supplying attribution for a quotation: “Who won?” he asked.

quotation marks
use with the following:
Direct quotations: Plato said, “Necessity is the mother of invention.”
With personal nicknames: Thomas “Stonewall” Jackson.
With words used in an ironical sense: The “debate” turned into a free-for-all.
Quotes may be used with unfamiliar terms or phrases on first reference: A defensive offsides call is known as “encroachment.” Do not put subsequent references to encroachment in quotation marks.
Quotation mark placement with other punctuation:
• Periods and commas always go within quotation marks.
• Dashes, question marks and exclamation points go within the quotation marks when they apply to the quoted matter only. They go outside when applied to the whole sentence. This second rule helps the reader attribute the meaning and emotions of these remarks to the right source: The first sentence of Barack Obama’s fundraising letter was, “I need your vote!” I thought John McCain was very forceful when he said, “I need your vote!” The first sentence indicates Obama’s emphasis and excitement. The second sentence indicates the author’s emphasis and excitement.
• Semicolons go outside of quotation marks.
**semicolon**

use semicolons with the following:

- To clarify a series, especially when individual segments contain material that also must be set off by commas: The meeting was attended by several graduates: Joe Alumnus, B.A. '88, J.D. '92; Sally Colonial, B.A. '77, M.A. '79, Ph.D. '85; and Harry Hippo, M.F.A. '67.

- To link independent clauses, especially when coordinating conjunctions such as 'and,' 'but' or 'for' not present: The package was due last week; it arrived today.

Place semicolons outside of quotation marks.
Appendix B: List of Primary University Officials

Senior Staff

Steven Knapp
President

Jeffrey S. Akman (interim)
Vice Provost for Health Affairs

Leo M. Chalupa
Vice President for Research

Robert A. Chernak
Senior Vice Provost and Senior Vice President for Student and Academic Support Services

Aristide Collins Jr.
Vice President and Secretary of the University

Sabrina Ellis
Vice President for Human Resources

Louis H. Katz
Executive Vice President and Treasurer

Steven Lerman
Provost and Executive Vice President of Academic Affairs

Michael Morsberger
Vice President for Development and Alumni Relations

Beth Nolan
Senior Vice President and General Counsel

Lorraine Voles
Vice President for External Relations

University Deans

Jeffrey S. Akman (interim)
School of Medicine and Health Sciences

Peg Barratt
Columbian College of Arts and Sciences

Paul Schiff Berman
Law School

Michael E. Brown
Elliott School of International Affairs

David S. Dolling
School of Engineering and Applied Science

Ali Eskandarian
College of Professional Studies

Michael J. Feuer
Graduate School of Education and Human Development

Lynn Goldman
School of Public Health and Health Services

Doug Guthrie
School of Business

Jean Johnson
School of Nursing
Appendix C: GW Academic Degrees

Punctuation With Degrees
Use periods with all degree abbreviations.
To follow is a list of all degrees offered at GW with proper abbreviations:

Columbian College of Arts and Sciences
  Bachelor of Arts (B.A.)
  Bachelor of Fine Arts (B.F.A.)
  Bachelor of Music (B.Mus.)
  Bachelor of Science (B.S.)
  Master of Arts (M.A.)
  Master of Fine Arts (M.F.A.)
  Master of Forensic Sciences (M.F.S.)
  Master of Public Administration (M.P.A.)
  Master of Public Policy (M.P.P.)
  Master of Science (M.S.)
  Master of Philosophy (M.Phil.)
  Doctor of Philosophy (Ph.D.)
  Doctor of Psychology (Psy.D.)

School of Medicine and Health Sciences
  Bachelor of Science in Health Sciences (B.S.H.S.)
  Master of Science in Health Sciences (M.S.H.S.)
  Doctor of Medicine (M.D.)
  Doctor of Physical Therapy (D.P.T.)

Law School
  Juris Doctor (J.D.)
  Master of Laws (LL.M.)
  Doctor of Juridical Science (S.J.D.)

School of Engineering and Applied Science
  Bachelor of Science (B.S.)
  Bachelor of Arts (B.A.)
  Master of Science (M.S.)
  Engineer (Engr.)
  Applied Scientist (App.Sc.)
  Doctor of Science (D.Sc.)

Graduate School of Education and Human Development
  Master of Arts in Education and Human Development (M.A. Ed.&H.D.)
  Master of Arts in Teaching (M.A.T.)
  Master of Education (M.Ed.)
  Education Specialist (Ed.S.)
  Doctor of Education (Ed.D.)

School of Business
  Bachelor of Accountancy (B.Accy.)
  Bachelor of Business Administration (B.B.A.)
  Master of Accountancy (M.Accy.)
  Master of Business Administration (M.B.A.)
  Master of Science in Finance (M.S.F.)
  Master of Science in Information Systems Technology (M.S.I.S.T.)
  Master of Science in Project Management (M.S.P.M.)
  Master of Tourism Administration (M.T.A.)
  Doctor of Philosophy (Ph.D.)

Elliott School of International Affairs
  Bachelor of Arts (B.A.)
  Master of Arts (M.A.)
  Master of International Policy and Practice (M.I.P.P.)
  Master of International Studies (M.I.S.)
School of Public Health and Health Services
  Bachelor of Science (B.S.)
  Master of Science (M.S.)
  Master of Public Health (M.P.H.)
  Master of Health Services Administration (M.H.S.A.)
  Specialist in Health Services Administration (Spec.H.S.A.)
  Doctor of Public Health (Dr.P.H.)

College of Professional Studies
  Associate in Professional Studies (A.P.S.)
  Bachelor of Professional Studies (B.P.S.)
  Master of Professional Studies (M.P.S.)

School of Nursing
  Bachelor of Science in Nursing (B.S.N.)
  Master of Science in Nursing (M.S.N.)
  Doctor of Nursing Practice (D.N.P.)