

## Penn State Style At-A-Glance

### ampersand

Use ampersands (&) only in charts, tables, or lists of companies, where the ampersand is part of the company's official name. Use and in text.

### Time of day

8:00 a.m.-1:00 p.m.

9:00-11:00 a.m.

1:00-3:00 p.m.

12:00 p.m. or noon, not both

### Random words

adviser (not advisor)

bookstore (one word)

course work (two words)

email

Federal Work-study Program (as program title)

grade-point average

home page (two words)

LionPATH

noncredit (no hyphen)

nondegree (no hyphen)

online (no hyphen)

option (lower case with Science or Engineering option etc.)

Penn State, The Pennsylvania State University

Penn State York, York (after first reference)

percent (Use the % symbol in charts, graphs, and scientific and mathematical items)

Pullo Family Performing Arts Center (The Pullo Center after first reference)

reenrollment (no hyphen)

résumé

under way (two words)

web page (two words)

website; webcast

workforce

work site

work-study

World Wide Web; Web; WWW

WordPerfect

### academic and administrative titles

Titles are capitalized when they immediately precede names *and* are used as part of the names. Dean Jeanne DuBois said ...

Associate Professor Hans Ringger said ...

Titles are lowercased if they follow names or are used to help describe or identify people further.

Jill Johnson, professor of history, ...

Well-known professor of history, Jill Johnson, ...

## Honors

Capitalize when it is the formal name of campus program (e.g., Campus Honors program; Penn State Mont Alto Honors program). Lowercase in informal use (honors program, honors student, honors courses).

## Numbers or words?

Spell out numbers lower than 100 in nonscientific text. If a number higher than 100 is rounded off or approximated, spell it out in nonscientific copy. Otherwise, 100 and higher are numerals, in text. For charts and graphs, use numerals. See the *Chicago Manual* for examples and more information. Treat numbers in the same sentence alike: if there's a three-figure number in the sentence, make all the numbers figures, as long as the figures all relate to the same items.

The students collected 114 books for the sale, 12 of which were first editions.

Having four meetings made it possible for the fifteen committee members to collect 160 used books.

Ages should be expressed in numerals. (This is University style, not *Chicago Manual* style.)

I have an 11-year-old daughter and a 10-year-old son.

The student was 35 when he received his doctorate.

However: Mary Foley celebrated her *fortieth* birthday.

Use either a figure or a word—not both: five rooms, not five (5) rooms. Delete the parentheses and the 5.

Use the up-to-100-spelled-out/higher-than-100-numeral rule for ordinal numbers (first, second, forty-fifth, eighty-ninth, 120th, 223rd, etc.). This applies to numbered street names as well: Fifth Avenue, Twenty-third Street.

## credits, units

Always use numerals: 3 credits; 18 credits in history; a 3-credit course; 4 units of English; 1 unit of geometry; 2 units of a foreign language. Also, use numerals when referring to *credit hours*. (Note use of “in” with credits and “of” with units.)

## decades

No apostrophe: 1920s; 1980s; mid-1970s; spell out thirties, forties, fifties, sixties, etc.

## Year spans

2012-12, not 2012-2013

## Phone numbers

717-771-4040 (no parenthesis around area code except in news/newspaper copy)

## **room numbers and building names**

Use the room number and building name, as follows:

121 Wagner Building on first mention; 121 Wagner on subsequent mention.

If a building name is used without a room number, use the word Building, Lab, or the equivalent on every reference, and cap: Schwab Auditorium; Moore Building.

## **Use of Italics**

The following are italicized:

- art exhibit titles and catalogs
- book titles
- brochures and pamphlets
- movie titles
- magazine and periodical titles
- newspaper names
- long poems
- plays
- paintings, drawings, sculpture, works of art
- long musical compositions
- TV and radio programs (continuing series)

## **Use of quotation marks**

Quotation marks go inside semicolons and colons, outside commas and periods. Question marks and exclamation points go inside the quotation marks if they are part of the quote and outside if they are not. For more details, see the *Chicago Manual*.

Did you watch “The Story of English”

Then he asked, “Did you check for magnesium in the sample?”

Miller objected to the boss’s reference to “nonessential personnel”: It made him feel unnecessary, as he was the only person in that category.

The professors co-authored “Effects of Ultraviolet Rays on Plant Life,” published in the May 1986 issue of *Science Today*.

Items that should be in quotation marks: direct quotes; song titles; short poems; essays; television and radio programs; short story titles; article titles; parts of books (chapters or sections). For more complete information, see the *Chicago Manual*.