

# University of New England

## Writing/Grammatical Standards Guide

The following guidelines include writing and grammatical standards, which should be followed in any UNE publications, with the exception of individuals' academic papers, journals and so forth. Other than AP Style, these guidelines follow standard English grammar.

### About AP Style

The style most people are taught in school is the academic style, which, for the most part, is still used in scholarly papers and projects. At the University of New England, all publications other than academic journals follow the AP, or Associated Press, style of writing with a few exceptions. The AP Style Manual is used by most journalists and provides detailed writing guidelines. Following are guidelines for the AP style, as well as style and grammatical rules the university has adopted over time. These guidelines are to be used in all UNE publications except academic journals.

### 1. Academic Degrees

Spell out references to academic degrees. It is acceptable to refer to degrees in first usage as associate's, bachelor's, master's, or doctorate. References should be lowercased and written with an apostrophe unless the degree is a doctorate.

Dr. Jane Doe has a bachelor's in English and a doctorate in psychology.

When abbreviation of academic degrees is necessary, uppercase and use periods. Some common abbreviations are:

B.A. – bachelor of arts

B.S. – bachelor of science

M.A. – master of arts

M.S. – master of science

M.S.W. – master of social work

Ed.D. – doctor of education

M.S.Ed. – master of science in education

D.O. – doctor of osteopathic medicine

Right: John Smith has a Ph.D in history. John Smith has a doctorate in history.

The word “degree” should not follow a degree abbreviation.

Wrong: He has a B.A. degree in history.

Right: He has a B.A. in history.

Honorary degrees should use the abbreviation HON.

John Smith, HON '78

## **2. Academic Divisions, Departments, Programs or Majors, and Administrative Offices and Departments**

Do not capitalize the names of majors. Names of colleges, departments and official program titles within the University system are to be capitalized.

Department of Nursing  
nursing major

College of Health Professions, College of Arts and Sciences, College of Osteopathic Medicine  
The College of Health Professions' Geriatric Program

## **3. Buildings, Facilities and Sites**

The following is a list of formal titles of buildings and other facilities on each of the University of New England's campuses. Use the official name with capitals in formal communication. On second reference when a proper name is not used, lowercase the words "hall," "field," "office," "building," etc.

### **Portland Campus**

Alexander Hall (Cafeteria)  
Alumni Hall  
Alumni House/University Relations  
Art Gallery at UNE  
Beverly Burpee Finley '44 Recreation Center  
Blewett Science Center  
Coleman Dental Hygiene Building  
College of Health Professions Lecture Hall (CHP Lecture Hall)  
Eleanor de Wolfe Ludcke '26 Auditorium  
Facilities Management  
Goddard Hall  
Gulliver's Field  
Hersey Hall (Admissions/Student Services)  
Josephine S. Abplanalp '45 Library  
Linnell Residence Hall  
McDougall/Ginn Residence Hall  
Parker Pavilion  
Proctor Hall  
Security/Business Services  
750 Stevens Avenue

## **Biddeford Campus**

Admissions Office  
Assisi Residence Hall  
Avila Residence Hall  
Business Office/Human Resources  
Campus Center  
Claude Dubois Softball Field  
Decary Hall (Information/Cafeteria)  
East Residence Hall  
Facilities Management  
Frederick Residence Hall  
George and Barbara Bush Center  
Gregory Hall Annex/Communications Office  
Harold Alfond Center for Health Sciences  
Housing Park  
Jack S. Ketchum Library  
Learning Assistance Center  
Marcil Hall  
Marine Science Center  
Padua Residence Hall  
Peter and Cécile Morgane Hall  
Pickus Center for Biomedical Research  
Practice Field  
Sandra Featherman Hall  
Sanford F. Petts Health Center  
Security Office  
Siena Residence Hall  
Soccer/Lacrosse Field  
South Residence Hall  
Stella Maris Hall  
“The Point” Kiosk  
University Dock  
Wastewater Treatment Plant  
West Residence Hall

### **4. Official and Courtesy Titles**

*4.a. Courtesy titles* Do not use courtesy titles such as Mr., Mrs., Miss, Ms or Dr. before a name.

#### *4.b. Job or position titles*

It is preferable to list job or position titles AFTER a personal name. Titles following one's name or used alone in place of a name are lowercased, but titles preceding a name are capitalized.

Jane A. Doe, director of communications said, "Always follow the *Style Guide*."

Director of Communications Jane Doe said, "Always follow the *Style Guide*."

#### *4.c. Professional titles*

Jane A. Doe, Ph.D., professor of history and chair of the department

Vice President of Academic Affairs Jane A. Doe, Ph.D.

### **5. Capitalization**

#### *5.a. Academic majors and minors*

Do not capitalize references to majors and minors, unless those references have to do with a language. In such a case, only the name of the language is capitalized.

Mary Goodman is an English major with a minor in history.

#### *5.b. Honors*

Lowercase "cum laude," "magna cum laude" and "summa cum laude."

#### *5.c. Committees, associations, conferences, meetings*

Full, official names of associations, conferences, meetings and so on are to be capitalized.

Research and Development Committee

Maine Municipal Association

#### *5.d. Board of directors/trustees*

Capitalize references to Board of Directors, Board of Trustees and similar boards/commissions when used in conjunction with an institution, company, organization, etc. as well as any board committees.

UNE's Board of Trustees

Do not capitalize references when used as generic terms

They will attend regular trustee meetings and have full voting rights.

She will serve on the Board's Academic Affairs, Facilities and Student Affairs Committees.

#### *5.e. University of New England and affiliated organizations*

Wherever possible, first references should always be the "University of New England." On subsequent references, use "the University," or "UNE."

### **6. Acronyms**

In general, acronyms are to be used in subsequent references, after the initial reference has been formally written out. Omit periods in acronyms.

Peter is a student of the University of New England's College of Medicine (UNECOM).

UNECOM is known for its excellent reputation throughout the region.

## 7. Punctuation

### 7.a. Use of Quotation marks

In almost all cases, closed-quotation marks go outside a comma, period question mark or exclamation point.

“What exactly do you think you are doing?”

On rare occasions, closed-quotation marks go inside the punctuation mark, depending upon the construction of the sentence.

Why call it a “gentleman’s agreement”?

Use “quotation marks” for the titles of dissertations, theses, manuscripts in collections, lectures, papers, projects, speeches and presentations, and articles and chapters within periodicals.

Quotation marks also may be used to provide special emphasis on a word or a phrase. A word that is referenced as the word itself may be enclosed in quotation marks or italicized: He misspelled the word *conscience*. She didn’t know the meaning of “no.”

### 7.b. Use of italics

*Italicize* the titles of all books, catalogs, journals, magazines, newspapers, and similar periodicals; musical works, poems, movies, plays, isolated words or phrases in a foreign language, radio and television programs, scientific names of plants and animals, specific names of inanimate objects such as ships and names of works of art. Words that are referenced as the word itself may be italicized: He misspelled the word *conscience*.

### 7.c. Parentheses

A period is placed inside the parentheses only when the matter enclosed is an independent sentence forming no part of the preceding sentence.

Most UNE students enjoy intramural sports. (Of course, there are exceptions.)

### 7.d. Serial Comma

Unlike academic or traditional usage, UNE and the AP style prefer that in a series consisting of three or more elements, no comma should be used to separate the final two elements. An exception would be made if the sentence is complex and would not be clear without the additional comma.

Mixed fish, vitamins and other nutrients are used in the seals’ food.

Italicize papers, projects and presentations, and articles and chapters within periodicals.

### 7.e. Brackets

Brackets are used most commonly to add comments in quoted material for clarity and for interjecting explanations, translations or editorial remarks in text.

“These [Fulbright Scholars] represent many of the top students at this university.”

### 7.f. Ellipsis

An ellipsis is used to indicate the deletion of one or more words in the condensing of quotes, texts or documents. It is used with a space before, between and after the periods. An ellipsis may

also be used to indicate a pause or hesitation in speech, or a thought that the speaker or writer does not complete.

“The weather forecasters predicted rain tomorrow ... and a warm and sunny weekend.”

If the words that precede an ellipsis constitute a grammatically complete sentence, place a period at the end of the last word before the ellipsis.

“‘Good morning.... Our first item is a sales report,’ read the director’s memo.”

## **8. Numbers (Class Years, Dates/Periods of Time and Telephone Numbers)**

### *8.a. General Rules*

Spell out whole numbers one through nine and use figures for 10 and above. Use figures for dimensions, percentages, distances and several other measures. Grade levels are an exception—always spell them out. Spell out the number when used at the beginning of a sentence. Use figures for ages. Avoid using fractions of years; use months.

He placed first in a meet of 12 competitors.

He teaches ninth grade.

Her daughter is 13 months old.

### *8.b. Class Years*

Initial references to individual students and alumni should include their class year after their names. No apostrophe is used when denoting a decade. When using an apostrophe to substitute numbers, such as in the substitution of the 1 and 9 in the class year 1980, the apostrophe must curve to the left, as in the word “don’t.”

Jane A. Doe ’80

She is a member of the Class of 1962.

Correct: 1970s Incorrect: 1970’s

### *8.c. Multiple number sequences*

Use a comma to separate multiple number references.

five, three-credit courses

### *8.d. Day, month and year*

Commas set off the sequence of day, month and year.

The days leading up to his presentation on Tuesday, June 23, 2002, were the most anxious of his life.

Do not use “on” with dates unless its absence would lead to confusion.

Wrong: The program ends on May 29, 2003.

Right: The program ends May 29, 2003.

When using the word “from” don’t use a hyphen or dash, but it may be used in a title on a poster or invitation.

Wrong: The exhibition ran from May 12 – 23, 2006.

Right: The exhibition ran from May 12 to May 23, 2006 or from May 12 to 23, 2006.

Right: *Maine Women and Living on the Land*

May 12 – 23, 2006

Art Gallery at UNE

*8.e. Month and year*

There is no need for a comma between month and year.

May 2003

*8.f. Season and year*

No comma is needed between the season and the year. The name of the season is lowercased unless part of a formal name.

fall 2004

*8.g. The year alone*

Always use figures when referring to a year.

1960 or '60

32 B.C.

*8.h. Telephone numbers*

If a publication is strictly for internal use at UNE, you may omit the area code. When referring to a 4-digit extension only, use “x” or “ext.” before the number.

If the publication may or will be sent off campus, include the area code.

If you include more than one extension, use a slash (/) between the numbers.

(207) 328-4532/5654

## **9. Designation/Usage**

*9.a. Alumni*

Identify past and current students by their class years with an apostrophe before the year and no comma between the name and class year. Multiple degrees and degrees from non-UNE affiliated schools are all formatted as follows:

Jane Doe '06 (\*note – apostrophe curves to the left as in the word “don’t”)

Jane Doe, B.A. '06 (because of the class year, that shows Jane’s degree was from UNE)

Jane Doe, B.A. '98, M.S.W. '05 (both degrees from UNE)

Jane Doe, B.S., D.O. '05 or Jane Doe, B.A. '98, M.F.A. (if one degree is from UNE and the other is not, the UNE degree gets the class year)

Honorary alumni are designated with the abbreviation and year as follows:

Sandra Featherman, Ph.D., HA '04

Alumni - Latin terms:

Alumni, alums – masculine plural and/or feminine plural

Alumnae – feminine plural

Alum – masculine or feminine singular

Alumna – feminine singular

Alumnus – masculine singular

#### *9.b. Jr. and Sr., II and III*

Jr. and Sr. and other personal suffixes should not be preceded by a comma. When using II and III, do not use a comma.

John F. Kennedy Jr.

John F. Kennedy II

#### *9.c. Collective Nouns*

The collective nouns “faculty” and “staff” should be used in the plural sense:

The social work faculty meet regularly with the other CHP faculties.

The staff sometimes disagree among themselves.

### 10. Commonly Misused Words

#### *10.a. It's and Its*

The word “it's” (with an apostrophe) is used only as an abbreviation for the phrases *it is* or *it has*.

The word “its” is the possessive form of the pronoun *it* and is used as a modifier before a noun.

“It's a beautiful day outside.”

The airline canceled its early flight to New York.

#### *10.b. There, Their and They're*

The word “there” can be used to point out a place, stage, moment or point, introduce a clause or sentence and indicate an unspecified person in direct address. The word “their” is the possessive form of the word *they*. The word “they're” is a contraction that shortens the phrase *they are*.

Do not sit over there.

Stop there before you make any more mistakes.

There are numerous items on the agenda.

He congratulated their accomplishments.

They're ready for the meeting at noon.

#### *10.c. Fundraising, Health Care and Healthcare, Website*

For consistency in UNE publications, “Fundraising” should be one word. “Health care” is two words when it is a noun, and one word when using it as a compound modifier.

Health care is expensive in today's economy.

The University Health Clinic provides great healthcare services.

Our fundraising campaign was successful.

UNE's website has thousands of pages.

#### *10.d. Affect and Effect*

As a verb, “Affect” is used in the sense of “to influence.” “Effect” means “to bring about or execute.” Otherwise “effect” is a noun.

Smoking affects one’s health.

The layoffs were designed to effect savings.

The effect of the layoffs was to decrease morale.

#### *10.e. Entitled and Titled*

“Entitled” means one has a right to something. Use “titled” to introduce the name of a publication, musical composition, etc.

She is entitled to the inheritance.

The book is titled *The Lord of the Rings*.

#### *10.f. Insure, Ensure and Assure*

“Insure” means to establish a contract for insurance of some type. “Ensure” means to guarantee.

“Assure” means to inform with a view, removing doubt.

#### *10.g. That and Which*

“That” is correct in restrictive or defining clauses. “Which” is nonrestrictive. When a comma can be inserted, the word following the comma is “which” and the words following “which” may be removed without damaging the primary meaning of the sentence.

The book that I picked up was blue.

The house, which is white, is mine.

The students in English 312 have been complaining about the books, which are hard to understand.

#### *10.h. Who and Whom*

“Who/Whom” is used for people (as opposed to that or which). “Who” is used for a grammatical subject, where the nominative pronoun such as “I” or “he” would be appropriate. “Whom” is used where an objective (object of) pronoun would be appropriate.

The actor who played Othello was there.

The man whom the papers criticized did not show up.

To test this, turn the sentence around to say, “The papers criticized the man [him].” Therefore, the objective form (him, whom) is correct in the original sentence.