Pitzer College Editorial Guide

Pitzer generally follows AP Style for its public print and online communications. This guide attempts to cover the most common or problematic issues found in copy for Pitzer publications and webpages; it is not an exhaustive collection of the College's editorial policies. For matters not covered in the guide, please default to AP Style.

Abbreviations

• On first reference, refer to Pitzer as "Pitzer College." In subsequent references, it can be simplified as "Pitzer" or "the College."

• When referring to any of Claremont's five undergraduate colleges (Pitzer College, Pomona College, Harvey Mudd College, Scripps College, and Claremont McKenna College), or two graduate institutions (Claremont Graduate University or Keck Graduate Institute of Applied Life Sciences), use their full names on first reference. In subsequent references, they can be abbreviated as Pomona, Harvey Mudd, Scripps, Claremont McKenna, CGU, or KGI.

• When referring to The Claremont Colleges collectively, after first reference, 5Cs (for the five undergrad colleges) or 7Cs (including the two grad schools) may be used.

• When Pitzer must be abbreviated, use "PZ."

Academic Terms

• Full names of degrees are lowercased when "degree" is included in the description; abbreviations are uppercased without periods: bachelor of science degree in chemistry, bachelor's degree in chemistry, BS degree in chemistry

• When the degree stands alone as a noun, not an adjective, capitalize: Master of Arts in Music, Master of Business Administration, MBA, Doctorate in History, PhD in History

• A professor's title that appears after a name should not be capitalized (e.g., Jane Doe, professor of history); however, capitalize a title that appears before a name (e.g., Professor of History Jane Doe; Professor Jane Doe; Instructor Jane Doe). If a title appears before a name, no comma is needed. *See Titles for Individuals*.

• *Emeritus* and *emerita* are honorary designations and do not simply mean retired. You can confirm this designation by contacting the Dean of Faculty's Office. Professor Emeritus (masc.) and Professor Emerita (fem.) should always proceed the name (Professor Emerita Jessica Smith). The word "emerita/us/i" follows the noun: professor emeritus. In the case of the plural, professors emeriti (masc. and fem.), should be used.

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• Once a professor or instructor's title is mentioned that professor or instructor can be referred to by his/her/their last name only.

• Use the term first-year student rather than freshman.

• Terms denoting student status are lower-cased: first-year student, sophomore, junior, senior.

• Use "major" rather than "concentration," although a student can have a concentration within a major.

• Use field groups rather than "departments," unless specific groups refer to themselves as departments (i.e., Intercollegiate Department of Africana Studies).

• Official names of courses are title cased: Jesse Lerner will teach the course Mexican Visual Cultures in the spring.

Acronyms

• Acronyms may be used by themselves, without being spelled out, if they are in common use, e.g., FBI, NASA, etc. This applies to schools, too: USC, UCLA. However, consider audience, and if there's any risk of confusion, spell it out.

• Place an acronym after the full name only if the acronym is used again in the text. "The Centers for Disease Control and Prevention (CDC) issued its latest guidance. The CDC said…"

Address

• For mailing addresses, use the two letter postal codes for each state.

• North and Avenue should be spelled out in campus publications (e.g., 1050 North Mills Avenue).

Age

• Ages are hyphenated when the age acts like a noun or when it is an adjective before the noun: *Noun form:* A 3-year-old played in the park. *Adjective form:* A 5-year-old child played with his toys. However, when age is part of an adjective phrase after the noun, don't hyphenate it: the child is 5 years old. AP uses figures for ages in both instances "*:* A 5-year-old child played," "the child is 5 years old."

• If individuals within several age groups are referred to collectively, a space should appear before and after *to: Noun form:* The 8- to 10-year-olds worked together on the project. *Adjective form:* The 8- to 10-year-old students worked together on the project.

Campus Publications

• All campus publications should bear the Pitzer College logo (preferably on the front or back cover), address, phone number, and website address.

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Capitalization

• Capitalize “College” when referring to specifically to Pitzer College and follows “the” (the College). If speaking about college in general—“at the start of her college career”—do not capitalize.

• An individual’s title that appears after a name should not be capitalized (e.g., Jane Doe, director of housing). Do, however, capitalize a title before a name (e.g., Director of Housing Jane Doe).

• Capitalize “A Member of The Claremont Colleges,” “The Claremont College Consortium,” and “The Claremont Colleges.”

• When referring to a specific office of the College, it should be capitalized. “The Office of College Advancement and Communications distributed an editorial guide.”

• *The Participant*, the Pitzer College alumni magazine, should be referred to as *The Participant* and appear in italics, as it is a periodical.

• Seasons are lowercased, e.g., “She graduated in spring 2020.”

Captions

• If a photo caption is composed of complete sentences, use a period at the end of each sentence; otherwise, don’t use periods.

College Name

• Refer to the College as Pitzer College, not “Pitzer,” upon first use in a document, a paragraph, or on the cover of a formal campus publication.

Colon

• A colon introduces an element or a series of elements illustrating or amplifying what has preceded the colon, e.g., his study involves three food types: cereals, fruits and vegetables, and fats.

• A colon may be used instead of a period to introduce a series of related sentences, e.g., Kendra debated her choices: Should she reveal what was in the letter? Or should she remain silent?

• If a complete sentence follows a colon, the first word should be capitalized.

• Use a colon to introduce long quotations within a paragraph.

Comma

• Use a serial comma (AKA, the Oxford comma) in a series of three or more. When an ampersand (&) is used, do not use a comma after it. If the series involves internal punctuation, or is very long and complex, it should be separated by semicolons. Note: this is a change from previous Pitzer style and a deviation from AP Style, which does not use the serial comma.

• Do not use a comma before or after a zip code: 1427 E. 60th St., Chicago, IL 60637

• Do not use a comma after a student name and their graduation year. John Doe ’00 ran the marathon.

• Use a comma (after said, replied, asked, and similar verbs) to introduce a direct quotation of one sentence that remains within a paragraph: *Garrett replied, “I hope you are not referring to me.”* Use a colon to introduce long quotations within a paragraph.

Ellipsis

Use an ellipsis to indicate the deletion of one or more words in condensing quotes, texts, and documents. In general, treat an ellipsis as a three-letter word, constructed with three periods and two spaces: (…)

Hyphens and Dashes

There are generally three kinds of dashes, hyphens, en dash, and em dash. The en dash is approximately the length of the letter n, and the em dash the length of the letter m. The shorter en dash (–) is used to mark ranges. The longer em dash (—) is used to separate extra information or mark a break in a sentence. More detailed info and examples below. Note: AP doesn’t use en dashes.

Hyphen (-)

• Commonly hyphenated terms include the following:

- First-year student
- Four-year institution
- Graduate-level course
- Short- and long-term or just short-term, long-term
- Student-centric space, college-bound senior
    - All the above are compound modifiers—two or more words that express a single concept. AP Style says: “When a compound modifier precedes a noun, you must decide: Hyphenate that modifier, or not? Often there’s not one absolute answer.” Use a hyphen if it’s needed for clarity, e.g., a small-business owner vs a small business owner.
- Do not use a hyphen in cases such as Asian American, Japanese American, etc.
- Service learning contains no hyphen

En dash (–) (Alt + 0150)
• The principal use of the en dash is to connect numbers and less often, words. In this use it signifies up to and including (or through). Her college years, 2014–2018, were the happiest in her life.

• No space immediately before and after an en dash.

• For the sake of parallel construction, the word “to,” never the en dash, should be used if the word from precedes the first element; similarly, “and,” never the en dash, should be used if between precedes the first element. *The art exhibition ran from December to January in the Nichols Gallery. The band performed between 3 and 5 p.m.*

Em dash (—) (Alt + 0151)
• The em dash is the most versatile of the dashes. Some common uses include: Amplifying/Explaining*: It was a revival of the most potent image of modern democracy—the revolutionary idea*. Separating subject from pronoun*: Broken promises, petty rivalries, and false rumors—such were the obstacles he encountered*. Indicating sudden breaks: “*Will he—can he—obtain the necessary signatures?*” he asked.

• To avoid confusion, no sentence should contain more than two em dashes; if more than two elements need to be set off, use parentheses.

• No space immediately before and after a long em dash. *The mighty sagehen—no small bird in Division III athletics—makes its home in the California scrub.*

Internet Terms & Usage

• website, webcam, webcast, webpage, webfeed, the web

• Do not use http:// unless necessary when including a url: www.pitzer.edu

• Be sure to check all links for accuracy and accessibility.

• If a website address appears at the end of the sentence, it should be followed by a period: “You should be able to find an archived version of the article at www.nytimes.com.”

Numbers

• Spell out whole numbers from one through nine (unless referring to ages); for other numbers, numerals are used (unless a number starts a sentence). *There were 32 students at the conference. Thirty-two students went to the conference. We saw three of my friends. We met his 3-year-old.*

• As mentioned above, always spell out numbers at the beginning of a sentence or reword the sentence to avoid spelling out a large number. The exception is a numeral that identifies a calendar year: *1963 was a very good year.*

• When large numbers must be spelled out, use a hyphen to connect a word ending in “y” to another word; do not use commas between other separate words that are part of one number: twenty; twenty-one; one hundred forty-three.

• Numbers used to indicate order (first, second, 10th, 25th, etc.) are called ordinal numbers. Spell out first through ninth: *fourth grade, first base, the First Amendment, he was first in line*. Use figures starting with 10th.

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• For numbers of four digits or larger, use a comma: 1,500; 35,000. Very large numbers should be expressed with a numeral and word: 450 million.

• For large amounts of money: $16 million gift, not 16-million-dollar gift.

• Percent: Use the % sign when paired with a number, with no space, in most cases: *Average hourly pay rose 3.1% from a year ago; her mortgage rate is 4.75%; about 60% of Americans agreed; he won 56.2% of the vote.* Use figures: *1%, 4 percentage points*. At the start of a sentence: Try to avoid this construction. If it's necessary to start a sentence with a percentage, spell out both: *Eighty-nine percent of sentences don't have to begin with a number.*

• Telephone numbers should be rendered using a period to separate the elements: 909.621.8000.

• See "Date" section for notes on decades and centuries.

Personal Names

• An individual's first and last name should appear the first time he/she/they are introduced. In subsequent references, use only the individual's last name. An exception to this rule is if employing a casual tone and you wish to convey a friendlier air.

• You can use a person's pronoun on second reference (he, she, they).

• Pre-marriage names precede married names and are not placed in parentheses or quotation marks: Elizabeth Smith Brown '90.

• Commas should not be used before or after Jr. and Sr. or to set off II, III, etc. George W. Wilson Jr. has eclipsed his father's fame. John A. Doe III is the son of John A. Doe Jr.

• Use diacritics for proper names whenever possible: José Calderón (Calderón on second reference).

Place Names (Cities, States, Regions, etc.)

• When referring to the United States, spell out or use U.S. (note: this is a change from the previous PZ style, which called for US with no periods.)

• In regular text, the names of the 50 U.S. states should be spelled out when used in the body of a story, whether standing alone or in conjunction with a city, town, village, or military base. (note: this is a change from the previous PZ style, which called abbreviating state names, e.g. Los Angeles, CA)

• AP Style: Washington should be used in most story references to the U.S. capital because of the name recognition globally. Use Washington, D.C., with the added abbreviation only if the city might be confused with the state. (note: this is a change from previous PZ style, which called for "Washington DC")

• The names of eight states are never abbreviated in datelines: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas, and Utah. Memory aid: Spell out the names of the two states that are part of the contiguous US and of the continental states that are five letters or fewer.

• Place one comma between the city and the state name, and another comma after the state name, unless ending a sentence or indicating a dateline: He was traveling from Nashville, Tennessee, to Austin, Texas, en route to his home in Albuquerque, New Mexico.

• Abbreviate Los Angeles as L.A. in second reference.

• Where the government rather than the place is meant, the words “state,” “city,” and the like are usually capitalized. City of Los Angeles, County of San Bernardino, State of California.

• Capitalization and geography: AP says: “When used in denoting widely known sections: Southern California, West Texas, the South Side of Chicago, the Lower East Side of New York. If in doubt, use lowercase.”

• Central America; Central American countries; central Europe (unless referring to the political division); central New York; upstate New York

• the East; the East Coast; eastern; the Middle East; eastern Europe (unless referring to the political division)

• the Midwest, Midwestern, a Midwesterner

• the North/the South; northern/southern; the Northwest; northwestern

• Southern California (SoCal)

• the West; West Coast; western United States

• the Bay Area; Silicon Valley

Quotations

• Quoted words, phrases, and sentences that run into the text are enclosed in double quotation marks. Single quotation marks enclose quotations within quotations.

• Periods and commas precede closing quotation marks, whether double or single.

• A comma rather than a colon is used after said, replied, asked and similar verbs—*Garrett replied, “I hope you are not referring to me.”* —when it’s a single sentence. A colon is used for multiple sentences.

Racial, Ethnic, and Cultural Identity

• Capitalize Black (but not white), Indigenous, African American, Asian American (no hyphen)

• Avoid Caucasian as a synonym for white, unless in a quotation

• Capitalize Latino/a/x and Chicano/a/x and Hispanic

Semicolon

• The semicolon, stronger than a comma but weaker than a period, can assume either role, though its function is usually closer to that of a period. Its most common use is between two independent clauses not joined by a conjunction: *Miguel intends to go to Europe; his plans, however, are still quite vague*.

• When items in a series involve internal punctuation, they should be separated by semicolons.

Slash

• Do not use a space before or after a slash (/) (environmental/environmental justice)

• Use a slash, rather than a hyphen, for constructions such as and/or, either/or, over/under, red state/blue state, etc. No space on either side of the slash. To break up lines of a verse, use a slash with a space on each side.

Spacing

• Insert only one space between sentences.

Stylistic Preferences

• Academic adviser: use advisER not advisor (note: not a hill to die on—when copyediting, look for consistency)
• Titled not entitled: Bill Anthes wrote a book titled *Native Moderns*
• Flyer not flier
• RSVP: use all caps and no periods
• Afterward, not afterwards
• Toward, not towards
• email not e-mail
• nonprofit not non-profit

• On campus, off campus [adv.], on-campus, off-campus (adj.): *The master class takes place on campus. She lives in an off-campus apartment.*

• Italicize books, publications, works of art (paintings, drawings, statues, etc.) when possible; use quotes when you can't italicize, e.g., on social media platforms. Names of articles go in quotes. (Note: departure from AP, which uses quotes.)

"The"

• With some exceptions—e.g., titles of books, plays, paintings, operas, The Andrew W. Mellon Foundation—"the" is generally not capitalized, even if it's part of a nickname or the official name of a company, group or periodical: the *Los Angeles Times*, the *New Yorker*, the *New York*

Times, The Old Man and the Sea, the Student Senate, the Alumni Board, the Parents Association, the Office of Communications. (Note: AP disagrees "Owner of *The New York Times* and *The New York Times* International Edition.)

The Participant

The Claremont Colleges
The Claremont University Consortium

Time, Date and Calendar Designations

Time

• The hour of the day or night is followed by a.m. or p.m. Abbreviations may be omitted if the context is clear. The morning flight to Philadelphia leaves at 10:15.

• The letters are lower case and followed by periods. Leave a space after the number (e.g., 10 a.m., not 10:00 A.M.).

• Use noon, not 12 p.m. Use midnight, not 12 a.m.

• Use the en dash (–), not a hyphen (-) or em dash (—) when indicating a time range: 10–11:30 a.m.

• However, for the sake of parallel construction, the word "to," never the en dash (–), should be used if the word "from" precedes the first element; similarly, "and," never the en dash, should be used if "between" precedes the first element:
—The art exhibition ran from December to January in the Nichols Gallery.
—The band performed between 3 and 5 p.m.

Date

• No comma is used when only the month and year are used: She received her diploma in May 2019. Also, no comma is used when only the month and day are used. However, a comma should be used following both the day and the year in an ongoing sentence: She received her diploma on May 14, 2022, with a degree in history.

• When typing a month and a day (but not a year), do not use a "th," "nd" or "rd" after the day. (e.g., October 8 not October 8th)

• Inclusive years take an en dash (–), and the second year may be abbreviated: the academic year 2021–22.

• If you place the day of the week in front of a date, use a comma: Friday, April 29

• Use figures to indicate decades of history. Use an apostrophe to indicate numerals that are left out; show plural by adding the letter "*s" (but not an apostrophe)*: *the 1890s*, *the '90s*, *the Gay*

'90s, *the 1920s*, *the mid-1930s*. Note: when denoting age, do not use an apostrophe: “He is an older gentleman is in his 80s.”

• Lowercase (unless part of a proper name). Spell out numbers under 10: the first century, the 21st century.

Calendar

• Days of the week and months of the year are uppercased; the four seasons are lowercased. She will offer the course in fall 2021.

Titles for Individuals

• In general, follow AP Style: Capitalize formal titles when used immediately before a name. Lowercase formal titles when used alone or in constructions that set them off from a name by commas. Variations for design purposes are acceptable in invitations, posters, etc.

• A professional title that appears after a name should not be capitalized (e.g., Jane Doe, professor of history); professional title that appears before a name (e.g., Professor of History Jane Doe; Professor Jane Doe; Instructor Jane Doe). If a title appears before a name, no comma is needed. However, we can be flexible about titles in posters and other marketing collateral when names and titles are part of a list and to lower case them after the name looks stylistically awkward, *e.g.:*

Speakers include:
Melvin L. Oliver, President, Pitzer College (vs Melvin L. Oliver, president, Pitzer College)

Word Choice
• **Aid/Aide**
Aid is assistance. An aide is someone who serves as an assistant.

• **Compose, Comprise, Constitute**
Compose means to create or put together. It commonly is used in active and passive voices: She composed a song. The US is composed of 50 states. *Comprise* means to contain, to include all or to embrace. It is best used only in the active voice, followed by a direct object: The US comprises 50 states. The jury comprises seven women and five men. *Constitute*, in the sense of form or make up, may be the best word if neither compose nor comprise seems to fit: Fifty states constitute the US.

• **Principle/principal**
Principal is a noun and adjective meaning someone or something first in authority, rank, importance, or degree. Principle is a noun that means a fundamental truth, law, doctrine, or motivating force.

Terminology Specific to Offices

Office of Admission Terminology

• On official College documents, use Office of Admission, not Office of Admission**s**

Study Abroad Terminology

• Study Abroad not External Studies

• Individual Study Abroad programs are referred to as Pitzer in . . . (e.g. Pitzer in Ecuador)

Office of College Advancement and Communications Terminology

• Fundraising and fundraiser are one word and are not hyphenated.
• Pitzer Fund is always capitalized.
• Alumni:
At Pitzer, an alumna/us/alum is someone who graduated from Pitzer College *or attended the College for at least one year and left in good standing*. Alumna/us and graduate are not always the same thing.

• Alumna—a female
• Alumnae—female (plural)
• Alumnus—a male
• Alumni—male (plural)
• Can use alumni/ae for plural. Alum/alums can be used for nonbinary terms.

• Apostrophes indicating year of graduation should appear as ’05. It is important to cite an individual’s alumni status often and accurately. The alumni year follows the person’s name and one space and consists of an apostrophe curving to the right and the last two digits of the class year (e.g., John Smith ’00—this apostrophe can be found by holding down ctrl and hitting the apostrophe key twice). In articles on alumni, the class year designation should be used in the first mention of the individual’s name. It should also be used in every reference in a photo caption. Alumni status always takes precedence over parent or other constituent status.

• **Combining and listing names:** Parent names follow the same rules as alumni names except for use of class year designation—see descriptions below.

All alumni are listed by their first and last name with their year at the end.

Examples:
William Ashley ’79

Barbara Earle Ballard ’78 James Coffman ’91 Nancy Butkin Herzog ’80

If a person goes by their middle name, then their first name has been changed to reflect the name that people will know them by (pulling from the solicitation file).

Example:
Amy Melissa Noble ’01 is noted as Melissa Noble ’01 (instead of Amy Noble ’01)

First names have generally not been changed to reflect nicknames. For example, Tom Moore is still listed as “Thomas Moore ’82” and Andy Goodman is listed as “Andrew Goodman ’81.” Exceptions to this rule include occasions when the person specifically told us—either in person

or in the honor_roll_name dataset—that they want to be listed with a particular name (e.g., “Rob Smith ’08” as opposed to “Robert Smith ’08”).

There are a couple of exceptions to the nickname rule. If someone has told us (meaning there’s a notation in the solicitation file) that they go by a name totally different from their first or middle names, that name is included in quotes.

Example:
Charles “Kip” Holzwarth ’77

Sandor “Fred” Lengyel ’91

Other exceptions would include those who go by their first and middle names, in which case their first name file has been changed to include both names.

Example:
Mary Beth Neal Garber ’68 (as opposed to Mary Neal Garber ’68)

Two alumni married to one another are listed according to their preference for last names.

Two alumni with different last names:

Elizabeth Milwe ’76 & Peter Wormser ’75
(They are listed alphabetically under Milwe and Wormser in the donor honor roll.)

Cases where the woman uses the husband’s last name (but it’s not hyphenated with her own):

Kenneth ’78 & Betsey Keeler ’78 Cheitlin (They are listed under Cheitlin in the donor honor roll.)

Cases where the woman has hyphenated the husband’s last name to her own:

Stephen Prime ’83 & Natasha Goodwin-Prime ’85
(They are listed alphabetically under Prime and Goodwin in the honor roll.)

• **Designating Parent Status in a name:** Parent status follows the alumni rule. Jill Klein P’15.

• **Designating Trustee Status:** Trustee status is designated by a T, e.g., Philip Jones T, or for an alum Philip Jones ’72 T.

• **New Resources Program:** All references to this program at Pitzer should be capitalized.

• **Accents on Macintosh systems:**
é hit option and e keys together, followed by e; **á** hit option and e keys together, followed by a; **í** hit option and e keys together, followed by I; **ó** hit option and e keys together, followed by o; **ú** hit option and e keys together, followed by u; **ñ** hit option and n keys together, followed by n

• **Accents on Microsoft systems:**

é alt 130 or á alt 160 or í alt 161 or ó alt 162 or ú alt 163 or ñ alt 164