



Style Guide

Division of External Relations

THE GEORGE
WASHINGTON
UNIVERSITY

WASHINGTON, DC

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*.



abbreviations

include an unfamiliar abbreviation in parentheses after a proper noun before using it on second reference: Board of Zoning Adjustment (BZA).

Some names are usually abbreviated on first reference, including government agencies, associations and unions.

Examples include:

AFL-CIO

CIA

CNN

FBI

GPA

NAACP

Academic Center

the primary academic building on campus that consists of three halls: Phillips Hall, Rome Hall and Smith Hall of Art. Located at 801 22nd St.

academic departments

See departments, academic.

academic titles

See titles.

acronyms

acronyms are abbreviations that spell out pronounceable words: NATO, NASA, NAFTA, UNICEF, radar, scuba.

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.

ampersand (&)

use only when it is an official part of a name or title: AT&T.

Do not use in place of and in running text or names of schools: Columbian College of Arts and Sciences, School of Media and Public Affairs, School of Engineering and Applied Science.

another

not a synonym for additional; means a duplication of a previously stated quantity: three faculty members attended Tuesday; another three attended Wednesday.

anticipate, expect

anticipate means to expect and prepare for something; expect does not include the notion of preparation: They expect a big crowd. They have anticipated it by adding more seats.

Archives, University

archives is preferred on second reference when meaning the university's collection.

area code

See *telephone numbers*.

art, works of

use italics to name works of art in print: Cassatt's *The Boating Party* is on display at the National Gallery of Art. Do not use italics for Web writing because some browsers do not support them; use quotes instead.

See *italics; italics vs. quotation marks; exhibit/exhibition*.

Arthur S. Flemming Awards

use full name in first reference. Flemming Awards acceptable in subsequent references.

artwork**Asian**

See *ethnic and racial designations*.

assure

See *ensure, insure, assure*.

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 (Flyers), 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.

B

bachelor's degree

See *degrees, academic*.

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 *GW SB; School of Business*.

ByGeorge!

official name of the university's former faculty/staff newspaper. Italicize in print references.

See *italics vs. quotation marks; newspapers*.



campus

capitalize when referencing proper name of GW campuses: Foggy Bottom Campus, Mount Vernon Campus, Virginia Science and Technology Campus. Lowercase the word campus on second reference: They all returned to campus. Lowercase when referencing more than one campus: D.C. is home to GW's Foggy Bottom and Mount Vernon campuses.

See Foggy Bottom Campus, Mount Vernon Campus, Virginia Campus.

Campus Plan

capitalize when referring to GW's formal plan submitted to the D.C. government.

campuswide

cancel, canceled, canceling, cancellation

capital

refers to the city where a seat of government is located. Use lowercase. Can also be used as a financial term: Paris is the capital of France. He needed to raise capital to start his business.

capitalization

in general, avoid unnecessary capitals, especially in second reference. Examples of common GW second references that should be lowercased include the university, the building, the board, the campus, the center, the college, the office, the department, the institute, the project, the school. First references should be capitalized only in their complete proper form: The Elliott School of International Affairs is located at 1957 E St. The school was previously situated in Lisner Hall. The Department of History offers internships with the Smithsonian Institute. The department is hosting a lecture on early American history.

See board of trustees; building, campus, centers/institutes, colleges, departments, offices, projects, schools.

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.

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 Misérables*.

*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.*

conferences

See events.

Congress

capitalize when referring to the U.S. Senate and U.S. House
of Representatives.

congressional

Corcoran Hall

academic building. Located at 725 21st St., it is one of GW's
buildings listed on the National Register of Historic Buildings.

Council of Deans

lowercase the word council on second reference.

couple of

"of" is necessary: a couple of days (instead of "a couple days").

course names

do not italicize or place course names in quotes: She registered for
Qualitative Media Research Methods.

Use a colon between the course name and course number if used
together: He teaches History 220: American Business History.

court cases

See legal cases.

Crawford Hall

residence hall located at 2119 H St.

C-SPAN

cum laude

See degrees, academic.

cutting edge

a cliché, avoid using.

D

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.

Use an en dash for continuing or inclusive numbers: The 2009–10
academic year began Aug. 31. She taught in the chemistry department
from 2005 to 2009. Use full years when crossing a century mark: The
1999–2000 academic year.

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.

A doctoral degree isn't necessarily always a Ph.D. Examples include Ed.D., Doctor of Education, Psy.D., Doctor of Psychology.

• 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.

Dimock Gallery

art exhibition venue located in the lower level of Lisner Auditorium, 730 21st St.

directions and regions

in general, lowercase the terms north, south, northeast, southwest, etc., when they indicate compass direction; capitalize these words when they designate regions: He walked north. The cold front is moving east. She is from the Midwest. The candidates canvassed the Western states. Settlers from the East went West. She is a Southern conservative. They are going to the South Pacific.

However, the preferred form is to lowercase regions when used with names of nations, states and cities unless they are part of a proper name or widely used designations: the western United States, eastern Canada. Proper name designations include South Korea, West Virginia, South Side of Chicago, the Lower East Side of New York.

Capitalize regions in D.C.: Northwest Washington, Southeast Washington. Abbreviate without periods: NE, NW, SE, SW.

See *addresses; addresses, campus*.

Disability Support Services**District of Columbia**

abbreviate as D.C. when used in conjunction with Washington. Spell out when used alone.

The district and D.C. are acceptable in subsequent references.

See *D.C.*

doctoral, doctorate

See *degrees, academic*.

dormitory, dorm

See *residence halls*.

Dr.

use the abbreviation Dr. on second reference to refer to a person who holds a doctorate: Dr. Knapp spoke at the meeting.

Duquès Hall

part of the 167,000-square-foot business school complex. Located on 22nd Street and named after Ric and Dawn Duquès.

E

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 colloquiums, 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.

F

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*.

Fulbright 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 "t" 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*.

H

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.

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.

I

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.

J

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.

K

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.

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.

L

lady

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.

M

Madison Hall

residence hall located at 736 22nd St.

magazines

italicize titles in print references. Capitalize and include “The” if it is part of the publication’s name. Do not italicize “magazine” unless it is part of the publication’s name: *Time* magazine, *People* magazine. Use quotation marks around article titles or other content within magazines.

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

Marvin Center

the student union building that includes J Street food court, theaters, ballrooms, bookstore, lounges and administrative and student offices. Named for Cloyd Heck Marvin, the university’s 12th president. Located at 800 21st St.

master’s degree

See degrees, academic.

media

a plural noun: The media have begun to cover educational issues more frequently.

Media and Public Affairs Building

MPA Building is acceptable on second reference. Opened in 2001, the building houses the School of Media and Public Affairs, the Graduate School of Political Management, the Trachtenberg School of Public Policy and Public Administration, the Luther W. Brady Art Gallery, the Global Media Institute and the 258-seat Jack Morton Auditorium. Located at 805 21st St.

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.

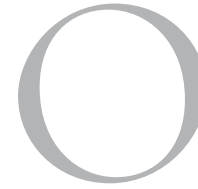
NPR

acceptable on first reference. Acronym for National Public Radio.

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*.

**panel discussions**

See *events*.

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.

Q

Quigley's

located at 619 21st St. Houses Tonic Restaurant.

quotation marks

use quotation marks for articles, essays, short poems, short stories, songs, chapters in a book, episodes of radio and television programs, lectures, speeches, conferences, symposiums. As a general rule, italicize names of long works and use quotation marks for short works. A short work is typically part of a longer work.

See *quotation mark* entry in *Appendix A: Punctuation; italics; italics vs. quotation marks; composition titles*.

R

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*.

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

S

Samson Hall

academic building located at 2036 H St.

Schenley Hall

residence hall located at 2121 H St.

scholarship

lowercase except when used as part of a proper name: The Stephen Joel Trachtenberg Scholarship is a full, four-year scholarship awarded annually to students from Washington, D.C., public schools.

school

capitalize when part of a proper name: The GW School of Business. Lowercase in second reference when proper name is not used: The school provides wireless Internet access to students.

School of Business

spell out on all references. GWSB and business school acceptable on subsequent references. One of the 10 degree-granting schools at the university, it was established in 1899.

See business school; GWSB.

School of Engineering and Applied Science

spell out on first reference; SEAS acceptable on subsequent references. Use engineering school as a third option. One of the 10 degree-granting schools at the university, it was established in 1884. Administrative offices are located in Tompkins Hall of Engineering.

School of Media and Public Affairs

spell out on first reference; SMPA acceptable on subsequent references. The school is a division of the Columbian College of Arts and Sciences and is led by a director. All offices are located in the Media and Public Affairs Building.

School of Medicine and Health Sciences

spell out on first reference; SMHS acceptable on subsequent references. One of the 10 degree-granting schools at the university, it was established in 1825 and is the 11th oldest medical school in the country. Administrative offices are located in Ross Hall.

School of Nursing

GW's newest degree-granting school created in 2010.

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.

Staughton 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.

Student and Academic Support Services

SASS is acceptable on subsequent references. Robert A. Chernak is senior vice provost and senior vice president for student and academic support services.

Student Financial Assistance, Office of

acceptable on first reference. Use financial assistance office on subsequent references; do not use financial aid.

Student Health Service

located at 2141 K St., NW, Suite 501. All currently registered full-time and part-time students matriculated in a degree program at GW are eligible for services.

summer

See seasons.

superscript

do not use superscript after numbers:

RIGHT: 1st, 2nd, 3rd.

WRONG: 1st, 2nd, 3rd.

Support Building

the headquarters of facilities management. Located at 2025 F St.

Supreme Court of the United States

U.S. Supreme Court preferable on first reference. Supreme Court acceptable on second references; note capitalization. The formal title for John Roberts is chief justice of the United States. All others on the Supreme Court are formally associate justices, but justice is acceptable: Justice Clarence Thomas. If referring to a state Supreme Court note that state: the Michigan Supreme Court.

See legal cases.

syllabus

plural is syllabuses.

Symphonic Band, University**Symphony Orchestra, University****Synergy**

official magazine of the School of Engineering and Applied Science.

**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., Ambs. 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

president of GW from 1988 to 2007. Now president emeritus and university professor of public service.

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.**

in general, abbreviate when using as an adjective, write out United Nations when used as a noun (note use of periods for consistency with U.S., D.C., etc.): GW professor Amb. Karl Inderfurth served as U.S. representative to the United Nations for special political affairs and as deputy U.S. representative on the U.N. Security Council from 1993 to 1997.

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

use in reference to Great Britain and Northern Ireland. Great Britain consists of England, Scotland and Wales. Ireland is independent of the 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.

**versus**

spell out in general text. The abbreviation vs. may be used in short expressions and lists.

Use v. in references to court cases: *Brown v. Board of Education*.

vice president

capitalize when placed before a name: Executive Vice President and Treasurer Lou Katz. Use in lowercase for all other references. Vice presidents, including assistant vice presidents, are “for” an area, not “of” an area.

See *Appendix B: University Officials*.

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.

XYZ

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 entity: 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 Asburn, 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 offside 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.)