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INTRODUCTION

The Notre Dame University-Louaize (NDU) *Editorial Style Guide* is intended to help writers, editors, and other communication professionals across the three NDU campuses to communicate clearly, correctly, and consistently. Some words, and uses of words, are pivotal in written communication, meaning that if they are wrongly or sloppily used or misunderstood the whole point of the written communication can be lost. Many words are popularly misused or have acquired new and alternative uses, and many writers have blind spots about spellings and meanings. To save writers from those traps and inconsistencies, this *Style Guide* was created to offer some answers to the most common writing problems, regarding word usage, capitalization, punctuation, abbreviations, numbering, and other matters related to style and language usage.

As a University committed to the philosophy and standards of the American model of liberal arts education, NDU adheres to the conventions of the American English writing style and the evolving NDU house style. This ***Style Guide*** demonstrates that NDU thinks carefully about how language is used and speaks volumes of its commitment to professionalism in all forms of communication.

It should be noted here that this *Style Guide* is an evolving document and is subject to regular updates. The Office of Internal Communication welcomes your questions and suggestions for changes or additions.

The following pages set out the rules of style approved by the Office of Internal Communication, which we highly recommend staff and faculty members to follow when involved in writing material for both internal and public consumption.

Style Guide

REFERENCES AND SOURCES

>> STYLE GUIDES

- *The Chicago Manual of Style* (15th or 16th Edition) Chicago: University of Chicago Press, 2003 or 2010.
- *The Associated Press Stylebook and Briefing on Media Law* Cambridge, MA: Perseus Publishing, 2010.

>> DICTIONARIES

- *Webster's Third New International Dictionary and Supplements* Springfield, MA: Merriam-Webster Inc., 2002.

Preferred reference for spelling, word syllable breaks, etc.

- *Merriam-Webster's Collegiate Dictionary* (11th Edition) Springfield, MA: Merriam-Webster Inc., updated frequently.

(Not as comprehensive, but because it is updated more frequently, it contains recent usage changes. If these two sources contradict one another, the second is preferred.)

- *Merriam-Webster's online version* is an excellent quick reference and also includes a medical dictionary.

>> GRAMMAR GUIDE

- *The Elements of Style* (4th Edition) William Strunk Jr. and E.B. White, Boston & New York: Allyn & Bacon/Longman, 2000.

> Abbreviations, Acronyms

An acronym is an abbreviation that is pronounced as a word, such as **NASA, UNESCO**, while initialism is an abbreviation formed from a series of letters and not pronounced as a word, such as **FBAE** (for Faculty of Business Administration and Economics).

If the article mentions the same entity more than once, include the abbreviation in parentheses after the first mention, and use that abbreviation on all subsequent references:

- The Faculty of Business Administration and Economics (FBAE) at NDU presents its “**5th Corporate Social Responsibility (CSR) Forum**.” This event is organized by the FBAE in collaboration with (Enough) Violence & Exploitation (KAFA).

It is acceptable to use the abbreviation on first reference when they are widely recognized (periods are not generally used):

- FBI, NCAA, SAT, GPA, CEO, AIDS, NASA, UNESCO...

The plural of an abbreviation (non-possessive form) should be styled without an apostrophe:

- RSVPs

Exceptions: Cases where the abbreviation includes periods, as in **Ph.D.** The correct form is:

- Ph.D.’s

Avoid using periods in abbreviations (unless the result would spell an unrelated or undesired word):

- Grade Point Average – GPA



- Ph.D.

Use periods in two-letter abbreviations:

- B.A., B.C., M.S., U.K., U.S.

United States – Spell out as a noun. Abbreviate as an adjective: **U.S. Aid**.

The United Nations should be abbreviated as **UN**, the European Union as **EU**, and the European Economic Community as **EEC** (no periods in all three cases).

Extension – Use **x** (lowercase **x** followed without space by the number: e.g., **x2549**)

Reverend – Precede with **the** and write: **the Rev. Walid Moussa**. In the case of a Catholic priest, use **the Rev.** in first reference and **Father** or **Fr.** in second reference, i.e. **Father Moussa** or **Fr. Moussa**.

Professor – Do not abbreviate.

And – Do not abbreviate in text. Use an ampersand (&) only when it is part of a company's formal name or as part of a reference list.

OK – Never use **ok**

>> ABBREVIATIONS: DECADES, TIME

Use **A.D.**, **B.C.**

Use **a.m.**, **p.m.** lowercase with points and a space after the number:

A.D.
a.m.

- 5 p.m.

> Academic Degrees

Avoid abbreviations in text, but if space is an issue, use periods in all academic degree abbreviations **B.A.**, **M.A.**, **M.S.**, **Ph.D.**, etc. Capitalize full and formal names of specific degrees:

- Bachelor of Science, Bachelor of Arts, Doctor of Philosophy

When referring to academic degrees informally or in general, lowercase the first letter of the degree and use an apostrophe:

- bachelor's degree in nursing, master's in nursing

When academic degrees follow a person's name in the middle of a sentence, the degree is preceded by commas:

- Georges Karam, Ph.D., is the event co-founder

> Academic Departments, Offices, and Centers

Capitalize the names of departments, offices, and centers when their formal name is used. If the text being written refers to any department at NDU, then it should still be capitalized (e.g., **Department of Engineering or the Department is...**); however, do not capitalize informal names and incomplete designations.

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- He is the dean of the School of Engineering
- The chair of the Department of Architecture
- The assistant director of Events Services
- The HR Director Georges Boumalhab called for a meeting
- Dr. Boumalhab, the director of Human Resources requested ...
- The festival was organized by the NDU Office of Communication Strategy
- He attended the office of communication strategy's conference

> Academic Subjects

Use uppercase for the name of a language or a specific course title:

- He majored in history with a minor in English. He teaches Chemistry 101

Use lowercase for an academic subject when it is used as a general field of study:

- NDU offers programs in nursing, physical therapy, and exercise physiology

> Academic Titles

Capitalize and spell out formal titles, such as professor, dean, or chairman, when they precede a name, lowercase elsewhere:

- Professor of Finance Viviane Naimy
- Dean Elie Menassa
- Elie Menassa, dean

> Addresses

Abbreviate **avenue**, **boulevard**, and **street** (**Ave.**, **Blvd.**, **St.**) in numbered addresses and spell out in other cases:

- He lived in 23 Manara St.
- He lived on Manara Street

> Age

Always use a numeral, no apostrophe:

- 4 days old, 20 years old, he is in his 20s

Note: The use of numbers and words as part of nouns, containing age designation, should be hyphenated (*refer to “Hyphens” below*), as:

- A 3-year-old boy / a three-year-old boy.

> Alumni/Alumnus

- Alumnus – masculine singular
- Alumni – masculine plural (also feminine plural)
- Alumna – feminine singular
- Alumnae – feminine plural

Ave., Blvd., St.

> Ampersand

The ampersand (&) should be used only with the names of companies if the ampersand is part of the official company name or part of a list of references.
In all other cases use the word **and**.

> Apostrophes

Add s to plural nouns not ending in **s**:

- The children's contribution

Add apostrophe following **s** only to plural nouns ending in **s**:

- The students' life

Add apostrophe following **s** only to plural nouns, singular in meaning:

- Physics' rule.

Add **s** to singular nouns ending in **s** before the **s** unless the next word begins with **s** in which case the apostrophe should follow the s:

- The hostess's invitation, the hostess' seat

Add only apostrophe to singular proper names ending in **s**:

- Jesus' resurrection



Add apostrophe to surnames either preceding or following **s**:

- Jones' or Jones's

Do not use apostrophe to indicate plural with a number:

- She paid in the 1,000s for her one-room flat in Beirut

el al

> Arab names

Use lowercase **el** or **al** and use a hyphen to separate it from the surname:

- Ibrahim al-Helou

Except where other usage has become established:

- Abdel Nasser, Abdullah

Use uppercase **Al** if it is not preceded by a first name, and use with a hyphen to separate it from the surname:

- Al-Helou

And in publication titles, capitalize **Al** and omit the hyphen:

- Al Nahar

In short, consider the **el** and **al**, the **abu/abou**, etc., as part of the surname when alphabetizing. So El-Gharib is a family name that starts with the letter **e**.

> Biannual/Biennial

Biannual means twice a year, whereas **biennial** means every two years.

> Board of Trustees

Capitalize the **Board of Trustees** (abbreviation: **BOT**) when referring to the University body. Also capitalize trustee before a name, lowercase after a name.

- Trustee Joseph Ghossoub
- Joseph Ghossoub, trustee

Lowercase **board** when used on its own.

BOT

> Buildings and rooms

Always capitalize names of buildings. Capitalize rooms when using room numbers or a building name. Lowercase elsewhere.

- The Office of the HR Director is located in the Administration Building
- The presentation takes place at the Green Building, Room 105
- The room is in Mariam and Youssef Library

> Bylaws

Bylaws is commonly spelled both with and without a hyphen, i.e. **by-laws**; however, modern usage prefers the non-hyphenated version.

> Campus

When referring to one of the NDU campuses, the correct forms include **NDU Shouf Campus (SC)**, **NDU North Lebanon Campus (NLC)**, and the **NDU Zouk Mosbeh Campus** or **NDU main campus**. Note that the words **main** and **campus** are not capitalized.

> Capitalization

Avoid unnecessary capitals. Capitalize formal titles when used before a name.

- Chairperson Joyce Menassa

Lowercase titles after a name or when used alone:

- Michel Nehme, professor
- The professor was there

EXCEPTION: For the University President

- President Walid Moussa
- Walid Moussa, President

Course names are capitalized. Majors, subjects, and disciplines are lowercase unless they indicate names of courses or programs, i.e. proper nouns.

- Souha decided to major in English as well as Psychology

(NLC)

(SC)

It is increasingly the current style in English to lowercase many words that were capitalized in the past. As a general rule, avoid the unnecessary use of capital letters. For guidance on cases that are not referred to in this **Style Guide**, kindly consult the **AP Stylebook or Webster's Collegiate Dictionary**.

> Catalog

Catalog and **catalogue** are both deemed standard in English usage; however, **catalogue** is more common in British English, whereas **catalog** is more common in American English. Always prefer **catalog** in usage at NDU.

> Centers

Centers and **centres** are both deemed standard in English usage; however, **centres** is more common in British English, whereas **centers** is more common in American English. Always prefer **centers** in usage at NDU.

> Century

Use **century** in lowercase and write the century itself in numbers.

- The 19th century

> Classes

Lowercase classes, such as **freshman, sophomore, junior, senior**.

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catalog

> Colon (:) _____

The first word following a colon is capitalized if the succeeding phrase is a full sentence, as in:

- NDU is one of Lebanon's leading universities: **I**t offers the quality education with emphasis on the human being. NDU also provides students with the unique opportunity to grow both intellectually and spiritually

Do not capitalize the first word following a colon if the succeeding phrase begins a list rather than a sentence, as in:

- The following areas at the main campus are my favorite: **L**ibrary, lecture halls, and cafeteria

> Commas (,) _____

Commas are used to separate elements in a series. Even in a simple series, put a comma before the conjunction.

- He teaches management, marketing, entrepreneurship, and leadership courses
- She wants to major in law, political science, or sociology

> Commencement _____

Always capitalize the word when referring to the University graduation.

- The Commencement went perfectly



> Committees, Councils, Boards, Associations, Societies, and Clubs on Campus

Capitalize the words above when they are part of a formal title; lowercase otherwise.

- Council of Deans
- Mario Najm chairs the committee

> Computer terminology/Internet terminology

- | | | |
|----------------|--------------------------|-------------------------------|
| • cell phone | • iPhone | • screensaver |
| • cyberspace | • iPod | • sitemap |
| • double click | • IT | • slideshow |
| • e-mail | • iTunes | • smartphone |
| • Facebook | • JPEG; JPG | • social networking |
| • firewall | • keyword | • Twitter |
| • Flickr | • login (noun) | • username |
| • Google | • log in; log out (verb) | • webcam |
| • GPS | • MP3 | • webcast |
| • homepage | • multimedia | • webmaster |
| • HTML | • MySpace | • webpage |
| • hyperlink | • offline | • website |
| • hypertext | • online | • Wi-Fi |
| • iMac | • PDF | • workstation |
| • Internet | • Photoshop | • World Wide Web (or the Web) |

> Contractions

Avoid contractions (***aren't, can't, don't***, etc.), except in direct quotations or when giving instructions.

- If you can't do it, it's okay we'll manage.

Never use ***can not***; always write ***cannot***.

> Courses

Use the official name of a course, as per the ***NDU Catalog***, and capitalize the course code and subject.

- CEN 647 Urban Transportation Planning

> Coursework

One word like ***homework***.

> Currency

Lebanese pounds are designated as ***LBP***.

U.S. dollars are designated as (***\$***). Both the abbreviation (***LBP***) and the symbol (***\$***) precede the numbers with no space; e.g., ***US\$5*** and ***LBP10,000***.

- Payment must be made in U.S. dollars
- The foundation donated US\$17 million



> Dates

Do not use an apostrophe when pluralizing dates.

- The 1990s, not the 1990's

Do not contract dates.

- The 1970s, not the '70s

When using ranges of years; do not include the century for the second year in the series.

- 2016-17 (not 2016-2017) academic year

Spell out all months, especially when using alone or with a year only.

- Labor Day is May 25
- I resigned in February 2011

Avoid the ordinal designations **st**, **nd**, and **th** in dates.

- September 1 (not September 1st)

When a phrase uses only a month and year, do not separate the year with commas.

- We met in November 2015

st
nd th

When citing a full date use commas.

- The meeting was held on Monday, May 21, 2014, in Dubai

> Departments, offices, and other campus divisions/units

Capitalize the names of departments, divisions/units, and offices. Use lowercase for the words **department**, **division**, or **office** when they appear alone.

- Dr. Maria Abou Zeid, the chairperson of the Department of Mass Communication, has been at NDU for many years
- Victoire Bejjani works in the Office of Communication Strategy
- The Finance Department can be found in the Green building, FBAE

Refer to the *NDU Catalog* or the *University Bylaws*, to extract the correct spelling of a particular department, office, division/unit, building, or place.

> Disabled, handicapped, impaired

Check guidelines on: <http://www.apastyle.org/disabilities.html>

> Doctor

All doctors, including Ph.D. holders, should be addressed using the **Dr.** salutation

> Drop out vs. Dropout

Use **drop out** for the verb and **dropout** for the noun form.

> Ellipsis

Avoid ellipses when you can, but when you need to use one add a space before and after it.

- It happened again. ... Nothing could be changed

Use three periods and brackets separated by spaces to indicate something left out of a quotation.

- Michael Porter said: "I think that, too many times, business has been seen as acting in its narrow self-interest rather than, essentially, contributing more broadly to society [. . .] I don't think that many managers are deliberately trying to be unethical or are not trying to be sensitive to social needs."

> Emeriti, emeritae, emeritus, emerita

- Emeritus – masculine singular.
- Emeriti – masculine plural, (also feminine plural).
- Emerita – feminine singular.
- Emeritae – feminine plural.

emeritae, emeritus
emerita

> Faculty

Capitalize when referring, as a proper noun, to the complete name of one of the seven faculties at NDU; lowercase in reference to the faculty and faculty members.

- Faculty of Business Administration and Economics (FBAE)
- She is a faculty member
- NDU has seven faculties

> Founders' Day

Founders' Day signifies the date of the Catholic University's establishment. Never refer to it as **Founder's Day** or **Founders Day**.

> Full-time

Use hyphens only when adjective.

- He is a full-time faculty member
- She works full time

> Fundraising

One word, no hyphens.

> Health care

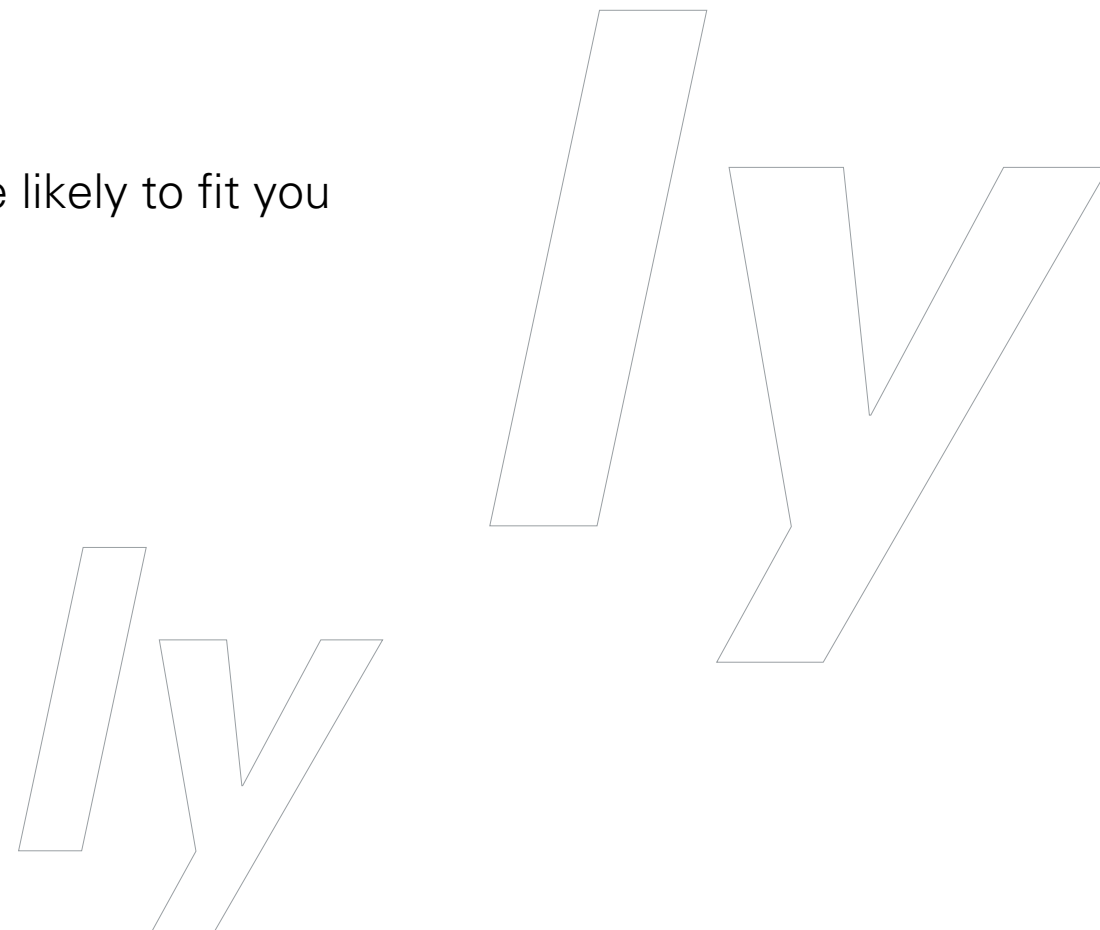
- Health care - as a noun
- Health-care - as an adjective
- Healthcare - only if used in official names

> Hyphens

Hyphens are used to link all the words in a compound modifier except the adverb **very** and all the adverbs that end in **ly**. Generally, hyphenate two or more words that act as a single idea when they come before a noun they modify.

Hyphens are also used in compound names; not using them causes confusion.

- The syllabus included five sustainability-related cases
- It was a well-done assignment
- Self-assessments can help you see what types of careers are likely to fit you
- The event was very well-organized (not very-well)



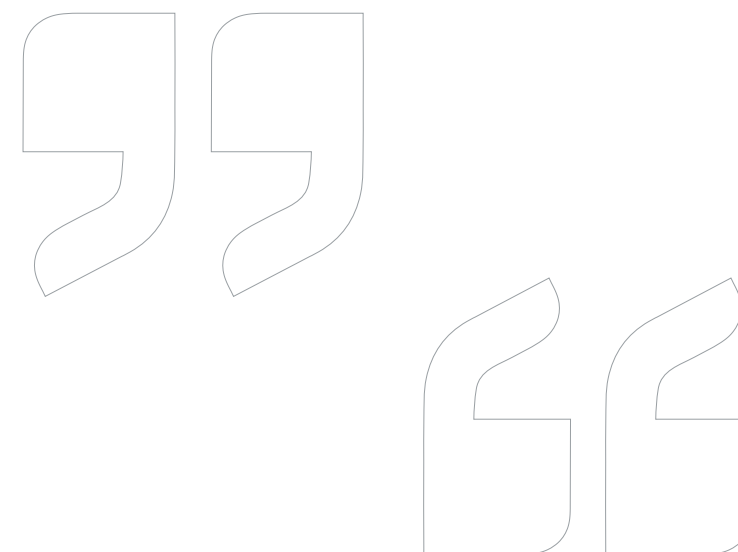
> Invitations, programs

In formal contexts, write out times, dates, years, as in:

Notre Dame University-Louaize cordially invites you to the Tenth Annual Alumni Dinner
Thursday, November ten
two thousand and nine
at seven o'clock in the evening
in Friends Hall
Notre Dame University-Louaize
RSVP by the October seven

> Italic

The use of ***“quotation marks”*** is preferred; however, when appropriate for visual effect, italicize when referred to in any given text the titles of complete works, such as: ***books, pamphlets, long poems, magazines, newspapers, movies, plays, operas, musical pieces, paintings, sculptures, TV shows, radio programs***, etc.



J

> Junior (Jr.), Senior (Sr.)

No commas between name and **Jr.**, **Sr.**, **III**, etc.

- Micheal Boutros Jr. is graduating this spring

Jr. *Sr.*

L

> Languages

Always capitalize the name of the language when they are not used as names of majors.

- He is studying English at NDU
- She is an Arabic instructor

> Library

Capitalize only when it is a part of a library's official name

- The NDU Main Campus library is known as the Mariam and Youssef Library

> Middle East

Always capitalize both.

> Months

Capitalize in all uses. Spell out all month names when standing without a day or date; when used with a day or date, abbreviate long months: **Jan., Feb., Aug., Sept., Oct., Nov.,** and **Dec.** Never abbreviate: **March, April, May, June,** and **July.**

> Mr./Mrs./Ms./Miss

Avoid these courtesy titles, except in direct quotations or special circumstances.

Mr.

Mrs.

> Multi

Close up except for **multi-institutional**.

- multinational, multidisciplinary, etc.

> Muslim terminology

- Ayatollah
- Grand Mufti
- Imam
- Mullah
- Prophet Muhammad
- Quran
- Shariah
- Sheikh
- Umma

> Maronite Order of the Blessed Virgin Mary

Always use ***Maronite Order of the Blessed Virgin Mary*** and not ***Maronite Order of the Holy Virgin Mary*** or ***Mariamite Maronite Order***.

> Names

When mentioning a person in any write-up, use his/her full name and title on first reference. Any further mention of the same person in that write-up should use only the person's surname. When it is necessary to distinguish between two people who use the same surname, use the first name and surname in all references to that person.

- Dr. John Tarabay visited NDU. "It's the most beautiful campus I have ever visited," Dr. Tarabay said

When pluralizing proper names ending in s, an apostrophe may or may not be added after an **s**.

- He visited the Sarkis' (or Sarkis's) residence in Miami

> Non

Close up except when **non** is followed by a capital letter.

- nonrefundable, nonsmoking, nonprofit, nonnumeric, etc.
- non-Roman Catholic university, non-EU countries

> Numerals

Spell out whole numbers one through nine. Use figures for 10 and above. Use figures for dimensions, percentage, age, distance, decades, centuries, and computer storage capacity.

- We have eight nurses and 52 patients
- The ninth NDUIFF
- My 7-year-old boy is a dreamer
- My computer has 8 gigabytes
- That was the 1980s!
- We ran 5 miles, and then walked 12 more
- The new desk is 6 feet long

2 5

Spell out numbers at the beginning of a sentence. Try to avoid starting a sentence with a number.

- Three hundred and sixty five days

Use a comma in numerals of one thousand and above when talking about sums and money, except for temperatures and dates.

- 1,000 -23,321
- 5000 degrees
- The year 2010

8 0

> On-Campus/On Campus

When used as a noun, **on campus** is not hyphenated. As an adjective preceding a noun it is hyphenated.

- On-campus living is a lot of fun
- On-campus events are well attended. But events held on campus are well attended
- Living on campus made his life much easier

> Orientation

Always capitalize when referring to **Orientation** for new students.

- This year's Orientation introduced four new majors



> Part-time/Part time

Hyphenate when using it as a modifier. Do not hyphenate otherwise.

- I found you a part-time job
- This instructor is part time

> Percent

Use numerals and spell out **percent**. Do not use the symbol (%). Spell out number or numeral only when it begins a sentence. The only place where it is permissible to use the symbol (%) is in a graph, chart, or table.

- 3 percent, 7.5 percent, 0.1 percent
- Twelve percent of recent graduates went to Qatar

> Periods

Periods must always be followed by one space.

> Plurals

Add an **s** without an apostrophe for the plural of a number.

- 1984s
- 363s
- All the 42s

Add an **s** without an apostrophe for the plural of an acronym or abbreviation of multiple letters.

- VIPs
- ABCs

Add an apostrophe only for the plural of a single letter or of an acronym or abbreviation that ends with a period.

- 3C's
- Ph.D.'s

> President

Capitalize only as a formal title before a name. Lowercase in other uses.

- President Fr. Walid Moussa delivered a speech at the opening of the event
- He is the youngest president

President Fr. Walid Moussa or **Fr. Peter Dorman**, but never **President Fr. Moussa**.

Fr.

> Professor

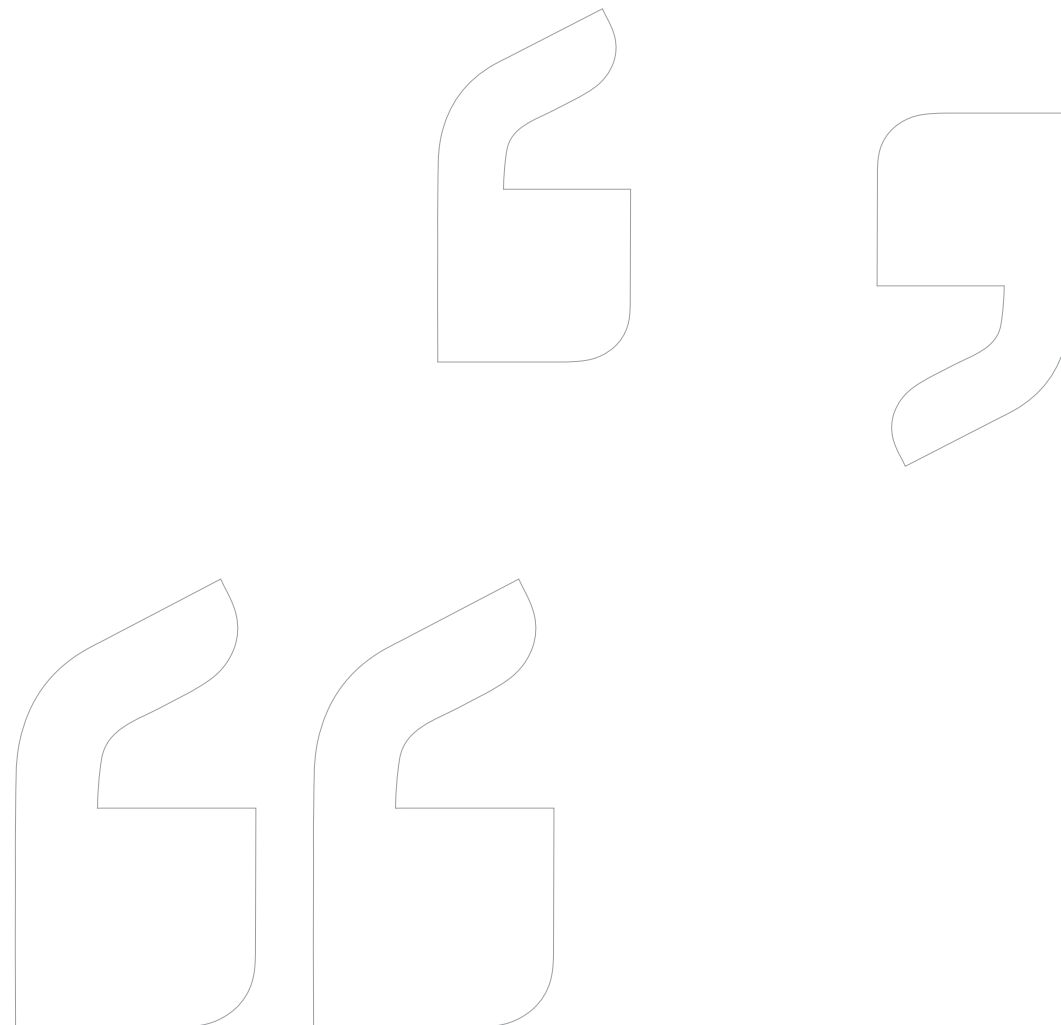
Do not abbreviate **professor** (wrong: **prof.**).

- He is a professor of chemistry at NDU
- Professor John Boulos will moderate the conference

professor

> Quotation Mark

When using “**quotation marks**,” always place the comma and period within them given that in American English periods and commas go inside quotation marks, while in British English periods and commas can go either inside or outside. Always prefer American English standard usage. Also, ‘**single quotation**’ marks are used only for a quote within a quote.



> Rankings

- When part of an adjective: Second-best (not second best)
- When used as adjectives: 20th-largest

> Religions

Religions, faiths, and holy works should always be capitalized.

Priests: First reference – use **the Rev.** Second reference – use **Father**

- The message was given to the Rev. Pierre Najm. Father Najm then read it to the students

Use the **Prophet Muhammed**, not **Muhammed**.

> Résumé

Not **resume**, which means “to continue.”

> Room

Capitalize room and use a numeral when referring to a specific room on campus.

- Room 115

> RSVP

Use RSVP without periods.

> Seasons

Lowercase seasons (spring, summer, fall, and winter) when used alone or with semester and capitalize when used without determiner.

- The seminar will take place this fall
- The program started in spring 2013
- The spring 2017 semester will begin February 7
- Fall 2017

> Semester

Do not capitalize in all instances.

- Math 105 is not offered in the fall semester

> Semicolons (;)

Use **semicolons (;)** to separate elements of a series when individual segments contain material that also must be set off by commas.

- She has to take her son, Richard; her three daughters, Jasmine, May, and Sophia; and her sisters, Sally and Jane

Use semicolons when a coordinating conjunction (such as **and**, **but**, or **for**) is not present to link two independent clauses that have the same subject or theme.

- Laura is an outstanding student; she is a good example for all her colleagues

> Session

Do not capitalize.

- The Orientation session ends early today

> Shariah

Capitalize it.

> Shiite/Shia, Shias

Shiite (adjective): An adherent of the Shia branch of Islam.

Shia (noun), Shias (plural): One of the two main branches of Islam that rejects the first three Sunni caliphs and regards Ali, the fourth caliph, as the Prophet Muhammad's first true successor.

> Spelling

Refer to the *Webster's Collegiate Dictionary* for all spellings, including geographical and biographical names.

For correct spellings of NDU buildings, departments, offices, names of faculty and staff, refer to the NDU website or *NDU Catalog*.

Shiite/Shia
Shias

> Sunni, Sunnis

Sunni (adjective): A denomination of Islam that holds that the Prophet Muhammad's first Caliph was his father-in-law, Abu Bakr.

Sunnis (plural): Adherents of the Sunni branch of Islam.

> Syllabus, syllabuses

editorial
Style
GUIDE

> Theater

Theater and **theatre** are both deemed standard in English usage; however, **theatre** is more common in British English, whereas **theater** is more common in American English. Always prefer **theater** in usage at NDU.

> Time

Use lowercase with periods.

- a.m. or p.m.

Omit double zeros, write: **1 p.m.** not **1:00 p.m.**

Use **noon** instead of **12 p.m.** (**12 noon** is redundant.)

Use proper sequence in text: **Time, Day of the Week, Date.**

- 1:30 p.m. Wednesday, Dec. 15, 2000.

p.m.

a.m.

> Titles

Use uppercase when title precedes name. Use lowercase when name precedes title. The same principle applies to academic and staff titles.

- President Moussa
- Fr. Walid Moussa, president of NDU
- Professor Edward Alam
- Edward Alam, professor of philosophy

Exceptions: Capitalize when titles appear as part of a list of names:

- Fr. Walid Moussa, President; Dr. Elie Badr, Vice-President for Academic Affairs; Dr. Jean-Pierre Asmar, Dean of FAAD

For a title that an individual held in the past, is about to hold, or holds temporarily, do not capitalize the qualifying word (such as **acting** or **former**):

- The opening speech was delivered by acting Dean Joseph Tarabay

> Title/Entitled

Prefer **title** to **entitled** when citing the titles of workshops, seminars, symposia, movies, books, etc. There is a common confusion between the words **titled** and **entitled**. If something is **titled** it means that it received such a title, either by the author or by someone else. **Entitled**, on the other hand, means that a person has rights to something. Some dictionaries propose that **to entitle** can also mean **to give a title**. Respected publications and leading universities, however, prefer the usage of **titled**. Note: When referring to people, a person has "**received the title**," not "**he was titled**."

- The book was titled, "*Going Home*"
- The conference was titled, "*Holes in the Biosphere*"

> United States/United Kingdom/United Nations

Spell out **United States**, **United Kingdom** and **United Nations** when used as a noun; use abbreviated form when used as an adjective, as in **U.S.**, **U.K.**, and **UN**. Three- or four-letter abbreviations do not include the use of periods: **USA** or **USSR**.

> University

Only capitalize when it is part of a formal university name. Lowercase in all other circumstances, except when referring another time in the same write-up to the same university previously mentioned.

- Notre Dame University-Louaize
- He left the university
- NDU is a one of the best institutions of higher education. Our University...

U.S. U.K.
UN

V

> Vice

Hyphenate when **vice** is used as part of a title.

- Vice-President

W

World Wide **Web** is capitalized. All iterations referring to it as a single word are lowercase, except in the case where web is preceded by **the**, such as **the Web**.

- website, webcast, webmaster, webpage, web.

web web

APPENDIX

Below are some links from NDU website that can be used as references by writers and editors:

- NDU Directory: <http://www.ndu.edu.lb/administration/directory-list>
- NDU official names of academic programs, schools, and centers:
<http://www.ndu.edu.lb/academics>
- NDU list of offices : <http://www.ndu.edu.lb/about-ndu>
- NDU list of facilities and resources:
<http://www.ndu.edu.lb/about-ndu/facilities-and-resources>
- NDU campuses locations: <http://www.ndu.edu.lb/contact-us>



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