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Editing Marks

bf Boldface
✓ Close up
✓ Colon
✓ Comma
✓ Dash
✓ Delete
✓ Hyphen
✓ Insert
STET Let it stand
✓ Lowercase letter
✓ Move to left
✓ Move to right
✓ No paragraph
✓ Paragraph
✓ Parenthesis
✓ Period
✓ Question mark
✓ Quotation marks, apostrophe
✓ Semicolon
✓ Separate
✓ Space
✓ Spell out
✓ Transpose
✓ Uppercase (capital) letter

cap Metropolitan state offers
separate ways to learn that meet the
delete, close up needs of busy adult students.
spelling out

Although over 80 % of the
learning at Metropolitan
State takes place in a
classroom, students take also
advantage of independent
studies, Internships, theory
seminars and assessments of
prior learning.

An equal opportunity
educator

1M 6/2004

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Spelling/Words to Note

The following words are frequently misspelled, misused or have more than one spelling. These are preferred versions for Metropolitan State.

accommodate acknowledgment advisor all right alumna (woman) alumnae (women) alumni (men/plural) alumnus (man) audiovisual baccalaureate brandmark catalog child care conscientious consistent counselor course work Dayton’s Bluff Dayton’s Bluff Elementary School download East Side e-mail emerita (woman) emeriti (plural) emeritus (man) fieldwork flowchart freshman full time (as noun) full-time (as an adjective) fund-raising hands-on home page in-depth (as an adjective) intermedia Internet intranet judgment liaison multimedia necessary nonprofit nontraditional occasion online part time (as noun) part-time (as an adjective) percent postsecondary separate sociopolitical theater time line (table listing events and years) timeline (schedule of events) touch-tone toward webmaster Web page Web site well-being workforce

Introduction

This style manual tells when to capitalize and abbreviate, and how to write numbers and punctuate. It is prepared specifically for reference use at Metropolitan State University and provides usage guidelines for many typical writing and editing situations. It also gives a few general writing tips.

Be consistent with punctuation, capitalization, fonts and overall appearance throughout the document.

Following style guidelines provides a uniform presentation for readers inside and outside the university. Precision and consistency in the technical areas of writing results in more effective communication and helps project a professional image for Metropolitan State.

When in doubt, consult a dictionary, preferably *Merriam Webster’s Eleventh New Collegiate Dictionary*. Or, call the Publications/News Services Office at 651-793-1820 or (TTY 651-772-7687) with questions.
Capitalization

1. Capitalize words identified as “cap” or “usually cap” in Webster’s Collegiate Dictionary. Do not capitalize words identified as “often cap” or “sometimes cap.” Do capitalize all proper names—people, places, complete names of organizations and major historical events.

2. Occupational titles: Do not capitalize except before a name: President Wilson G. Bradshaw; but Wilson G. Bradshaw, president. Do not capitalize titles when used alone: The president spoke to the faculty.

3. Lowercase fields of study (unless proper nouns such as English or Spanish), titles of academic degrees when spelled out, ranks or titles when standing alone or following a name and semesters of the academic year: human services concentration, graduate program in business, bachelor’s degree, master of arts, the doctorate, dean, community faculty, resident faculty, assistant professor, director, fall semester. Also lowercase programs such as women’s studies and social work.

4. Capitalize complete office names, departments, centers and divisions within Metropolitan State:
   Admissions Office
   Alumni Relations Office
   Center for Community-Based Learning
   College of Arts and Sciences
   College of Management
   College of Professional Studies
   Communication, Writing and the Arts Department
   Financial Aid Office
   First College
   Grants and Development Office
   Information Technology
   Library and Learning Center
   Midway Center
   Publications/News Services Office
   Registrar’s Office
   Safety and Security Office
   School of Law Enforcement and Criminal Justice
   School of Nursing
   Student Affairs
   Student Life and Leadership Development
   University Advancement
   Women’s Services
   Writing Center

5. Lowercase words representing a shortened version of a proper name or office: the college, university, computer lab, library, committee, task force, advising staff. But, always use the complete name, capitalized, on first reference.

Gender-neutral Language

1. Be sensitive to the gender biases built into traditional usage of the English language. In most cases, these biases are easy to eliminate by rewording the sentence.

2. Do not use a gender-specific pronoun generically. Instead,
   • rewrite the sentence in a plural construction;
   • substitute an all-inclusive phrase such as “his or her,” “her or his,” “she or he,” or “he or she;”
   • substitute an indefinite article for the masculine or feminine pronoun (one’s education; your education); or
   • reword the sentence to avoid the use of the masculine or feminine pronoun.

Some examples:

Biased: A business student should keep his career goals in mind when writing a degree plan.

Rewritten: Business students should keep their career goals in mind when writing a degree plan.

Biased: A student who believes his knowledge of a subject is equal to that required to complete a particular course might consider a CLEP test.

Rewritten: A student who believes his or her knowledge of a subject is equal to that required to complete a particular course might consider a CLEP test.

Biased: A nursing student has particular admissions requirements she must meet for nursing program admission.

Rewritten: A nursing student must meet particular admission requirements for nursing program admission.

3. Do not use nouns that reflect gender. Instead, use appropriate substitutes. Some examples:
   • businessman—businessperson
   • chairman—chair, chairperson, head, director
   • fireman—firefighter
   • mankind—human beings, humanity, human race, people
   • manpower—personnel, workers, work force
   • policeman—police officer, peace officer
   • spokesman—spokesperson, representative
   • statesman—political leader

4. If specific gender examples are used, alternate male and female examples to provide fair treatment.
1. Spell out numbers one through nine. Use figures for numbers 10 and larger. The major exceptions are numbers representing units of measure, time and money, which are always expressed in figures (also called cardinal numbers). Other exceptions include:
   • Numbers at the beginning of sentences should be spelled out.
   • All scores and ratios should be written in figures.
   • Numbers smaller than 100 which designate political or military divisions should be spelled out: Seventh Ward, Second Congressional District.
   • Percents: see item 3.

2. Ordinal numbers designate the place of a number in an ordered sequence (first, second, third). For ordinal numbers, spell out first through ninth when they indicate sequence in time or location: first base, the First Amendment, he was first in line. Starting with 10th, use figures. Although the day of the month is actually an ordinal (and so pronounced in speaking), write it as a cardinal number: April 18, not April 18th.

3. In text, percents should be written out in figures with the word percent even for figures under 10: 30 percent, 8 percent. Use decimals instead of fractions: 6.5 percent, 2.4 percent. For amounts less than 1 percent, precede the decimal point with a zero: 0.6 percent. Repeat percent with each individual figure: He said between 10 percent and 30 percent of the electorate will vote.

4. The plural of figures is the addition of an “s”: 1970s.

5. In narrative copy, spell out a fraction when it stands alone (one half). Figures may be used in tabular material. Use figures for precise amounts larger than 1, converting to decimals whenever practical (13 and 3/4 or 13.75).

6. For whole dollar amounts, do not use ciphers after the whole number: $10, not $10.00. Amounts of money less than $1 should be written in figures with the word cents: 60 cents, 99 cents.

6. When a generic term is used in the plural form following more than one proper name, it is lowercased: Saint Paul and Minneapolis campuses, but Saint Paul Campus.

7. Racial references: Capitalize names of groups based on racial, national or religious distinctions: American Indian, African American, Hispanic, Protestant.

8. Geography: Capitalize adjectives identifying direction when they form part of the name of a specific geographic region (Western Europe, Midwest, Northeast Minneapolis, Twin Cities, West Coast) but not when used descriptively to merely identify direction (southern Minnesota, northward).

9. Write city of Minneapolis, city of Saint Paul, state of Minnesota (not City of or State of).

10. Lowercase the seasons spring, summer, fall, winter and derivatives such as springtime, unless part of a formal name: Fall 2004 Class Schedule; Saint Paul Winter Carnival, but spring semester.

11. Capitalize room and floor in Class Schedule data, unless they are abbreviated. Do not capitalize chapter, section or page numbers, unless in formal documents.

12. In headings and subheadings in books, brochures, learning-opportunity titles, reports and so on, capitalize the first and last words and all nouns, pronouns, adjectives, verbs, adverbs and subordinating conjunctions (if, as, because, so, unless, that, although and when). Lowercase all articles (a, an, the), coordinating conjunctions (and, but, or, for, nor) and prepositions, regardless of length, unless they are the first or last words of the title or heading. The to in infinitives is also lowercased: How to Promote Your Small Business in Five Easy Steps.

13. In general, avoid the use of all caps in headlines, subheads or listings. Readability studies show that type in all caps is difficult to read. Use bold face for added emphasis.

14. Quotes: Capitalize the first word in a quotation when the quotation is a complete sentence: The nursing program dean said, “Accreditation certifies that a nursing program has met the high educational standards established by the profession.” For partial sentence quotes, do not capitalize the first word. She said faculty and staff “are pleased that Metropolitan State has achieved this status.”
**Abbreviations**

1. Abbreviations generally should not be used in text. However, commonly recognized abbreviations for government agencies and other organizations may be used after an initial spelled-out reference. Some examples: Minnesota State Colleges and Universities System (MnSCU); Center for Community-Based Learning (CCBL); and College of Arts and Sciences (CAS). Such abbreviations should later appear capitalized, unspaced and without periods: MnSCU, CCBL and CAS.

2. Metropolitan State University: the only acceptable abbreviations are Metropolitan State and the university. Never use MSU, because it also can refer to Minnesota State University Moorhead or Minnesota State University, Mankato. In formal documents, reports, news releases or letters, use Metropolitan State University for the first reference; Metropolitan State or the university may be used after the spelled-out reference.

3. Use the title University of Minnesota when referring to that institution. When space is limited, the U of M may be used after an initial spelled-out reference.


5. Titles before names may be abbreviated if the abbreviation is a common usage: Guest speaker was Gov. Tim Pawlenty. If abbreviated, the title should be capitalized. Do not abbreviate or capitalize titles after names: Guest speaker was Tim Pawlenty, governor.

6. Months—see Time and Dates.

7. Words forming part of an address (avenue, street, building) should not be abbreviated in formal text but may be abbreviated to save space in informal letters or publications, or in lists. Exceptions are words identifying directions—they may be abbreviated: N., E., SE, NE, SW, SE, except when they form part of a name (East River Road). See also: Addresses.

8. United States may be abbreviated when used as an adjective: U.S. Post Office. Otherwise use United States or United States of America.

9. The abbreviations Jr., Sr., II and IV are used only with a complete name unless needed for clarity when, for example, both junior and senior are being discussed. Jr. and Sr. are preceded by a comma; II, III and IV are not.

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**Times and Dates**

1. Use figures with a colon to separate hours and minutes—1:30 p.m., 2:30 p.m.; do not use ciphers when just the hour is used—2 p.m., not 2:00 p.m. Lowercase a.m. and p.m. Use noon or midnight instead of 12 a.m. or 12 p.m.

2. Spell out the day of the week, except in tabular material. For tabular material only: use these abbreviations, without periods: Sun, Mon, Tue, Wed, Thu, Fri and Sat.

3. When a month is used with a specific date, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov. and Dec. Spell out when using month without a date, or with a year alone. When a phrase lists only a month and a year, do not separate the year with commas. When a phrase refers to a month, day and year, do not use a comma after the year. Examples: January 1972 was a cold month. The course begins May 12. Feb. 14, 1976 was the target date.

4. Use the date without a year if it is within the current year. Use the year with a date if referring to future or past years: July 4, 1776 or July 4, 2076.

5. Use figures without letters in dates: April 1, not April 1st, March 15, not March 15th.

6. Spell out references to particular centuries and decades: twentieth century; in the sixties; but the 1930s.

7. Presentation of event times and locations should be placed in the following order: time, date, place. For Metropolitan State locations, place should be broken down into the sequence: campus, building, room. Examples: 8–10 a.m., Friday, Oct. 29, Library and Learning Center, 645 East Seventh Street, Saint Paul (address included when needed) Room 306; noon–2:15 p.m., Monday, May 17, Saint Paul Campus, New Main, Room L104.
Addresses

The Publications/News Service Office uses the zip-plus-four code for Metropolitan State’s addresses in all printed materials. The correct addresses for Metropolitan State’s campuses on letterhead and envelope return addresses are:

**Metropolitan State University**
- **Saint Paul Campus**
  - 700 East Seventh Street
  - Saint Paul, MN 55106-5000

After December 2004:
- **Midway Center**
  - 1450 Energy Park Drive
  - Saint Paul, MN 55108-5218

**Metropolitan State University**
- **Minneapolis Campus**
  - 730 Hennepin Avenue
  - Minneapolis, MN 55403-1897

**Business Reply Mail**

Minneapolis and Saint Paul campuses’ business reply mail requires different nine-digit zip codes for letter-size envelopes, cards and oversize materials. These numbers are preprinted along with bar codes. Check with the Publications/News Services Office when doing a business reply printing project.

1. Use the abbreviations Ave., Blvd. and St. only with a numbered address where space is tight. Spell them out and capitalize when part of a formal street name without a number: Seventh Street and Maria Avenue. Lowercase and spell out when used alone or with more than one street name: University and Snelling avenues.

2. Words like alley, drive, road and terrace are always spelled out in text. Abbreviations are acceptable when used in mailing addresses. Capitalize them when part of a formal name without a number; lowercase when used alone or with two or more names: Pinewood Drive, down the alley, Fort and Century roads.

3. Always use figures for the number of a building in an address: 9 Morningside Circle. Spell out and capitalize first through ninth when used as street names; use figures with two letters for 10th and above: 7 Fifth Avenue, 100 21st Street.

4. Abbreviate compass points used to indicate directional ends of a street or quadrants of a city in a numbered address: 222 E. 42nd St., N., E., SE, NW. Do not abbreviate if the building number is omitted—East 42nd Street, or if the direction forms part of a name—East River Road. Spell out East in the university’s address.

5. State, federal and interstate highways are designated by numerals: U.S. 169; Interstate 494; but on second reference, I-494; and Highway 36, with second reference as Hwy. 36.

10. When the name of a state is used alone without a city reference, spell it out in both text and letters. When used with a city or other reference, the state name may be abbreviated, using narrative abbreviation form (see list below), not zip code form. In text, eight states are never abbreviated: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah. Use zip code abbreviations only when writing full addresses including the zip code (Saint Paul, MN 55106).

Abbreviations for state names in narrative copy and, in parentheses, zip code forms for mailing addresses.

<table>
<thead>
<tr>
<th>State (Abbr.)</th>
<th>City (Abbr.)</th>
<th>Zip Code (Abbr.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ala. (AL)</td>
<td>La. (LA)</td>
<td>Ohio (OH)</td>
</tr>
<tr>
<td>Alaska (AK)</td>
<td>Maine (ME)</td>
<td>Ohio (OH)</td>
</tr>
<tr>
<td>Ariz. (AZ)</td>
<td>Md. (MD)</td>
<td>Ore. (OR)</td>
</tr>
<tr>
<td>Calif. (CA)</td>
<td>Mich. (MI)</td>
<td>R.I. (RI)</td>
</tr>
<tr>
<td>Colo. (CO)</td>
<td>Minn. (MN)</td>
<td>S.C. (SC)</td>
</tr>
<tr>
<td>Conn. (CT)</td>
<td>Miss. (MS)</td>
<td>S.D. (SD)</td>
</tr>
<tr>
<td>Del. (DE)</td>
<td>Mo. (MO)</td>
<td>Tenn. (TN)</td>
</tr>
<tr>
<td>Fla. (FL)</td>
<td>Mont. (MT)</td>
<td>Texas (TX)</td>
</tr>
<tr>
<td>Ga. (GA)</td>
<td>Neb. (NE)</td>
<td>Utah (UT)</td>
</tr>
<tr>
<td>Hawaii (HI)</td>
<td>Nev. (NV)</td>
<td>Vt. (VT)</td>
</tr>
<tr>
<td>Idaho (ID)</td>
<td>N.H. (NH)</td>
<td>Va. (VA)</td>
</tr>
<tr>
<td>Ill. (IL)</td>
<td>N.J. (NJ)</td>
<td>Wash. (WA)</td>
</tr>
<tr>
<td>Ind. (IN)</td>
<td>N.M. (NM)</td>
<td>W.Va. (WV)</td>
</tr>
<tr>
<td>Iowa (IA)</td>
<td>N.Y. (NY)</td>
<td>Wis. (WI)</td>
</tr>
<tr>
<td>Kan. (KS)</td>
<td>N.C. (NC)</td>
<td>Wyo. (WY)</td>
</tr>
<tr>
<td>Ky. (KY)</td>
<td>N.D. (ND)</td>
<td>D.C. (DC)</td>
</tr>
</tbody>
</table>

11. Avoid the abbreviations *i.e.*, *etc.*, *e.g.* and similar abbreviations of Latin expressions. Use alternatives: that is, and so on, such as, for example.

12. More abbreviations:
- **versus is acceptable as vs.**
- **miles per gallon is acceptable as mpg (no periods) as** the second reference;
- **miles per hour is acceptable as mph (no periods) in all** references;
- **mount**: Spell out in all uses, including the names of communities and of mountains: *Mount Clemens, Mich.; Mount Everest.*
- **Saint should be spelled out, Saint Paul (also Saint Lawrence, and Saint Louis) unless it is abbreviated as** part of a name (*University of St. Thomas*);
- **words per minute is accepted as WPM (no periods);**
- **grade point average can be GPA (no periods).*
Punctuation

1. Use commas to separate elements in a series, but do not put a comma before a conjunction in a simple series: The flag is red, white and blue. Do put a comma before the concluding conjunction in a series if an integral element of the series requires a conjunction or when a comma is needed for clarification: I had orange juice, toast, and ham and eggs for breakfast. When one or more of the elements contains a comma and the series is relatively long, a semicolon should be used to separate elements. Try to keep construction parallel.

2. Semicolons are used, in general, to indicate a greater separation of thought and information than a comma can convey, but less than the separation that a period implies. Use semicolons to separate elements of a series when individual segments contain material that also must be set off by commas. Use a semicolon before the final “and” in such a series. There is only one space after a semicolon.

3. Periods and commas are always placed inside quotation marks. The dash, semicolon, question mark and exclamation point go within the quotation marks when they apply to the quoted matter only. They go outside when they apply to the whole sentence. Examples: She said, “I think he should be called.” The instructor asked the class, “How does this scene move the story along?” Which character said, “The quality of mercy is not strained...”?

4. Use quotation marks for titles of articles, songs, chapters in books, radio and television programs. If the radio or television program is a continuing series, it is italicized: National Public Radio’s All Things Considered. Italicize titles of books, magazines, newspapers, plays, long musical compositions and operas, works of art and motion pictures.

5. Colons are always followed by two spaces. Capitalize the first word after a colon only if it is a proper noun or the start of a complete sentence. Please note this requirement: All assignments must be typed. There were three considerations: expenses, time and feasibility.

6. Use the apostrophe to indicate possession; do not use apostrophes to indicate a plural or make a verb form. He collected OKs from all the GIs who had hidden from B52s in the 1960s. She did not approve the student’s degree plan. Use an apostrophe to form the plural of a single letter: Her report card was all A’s.

7. Webster’s spelling is the rule for hyphenation of word combinations that are permanent compound accepted usages, and words formed by the addition of prefixes. Neither hyphens (-) nor en dashes (–) and em dashes (—) require spaces around them.

8. Use a hyphen in constructions forming temporary compounds where necessary to clarify sense. Often this is the case when a compound is formed as an adjective modifier: degree-seeking students, problem-solving methods. The hyphen is not necessary where meaning is clear: civil service employee, continuing education student, learning assessment agreement.

9. Use a hyphen in compound constructions containing a prefix that modifies two or more words: post-high school studies; but postsecondary education.

10. Use hyphens in constructions containing two or more compounds that share a common element that is omitted in all but the final term: second- and third-year students, short- and long-term goals.

11. Use a hyphen in compound constructions containing a numerical first element that acts as an adjective: 10-session sequence, twentieth-century literature, three-quarter series.

12. Do not use a hyphen in compound constructions containing an adverb ending in “ly,” a comparative or a superlative: federally funded scholarship, lowest common denominator.

13. Adverbs or combined adjective elements used after the word modified need no hyphenation: Her resume was up to date, but he submitted an up-to-date resume.

14. When to use a hyphen and a dash:
   • Hyphenate words, social security numbers and telephone numbers;
   • Use an en dash (–) to connect continuing numbers, dates, time or reference numbers: May–June, 2004; 10 a.m.–5 p.m.
   • Use an em dash (—) to indicate a break in thought or when the speech of one is interrupted by another.

Keyboard Tips

On a Mac, use the option/alt key; on a PC, use the “insert” menu and follow directions.

- Accent (é) û
- Cents (¢)
- Copyright ©
- Ellipsis (…) (periods)
- En dash (–)
- Em dash (—)
- Registration mark (®)
- Single quotation mark (’)
- Single quotation mark (‘)
- Trademark (™)
- Umlaut (ä) ü

Option e, then the vowel
Option 4
Option G; add superscript
Option semicolon
Option hyphen
Shift option hyphen
Option R; add superscript
Shift, option, right bracket
Option, right bracket
Option 2
Option u, then the vowel
Publication Pointers

• **Disability and Equal Opportunity Statements:** Every printed publication must include these statements:
  » Available in alternative formats for people with disabilities. Call Disability and Special Services at 651-793-1525 (voice) or 651-772-7687 (TTY).
  » An equal opportunity educator.
This may be expanded to:
  » An equal opportunity educator and employer.
There is also a long form used when space permits. It is available from the Publications/New Services or the Equal Opportunity and Diversity offices. It is used in such publications as the Class Schedule and Catalog.

• **Telephone numbers:**
  Since area codes must be used, present them without parentheses, using hyphens or periods (but be consistent in the piece: 651-793-1212 or 651.793.1212.)

• **Web addresses and e-mail addresses:**
  » Web addresses should begin with www., such as www.metrostate.edu. Do not use http://, as it is no longer needed.
  » E-mail addresses should be all lowercase: admissions@metrostate.edu.

• **Draft preparation:** Drafts should be double-spaced and dated. The first page top margin should be at least three inches, and subsequent pages should have one-inch top margins. Side margins should be at least one inch and preferably one and one-half inches. All pages after the first should be numbered at the top. **Be sure to date all drafts and documents.**

• **Dating publications:** Use the date on all printed pieces, such as 6/04 or 6/12/04. The date also includes a quantity reference for printing, such as 6/04 2 M (June 2004 and 2,000 pieces printed.)

E-mail Hints

• Because e-mail has become an official medium of communication, observe appropriate grammar, punctuation, language, word usage and so forth. It should be considered just as important—and as carefully composed—as letters and memos.
• E-mail is neither private nor confidential. Messages can be easily forwarded.
• Title the message in a way that will have meaning for the recipient.
• If you are going to be out of town or otherwise unavailable on e-mail, leave a message to that effect.
• Remember to use please and thank you.
• All capital letters implies that you are screaming. Be aware of tone since the reader cannot see your face. Be respectful.