The Norwich University Office of Communications preferred style follows *The Chicago Manual of Style, 15th Edition* (CMS) and *Merriam Webster’s Collegiate Dictionary, 11th Edition* and the *Associated Press Stylebook and Libel Manual* in the case of numerals. This guide, which is not intended as a replacement for a dictionary or more comprehensive style guide, presents preferred Norwich University style for questions not addressed directly in the CMS and for cases where we have chosen to deviate from Chicago style. The Norwich University Style & Usage Guide is not an exhaustive document. When in doubt, look it up in the CMS and/or *Merriam Webster’s Collegiate Dictionary* or the *Associated Press Stylebook and Libel Manual* in the case of numerals.

Norwich University Office of Communications
**Abbreviations** - When using abbreviations with lowercase letters, include the periods (a.k.a., etc., p.m.), but when writing acronyms and initialisms using capital letters (USA, the UP, CIA), omit the periods.

**Academic degrees and titles** - Academic degrees and titles are abbreviated without periods; BA, MA, PhD. The word degree should not follow an academic abbreviation. Lowercase academic degrees in text.
- Correct: He holds a BA in history.
- John Smith earned a bachelor of arts from Norwich University.
- Incorrect: He holds a BA degree in history.

Reserve Dr. for medical doctors, use Professor for recipients of doctorates. Do not list credentials after a name except in formal usage, i.e. invitations, lists, etc. Formal titles should appear before a name and be capitalized.
- Professor Ben Mallory; history Professor Franklin Wayne, Vice President James Owen
- Francis Gauthier, professor of history; Gerald Staller, vice president of Institutional Advancement

**Academic Divisions**
See Schools

**Acronyms** - Names of all offices, agencies and departments should be spelled out on first reference; acronyms may be used in subsequent references. Use capitals, but no periods, for all acronyms. Enclose the acronym in parentheses rather than offset with commas or dashes after the first usage of the full name. In certain cases, an acronym may be used on first reference if it is easily recognizable to readers (NASA, NATO, the UN). When in doubt, write out the full name and follow with the acronym. To form the plural of an acronym, add a lowercase s (ICBMs).
- Norwich University Corps of Cadets (NUCC)
- Upper Parade Ground (UP)

**Addresses** - Abbreviate the words street (St.), avenue (Ave.), and Boulevard (Blvd.) only when used with a numbered address. Similar words such as road, drive, alley, terrace and way are never abbreviated. When no number is given, spell these words out and capitalize the first letter. When referring to more than one street, avenue, road or boulevard, use lowercase. Always use figures for an address number. Always spell out First through Ninth street names. Use figures for 10th and above. Abbreviate east, west, north and south when a numbered address is given; spell them out when no numbered address is given.
- Edgewood and Hawkins drives
- 21 E. Hill Road
- East Hill Road
- 517 St. James Blvd.
- St. James Boulevard
- 217 Fifth Ave.
- 301 10th Ave.

**Administrative offices and departments** - Capitalize the names of administrative departments and offices and the words department and office when used.

**Administrative titles** - Capitalize the title when it is being used as a title preceding a name; use lowercase when the title follows the name.
- Correct - Norwich University President Richard Schneider
- Correct - Richard Schneider, president of Norwich University
- Incorrect - Richard Schneider, President of Norwich University

**Alumni** - Identify alumni using the using the name, comma and year format. Omit the century designation and use a reversed apostrophe. If a person holds more than one degree, place a comma between the class years.
• Katherine MacDonald, ’92
• Christina Smith, ’56, MA ’62
• Alum – masculine/feminine singular
• Alumna – feminine singular
• Alumnae – feminine plural
• Alumni – masculine and/or feminine plural
• Alums – masculine and/or feminine plural

**Ampersand** - Use ampersands only when part of an official name, such as Stop & Shop. In other instances, replace the ampersand with the word and. Usage on the web should take into account available horizontal space, that is, in menu items and headlines it is acceptable to substitute an ampersand for and even though the school or department title includes and.

**Attribution** - In most cases where quotes and paraphrases are used, name the speaker first followed by the word “said.” In cases where the speaker has a long title, it is acceptable to place “said” before the name and title. Avoid using other words to attribute a quote, i.e. bellowed, barked, posited, and such. Although these may be used in some instance, be judicious and opt for said when you can.
  - “He is indeed a cheeky fellow,” Margaret Thatcher said.
  - “Don’t call me, I’ll call you,” said Benjamin Southgate, CEO of Ashworth Publishing.

**Board of Trustees** - Capitalize Board of Trustees and Trustee when used as a title before a name. Use "the board" in subsequent references.

**Buildings** - On first reference use the official name of all campus facilities. In subsequent references you may use the appropriate shortened designations. Do not use building, hall and center interchangeably.
  - Jackman Hall is located at the top of the UP. The hall was constructed in the 1970s.

**List of campus facilities:**
  - Adams Tower
  - Ainsworth Hall
  - Alumni Hall
  - Andrews Hall
  - Cabot Annex
  - Chaplin Hall
  - Communications Building
  - Crawford Hall
  - Dewey Hall
  - Disney Field
  - Dodge Hall
  - Engineering, Math and Science Complex
  - Garrison House
  - Garrity Field
  - Gerard Hall
  - Goodyear Hall
  - Goodyear Pool
  - Harmon Hall
  - Hawkins Hall
  - Hayden Building
  - Hollis House
  - Howard Field
  - Jackman Hall
- Juckett Hall
- Kreitzberg Arena
- Kreitzberg Library
- Marsilius Hall
- Partridge Hall
- Patterson Hall
- Plumley Armory
- Ransom Hall
- Roberts Hall
- Rugby Field
- Sabine Field
- Shapiro Field House
- Sullivan Museum and History Center, The
- Tompkins Hall
- Webb Hall
- White Chapel
- Wilson Hall
- Wise Campus Center
- Woodbury Hall

**Cadet** - The word cadet is capitalized when used as a title or when referring to Norwich's athletics teams, but lowercase when used as a general term.
- During class Cadet Miller spoke her mind.
- The Cadets defeated the Catamounts, 54 to 3.
- As a cadet, new students face many challenges.

**Centennial Stairs** – Capitalize in all usages. On second reference, the staircase or the stairs are acceptable.

**Classes and courses** - Capitalize classes and courses only when using the actual course title.
- I am taking a mathematics class and an engineering course.
- I am taking Introduction to Biology and Drawing I this semester.

**Commencement:** Capitalize when writing about Norwich University’s annual event or any other specific commencement. Use lowercase in other references.
- Norwich University’s Commencement is scheduled for Saturday.
- Nearly all schools have a commencement at some time in the year.

**Committees, councils and clubs** - Capitalize the names of committees, councils and clubs and use lowercase on second reference.
- We are members of the Diversity Council. Our council works on issues related to diversity.

**Corps of Cadets** - In first usage, write out Corps of Cadets. In second references Corps is acceptable.

**Courtesy titles** - Use a person’s first and last name without Mr., Mrs., Ms. or Miss. Use courtesy titles only in a direct quote.

**Dates** - Dates are written in the month, day, year format with commas following the day and year. Always include the year in written dates (Sept. 16, 2006, not Sept. 16). Use cardinal numbers in the month day year format, ordinal numbers are acceptable when only the day is being referenced. Abbreviate months if the full date is used; spell out months if they stand alone. The months of March, April, May, June and July are never abbreviated.
• Many events occur on campus in September.
• On the fifth, the Cadets perform drill exercises on the UP.
• The Cadets will play the Badgers on Saturday, Sept. 30, 2006.

**Directions and regions** - When used for compass directions, use lowercase for north, south, east, west and all combinations of these words, i.e. northeast, southeast, southwest, and such. Use capitals when referring to US regions.
• We went up Route 14 to northern Vermont.
• Forecasters predict severe storms across the Midwest and Northeast in the upcoming days.

**Emeritus** - The word emeritus should follow a person’s formal title and be capitalized when occurring before a person’s name. Use emeriti for plural.
• Professor Emeritus Eric Estrada
• Eric Estrada, professor emeritus

**Events** - Capitalize all formal events such as Junior Ring Weekend, Homecoming Weekend, the Etiquette Dinner, Rook Week.

**Headlines** - Capitalize the first word and proper nouns in article and story headlines. Do not capitalize the first letter of every word.
• Correct: Norwich University donates $10 million for Northfield revitalization
• Incorrect: Norwich University Donates $10 Million for Northfield Revitalization

**The Hill** - When used to describe Norwich University, capitalize The Hill and do not enclose in quotation marks.
• Life on The Hill brings back memories for many alumni.

**Majors and minors** - Use lowercase for majors, minors, concentrations and specializations unless they are part of a designated degree title.
• Eric received a bachelor of arts in history.
• Eric received a bachelor of arts in English.
• She is completing a program in teacher licensure.
• She is enrolled in the Teacher Licensure Program.

**Measurements** - Use numerals and spell out all measurement/dimension specific words such as inches, feet, yards, and meters. Use hyphens when used as an adjective before a noun.
• The 5-foot-7-inch junior running back.
• The carillon tower is 25 feet tall.

**Military College of Vermont** - Norwich University, in reference to designation by the Vermont Legislature, should use the phrase, “Military College of the State of Vermont,” as a second title, where appropriate, but should avoid title-style capitalization in general usage within the body of a document. As a subtitle, it is most effective when used on a second line.
• Correct:
  Norwich University
  Military College of the State of Vermont *[or, Military College of Vermont]*
• Incorrect:
  Norwich University, the Military College of the State of Vermont, has been awarded …
The acronym MCV should be used only in a document discussing the Legislature’s designation, and after the acronym is explained in the first reference.

- Correct
  The Legislature first addressed a motion to have Norwich University recognized as the Military College of Vermont [MCV] in the year …

- Incorrect
  Norwich University [MCV] trustees voted today …

**Military titles** - Although the different branches of the military use their own conventions for abbreviations, for consistency the Office of Communications uses the same abbreviations regardless of branch.

*Army*

**Commissioned Officers**
- General - Gen.
- Brigadier General - Brig. Gen.
- Colonel - Col.
- Lieutenant Colonel - Lt. Col.
- Major - Maj.
- Captain - Capt.
- First Lieutenant - 1st Lt.
- Second Lieutenant - 2nd Lt.

**Warrant Officers**
- Chief Warrant Officer - Chief Warrant Officer
- Warrant Officer - Warrant Officer

**Enlisted Personnel**
- Sergeant Major of the Army - Sgt. Maj. of the Army
- Command Sergeant Major - Command Sgt. Maj.
- Sergeant Major - Sgt. Maj.
- First Sergeant - 1st Sgt.
- Master Sergeant - Master Sgt.
- Sergeant First Class - Sgt. 1st Class
- Staff Sergeant - Staff Sgt.
- Sergeant - Sgt.
- Corporal - Cpl.
- Specialist - Spc.
- Private First Class - Pfc.
- Private - Pvt.

*Navy, Coast Guard*

**Commissioned Officers**
- Admiral - Adm.
- Vice Admiral - Vice Adm.
- Rear Admiral (upper and lower half) - Rear Adm.
- Captain - Capt.
- Commander - Cmdr.
- Lieutenant Commander - Lt. Cmdr.
- Lieutenant - Lt.
- Lieutenant Junior Grade - Lt. j.g.
- Ensign - Ensign

**Warrant Officers**
• Chief Warrant Officer - Chief Warrant Officer
• Warrant Officer - Warrant Officer

**Enlisted Personnel**
• Master Chief - Master Chief
• Petty Officer of the Navy - Petty Officer of the Navy
• Senior Chief Petty Officer - Senior Chief Petty Officer
• Chief Petty Officer - Chief Petty Officer
• Petty Officer First Class - Petty Officer 1st Class
• Petty Officer Second Class - Petty Officer 2nd Class
• Petty Officer Third Class - Petty Officer 3rd Class
• Seaman - Seaman
• Seaman Apprentice - Seaman Apprentice
• Seaman Recruit - Seaman Recruit

*Marine Corps*

**Commissioned Officers**
• Same as those used for the Army

**Warrant Officers**
• Same as those used for the Navy

**Enlisted Personnel**
• Sergeant Major of the Marine Corps - Sgt. Maj. of the Marine Corps
• Master Gunnery Sergeant - Master Gunnery Sgt.
• Master Sergeant - Master Sgt.
• First Sergeant - 1st Sgt.
• Gunnery Sergeant - Gunnery Sgt.
• Staff Sergeant - Staff Sgt.
• Corporal - Cpl.
• Lance Corporal - Lance Cpl.
• Private First Class - Pfc.
• Private - Pvt.

*Air Force*

**Commissioned Officers**
• Same as those used for the Army

**Enlisted Personnel**
• Chief Master Sergeant of the Air Force - Chief Master Sgt. of the Air Force
• Chief Master Sergeant - Chief Master Sgt.
• Senior Master Sergeant - Senior Master Sgt.
• Technical Sergeant - Tech. Sgt.
• Staff Sergeant - Staff Sgt.
• Sergeant - Sgt.
• Senior Airman - Senior Airman
• Airman First Class - Airman 1st Class
• Airman - Airman
• Airman Basic - Airman

**Plurals** - Add "s" to the principal element in the title: Sgts. Bilco and Slaughter

**Retired Officers** - Do not use the military abbreviation for retired military officers (Ret.). Instead, use retired before the officer's title. Retired Army Gen. Jim Baker attended the event.
Money - Use the dollar sign and numbers. For round numbers, the decimal and zeros are dropped. For amounts beyond thousands, use the dollar sign, number and appropriate word. Do not add the word “dollars” after the numbers. Spell out "cents" when writing amounts under $1.

- 25 cents
- $25
- $25.50
- $10 million
- $1.6 million

Numbers - Spell out whole numbers less than 10 and any number beginning a sentence. If necessary, rewrite the sentence. There is one exception — a numeral that identifies a calendar year. Use numerals for whole numbers 10 and greater, sporting event scores, ages, credits/credit hours, dimensions and measurements.

- Seventy-five Cadets ran across campus.
- There are 1,000 dogs running wild on the campus.
- 1819 was marked by the founding of Norwich University.
- The year 1819 was marked by the founding of Norwich University.
- The Cadets defeated the Catamounts, 54 to 3.
- The room had four traditional students and 12 Cadets in it.

Spell out first through ninth but use ordinals for 10th and above.

Casual uses: Spell out casual expressions:
- The UP is about a quarter of a mile from here.
- I can think of a million reasons not to do that.

Large numbers: 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 fifty-seven
- one thousand one hundred fifty-seven

Possessives -

- Plural nouns not ending in S: Add ‘s – The women’s choir, the alumni’s gifts
- Plural nouns ending in S: Add only an apostrophe – The horses’ hoofs, the kids’ play area
- Singular nouns not ending in S: Add ’s – The boy’s chair, the woman’s hat. For words ending in sounds similar to “s,” use ’s: box’s capacity, the justice’s orders
- Singular common nouns ending in S: Add ’s unless the following word begins with the “s” sound – The hostess’s cupcakes, the hostess’ sweater
- Singular proper names ending in S: Add only an apostrophe – Confucius’ teachings, Hank Williams’ songs
- Joint/individual possession: Use the possessive after the last word if the object is jointly owned – Jay and Dave’s office, Mark and Mark’s donuts
  Use the possessive form in both words if the objects are individually owned – Ben’s and Julie’s books, Kara’s and Felicia’s tests

Rook - Capitalize when referring to Corps of Cadets recruits.

Room names - Capitalize formal room names: Board of Trustees Room, Galloway Room
Schools, departments, programs - Capitalize the names of schools, departments and programs and the words school, department, program and office when used.

List of schools:
- School of Architecture & Art
- School of Business & Management
- School of Engineering
- School of Humanities
- School of Mathematics & Sciences
- School of Social Sciences
- School of National Services

School of Graduate Studies - Formerly the Online Graduate Program. Capitalize in all references. SGS is acceptable on second reference.

Seasons of the year - Lowercase in general usage.

Serial commas - Do not use serial commas before the final item in a series except when clarity dictates usage.
- Incorrect: Dave went to The Mill for coffee, cookies, and sundries.
- Correct: Dave went to The Mill for coffee, cookies and sundries

Spaces - Use single spaces following punctuation such as periods, question marks, colons, etc. Do not use single spaces preceding/following ellipses and m-dashes. The double space format, initially used in the time of typewriters, is now obsolete.

States and territories - The names of U.S. states, territories and possessions are spelled out when standing alone. When following the name of a town or city, use the formal abbreviations, i.e. Massachusetts – Mass., Vermont – Vt. The capitalized two letter U.S. Postal Service abbreviations should only be used when a full mailing address is provided. Alaska, Hawaii, Iowa, Idaho, Maine, Ohio and Utah are never abbreviated except when used in mailing addresses.

List of US states and abbreviations:
- AK – Alaska
- AL – Alabama – Ala.
- AR – Arkansas – Ark.
- AS – American Samoa
- AZ – Arizona – Ariz.
- CA – California – Calif.
- CO – Colorado – Colo.
- CT – Connecticut – Conn.
- DC – Washington D.C.
- DE – Delaware – Del.
- FL – Florida – Fla.
- GU – Guam
- HI – Hawaii
- IA – Iowa
- ID – Idaho
- IL – Illinois – Ill.
- IN – Indiana – Ind.
- KY – Kentucky – Ky.
- LA – Louisiana – La.
- MD – Maryland – Md.
- ME – Maine
- MN – Minnesota – Minn.
- MO – Missouri – Mo.
- MS – Mississippi – Miss.
- MT – Montana – Mont.
- NC – North Carolina – N.C.
- ND – North Dakota – N.D.
- NE – Nebraska – Nebr.
- NH – New Hampshire – N.H.
- NJ – New Jersey – N.J.
- NM – New Mexico – N.Mex.
- NV – Nevada – Nev.
- NY – New York – N.Y.
- OH – Ohio
- OK – Oklahoma – Okla.
- OR – Oregon – Oreg.
- PR – Puerto Rico – P.R.
- RI – Rhode Island – R.I.
- SC – South Carolina – S.C.
- SD – South Dakota – S.D.
- TX – Texas – Tex.
- UT – Utah
- VA – Virginia – Va.
- VI – Virgin Islands – V.I.
- VT – Vermont – Vt.
- WI – Wisconsin – Wis.

**List of cities that can stand alone:**
- Atlanta
- Baltimore
- Boston
- Chicago
- Cincinnati
- Cleveland
- Dallas
- Denver
- Detroit
- Honolulu
- Houston
- Las Vegas
- Los Angeles
- Miami
Student classifications - Use first-year student instead of freshman. Do not capitalize first-year student, sophomore, junior or senior. When referring to an entire specific class, capitalize class and use an apostrophe in place of the century; Class of '08, Class of '56. When referring to classes from the nineteenth century or early twentieth century, use the full year to avoid confusion: Class of 1898.

Time - Time designation should be written in 12 hour format with a.m. or p.m. as the morning/afternoon indicator. Do not use AM, PM, A.M. or P.M. If the time falls on the hour, the colon and zeros can be omitted. Use noon or midnight without the 12 before instead of 12 p.m. and 12 a.m. Avoid redundancies such as 8 a.m. in the morning.
  - 4:30 p.m.
  - 4 p.m.

Titles - Italicize the titles of books, magazines and other complete works. Parts of the works, such as chapters and articles, are enclosed in quotes.
  - The Office of Communications follows *The Chicago Manual of Style* and relies on “Section 15” for guidelines governing abbreviations and acronyms.

University - Capitalize the word university when writing about Norwich University, use lowercase when not writing about Norwich specifically.
  - The University is located in Northfield, Vt.
  - A university is an academic institution.

Web addresses - It is not necessary to include the http:// when writing web addresses. Rather, use www.norwich.edu.

Web specific terms - As the World Wide Web and the Internet are relatively new technologies, the spelling and usage of web-specific terms tends to be inconsistent depending on the style guide. The Office of Communications follows the guidelines set out in the CMS and Merriam Webster’s Collegiate Dictionary, Eleventh Edition. The following is a list of commonly used web terms in the Norwich preferred style.
  - Email is one word and should not be capitalized unless at the start of a sentence.
  - HTML and other computer languages (XML, Perl, Java) are capitalized both in acronym form or spelled out, Hypertext Markup Language.
  - Internet is a proper noun and is capitalized.
  - Online is one word and should not be capitalized unless at the start of a sentence.
  - Podcast is one word and should not be capitalized unless at the start of a sentence.
- World Wide Web is a proper noun and is capitalized. Although the word web is often used as shorthand for the World Wide Web, context usually clarifies its meaning and therefore capitalization is not necessary.
- Website is one word and should not be capitalized unless at the start of a sentence.
- Web page is two words, both lowercased except at the beginning of a sentence.
- Webcast is one word and should not be capitalized unless at the start of a sentence.
- Webcam is one word and should not be capitalized unless at the start of a sentence.
- Weblog is one word and lowercase but preferred use is blog, since these can only be viewed on the web and use of that word when referring to a blog is redundant.