

OBERLIN COLLEGE

GUIDE TO EDITORIAL STYLE AND USAGE

Fifth edition, 2015

(updated March 2019)

OBERLIN

COLLEGE  CONSERVATORY

OBERLIN COLLEGE GUIDE TO STYLE AND USAGE

The staff of the Office of Communications has compiled and published this guide to promote consistency in Oberlin College publications and websites, especially those intended for external audiences. Employing a single editorial style creates a consistent and professional voice for Oberlin and assures our readers that the many materials they receive from us or view on the web are indeed coming from the same institution. The web has its own language, of which some terms are constant while others are fluid. However, the same editorial standards and guidelines for the written or printed word apply to the internet.

When editors and writers talk about editorial style, they are referring to the guidelines they use in capitalizing, abbreviating, punctuating, and spelling. When they talk about usage, they are referring to using words and grammar in a way that will best convey a text's information to readers.

Entries are organized alphabetically. Some entries stand by themselves; in these cases, the entry represents the correct spelling or usage.

Should you have questions about this guide or any other matters of style and usage, please contact us.

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A

a, an Use the article *a* before consonant sounds: *a historic event*, *a one-year term* (sounds as if it begins with a *w*), *a united stand* (sounds like *you*).

Use the article *an* before vowel sounds: *an energy crisis*, *an honorable man* (the *h* is silent), *an NBA record* (sounds like it begins with the letter *e*).

abbreviations See **addresses**; **days**; **degrees**; **academic**; **dates**; **months**; **state names**; **time zones**.

Academic All-American, All-American

academic departments and programs Capitalize the names of academic departments and programs when using their full formal names. (*Department of History*, *Creative Writing Program*). In informal references, use lowercase except for words that are proper nouns or adjectives (*history department*, *English department*, *Comparative American studies program*). Refer to the Oberlin College Course Catalog or the Oberlin College Directory. See **capitalization**.

academic disciplines Do not capitalize the names of academic disciplines, fields of study, majors, or minors unless the names are proper nouns. *Emily plans to study history and African American literature. Alex is pursuing a major in economics. Sarah is a violin performance major.* See **capitalization**.

academic honors The phrases *cum laude*, *magna cum laude*, and *summa cum laude* should not be italicized. Students may also earn honors at Oberlin—honors, high honors, and highest honors. These terms are not capitalized in running text. *She earned highest honors in biology.* See **foreign words and phrases**.

academic titles See **titles, academic and professional**.

academic year It is correct to separate the years with a hyphen and to shorten the form for the second year in the construction: *the 2017-18 academic year*. This form is also appropriate for fiscal years.

accent marks See **formatting**.

acknowledgment Not acknowledgement.

acronyms See **appendix**.

act numbers Use Arabic figures and capitalize act: *Act 1*; *Act 2*, *Scene 2*.

But: the first act, the second act.

AD, BC See **eras**.

addresses Use the abbreviations *Ave.*, *Blvd.*, *Ct.*, *Dr.*, *Rd.*, and *St.* with a numbered address, *100 Professor St.*, and in tabular material. Spell them out and capitalize when part of a formal street name without a number: *Professor Street*.

The names of streets, avenues, squares, parks, and so forth are capitalized. The generic term is lowercased when used alone but capitalized when used as part of a plural name:

- Hyde Park Boulevard; the boulevard
- Jackson Park; the park
- Tappan Square; the square
- Professor and Main Streets
- U.S. Route 58; Routes 10 and 2

All similar words (alley, terrace, etc.) are spelled out. Capitalize them when part of a formal name without a number or with two or more names; lowercase when used alone.

Always use figures for an address number: *27 E. Lorain St.*

Spell out and capitalize *First* through *Ninth* when used as street names; use figures with two letters for 10th and above: *7 Fifth Ave.*, *100 21st St.*

Abbreviate compass points used to indicate directional ends of a street or quadrants of a city in a numbered address: *600 K St. NW*, *27 E. Lorain St.* Do not abbreviate if the number is omitted: *West Lorain Street*.

addresses in class notes In the class notes sections of college publications, use standard abbreviations and not postal abbreviations for state names. However, if the state name appears as part of a mailing address within the note, use the postal abbreviation. See **state names**.

addresses in running text Use commas to separate units: *A native of Northridge, California, she is a member of the women's track team.*

administrative offices Capitalize the names of Oberlin College offices when using the official, formal name. Refer to the Oberlin College Directory for the full official names of college offices. *The Office of Admissions moved recently. Speak to someone in the communications office.* See **capitalization**.

advisor Not adviser.

affect/effect Affect, as a verb, means to influence. *The president's decision will affect the timing of the program.*

Affect, as a noun, is best avoided. It is sometimes used in psychology to describe an emotion.

Effect, as a verb, means to cause: *He will effect many changes at Oberlin.*

Effect, as a noun, means result: *The effect was overwhelming.*

African American See **bias-free language, ethnic and racial designations.**

afterward Not afterwards.

ages Always use numerals: *He has a 3-year-old son. He is 3 years old.* See **numbers.**

a lot Use *many* instead.

all-American

all right Not *alright*.

alum, alums Use sparingly, but not in first reference, informal usage, gender neutral.

alumni class year See **class year.**

alumnus, alumni, alumna, alumnae Use *alumnus* (*alumni* in the plural) when referring to a male identified individual who has attended a school.

Use *alumna* (*alumnae* in the plural) for similar references to a female identified individual.

Use *alumni* when referring to a group.

Alumni Association Capitalize *Oberlin College Alumni Association* and *Alumni Association*. Do not capitalize *association* when used on second and subsequent reference or when standing alone. On campus, the office name is the Office of Alumni Relations.

- o All Oberlin College graduates are members of the Alumni Association. Membership in the association is free.
- o The association has regional alumni clubs.

Alumni Leadership Council The governing body of the Alumni Association. May be referred to as *the council* on second and subsequent reference.

a.m., p.m. In running text, time designations are lowercase and punctuated with periods. Avoid the redundant *10 a.m. this morning*. In tabular

material and advertisements, small caps without periods are acceptable. *11 AM, 10 PM*. See **time.**

ampersand See **Punctuation Appendix.**

and or Avoid this construction (can usually use one or the other without confusion).

Android

anxious Use in reference to anxiety, not eagerness.

anybody, anyone *Anybody* and *anyone* take singular verbs. However, *they* or *their* are both acceptable second references to avoid using "his or her": On Wednesday, *anyone* in the restaurant may get *their* meal for a reduced price.

See **everybody, everyone.**

apostrophe See **Punctuation Appendix.**

area code In running text, use a hyphen following an area code: *440-775-8474*. See **telephone numbers.**

archeology, but Department of Archaeology at Oberlin.

art exhibitions Italicize the names of art exhibitions. See **titles of works.**

art, works of Use italics to name works of art. See **titles of works.**

Artist in Residence (n.), artist-in-residence (adj.).

articles In titles of books, periodicals, and musical works, an initial *a*, *an*, or *the* may be dropped if it does not fit the surrounding syntax. *The orchestra performed Stravinsky's Rite of Spring*. See **titles of works.**

Artist Recital Series Capitalize the full formal name of this series. May be referred to as *the series* or *ARS* on second and subsequent references.

Arts and Sciences, College of See **Oberlin College.**

Asian See **ethnic and racial designations.**

athletics department

athletics director

awhile as in *Let's wait awhile*. But: *It was quite a while before we saw him again*.

B

Baccalaureate capitalize when referring to Oberlin's Baccalaureate ceremony, held each year the day before commencement. There is no need to capitalize when referring to the address given during the ceremony, baccalaureate services at other institutions, or when used to mean a bachelor's degree.

bachelor's degree See **degrees, academic**.

backward Not backwards.

baroque Do not capitalize; baroque is considered a cultural movement or style and is lowercased.

black See **ethnic and racial designations**.

best seller (n.), **best-selling** (adj.) Dan Chaon is a best-selling author. *Await Your Reply* is a best seller.

biannual happening twice a year.

bias-free language Avoid language that is biased toward race, ethnicity, culture, age, gender, sexual orientation, sexual identity, religion, or disability. Remember, people categorize and perceive themselves in many different ways. Do not include information that is not relevant to your topic.

Cultural, Ethnic, and Racial Designations

When writing about individuals whose ethnicity or race is relevant to the story, ask them what their preference is. When writing about an ethnic or racial group, use the term widely preferred by members of the group. See **ethnic and racial designations**.

Disabilities

Refer to the person first and the disability second. Do not use words such as *victim*, *crippled*, *retarded*, etc., and phrases such as "confined to a wheelchair" or "suffers from" when describing people with disabilities.

- She invented a device for the blind. **Better:** She invented a device to be used by people with blindness (or vision impairments).
- She was a cancer victim just 5 years ago, but today she enjoys perfect health. **Better:** Five years ago, she battled cancer, but today she is in perfect health.
- The program is for learning-disabled students. **Better:** The program is for students with learning disabilities.

Do not use *ADA accessible* or *handicapped accessible* when referencing a facility that is compliant with the Americans with Disabilities Act Accessibility Guidelines. The correct terms are *accessible* and *not accessible*.

Gender

Avoid gender-specific language—most commonly, the use of a male pronoun. At Oberlin, it is good practice to ask a person's preferred pronouns; some people use *they*, *them*, *theirs*.

Avoid using a plural pronoun when the antecedent or object is still singular. Recast the sentence or make everything plural, so that plural pronouns can correctly be used. Avoid using both male and female pronouns separated by *or* or a slash.

- The customer went in search of a mechanic to ask him for advice. **Better:** The customer went in search of a mechanic to ask for advice.
- If an oceanography student falls overboard, he should use the opportunity to collect specimens. **Better:** If oceanography students fall overboard, they should use the opportunity to collect specimens.
- If a student falls behind, s/he may seek tutoring. **Better:** Students who fall behind may seek tutoring.

With informal materials, it is acceptable to use the second-person pronoun *you*:

- You will need to show your ObieID card.
- You will need to enter your ObieID and password to access the library website.

Avoid gender-based word choices:

Avoid	Prefer
○ chairman, chairmen	chair, chairs
○ congressman, congresswoman	representative
○ policeman	officer
○ foreman	supervisor
○ fireman	firefighter
○ coed	female student
○ stewardess	flight attendant
○ manmade	artificial
○ manned	staffed
○ manhunt	search
○ mankind	people
○ freshman	first-year student

biennial happening once every two years.

bimonthly happening every two months.

bipartisan

blog (n.) short for weblog, an online diary, a personal chronological log of thoughts and or opinions published on a web page.

blog (v.) to maintain or add content to a blog.

blogger one who writes and publishes a blog.

Board of Trustees Full formal references to the Oberlin College Board of Trustees are always capitalized: The Oberlin College Board of Trustees meets four times a year.

The shortened version, omitting “Oberlin College” also is capitalized: The *Board of Trustees* approves the budget.

On second and subsequent references, it is appropriate to use the informal form lowercased, *the board*.

References to boards at other institutions or corporations may be lowercased: The Middlebury College *board of trustees*.

References to members’ affiliation with Oberlin’s board are not capitalized.

- board members (and all other configurations)
- the trustees
- board chair
- board chair Jane Doe
- chair of the board
- chair of the Board of Trustees
- board trustee Jane Doe
- trustee Jane Doe
- board member Jane Doe

See **capitalization, titles**.

book titles Use italics for the titles of books. See **titles of works**.

bullets See **Punctuation Appendix**.

bylaw

C

campus-wide *campus-wide power outage*.

cannot

CD, CDs

capital, capitol Capital refers to the city where a seat of government is located. Use lowercase. When used as a financial term, it describes money, equipment, or property used in a business.

Capitol refers to the building in Washington and other buildings that house governments. The meeting was held on *Capitol* Hill in the west wing of the *Capitol*. Follow the same practice when referring to state capitol buildings.

capitalization Avoid the unnecessary use of capital letters. If there is no listing in this style guide for a particular word or phrase, consult a Merriam Webster’s Collegiate Dictionary, 11th edition, or the most current edition available.

- Departments, programs, and offices: Do not capitalize unless using the official, formal name. See **academic departments and programs, administrative offices**.

- Majors and minors: Do not capitalize unless they are proper nouns. See **academic disciplines, majors and minors**.

- Academic and professional titles: Capitalize when they appear immediately before a name. Lowercase titles when they are used alone or in constructions that set them off from a name by commas. See **titles, academic and professional**.

- Names of courses: Capitalize official course titles. Do not use italics or quotation marks. See **course titles**.

catalog not *catalogue*.

cell phone

Center for Innovation & Impact

century Lowercase, spelling out numbers less than 10: *the first century, the 20th century, hyphenate when used as adjective. 20th-century leader*.

chair Title of person at Oberlin who heads a department or committee. Not *chairman, chairwoman, or chairperson*.

Chair is used as both a noun and a verb. *Chris Canavan is chair of the Board of Trustees. Professor Jones chaired the meeting*. See **bias-free language**.

CIO chief information officer.

city names Most city names should be accompanied by their state or country names. However, some domestic and foreign cities are so well known that they can stand alone. They are:

- Atlanta
- Baltimore
- Boston
- Chicago
- Cincinnati
- Cleveland
- Dallas
- Denver
- Detroit
- Honolulu
- Houston
- Indianapolis
- Las Vegas
- Los Angeles
- Miami
- Milwaukee
- Minneapolis

- o New Orleans
- o New York
- o Oklahoma City
- o Philadelphia
- o Phoenix
- o Pittsburgh
- o St. Louis
- o Salt Lake City
- o San Antonio
- o San Diego
- o San Francisco
- o Seattle
- o Washington

- o Baghdad
- o Beijing
- o Berlin
- o Djibouti
- o Geneva
- o Gibraltar
- o Guatemala City
- o Havana
- o Hong Kong
- o Jerusalem
- o Kuwait City
- o London
- o Luxembourg
- o Macau
- o Montreal
- o Moscow
- o New Delhi
- o Ottawa
- o Paris
- o Quebec City
- o Rome
- o San Marino
- o Singapore
- o Tokyo
- o Toronto
- o Vatican City

city Lowercase in all *city of* constructions: *the city of Chicago, the town of Auburn*

Apply the same principle to phrases such as **state** of Ohio, the states of New York and Michigan. See **state**.

city of Oberlin not City of Oberlin.

citywide not city wide, or city-wide.

classics Classics is considered a cultural movement or style and is lowercased.

- classics, classical, and classics department, but Department of Classics at Oberlin.

classmate, classroom

class year, alumni Use the following form: *John Smith '53, Mary Jones '98*. The year refers to the date when the bachelor's degree was conferred. Be sure to use an apostrophe ('), not an opening single quotation mark (') when contracting class years. Do not use the abbreviation OC when listing alumni class years. See **contractions; degrees, academic; formatting;** and the **apostrophe** entry in the **Punctuation Appendix**.

When two people are listed as a couple and only one is a graduate, the class year is listed after the

graduate's name: *Joseph and Mary Jones '73. Robert '62 and Maria Smith.*

When two alumni are married, list the class year after each individual's name: *Joseph '87 and Mary Jones '88*.

Some special considerations arise for graduates who earned more than one degree at Oberlin:

Mary Jones '92, MM '94.

For advanced degrees or diplomas only: *John Smith MM '82; Mary Jones PD '92; Jenny Jenkins AD '01.*

Do not use periods in the abbreviations for academic degrees.

Capitalize *class* when used in a *class of* construction: *Class of 2015.*

For Class of 1887 to 1919, do not use parenthesis. Class of 1887, not OC '87.

class year, current students In running text, refer to current students by their class standing, not class year. First-year (not freshman), sophomore, junior, senior. Class year is appropriate in tabular material and bylines. Double-degree students in their final year may be referred to as fifth-year students.

clean up (v.), **cleanup** (n., adj.)

co- (prefix) The trend in English is away from the use of hyphens in compounds made with the prefix *co*. The Oberlin style is to close up prefixes unless doing so could cause confusion or spellings that could be difficult for readers to decipher. *Some Oberlin students live in co-ops; chickens live in coops.* Below is a list of Oberlin's preferred spellings of some common co- compounds. If a word is not listed below, it probably no longer contains a hyphen. Refer to Merriam Webster's Collegiate Dictionary, 11th edition, or the most recent edition available.

- o co-op (noun, short for cooperative)
- o cochair
- o coauthor
- o coeditor
- o coexist
- o comember
- o cocurate
- o cofound, cofounder
- o cocurricular
- o cosponsor, cosponsored
- o cowrite, cowrote
- o codirect, codirector
- o coinvent, coinventor

College, Oberlin The institution's name, Oberlin College, is always capitalized. On second and subsequent reference, *college* (lowercase) can be used when referring to the entire institution.

The two divisions of Oberlin College are the College of Arts and Sciences and the Conservatory of Music.

Always capitalize the divisions' full, formal names. On second and subsequent references, it is proper to use these lowercase forms: *college*, *arts and sciences*, and *conservatory*. See **names of institutions**.

Do not use: College of Arts & Sciences.

colloquium The plural is colloquia.

Commencement/Reunion Weekend

committee Do not capitalize unless part of a formal name.

compared to, compared with Use *compared to* when the intent is to assert, without the need for elaboration, that two or more items are similar: *She compared her work for women's rights to Susan B. Anthony's campaign for women's suffrage*.

Use *compared with* when juxtaposing two or more items to illustrate similarities or differences: *Her time was 2:11:10, compared with 2:14 for her closest competitor*.

complement, compliment *Complement* is a noun and a verb denoting completeness or the process of supplementing something. The department has a full complement of faculty *members*. *The tablecloths complement the curtains*.

Compliment is a noun or verb that denotes praise or the expression of courtesy. The president complimented the staff. She was pleased by the compliments on her article.

compose, comprise *Compose* means to create or put together. It is used in both the active and passive voices: *She composed a song*. *The United States is composed of 50 states*. *Comprise* means to contain, to include all or embrace all. Better choices include *form*, *include*, and *make up*; however, if you use *comprise*, then use it only in the active voice, followed by a direct object: *The United States comprises 50 states*.

composition titles See **musical works, titles of**.

compound adjectives Also known as hyphenated compounds and compound modifiers. See **hyphen** in the **Punctuation Appendix**.

compounds, open An open compound is spelled as two or more words, without hyphens (*high school*, *lowest common denominator*). Never combine open compounds that are proper nouns (Nobel Prize, United States) to form hyphenated compounds. Incorrect: *Nobel-Prize winning chemist*. Correct: *Pulitzer Prize-winning journalist*.

conference names Capitalize, but do not italicize or use quotation marks for conference names.

Conservatory of Music, Oberlin (formal) See **Oberlin College**. It is acceptable to use Oberlin Conservatory or conservatory on second reference.

content management system (CMS) A computer software system for organizing and facilitating collaborative creation of documents and other content, especially for loading to a website.

contractions In contractions, an apostrophe replaces omitted letters. Some word processors automatically change an apostrophe (') at the beginning of a word to an opening single quotation mark ('), be sure to correct these.

- o Mary Jones '98 majored in chemistry.
(not Mary Jones '98)
- o 'tis (not 'tis)
- o dos and don'ts
- o rock 'n' roll (not rock 'n' roll)

See **class years, alumni, formatting**, and the apostrophe entry in the **Punctuation Appendix**.

Convocation, Convocation Series

co-op

cost-effective (both preceding and following the noun) *This is a cost-effective method*. *This method is cost-effective*.

course load

course titles Capitalize, but do not style, course names. She was enrolled in Literature and Politics of Central America. If the title of a course could be confused with a discipline, recast the sentence so the distinction is clear. Correct: *She is taking Professor Smith's new class, Neuropharmacology*. Incorrect: *She is studying Neuropharmacology*. See **capitalization**.

coursework

courtesy titles In most editorial material, do not use the courtesy titles Mr., Mrs., Miss, or Ms. In the first reference to an individual, use the person's complete name, and title if appropriate. On second and subsequent references in most instances, use the person's last name only.

In salutations, formal contexts, and first-person essays, the use of courtesy titles is permitted.

Oberlin style generally reserves the use of the title *Dr.* for medical doctors only. See **honorific titles**,

names of people, titles, academic and professional.

criterion, criteria Criterion is singular; criteria is plural: A decision can be based on a single *criterion* or on several *criteria*.

cross country Do not hyphenate, if referring to sports team. *The cross country team won the championship. Use cross-country as adjective* (Chicago Manual & Webster's).

crossover

cross-reference

crowdfunding

crowdsourcing

currency Use figures in references to money: \$9.50, \$1,300, \$20,000, \$3 million, \$1.5 billion.

A dollar total with no cents expressed is usually set without the decimal point and zeros: *Admission is \$3 on Saturdays.*

current-use funding

cut off (v.), cutoff (n., adj.)

cyber- close compound when used with other words: cyberspace, cyberstation, cybercafé, etc.

D

data A plural noun, it normally takes plural verbs and pronouns. However, Merriam Webster's Collegiate Dictionary notes that while it is a plural noun, it can be singular or plural in construction. As an abstract mass noun (like information), *data* takes a singular verb and singular modifiers (as this, much, little), and is referred to by a singular pronoun (it). Both constructions are standard.

database

dates Always use Arabic figures, without *st*, *nd*, *rd*, or *th* (July 8, not July 8th).

Separate years from month and day with commas. *They married January 15, 1988, in Oberlin.*

Use commas when including the day. *She was born Tuesday, September 14, at 7:17 p.m.*, but not with month and year only, *January 1988*.

Do not abbreviate names of days or months in running text.

Avoid using a dash with *from* or *between*. Incorrect: *The symposium takes place from March 30-April 2.* Correct: *The symposium takes place from March 30 to April 2.* Correct: *The symposium takes place March 30-April 2.*

It is not necessary to repeat the month in citing a range of dates. *May 7-14.*

See **months, numbers**.

days Do not abbreviate days of the week except when necessary in lists or charts.

When necessary, use the following abbreviations: *Mon, Tue, Wed, Thu, Fri, Sat, Sun*. The three-letter format without periods facilitates placement in tabular material.

decades Use Arabic figures to indicate decades. Use an apostrophe (option-shift-right bracket on a Mac computer) to indicate that numerals are left out. Show plurals by adding the letter s, without an apostrophe: *the 1890s, the '90s, the mid-1930s*. See **formatting, contractions**.

degrees, academic Capitalize the names and abbreviations of academic degrees whether they follow personal names or stand by themselves. Do not use periods in the abbreviations. (*John Doe, Doctor of Law; Mary Smith, DEng; She recently earned a PhD.*)

Do not use degree designations with names unless the degrees are relevant to the story.

Refer to it as *a bachelor's, a master's, a doctoral degree*; or *an associate degree*, not *his* or *her* associate, bachelor's, master's, or doctoral degree.

The plural form of a degree is the same as the singular: *They have master's degrees.*

Oberlin style is to use the phrase *earned a degree at*, and not *received a degree from*.

Oberlin style reserves the honorary title Dr. for medical doctors; the title is generally not used for someone who holds a PhD degree.

Oberlin currently awards the following degrees:

- Bachelor of Arts (BA)
- Bachelor of Music (BM)
- Double Degree in Bachelor of Arts and Music (DD)
- Artist Diploma (ADIP)
- Master of Music in Teaching (MMT)
- Master of Music (MM)
- Performance Diploma (PDIP)

In the past, Oberlin has awarded the following degrees:

- o Master of Music Education (MME)
- o Master of Arts (MA) offered in art history, sociology, and in the Graduate School of Theology
- o Master of Education (MEd)
- o Master of Sacred Theology (STM)

For more than one degree: *Mary Jones '92, MM '94.*

For advanced degrees or diplomas only: *John Smith MM '82; Mary Jones MEd '09; Jenny Jenkins AD '01.*

degrees, honorary *John Doe, hon. '02; Jane Smith '85, hon. '02, Don't use Dr. before the name of an individual whose only doctorate is honorary. See **courtesy titles**.*

degrees, temperature See **temperature**.

departments and programs See **academic departments and programs**.

diacritical marks See **formatting**.

different takes the preposition *from*, not *than*.

dimensions Use numerals and spell out inches, feet, yards, etc., to indicate depth, height, length, and width in running text. Hyphenate adjectival forms before nouns. *The rug is 9 feet by 12 feet. The 9 x 12-foot rug.*

In notes and tabular material, it is appropriate to use the symbols for inches (") and feet ('). Be sure not to use typographer's quotes. See **formatting**.

directions, regions In general, lowercase *north, south, northeast, northern*, etc., when they indicate compass directions; capitalize these words when they designate regions. If uncertain whether to capitalize, do not.

Some examples:

COMPASS DIRECTIONS: *He drove west. The cold front is moving east.*

REGIONS: *Oberlin College is in Northeast Ohio; Oberlin College is northwest of Cleveland.*

A storm system that developed in the Midwest is spreading eastward. It will bring showers to the East Coast by morning and to the entire Northeast by late in the day. High temperatures will prevail throughout the Western states.

The North was victorious. The South will rise again. The customs of the East are different from those of the West. The Northeast depends on the Midwest for its food supply.

She has a Southern accent. He is a Northerner.

The storm developed in the South Pacific. European leaders met to talk about supplies of oil from Southeast Asia.

WITH NAMES OF NATIONS: Lowercase unless they are part of a proper name or are used to designate a politically divided nation: *northern France, eastern Canada, the western United States.*

But: *Northern Ireland, South Korea.*

WITH STATES AND CITIES: The preferred form is to lowercase compass points only when they describe a section of a state or city: *western Texas, southern Atlanta.*

But capitalize compass points:

- When part of a proper name: *North Dakota, West Virginia.*
- When used in denoting widely known sections: *Southern California, the South Side of Chicago, the Lower East Side of New York.* If in doubt, use lowercase.

IN FORMING PROPER NAMES: When combining with another common noun to form the name for a region or location: *the North Woods, the South Pole, the Far East, the Middle East, the West Coast* (the entire region, not the coastline itself), *the Eastern Shore, the Western Hemisphere, Greater Cleveland.*

disc, disk Disc is used except for computer-related references: *laserdisc*, but *hard disk*.

divisions of the College of Arts and Sciences

the College of Arts and Sciences has three divisions, the full formal names of which are capitalized:

- o Arts and Humanities Division
- o Social and Behavioral Sciences Division
- o Natural Sciences and Mathematics Divisions

Correct: The chemistry department is part of the Natural Sciences and Mathematics Division.

Correct: Anthropology is one of the social and behavioral sciences.

*** divisions of the Conservatory of Music**

the Conservatory of Music has 11 divisions

- o Division of Conducting and Ensembles
- o Division of Contemporary Music
- o Division of Historical Performance
- o Division of Jazz Studies
- o Division of Keyboard Studies
- o Division of Music Theory
- o Division of Musicology
- o Division of Pedagogy, Advocacy, and Community Engagement
- o Division of Strings
- o Division of Vocal Studies
- o Division of Winds, Brass, and Percussion

Correct: The Division of Jazz Studies offers jazz performance and jazz composition majors.

Correct: Oberlin Opera Theater is part of the vocal studies division.

Division III See **North Coast Athletic Conference**.

dorm, dormitory Oberlin College's student housing buildings are called *residence halls* and should be referred to as such. However, it is acceptable to sparingly use *dorm* (not *dormitory*) as a synonym for *residence hall*.

Double Degree Program Capitalize the formal name of program in which students earn both a Bachelor of Arts and a Bachelor of Music in five years or fewer. Do not hyphenate in headlines or on first reference.

In running text on second and subsequent references, and when used as an adjective, *double-degree student*, *double-degree option*, *double-degree opportunity* are acceptable.

dot-com Refers to internet-based companies.

download (n. v.) To copy data from a network to a device. *Subscribers may get a free download once they register. Download this file to your computer. See upload.*

drag-and-drop Jargon. Use *move* or *place an item* instead.

DVD The plural is *DVDs*. (*aka digital versatile disc*).

E

e- With the exception of **email**, hyphenate **e-** when used as a prefix meaning "electronic" or "on the internet". See **e-book**, **e-journal**, **e-commerce**.

each Takes a singular verb.

each other, one another Two people look at *each other*.

More than two look at *one another*.

Either phrase may be used when the number is indefinite: *We help each other. We help one another.*

Earth, earth When used as the proper name of our planet, *Earth* is capitalized and *the* is usually omitted.

- The astronauts have returned successfully to Earth.
- Mars, unlike Earth, has no atmosphere.

In informal contexts and in idioms, *earth* is lowercased.

- Some still believe the earth is flat.
- Where on earth have you been?
- Seventh Generation makes earth-friendly products.

e-book An electronic book; book available on the web.

e-commerce Refers to business conducted online, on the web.

editor's notes Identify the text as editor's note by preceding it with the phrase *Ed. note* followed by a colon. Italicize the note.

Example: Ed. note: The author stands by the validity of his research.

In running text, use brackets indicate information or text is that of or by the editor.

Example: "They underestimate [sic] me," said President George W. Bush.

effect/affect See **affect/effect**.

ellipsis See **Punctuation Appendix**.

email (n.) Do not hyphenate. Capitalize at the beginning of a sentence and in tabular text. There is no verb form.

Correct: For more information, send an email to jane.doe@school.edu., Email: jdoe@oberlin.edu.

Incorrect: Email Jane for more information.

email addresses In running text, email addresses should be set in Roman type. Sentences ending with an email address should close with a period.

Example: He welcomes correspondence and can be reached at `firstname.lastname@domain.com`.

emeritus/emerita Place emeritus (or emerita for feminine) before the formal title. *Emeritus Professor of Geology John Doe; Mary Smith, emerita professor of art.*

emoji Singular and plural.

endowed chairs and directorships

Endowed chairs and directorships are always capitalized. Oberlin College President Marvin Krislov named Natalie Winkelfoos Delta Lodge Director of Athletics and Physical Education. See **named professorships**.

Samples below:

- Andrew '42 and Pauline Delaney Chair of Teacher Education
- Azariah Smith Root Director of Libraries
- Delta Lodge Director of Athletics

- Donald R. Longman Chair in English
- Francis W. and Lydia L. Davis Chair in Religion
- James R. Clark Chair in Mathematics

ensure, insure Use *ensure* to mean guarantee. *The staff worked to ensure accuracy.*

Use *insure* for references to insurance: *The policy insures his life.*

entitled Use it to mean a right to do or have something. Do not use it to mean titled.

- Correct: She was entitled to the promotion.
- Incorrect: The book was entitled *Gone with the Wind*.

e-publication Refers to electronic publications, especially newsletters and magazines often produced exclusively online.

eras Use CE (Common Era) and BCE (Before the Common Era), which are more inclusive than AD and BC. CE (like AD) always precedes the year: *CE 500*.

ethnic and racial designations When national-origin identifiers are necessary in a text, **Oberlin preference is to follow the wishes of the person being described.** If no preference is given, use the following ethnic designation without a hyphen:

- African American—referring to an American person of African descent. If a person is not American, use *black* as the designation.
- A person(s) of color, student(s) of color when referring to non-white people. Includes anyone who is Asian, multiracial, American Indian, black/African American, and [non-white] Hispanic.
- Asian American—referring to an American person of Asian descent.
- Latino/Latina—not Hispanic. Latinx—Oberlin preferred.
- American Indian—not Native American. **The recommended method is that when possible, use the name of the tribe if that information is known.**

Do not hyphenate these forms when they are used as adjectives: *African American studies*, *African American president*.

To specify that someone was born in the United States but is not Native American, use the phrase *native born*, *indigenous person*.

Do not capitalize *black* and *white* when used as racial designations.

See **bias-free language**.

every day (adv.), **everyday** (adj.) *She goes to work every day. The book highlights the joys of everyday life.*

everybody, everyone Everybody and everyone take singular verbs. However, *they* or *their* are both acceptable second references. *Everyone remembered to return their library books.*

every one, everyone Use two words when the meaning is individual objects: *Every one of the books was ruined.*

Use one word when used as a pronoun meaning all persons: *Everyone wants to eat lunch.*

exhibit, exhibition Use *exhibit* as a verb, *exhibition* as a noun. *She exhibited paintings in the museum's Local Artists Exhibition.*

Titles of exhibitions and works of art should be italicized. See **titles of works**.

Experimental College (ExCo) This is a student-run organization that offers for-credit courses taught by students, faculty members, and townspeople throughout the year.

extension numbers See **telephone numbers**.

F

Facebook Online social networking utility.

face-off

faculty rank Include designations of faculty rank with faculty members' names when they appear in formal, running text.

faculty, staff Each refers to a group of people and each may take singular or plural verbs depending on context. Treat them as singular when writing of the entity acting together as a single body:

- The faculty supports the new requirements.
- The staff will attend the department retreat in the Root Room.

Treat them as plural when speaking of them as individuals taking various actions, or as part of the whole:

- Some staff were sent home with stomach flu.
- A dozen faculty participated in the presidential debate

fall semester Do not capitalize.

FAQ Jargon. A list of frequently asked questions usually posted on a newsgroup or website to provide additional information on a given topic.

farther, further Use *farther* to indicate physical distance: *He walked farther into the woods.*

Further refers to an extension of time or degree: *She will look further into the matter.*

fellow, fellowship Lowercase unless used with proper names. *He studied in Europe as a Thomas J. Watson Fellow. He is a Watson fellow. She applied for a fellowship from the Thomas J. Watson Fellowship Program.*

fewer, less Use fewer when referring to objects that can be counted: *We have fewer than 3,000 students this year.*

Use less for indicating bulk or quantity: *I had less than \$50 in my wallet. They gave less than their best.*

first come, first served *Tickets are available first come, first served.* But hyphenate if used as an adjective: *We will admit patrons on a first-come, first-served basis.*

first-year (n., adj.) Oberlin style is to use *first-year student* or *first-year* on second and subsequent references. See **bias-free language**.

first year *This is her first year at Oberlin.*

foreign student Use *international student*. See **bias-free language**.

foreign words and phrases Foreign words and phrases familiar to most readers and listed in Merriam Webster's Collegiate Dictionary are not italicized if used in an English context; they should be spelled as in Webster's (summa cum laude, roman à clef, a priori). German nouns, if in Webster's, are lowercased (weltanschauung).

Use italics for isolated words and phrases in a foreign language that are likely to be unfamiliar to readers. *Honi soit qui mal y pense* is the motto of the Order of the Garter.

If a familiar foreign term, such as *mise en scène*, should occur in the same context as a less familiar one, such as *mise en abyme* (not listed in Webster's), either both or neither should be italicized, so as to maintain internal consistency.

formatting In general, and especially for material that is to be printed, keep formatting to a minimum. Here are a few general guidelines:

- Space between sentences: Use one space, not two, between sentences.

- Italics vs. underlining: Use italics, not underlining, for words that are to be italicized in the printed version.

- Typographer's Quotes: Use typographer's quotes (also known as smart or curly quotes), except in measurements. Correct: *She is 5' 6" tall.* Incorrect: *He is 6' 2" tall.* Most word processing software programs can be programmed always to use typographer's quotes—in Microsoft Word, see AutoFormat under the Format menu.

- Special characters: most word processing software programs include special characters—in Microsoft Word, see Symbol under the Insert menu. Also, most word processing software programs can be programmed always to use some special characters—in Microsoft Word, see AutoFormat under the Format menu. Here are keystrokes (on Mac computers) for some commonly used characters:

- Keystrokes, Diacritical marks

è (accent grave) option `

é (accent acute) option e

î (circumflex) option i

ü (umlaut) option u

ñ (tilde) option n

- Keystrokes, Miscellaneous characters

— (em dash) option + shift -

- (en dash) option -

- Keystrokes, Typographers quotes: Auto formatting to obtain typographer's quotes is easier than typing special characters each time you need one—see the entry on typographer's quotes, above. Typographer's quotes can also be found on Microsoft Word's Symbol menu—see the entry on special characters, above.

' (apostrophe) option + shift]

" (open quotation mark) option [

' (open single quotation mark) option]

" (closing quotation mark) option + shift [

fractions In running text, spell out amounts less than 1, using hyphens between the words: *one-half, two-thirds*. Use figures for precise amounts larger than 1, converting to decimals whenever practical.

freelance, freelancer

freshman, freshmen Oberlin style is to use the term *first-year student*. See **bias-free language**.

front end (n.), **front-end** (adj.)

full time (n, adv.), **full-time** (adj.) He works full time. He has a full-time job in the library.

fundraising (n.), **fundraising** (adj.) Oberlin style is one word for all forms of fundraising.

Noun: *Fundraising is a challenge for nonprofit organizations.*

Adjective: *Oberlin launched a fundraising campaign in December.*

fundraiser A person who engages in fundraising is a *fundraiser*.

G

gateway A system that provides access.

gender-neutral language See **bias-free language**.

Generation X Refers to persons born from 1961 to 1980.

Gen Z Refers to persons born in the mid-1990s and later.

Geographic terms In running text, the names of states, territories, and possessions of the United States should always be spelled out when standing alone and preferably (except for DC) when following the name of a city. The two-letter postal code is used in bibliographies, lists, and mailing addresses. See **state names**.

Canadian provinces and territories are normally spelled out in text. The two-letter postal abbreviation should be used in lists.

- AB Alberta
- BC British Columbia or Colombie-Britannique
- MB Manitoba
- NB New Brunswick or Nouveau-Brunswick
- NL Newfoundland and Labrador or Terre-Neuve-et-Labrador
- NS Nova Scotia or Nouvelle-Écosse
- NT Northwest Territories or Territoires du Nord-Quest

- NU Nunavut
- ON Ontario
- PE Prince Edward Island or Ile-du-Prince-Édouard
- QC Quebec or Québec
- SK Saskatchewan
- YT Yukon

get-together

gigabyte, GB

giveaway (n.)

Google (n.), **google** (v.) Uppercase as noun; lowercase as verb.

GPA Use this abbreviation for grade point average; do not use periods. Use figures to at least one decimal point: 3.0, 2.8, 3.75.

graduate (v.) Graduate is used in the active voice: *She graduated from the university*. The passive voice (*was graduated from*) is correct, but not necessary.

Do not, however, drop from: *John Adams graduated from Harvard*.

green Do not capitalize or use quotes when *green* is used to mean environmentally sound.

Incorrect: *In the last 10 years, "green" architecture has become more common, and green buildings have appeared in many areas.*

Correct: *Oberlin's Adam Joseph Lewis Center for Environmental Studies is a fine example of green architecture.*

groundbreaking

H

handheld

handmade

hardcopy

health care Always two words. Do not hyphenate when used as an adjective.

high school Always two words. Do not hyphenate when used as an adjective. Correct: *She is a high school student.*

high-tech (adj.) also **hi-tech**

his, her Although the pronoun *his* has historically been the English language's gender-neutral pronoun, it no longer is an appropriate substitute for an indefinite antecedent that may be male or female:

- A good student identifies his sources.

Constructions that include such phrases as *his or her* or *his/her* also are to be avoided. In general, it's best to avoid these situations by simply rephrasing the sentence. See **bias-free language**.

- Good students identify their sources.

Homecoming Capitalize when referring to Oberlin's celebration.

home page

hometown (n., adj.) *Oberlin is my hometown. I love the hometown atmosphere in Oberlin.*

Honor Code Capitalize when referring to Oberlin's Honor Code. *Oberlin's Honor Code has been in place since 1909 to ensure that students uphold the highest standard of academic integrity on exams and assignments.*

titles, honorific Honorific titles and terms of respect are capitalized. See **courtesy titles; titles, academic and professional**.

- the Reverend Peter John Gomes
- the First Lady
- the Queen Mother
- Mahatma Gandhi
- Her (His, Your) Majesty; His (Her, Your) Royal Highness; Your (Her, His) Excellency
- Mr. President
- Madam Speaker
- Your Honor

hopefully It means in a hopeful manner. Do not use it to mean it is hoped, let us hope, or we hope.

Correct: *We hope to complete our work in June. It is hoped that we will complete our work in June.*

Incorrect: *Hopefully, we will complete our work in June.*

hours See **times**.

http:// Lowercase. Our style is to leave out the protocol portion of the URL in print. For example, instead of <http://blogs.oberlin.edu>, we use blogs.oberlin.edu.

However, in cases where it might not be obvious to the reader that the text represents a website address, you should include the protocol. For example, connected.ly should be written as <https://connected.ly>.

https:// Lowercase, see <http://> above.

hyper Closed compound (hypertext, hyperlink, hyperware).

hyphen See **Punctuation Appendix**.



i Brand names beginning with lowercase followed by uppercase, retain lowercase even if begin sentence or heading.

iOS

iPad

iPhone

iPod

iTunes

Illumination Night, Illumination Capitalize when referring to Oberlin's annual Commencement/Reunion Weekend event.

impact (n.) Do not use as a verb; use affect or influence instead.

Correct: *His decision had a great impact.*

Incorrect: *His decision impacted their lives.*

imply, infer Writers or speakers *imply* in the words they use.

A listener or reader *infers* something from the words.

inasmuch, insofar, inasmuch

inhouse

initials There is no space between them in a name: *J.S. Bach*.

in order to This phrase is never necessary.

Incorrect: *In order to run a meeting efficiently, set an agenda.*

Correct: *To run a meeting efficiently, set an agenda.*

Instagram

instant message (IM) Real-time communication between computers over a network.

institutions, names of institutions. See **names of institutions.**

insure See **ensure, insure.**

international student Use instead of foreign student.

internet Lowercase. Do not use as a synonym for the web. The internet is a decentralized global information network that connects countless computers and supports information and communication services such as the World Wide Web, email, and video streaming.

Internet2 A nonprofit U.S. computer networking consortium led by members from the research and education communities, industry, and government.

IT information technology.

italics See **titles of works; words as words.**

its, it's *Its* is a possessive pronoun. Like the other possessive pronouns (his, her, our, your, yours, their, theirs), *its* has no apostrophe.

It's is the contraction for *it is* and *it has*. *It's up to you.*
It's been a long time.

J

judgment Not judgement.

junior, senior, III, IV No comma between the name and these terms. Abbreviate as *Jr.* and *Sr.* only with full names of persons. *Harry Jones Jr.*, *William Smith III*. See **names of people.**

K

kudos It means credit or praise for an achievement. The word is singular and takes singular verbs.

kickoff (n. and adj.), **kick off** (v.)

L

laptop (n., adj.)

Latin@ means Latino/a. Sometimes used at Oberlin.

Latino/Latina/Latinx Latinx preferred at Oberlin. See **ethnic and racial designations, bias-free language.**

lay, lie The action word is *lay*. It takes a direct object. *Laid* is the form for its past tense and its past participle. Its present participle is *laying*.

Lie indicates a state of reclining along a horizontal plane. It does not take a direct object. Its past tense is *lay*. Its part participle is *lain*. Its present participle is *lying*.

When *lie* means to make an untrue statement, the verb forms are *lie, lied, lying*.

LEED Acronym for Leadership in Energy and Environmental Design, a green building rating system developed by the U.S. Green Building Council. Spell out on first reference. LEED Gold, LEED Silver

lecture titles Capitalize, set in Roman type, and enclose in quotation marks. See **titles of works.**

less See **fewer, less.**

letter winner

libraries Oberlin has four libraries. The main and art libraries have formal names that should be capitalized.

The Mary Church Terrell Main Library is housed in the Mudd Center. On second and subsequent uses, *main library* or *Terrell Main Library* are acceptable.

Clarence Ward Art Library, art library

conservatory library

science library

lie See **lay, lie**.

lifelong (adj.)

lifestyle (n.)

line up (v.), **lineup** (n., adj.)

LISTSERV Capitalize when referring to L-Soft, the trademark company that has the list management software; use *listserv* without caps when referring to a generic email list. Preferred use is to use *email list* or *electronic mailing list* when referring to generic mailing lists or other software mailing list management program

login, logon (n., adj.) Her login password is Ruby.

log in, log on, log off (v.) *Log on to the website by visiting www.oberlin.edu*. Incorrect: log onto ...

lol

long term (n.), **long-term** (adj.) *She is in it for the long term. He signed a long-term lease.*

long time (n.), **longtime** (adj.) *They have known each other for a long time. They are longtime partners.*

M

magazine Capitalize and italicize the names of magazines. If the word *magazine* does not appear in the official title, do not capitalize or italicize it. The *Oberlin Review*, the *Atlantic*, the *New Yorker*. See **titles of works**.

majors and minors Do not capitalize unless they are proper nouns. *John is an art major. A double-degree student, Sally majored in violin*

performance and English. Herbert majored in Hispanic studies. See **academic disciplines, capitalization, appendix**.

man-hour, man-made, manpower Do not use.

master class, master classes

master's degree See **degrees, academic**.

measurements See **dimensions**.

media, medium Media is the preferred plural form of medium; it should be used with a plural verb. *The media are always under scrutiny.*

mid No hyphen unless a capitalized word follows: *mid-Atlantic, mid-May, midsemester*. But use a hyphen when mid- precedes a figure: *mid-30s, mid-19th century*.

midnight Not 12 midnight. Do not use 12 a.m. as a synonym. Midnight is part of the day that is ending, not the one that is beginning. See **time of day**.

mixed media (n.), **mixed-media** (adj.) *a mixed-media show.*

money Use figures in references to money: \$9.50, \$1,300, \$20,000, \$3 million, \$1.5 billion.

A dollar total with no cents expressed is usually set without the decimal point and zeros: *Admission is \$3 on Saturdays.*

monthlong

months Capitalize the names of months in all uses. Preferred use is to spell out the month's full name in all but tabular material. See **dates, numbers**.

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, set off the year with commas.

Examples: *January 2015 was a cold month. His birthday is May 8. The target date is February 14, 2019.*

In tabular material, these three-letter forms without periods may be used: *Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec.*

more than, over *More than* expresses quantity: *More than 100 applicants were interviewed.*

Over is an adverb expressing direction: *We drove over the bridge.*

multi- (prefix) The trend in English is away from the use of hyphens in compounds made with the prefix *multi*. The Oberlin style is to close up prefixes unless doing so could cause confusion or spellings that could be difficult for readers to decipher.

Examples: multicultural, multidisciplinary, multipartial, multiracial, multimedia, multimillion, multisensory.

musical works, titles of

• Instrumental works: Many instrumental works are known by their generic names—*symphony, quartet, nocturne*, and so on—and often a number or key or both. Such names are capitalized but not italicized. A descriptive title, however, is usually italicized if referring to a full work; set in Roman and in quotation marks if referring to a section of a work.

- Concerto no. 2 for Piano and Orchestra
- The second movement, *Allegro appassionato*, from Brahms's Second Piano Concerto
- Elliott Carter's String Quartet no. 5 and his *Figment* for cello
- Air with Variations ("The Harmonious Blacksmith") from Handel's Suite no. 5 in E

• Opus, Number, Catalog Number: The abbreviations *no.* (number; plural *nos.*) and *op.* (opus; plural *opp.*) are set in Roman and lowercased.

An abbreviation designating a catalog of a particular composer's works is always capitalized, e.g., BWV [Bach-Werke-Verzeichnis]; D. [Deutsch] for Schubert; K. [Köchel] for Mozart).

- Sonata in E-flat, op. 31, no. 3
- Fantasy in C Minor, K. 475

When *op.* or a catalog number is used restrictively, no comma precedes it.

- Sonata op. 31
- Fantasy K. 475

• Operas, songs: Titles of operas, oratorios, tone poems, song cycles, and other long musical compositions are italicized. Titles of songs are set in Roman and enclosed in quotation marks, capitalized in the same way as poems.

- Handel's *Messiah*
- "La vendetta, oh, la vendetta" from *The Marriage of Figaro*
- the "Anvil Chorus" from Verdi's *Il Trovatore*
- Arthur Sullivan's song cycle, *The Song of the Wrens*, is a setting of poems by Tennyson.

See **titles of works**.

N

named professorships Named professorships are always capitalized. Michael H. Fisher is Robert S. Danforth Professor of History at Oberlin College. See **endowed chairs and directorships**. Samples below:

- Andrew '42 and Pauline Delaney Professor of Mathematics
- Environmental Studies Endowed Professorship
- Danforth Foundation Professorship in Religion (title is: Danforth Professor of Religion)
- David H. and Margaret W. Barker Professor of Natural Sciences
- Donald R. Longman Professor of English
- Donald R. Longman Professor of Natural Science
- Donald R. Longman Professor (biology/chemistry)
- Eric and Jane Nord Professor (two faculty members simultaneously for any discipline with the College of Arts & Sciences)
- Eric and Jane Nord Professor [see above]
- Eva and John Young-Hunter Professor of Art
- Francis D. Federighi Professor of Natural Science
- Frederick B. Artz Professor of History
- Irvin E. Houck Professor in the Humanities
- James Monroe Professor of Politics and International Law
- John Charles Reid Professor of Rhetoric and Composition
- John G.W. Cowles Director of the Allen Memorial Art Museum
- Mildred C. Jay Professor of Art
- Nathan A. Greenberg Professor of Classics
- NEA Conservatory Challenge Professor
- Norman D. Henderson Professor of Psychology
- Pauline M. Delaney Professor of Creative Writing and Literature
- Robert W. and Eleanor H. Biggs Professor of Natural Science
- Robert S. Danforth Professor of Biology
- Robert S. Danforth Professor of History
- Robert S. Danforth Professor of Politics
- Robert S. Danforth/Ben W. Lewis Professor of Economics
- Robert W. Wheeler Professorship (performance/conservatory)
- Ruberta T. McCandless Professor of French
- Ruth Strickland Gardner Professor (conservatory)
- William G. and Jeanette Williams Smith Professor of Social Sciences

names of countries Spell out in running text. Abbreviations, using periods, may be used in the adjectival form and in lists and tabular material. Refer to the CIA's online [World Factbook](#) for conventional long and short forms of countries' names. Examples:

- United States of America, United States, U.S., U.S.A.
- People's Republic of China, China, P.R.C.
- United Kingdom of Great Britain and Northern Ireland, United Kingdom, U.K.

names of institutions Names of institutions (the University of Michigan) are proper nouns and require capitals. The article *the* at the start of an institution's name is not normally capitalized, even if the institution uses the capital in its own media.

- Incorrect: He earned a degree at The Ohio State University.
- Correct: He earned a degree at the Ohio State University.

Oberlin exception: *The Cleveland Orchestra*; capitalize *The* in all usages.

Generic words for institutions (university, college, orchestra, foundation, hospital, high school) do not need capitals:

- Incorrect (generic): The University offers programs in arts and sciences.
- Correct (generic): The university offers ...

See **College, Oberlin**

names of people Use the name a person prefers and follow these guidelines:

Use a person's **full preferred name**, including middle name or initial if the person so desires, on first reference. For guidelines concerning non-English names when a person's preference is not known, refer to the *Chicago Manual of Style*, 16th edition.

Use Jr., II, III, etc. only with the person's complete name. Do not precede the generational suffix with a comma. Correct: *Martin Luther King Jr.*

Use a woman's first name, rather than her husband's, when known. Example: *Instead of Mr. and Mrs. John Smith, use John and Mary Smith.*

Include a maiden name if a woman prefers that usage.

Use hyphens only when a hyphenated name is preferred (*Mary Martin-Smith*).

Include the maiden name in alumni publications if it is known.

In most editorial material, use only last names on second and subsequent references. Do not precede with courtesy titles (Mr., Mrs., Ms., etc.) except in personal correspondence or first-person essays. Subsequent references by first name are acceptable in alumni publication class notes.

Oberlin specific: bell hooks, eighth blackbird, dt ogilvie

See **class years, courtesy titles, nicknames.**

National Collegiate Athletic Association

spell out on first reference, followed by abbreviation in parentheses. *The National Collegiate Athletic Association (NCAA) is a voluntary organization through which the*

nation's colleges and universities govern their athletics programs. On second and subsequent references, *NCAA* and *the association* are acceptable.

NCAA see **National Collegiate Athletic Association.**

NCAC see **North Coast Athletic Conference.**

new media Different forms of electronic media made possible through use of computer technology. Use electronic media instead.

newspaper names The name of a newspaper is capitalized, except for a preceding *the*, and italicized.

Correct: Scott reads the *New York Times* daily and advises the *Oberlin Review* staff.

See **titles of works.**

nicknames If an unfamiliar nickname is used following a person's first name, place it in quotation marks. On second and subsequent reference, if writing for a publication that uses first names rather than last, it is permissible to use the nickname without quotation marks. *Joseph "Shorty" Smith graduated in 2000. Shorty went on to earn a PhD at Harvard.*

Familiar nicknames used in place of first names are not placed in quotation marks: *Babe Ruth is a famous baseball player.*

Diminutives—such familiar, shortened forms of first names as Greg for Gregory, Bob for Robert, Jenny for Jennifer—need no special treatment, especially if a person is widely known by the diminutive. If the possibility of confusion on the part of the reader exists, follow these guidelines:

The first time a person's name appears in an article or story, put the diminutive in parentheses between the first and last name. *Richard (Dick) Jones graduated in 1998. Lucinda (Cindy) Smith majored in English.*

On second and subsequent reference in publications that permit the use of first names use the diminutive: *Dick joined the Peace Corps one year later. Cindy teaches composition classes in a local high school.*

See **names of people.**

non- (prefix) The trend in English is away from the use of hyphens in compounds made with the prefix *non*. The Oberlin style is to close up prefixes unless doing so could cause confusion or spellings that could be difficult for readers to

decipher. Refer to Merriam Webster's Collegiate Dictionary, 11th edition, or the most recent edition available.

nonprofit, not-for-profit These terms are generally used interchangeably. Preferred Oberlin usage is *nonprofit*. Incorrect: *non-profit*. Do not hyphenate.

none Technically singular in meaning, it would seem appropriate that *none* should always take a singular verb and pronoun. In practice, this often would result in text that sounds pedantic. Most style guides advise flexibility.

When *none* is used in the sense of "not one," treat it as singular: *All three schools have excellent health records, though none has a school nurse.* Here, the singular idea predominates.

When *none* is followed by a singular noun, it takes a singular verb: *None of the food was fresh.*

When the sense of *none* is "not any" or "no two," treat it as a plural: *None of the actors are receiving pay for their services.*

noon Not 12 noon. Do not use 12 p.m. as a synonym. See **time of day**.

North Coast Athletic Conference Oberlin is a charter member of the National Collegiate Athletic Association Division III North Coast Athletic Conference (NCAC). On first reference in running text, spell out the full name, followed by the abbreviation in parentheses: *Oberlin is a member of the North Coast Athletic Conference (NCAC).* On second and subsequent reference, both NCAC and the conference are acceptable.

Other members of the NCAC are Allegheny College, Denison University, Earlham College, Hiram College, Kenyon College, Ohio Wesleyan University, Wabash College, Wittenberg University, and the College of Wooster.

not only This should be followed with but also: *It would not only be unwieldy but also unworkable.*

numbers Spell out zero through nine and first through ninth, and use numerals for higher numbers, even when this means mixing words and numerals in the same sentence, paragraph, or story. *the third person, the 21st century, ninth-grade teacher.*

Follow the same rule for round numbers in the millions and billions: eight billion people, 11 million people.

- When numbers are not round, use decimals: 2.5 million people.

- Always use numerals in scores, court decisions, and legislative votes: a 5-4 victory, a Senate vote of 64-36.

- 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; thirty-one; one hundred thirty-three; one million two hundred seventy-six thousand five hundred eighty-seven.

- When figures are used for numbers greater 999, use a comma to separate the thousands digit from the hundreds digit: 1,985; 10,279; 1,999, 999.

- Numbers at the beginning of a sentence: Spell out a numeral at the beginning of a sentence. If necessary, recast the sentence. There is one exception—a numeral that identifies a calendar year.

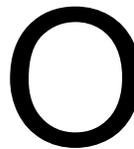
Incorrect: *435 first-year students entered Oberlin last year.*

Correct: *Last year 435 first-year students entered Oberlin.*

Correct: *2001 was a very good year for admissions.*

- Casual uses: Spell out casual expressions. *Thanks a million. He walked a quarter of a mile. A thousand times no!*

See **addresses, age, century, dates, decades, dimension, eras, fractions, money, percent, telephone numbers, time of day, time periods, time sequences.**



Oberlin College It is acceptable to use *the college* (lowercase) on the second reference when referring to the entire institution or to the College of Arts and Sciences. See **College, Oberlin, Oberlin Conservatory of Music, the Conservatory.**

Off campus (adv.), **off-campus** (adj.) You can live off campus. The college offers off-campus housing.

offices See **administrative offices.**

offline

one another See **each other, one another**.

ongoing

on campus (adv.), **on-campus** (adj.) The performance will be on campus in Hall Auditorium. The *Oberlin Review* is the college's on-campus newspaper.

online (adv., adj.) A term referring to locations on or use of the internet.

The term also refers to a specific location or web page: *Our sales catalogs are available online at www.catalog.org.*

Or to personal activity: *I went online to find the information you wanted.*

Or to a computerized format: *Please use the online form to complete the survey.*

over See **more than, over**.

overall

P

Parents and Family Weekend

people, persons

People is a collective noun that takes a plural verb when used to refer to a single race or nation: *The American people are united.* In this sense, the plural is *peoples*: *The peoples of Africa speak many languages.*

Persons should be used only when it is in a direct quote or is part of a title as in *Bureau of Missing Persons*.

percent One word. It takes a singular verb when standing alone or when a singular word follows an *of* construction: *The teacher said that 60 percent was a failing grade. He said 50 percent of the membership was there.*

It takes a plural verb when a plural word follows an *of* construction: *He said 50 percent of the members were there.*

Spell out the word in running text and use the percent sign (%) in scientific and statistical copy.

percentages Use figures: *1 percent, 2.5 percent* (use decimals, not fractions).

For amounts less than 1 percent, precede the decimal with a zero: *The cost of living rose 0.6 percent.*

Repeat *percent* with each individual figure: *He said 10 percent to 30 percent of the electorate may not vote.*

PhD, PhDs The preferred form is to say a person *holds a doctorate* and name the individual's area of specialty. The form *PhD degree(s)* is also acceptable. Oberlin style generally reserves the use of the honorary title *Dr.* for medical doctors.

PI Oberlin's Performance and Improvisation Program—"PI" for short—serves as a bridge between the conservatory's classically trained students and its jazz students. It's an innovative combination of classroom study and ensemble performance that draws heavily on the music of disparate cultures and the exaltation of improv. Throughout the year, visiting artists from a broad spectrum of world music styles offer additional learning opportunities including master classes, workshops, and performances.

podcast See **titles of works**.

plurals, Latin Listed here are the singular and plural forms of some commonly used Latin phrases. If a word does not appear below, refer to Merriam Webster's Collegiate Dictionary, current edition, for usage.

SINGULAR

- addendum
- analysis
- colloquium
- consortium
- criterion
- datum
- medium
- millennium
- phenomenon
- syllabus
- symposium
- thesis

PLURAL

- addenda
- analyses
- colloquia
- consortia
- criteria
- data
- media
- millennia
- phenomena
- syllabi
- symposia
- theses

p.m., a.m. In running text, time designations are lowercase and punctuated with periods. Avoid the redundant *10 a.m. this morning*. In tabular material and advertisements, small caps without periods are acceptable. *11 AM, 10 PM*. See **time of day**.

possessives Follow these guidelines. For questions not addressed here, consult the *Chicago Manual of Style*.

- Plural nouns not ending in s: Add 's: *the alumni's contributions, women's rights*.
- Plural nouns ending in s: Add only an apostrophe: *the churches' needs, the girls' toys*.
- Nouns plural in form, singular in meaning: Add only an apostrophe: *mathematics' rules*.
- Nouns the same in singular and plural: Treat them the same as plurals, even if the meaning is singular: *one corps' location, two deer's tracks*.
- Singular nouns not ending in s: Add 's: *the church's needs, the girl's toy*.

Some style guides say that singular nouns ending in s sounds (such as *ce, x, and z*) may take either the apostrophe alone or 's. For consistency, Oberlin style is always to use 's if the word does not end in the letter s: *the prince's life, Marx's theories, the fox's den, Butz's policies*.

- Singular common nouns ending in s: Add 's unless the next word begins with s: *the hostess's invitation, the hostess' seat*.
- Singular proper names ending in s: Use only an apostrophe: *Dickens' novels, Hercules' labors, Moses' law, Agnes' book*.
- Special expressions: The following exceptions to the general rule for words not ending in s apply to words that end in an s sound and are followed by a word that begins with s: *for appearance' sake, for conscience' sake, for goodness' sake*.
- Descriptive phrases: Do not add an apostrophe to a word ending in s when it is used primarily in a descriptive sense: *citizens band radio, a Cincinnati Reds infielder, a teachers college, a writers guide*. (The apostrophe is not used if *for* or *by* rather than *of* would be appropriate in the longer form: *a radio band for citizens, a guide for writers*.)

An 's is required, however, when a term involves a plural word that does not end in s: *a children's hospital, a people's republic*.

- Compound words: Applying the rules above, add an apostrophe or 's to the word closest to the object possessed: *the major general's decision, the major generals' decisions, the attorney general's request, the attorneys general's requests*.
- Joint possession, individual Possession: Use a possessive form after only after the last word if ownership is joint: *Fred and Sylvia's apartment*.

Use a possessive form after both words if the objects are individually owned: *Fred's and Sylvia's books*.

post- (prefix) The trend in English is away from the use of hyphens in compounds made with the prefix *post*. The Oberlin style is to close up prefixes unless doing so could cause confusion or spellings that could be difficult for readers to decipher. Below is a list of Oberlin's preferred spellings of some *post-* compounds. If a word is not listed below, it probably no longer contains a hyphen. Refer to Merriam Webster's Collegiate Dictionary, 11th edition, or the most recent edition available.

- postadolescent
- postbaccalaureate
- postcard
- postdate, postdated
- postdoctoral, postdoc, postdoctorate
- postelection, postelectorate
- post game
- postgraduate
- post office, *but* U.S. Postal Service
- postseason
- posttraumatic, *but* post-traumatic stress disorder
- postwar
- post-World War II

pre- a prefix meaning earlier than, before, prior to, or in front of. The trend in English is away from the use of hyphens in compounds made with the prefix *pre*. The Oberlin style is to close up prefixes unless doing so could cause confusion or spellings that could be difficult for readers to decipher. Below is a list of Oberlin's preferred spellings of some common *pre-* compounds. If a word is not listed below, it probably no longer contains a hyphen. Refer to Merriam Webster's Collegiate Dictionary, 11th edition, or the most recent edition available.

- preapprove
- preassembled
- precollegiate
- precombustion
- preconcert
- prefinance
- pre-K
- pre-owned
- Pre-Raphaelite
- preregister
- preschedule

premier, premiere

premier (adj.) means first in position, rank, or importance. *Oberlin is a premier liberal arts institution*.

premiere (n.) a first performance or exhibition. *Her new symphony's premiere takes place tonight*.

premiere (v.) to give or have the first public performance. *The Oberlin Orchestra will premiere her new symphony*.

principal, principle *Principal* is a noun or adjective meaning someone or something first in rank, authority, importance, or degree: *She is*

the school principal. He was the principal player in the trade. Money is the principal problem.

Principle is a noun that means a fundamental truth, law, doctrine, or motivating force: *They fought for the principle of self-determination.*

print out (v.), **printout** (n.) *I printed out the viewbook manuscript. I gave the printout to the admissions office.*

pro- A prefix meaning to favor, support, or champion. Takes a hyphen *pro-life, pro-choice, pro-labor*

professional titles See **titles, academic and professional.**

professorships Titles of named professorships and fellowships are always capitalized. See **endowed chairs.**

programs See **academic departments and programs.**

prove, proved, proving, proven Use *proven* only as an adjective: *a proven remedy.*

The past participle is *proved.*

Incorrect: *Her conclusions have proven correct.*

Correct: *Her conclusions have proved correct.*

Pulitzer Prize winner, but Pulitzer-Prize winning

Q

quality *Quality* is a noun, not an adjective. However, something may be described as high-quality.

Correct: *Oberlin's program is of a very high quality. Oberlin runs a high-quality program.*

Incorrect: *He is a quality player. She is a quality individual.*

quotation marks See **Punctuation Appendix.**

R

racial and ethnic designations See **ethnic and racial designations.**

radio stations, local WOBC 91.5 FM; WVIZ 104.9 FM; WCPN 92.3 FM.

rank, faculty See **faculty rank.**

real-time (adj.), **real time** (n.) Something that is telecast, broadcast, or relayed as it is happening.

re-elect

regions See **direction, regions.**

repertoire/repertory Although both words are used correctly to describe the complete list or supply of dramas, operas, or musical works available for performance, *repertoire* is the preferred form.

Repertory should be used to refer to a company that presents several different plays, operas, or pieces usually alternately in the course of a season at one theater. *Repertory* also can refer to a theater housing such a company.

repurpose To reuse content and or electronic coding and or layout for multiple applications.

Reunion Weekend

reunion class Do not capitalize: *25th reunion class.*

rich Connotes enhanced *rich multimedia, rich email.*

room numbers Use figures and capitalize *room* when used with a figure: *Room 307.*

Romantic Capitalize when referring to the cultural movement and style to distinguish it from the emotional characteristic. A recording of Romantic piano classics could contain works by such Romantic-era composers as Brahms, Chopin, and Debussy, while romantic piano classics might include such songs as "Moon River" and "The Way We Were."

S

scene numbers: Capitalize scene when used with a figure: *Scene 2; Act 2, Scene 4.*

But: the second scene, the third scene.

scholar, scholarship Lowercase except when used with proper names: *a Mary Elizabeth Johnston Scholar, the Conservatory Dean's Scholarship.*

Scholar in Residence (n.), scholar-in-residence (adj.).

school board

schoolbook, schoolhouse, schoolroom

seasons Lowercase *spring, summer, fall,* and *winter* and derivatives such as *springtime* unless they are part of a formal name: *Winter Olympic Games.*

season's greetings

semester Lowercase. *She was enrolled for fall semester. The spring 2002 semester began in February.*

semiannual Occurring twice a year; half-yearly; biannual.

send off (v.), **sendoff** (n., adj.) *We plan to send off the letter as soon as possible. The class president proposed a senior sendoff event for all students.*

set up (v.) To install or configure software or hardware.

setup (n., adj.) The way a computer's hardware or software is configured

(sic) Use (*sic*), which means *intentionally so written*, in parenthesis to indicate that an error in the quoted material is being reproduced exactly. Sic is italicized but not followed by a period.

socioeconomic

somebody, someone Somebody and someone take singular verbs. However, *they* or *their* are both acceptable second references: *Somebody needs to drive their car to the store. Someone should tell us their*

version of the story. This construction avoids the awkward his/her construction.

spam (n., v.) Internet junk mail; to crash a program with excessive data.

special characters See **formatting**.

spring semester Do not capitalize.

sports terminology Use the *Associated Press Stylebook* as a reference tool.

start up (v.), **startup** (n., adj.)

state Lowercase in all *state of* constructions: *state of Ohio, the states of New York and Michigan.*

Apply the same principle to phrases such as *the city of Chicago, the town of Auburn.* See **city**.

state names Capitalize the names of all states. Any state name may be condensed, preferably with the standard abbreviation, to fit typographical requirements for tabular material.

In running text, the names of states, territories, and possessions of the United States should be spelled in full. In class notes, use the standard abbreviation.

In listing a full address, either line by line or in running text, use the postal code without a comma between the city and the state.

Territories

Federated States of Micronesia	FM
Guam	GU
Marshall Islands	MH
Northern Mariana Islands	MP
Puerto Rico (P.R.)	PR
Palau	PW
Virgin Islands (V.I.)	VI

State Name	Standard Abbreviation	Postal Code
Alabama	Ala.	AL
Alaska	Alaska	AK
Arizona	Ariz.	AZ
Arkansas	Ark.	AR
California	Calif.	CA
Colorado	Colo.	CO
Connecticut	Conn.	CT
Delaware	Del.	DE
District of Columbia	D.C.	DC
Florida	Fla.	FL
Georgia	Ga.	GA
Hawaii	Hawaii	HI
Idaho	Idaho	ID
Illinois	Ill.	IL
Indiana	Ind.	IN
Iowa	Iowa	IA
Kansas	Kans.	KS
Kentucky	Ky.	KY
Louisiana	La.	LA
Maine	Maine	ME
Maryland	Md.	MD

Massachusetts	Mass.	MA
Michigan	Mich.	MI
Minnesota	Minn.	MN
Mississippi	Miss.	MS
Missouri	Mo.	MO
Montana	Mont.	MT
Nebraska	Neb.	NE
Nevada	Nev.	NV
New Hampshire	N.H.	NH
New Jersey	N.J.	NJ
New York	N.Y.	NY
North Carolina	N.C.	NC
North Dakota	N.D.	ND
Ohio	Ohio	OH
Oklahoma	Okla.	OK
Oregon	Ore.	OR
Pennsylvania	Pa.	PA
Rhode Island	R.I.	RI
South Carolina	S.C.	SC
South Dakota	S.D.	SD
Tennessee	Tenn.	TN
Texas	Texas	TX
Utah	Utah	UT
Vermont	Vt.	VT
Virginia	Va.	VA
Washington	Wash.	WA
West Virginia	W.Va.	WV
Wisconsin	Wis.	WI
Wyoming	Wyo.	WY

statewide Not state-wide or state wide.

stationary, stationery To stand still is to be *stationary*. Letters are written on *stationery*.

study abroad, study-abroad program

Study Away and Winter Term, Office of

suspensive hyphenation The form: *The 5- and 6-year-olds attend morning classes. The course covers 18th- and 19th-century literature.*

syllabus The plural is *syllabi*.

symposium The plural is *symposia*.

T

T-shirt

task force

techno closed compound: technophile, technoanxiety, technological.

teenage, teenager

tele Closed compound: teleprompter, telecommute, teleconference, teleworker.

telephone numbers When printing telephone numbers that include area codes in running text, use hyphens: *440-775-8474*. (In stylized typography, such as that used in mastheads or advertising, other typographic methods may be used to separate the sections of a telephone number.)

Do not place area codes in parentheses.

Do not include 1 as part of a toll-free number.

Campus extension numbers should be written with a lowercase x followed by the number: *x58474*.

temperature: Always use numerals, except for zero, which should be spelled out, and spell out *degrees*. Do not use plus (+) and minus (-) signs. In nonscientific contexts, give temperature in the Fahrenheit scale. There is no need to specify Fahrenheit or Celsius, unless the chance of confusion exists.

Incorrect: It is minus seven degrees with the wind-chill factor.

Incorrect: It is -7 degrees with the wind-chill factor.

Better: It is minus 7 degrees with the wind-chill factor.

Best: It is 7 degrees below zero with the wind-chill factor.

textbook

that, which, who, whom (pronouns) Use *who* and *whom* in referring to people and to animals with a name: *John Jones is the man who helped me*. See **who, whom**.

Use *that* and *which* in referring to inanimate objects and to animals without names.

that, which Use *that* to introduce an essential clause: *I like to do needlework that has intricate designs*.

Use *which* to introduce a nonessential clause that refers to an inanimate object: *The introductory German course, which was initiated last fall, has been cancelled*.

the An initial *the* in periodical titles, even if part of the official title, is lowercased (unless it begins the sentence) and is not italicized. The *Chicago Tribune* is available. She reads the *New York Times*.

Foreign-language titles retain the article in the original language, if it is an official part of the title. *Le Monde*.

In names of institutions, companies, associations, and conferences: Full names are capitalized. A *the* preceding a name, even when part of the official title, is lowercased in running text: *the University of Chicago, the Library of Congress, the National Organization for Women, the Ohio State University*. Exception: *The Cleveland Orchestra* is Oberlin preferred.

Standard Time, Mountain Standard Time, Pacific Standard Time, Eastern Daylight Time, etc.

Lowercase all but the region in short forms: *the Eastern time zone, Eastern time, Mountain time*, etc.

Spell out *time zone* in references not accompanied by a clock reading: *Chicago is in the Central time zone*.

See **names of institutions, titles of works**.

3D

time date place The sequence is 4 p.m., March 16, in Wilder Hall; 4 p.m., Tuesday, March 16, in Wilder Hall.

time of day Use figures except for *noon* and *midnight*. Use a colon to separate hours from minutes: *11 a.m. 1 p.m. 3:30 p.m.*

The abbreviations a.m. and p.m. are always lowercased with periods. It is also acceptable to use small caps without periods. *11 AM, 10 PM*.

Never use a.m. with morning, or p.m. with evening; never use o'clock with a.m., p.m., or figures: *The show begins at eight o'clock*.

Never use the forms 12 a.m., 12 p.m., 12 noon, or 12 midnight. Use *midnight* and *noon* instead.

In running text, use *to* between times: *The meeting runs from 9 a.m. to 1 p.m.*

Hyphens can be used between days and times in lists or tabular matter: Monday-Friday; 1-5 p.m.

time periods Never use a hyphen between two years to indicate a period of time.

- o Correct: She was president of the organization from 1975 to 1980.
- o Incorrect: She was president of the organization from 1975-1980.

A hyphen is used only when the two years are consecutive, as in an academic or fiscal year, e.g. the 2009-10 academic year. See **academic years**.

time sequences Use figures, colons, and periods as follows: *2:30:21.65* (hours, minutes, seconds, tenths, hundredths).

time zones The abbreviations *EST, CDT, MST, PST*, etc. are acceptable on first reference for zones used within the continental United States, Canada, and Mexico only if the abbreviation is linked with a clock reading: *noon EST, 9 a.m. PST*. The abbreviation is not set off with commas.

Spell out all references to time zones not used with the contiguous United States.

Capitalize the full name of the time in force within a particular zone: Eastern Standard Time, Central

titles, academic and professional Capitalize formal titles when they appear before a person's name; lowercase when they appear after a person's name. *Professor of Art Henry Jones taught the course. The course is taught by Henry Jones, professor of art*. Exception: Endowed Chair, Jane Smith, Esther Hale Chair of English.

Titles are also lowercased when they are used in constructions that are set off by commas: *George Bush, the president, is from Texas*.

Separate a long title from a name by a construction that requires a comma: *Joe Smith, the undersecretary of state for economic affairs, attended the meeting*.

Multiple appointments: use title most appropriate for situation.

See **capitalization; courtesy titles; honorific titles**

titles of works In general, use headline style for capitalization: capitalize the first and last words of the title, plus all nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions (*if, because, as, that, etc.*). Articles (*a, an, the*), coordinating conjunctions (*and, but, or, for, nor*), and prepositions, regardless of length, are lowercased unless they are the first or last word of the title or subtitle.

In titles of books, periodicals, and musical works, an initial *a, an, or the* may be dropped if it does not fit the surrounding syntax. *The orchestra performed Stravinsky's Rite of Spring*. See **titles of works**.

Additional guidelines for specific types of works are listed below.

- art works—Titles of paintings, drawings, statues, sculptures, and other works of art are italicized, whether the titles are original, added by someone other than artist, or translated.
- art exhibitions—Italicize.
- books—Titles of books are italicized.
- other publications (newspapers, magazines, exhibition catalogs, journals, etc.)—These titles are italicized. Even if *the* appears in the official title, don't capitalize or italicize it. *He reads the New York Times every morning*.

- theses and other unpublished works—capitalize and enclose in quotation marks.
- websites—names of websites are capitalized. Cleveland.com, Salon.com.
- blogs and online publications—capitalize, italics, no quotation marks.
- podcast, videoblogs, and other e-formats –italicize; if ongoing series, set in quotes.
- articles, essays, chapters, short stories, etc.—Set in Roman type and enclose in quotation marks.
- musical works— See **musical works, titles of**.
- recordings—the name of an album, regardless of format, is italicized. The name of the performer(s) is set in roman type. Individual items in the album are treated as described in the **musical works, titles of** entry.
 - Miles Davis' album *'Round about Midnight* is widely considered on of the greatest jazz recordings of all time.
 - Opera News named Denyce Graves' 2003 CD *Lost Days: Music in the Latin Style* Best of the Year.
 - In the March 2003 issue of Mojo magazine, music critic Barney Hoskin's made the case that Todd Rundgren's 1973 album, *A Wizard, A True Star*, "is simply the greatest album ever made."
- poems—generally, poem titles are set in Roman type and enclosed in quotation marks. A very long poetic work, especially one constituting a book, is italicized and not enclosed in quotation marks.
 - Robert Frost's poem "The Housekeeper" is in his collection *A Boy's Will*
 - *Dante's Inferno*
- plays—Italicize the titles of plays.
- television and radio shows—Italicize titles of television and radio series. Individual episodes of a series are set in Roman type and enclosed in quotation marks.
 - She makes sure never to miss a broadcast of American Public Media's *A Prairie Home Companion*.
 - This week, the episode "Scary Monsters and Super Creeps," of the TV series *Flash Forward*, airs on ABC.
- movies—Italicize the titles of movies.
- concert series, conferences, lecture series, symposia, and other multi-event programs: capitalize, but do not italicize or use quotation marks for names of lecture series.
- lectures, panel discussions, seminars, and other individual presentations— Set in Roman type and enclose in quotation marks.

NOTE: If running text set in italics includes a title that should be italicized, set the title in Roman.

Hyphens in titles: For guidelines on the use of hyphens in titles, see the entry **hyphen** in the **Punctuation Appendix**.

toll free *The number is toll free.*

toll-free *Call the toll-free number listed on the screen.*

toward Not towards

trademarks Capitalize brand names that are registered trademarks. Do not use the symbols ® and ™. Substitute a generic term when available.

- Kleenex; facial tissue, tissue
- Vaseline; petroleum jelly

Twitter

tweet, tweeting Each post or entry on Twitter is referred to as a tweet. The act of sending a tweet is referred to as tweeting.

typography See **formatting**.

U V W

undergraduate

underrepresented Term used in place of *minority*, meaning insufficiently or inadequately represented, particularly in the workforce of a particular activity. This term is used to describe the extent to which women and people of color are represented in particular grade levels and job categories.

under way Two words in virtually every use: *The project is under way*. One word only when used as an adjective before a noun: *The pilots must be experts at underway refueling*.

undo

United States / U.S.

Abbreviate with periods when used as an adjective, otherwise spell out. *The U.S. Post Office. Be sure to get a U.S. map. The United States will have its presidential election in November.*

US abbreviate without periods when referring to postal code. See **U.S.**

university-wide not university wide or universitywide.

upload to transfer data from a device to a network. See **download**.

upper-class

upperclassman, upperclassmen Do not use. See **bias-free language**.

up-to-date (adj., preceding noun)

upward Not upwards

URLs Current editorial usage is to exclude the *http://* tag on URLs in publications. Many web browsers add it automatically. This also helps shorten the URL in print.

Use a period when a URL ends the sentence.

Break URLs right before a punctuation mark, carrying the punctuation mark to the next line.

Don't break a URL at a hyphen. Don't add a hyphen unless it appears in the address.

In running text, URLs should appear in Roman type, like email addresses.

user-friendly (jargon) Instead, use *easy to use, well designed*

verbs, split forms In general, avoid awkward constructions that split infinitive forms of a verb (*to leave, to help*) or compound forms (*had left, are helping*).

- o Awkward: She was ordered to immediately leave on an assignment.
- o Preferred: She was ordered to leave immediately on an assignment.
- o Awkward: There stood the wagon that we had early last autumn left by the barn.
- o Preferred: There stood the wagon that we had left by the barn early last autumn.

Occasionally, however, a split is not awkward and is necessary to convey the meaning:

- o He wanted to really help his mother.
- o Those who lie are often found out.
- o How has your health been?
- o The budget was tentatively approved.

versus Abbreviate as *vs.* in all uses.

vice Use two words: vice chair, vice president.

video Use closed compound in most instances

- o videocam
- o videodisc
- o videoconference
- o videotape
- o video blog
- o video camera
- o video port

virtual Added to a word to signify, not real, conceptual, as in virtual meeting, virtual reality, virtual tour, virtual world.

voicemail

web Short for World Wide Web. Do not capitalize. The web is an information sharing model that is a component of the internet. It is system of internet servers that support specially formatted documents. The documents are formatted in a hypertext markup language referred to as HTML that supports links to other documents, graphics, audio and video files. Do not use as a synonym for internet.

web address

web-based

web browser

web directory

webcam

webcast

webinar

web page

website

web URL

weekend

weeklong

weights Use figures: *The baby weighed 9 pounds, 7 ounces. She had a 9-pound, 7-ounce boy.*

well-being

who, whom Use *who* and *whom* for references to human beings and to animals with a name. Use *that* and *which* for inanimate objects and animals without a name.

Who is the word when someone is the subject of a sentence, clause, or phrase: *The woman who rented the room left the window open. Who is there?*

Whom is the word when someone is the object of a verb or preposition: *The woman to whom the room was rented left the window open. Whom do you wish to see?*

Wikipedia (cap, formal name of website).

wiki (lowercase, generic) A website designed to allow visitors to edit and contribute content.

winter term (n.), **winter-term** (adj.) Do not capitalize. *Oberlin's winter term is the month of January, when students complete winter-term projects.*

Wi-Fi

WOBC Oberlin's radio station (91.5 FM) See **radio stations**.

words as words Italicize words used as words. Example: In this sense, *apology* means a formal justification or defense.

workaround A bypass of a recognized problem in a system. A workaround is typically a temporary fix that implies that a genuine solution to the problem is needed.

workflow

workforce

workgroup

workload

workout (n.), **work out** (v.)

workplace

workstation

work-study, Federal Work-Study Program, work-study students Use work-study as an adjective, not a noun.

workweek

world-class

worldwide

World Wide Web This is the only construction in which *worldwide* appears as two words.

Writer in Residence (n.), **writer-in-residence** (adj.).

XYZ

year-end (adj.)

yearlong

years Use figures, without commas: *1975*. Use an s without an apostrophe to indicate spans of decades or centuries: *the 1890s, the 1800s*.

Years are the lone exception to the general rule in **numbers** that a figure is not used to start a sentence. *1976 was the bicentennial year.*

yesteryear

zip code Do not capitalize zip unless it is the first word in a sentence or on a form where all other categories are capitalized. *She wrote the zip code on the envelope. Zip codes are necessary for correct addresses.*

Punctuation

Appendix

ampersand (&) Use the ampersand when it is part of an organization's formal name (*Baltimore & Ohio Railroad*). The use of the ampersand is appropriate in the Oberlin College logo and as a design element in promotional material. The ampersand should not otherwise be used in place of *and* (*College of Arts and Sciences*, not *College of Arts & Sciences*).

apostrophe Use an apostrophe to indicate that a noun is possessive. See **possessives** in the alphabetical listings.

brackets ([]) Use brackets to add explanations or corrections to quoted material: *Before I knew what happened," said the coach, "he [Devlin] had scored."*

Use brackets as parentheses within parentheses: *The game has been immortalized in articles and a book (Harry Walters, *The Game that Went Down in History* [New York: Good Sports Press, 1987]).*

bullet (•) Bulleted items that conclude an introductory sentence should be lowercase and punctuated with a comma or semicolon at the end of each item except for the last. Use the word *and* before the last bulleted item, and end the sentence with a period.

Applicants to Oberlin College must

- *complete the application,*
- *submit recommendations,*
- *submit scores for the SAT or ACT, and*
- *submit scores for the TOEFL, if English is not the first language.*

Bulleted items that are not part of an introductory sentence may be upper- or lowercase and may end with either periods or no punctuation. Be consistent with a format within any given context:

Area residents enjoy a variety of seasonal recreational activities:

- *hiking*
- *biking*
- *skiing*
- *boating*

Use a space between the bullet and the first word of each item.

colon (:) The colon is a mark of anticipation. It indicates that what follows the mark will complete or amplify what came before it.

Use a colon to introduce a list or series. Do not use a colon between a verb and its complement or object.

Correct: *The dean named three likely candidates for the award: John Doe, Mary Smith, and Jane Doodle.*

Incorrect: *The three candidates are: Doe, Smith, and Doodle.*

Capitalize the first word after a colon only if it is a proper noun or the start of a complete sentence: *He promised this: The company will make good all the losses.* But: *There were three considerations: time, expense, and feasibility.*

EMPHASIS: The colon often can be effective in giving emphasis: *He had only one hobby: eating.*

PLACEMENT WITH QUOTATION MARKS: Colons go outside quotation marks unless they are part of the quotation itself.

comma (,) The following guidelines treat some of the most frequent questions about the use of commas.

IN A SERIES: Use a comma to separate the elements in a series. Place a comma before the concluding conjunction in the series. *He had taken exams in algebra, trigonometry, and calculus.*

WITH EQUAL ADJECTIVES: Use commas to separate a series of adjectives equal in rank. If the commas could be replaced by the word *and* without changing the sense, the adjectives are equal: *a thoughtful, precise manner; a dark, dangerous street.*

Use no comma when the last adjective before a noun outranks its predecessors because it is an integral element of a noun phrase, which is the equivalent of a single noun: *a cheap fur coat, the old oaken bucket, a new, blue spring bonnet.*

WITH CONJUNCTIONS: When a conjunction such as *and, but, for, or, nor, because,* or *so* links two clauses that could stand alone as separate sentences, use a comma before the conjunction in most cases. *She was glad she had looked, for a man was approaching the house. The school offers courses in art, and it has a fine program in art history.*

As a rule of thumb, use a comma if the subject of each clause is expressly stated: *We are visiting Washington, and we also plan a side trip to Williamsburg.* But no comma is used when the subject of the two clauses is the same and is not repeated in the second clause: *We*

are visiting Washington and plan to see the White House.

WITH NONESSENTIAL CLAUSES: A nonessential clause can be deleted from the sentence without changing the meaning. A nonessential clause must be set off from the rest of the sentence by commas. *Mary, who was the tallest girl in the class, enjoyed science.*

Essential clauses are not set off by commas. Essential clauses cannot be eliminated without altering the meaning of the sentence. *Writers who do not consult the stylebook should not criticize the editor.*

WITH INTRODUCTORY CLAUSES AND PHRASES: A comma is used to separate an introductory clause or phrase from the main clause: *When he had tired of the mad pace of New York, he moved to Oberlin.*

The comma may be omitted after short introductory phrases if no ambiguity would result: *During the night he heard many noises.*

INTRODUCING DIRECT QUOTES: Use a comma to introduce a quotation of one or more complete sentences: *John said, "I think it's time to head home."*

Do not use a comma at the start of an indirect or partial quotation: *He said the victory put him "firmly on the road to the presidency."*

BEFORE ATTRIBUTION: Use a comma instead of a period at the end of a quote that is followed by attribution: *"I have no comment," John Doe said.*

Do not use a comma if the quoted statement ends with a question mark or exclamation mark: *"Go home!" he said.*

WITH APPOSITIVES: Unless it is restrictive, a word, phrase, or clause that is in apposition to a noun is usually set off by commas.

Correct: *My wife, Elizabeth, wrote to our senator.*

Correct: *The opposition leader, Senator Smith, introduced new legislation.*

Correct: *I gave the book to my son Michael.* (This is restrictive—I have more than one son.)

Correct: *Gail Godwin's book Evensong is one of my favorite books.* (This is restrictive—Godwin has written more than one book.)

NAMES OF STATES AND NATIONS USED WITH CITY NAMES: *His journey will take him from Dublin, Ireland, to Fargo, North Dakota, and back again.*

WITH DATES: When a date consists only of a month and year, do not use a comma between them: *March 2001.*

When a phrase refers to a month, day, and year, set off the year with commas: *Feb. 15, 1959, is her birthday.*

PLACEMENT WITH QUOTES: Commas always go inside quotation marks.

dash (—) The dash is typed as an em-dash (shift-option-hyphen on a Macintosh), with no space between the dash and the words that precede or follow.

Use dashes to denote an abrupt change in thought in a sentence or an emphatic pause: *We'll fly to Paris in June—if I get a raise. Smith offered a plan—it was unprecedented—to raise revenues.*

When a phrase that would otherwise be set off by commas contains a series of words that must be separated by commas, use dashes to set off the full phrase: *He listed the qualities—intelligence, humor, and independence—that he liked in an executive.*

ellipsis (...) In general, treat an ellipsis as a three-letter word, constructed with three periods with a space on either side, as shown here.

Use an ellipsis to indicate the omission of one or more words in a quotation. *"Ask ... what you can do for your country."*

If an ellipsis precedes a period or other punctuation mark, attach the mark without leaving a space: *"He felt it was too late to go back"*

exclamation point (!) Use the mark to express a high degree of surprise, incredulity, or other strong emotion. **Exclamation points should be used sparingly.**

PLACEMENT WITH QUOTES: Place the mark inside the quotation marks when it is part of the quoted material. Do not use a comma or a period after the exclamation mark.

Correct: *"How wonderful!" she shouted.*

Incorrect: *"Halt!", the corporal cried.*

Place the mark outside the quotation mark when it is not part of the quotation:

I hated reading Spenser's "Faerie Queene"!

hyphen (-) Hyphens are joiners. They connect two things that are intimately related, usually words that function together as a single concept or work together as a joint modifier. Use them to avoid ambiguity or to form a single idea from two or more words. (e.g., tie-in, toll-free call, two-thirds).

AVOID AMBIGUITY: Use a hyphen whenever ambiguity would result if it were omitted: *The president will speak to small-business men.* (*Businessmen* normally is one word. But *the president will speak to small businessmen*

is unclear. They are not short men who work in business; they work for small businesses.)

Others: *He recovered his health. He re-covered the table.*

COMPOUND MODIFIERS: When a compound modifier—two or more words that express a single concept—precedes a noun, use hyphens to link all the words in the compound except the adverb *very* and all adverbs that end in *-ly*: *a first-quarter touchdown, a bluish-green dress, a full-time job, a well-known man, a better-qualified woman, a know-it-all attitude, a very good time.*

Many combinations that are hyphenated before a noun are not hyphenated when they occur after a noun: *The team scored in the first quarter. The dress, a bluish green, was attractive on her. She works full time. His attitude suggested that he knew it all.*

But when a modifier that would be hyphenated before a noun occurs instead after a form of the verb *to be*, the hyphen usually must be retained to avoid confusion: *The man is well-known. The woman is quick-witted. The children are soft-spoken.*

COMPOUND NUMBERS: Hyphenate the written form of fractions and compound numbers from 21 to 99: *One-fourth of my income goes to rent. Five hundred and twenty-three people attended the kickoff.*

AVOID DUPLICATED VOWELS, TRIPLED

CONSONANTS: Examples: *anti-intellectual, pre-empt, shell-like.*

SUSPENSIVE HYPHENATION: The form: *He studied 18th- and 19th-century literature.*

Note: Compound adjectives denoting dual heritage are not hyphenated: *Italian American, Mexican American, Latin American.*

HYPHENS IN TITLES: The first word in a hyphenated compound of a title is always capitalized. Subsequent words are capitalized unless they are articles, prepositions, coordinating conjunctions, or such modifiers as *flat*, *sharp*, and *natural* following musical key symbols. If a compound comes at the end of a title, the second element is always capitalized. *Out-of-Fashion Initiatives, E-flat Concerto, A Run-in with Authorities, Avoiding a Run-In.*

parentheses () Use parentheses to add useful information for the reader. Parentheses are distracting and should be used sparingly; setting off incidental material by commas or dashes often is more effective.

When parentheses are necessary, follow these guidelines:

PUNCTUATION: Place a period outside a closing parenthesis if the material inside is not a sentence (*such as this fragment*).

(An independent parenthetical sentence such as this one takes a period before the closing parenthesis.)

When a phrase placed in parentheses (*this one is an example*) might normally qualify as a complete sentence but is dependent on the surrounding material, do not capitalize the first word or end with a period.

period (.) Use a period, even when a sentence ends with a URL or email address.

PLACEMENT WITH QUOTES: Periods always go inside quotation marks.

question mark (?) Question marks are placed inside or outside quotation marks, depending on the meaning:

Who wrote the song "Let It Be?"

He asked, "How long will it take?"

quotation marks Use quotation marks to enclose a direct quotation. Single quote marks are used to denote a quote within a quote:

He said, "I'm doing my best."

"I'm doing my best," he said.

He stated, "He meant it when he said 'I am doing my best.'"

RUNNING QUOTATIONS: When a quotation is longer than one paragraph, use quotation marks at the beginning of each paragraph but only at the end of the last paragraph.

IN TITLES: Titles of some types of works are enclosed in quotation marks. See **titles of works**.

PLACEMENT WITH OTHER PUNCTUATION: Follow these long-established rules:

- The period and the comma always go within the quotation marks.

- The dash, the semicolon, the question mark, and the 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.

semicolon (;) Use a semicolon when you want to separate two main clauses but keep them more tightly linked than they would be as two separate sentences: *She achieved all her goals; we were quite impressed.*

Use semicolons to separate elements in a series when they are punctuated internally: *I can't remember whether the opinion was expressed by Smith, the chair; Jones, the secretary; or Dooley, the treasurer.*

Use a semicolon to link independent clauses connected by however, moreover, therefore, consequently, nevertheless, and otherwise: *She excelled in all her studies; therefore, she attained the highest academic honors.*

Bibliography

You should use the *Oberlin College Guide to Editorial Style and Usage* in conjunction with *the resources below*.

Chicago Manual of Style

Merriam Webster's Collegiate Dictionary

Associated Press Stylebook and Libel Manual

Appendix

OBERLIN ACRONYMS

****This list is not meant to be a complete list of all Oberlin acronyms and does not include the various acronyms for student clubs and organizations.**

AARC – Academic Advising Resource Center

Campus Dining Services – CDS

Center for Information Technology – CIT

Center for Learning, Education & Research in the Sciences - CLEAR

Comparative American Literature – CAL

Comparative American Studies – CAS

Concert Production – ConPro

Conservatory – The Con

(Office of) Environmental Sustainability – OES

Experimental College – ExCo

Firelands Association for the Visual Arts – FAVA

First Year Seminar Program – FYSP

Gender, Sexuality and Feminist Studies – GSFS

Multicultural Resource Center – MRC

Oberlin Bibliographic Information System – OBIS

Oberlin Center for Languages and Cultures – OCLC

Oberlin Center for Russian, East European and Central Asian Studies – OCREECAS

Oberlin Center for Technologically Enhanced Teaching – OCTET

Oberlin College Mailroom – OCMR

Oberlin College Media Center – OCMC

Oberlin Public Interest Research Group – OPIRG

Oberlin Student Cooperative Association – OSCA

Office of Religious and Spiritual Life – ORSL

Residential Education – Res Ed

Resource Conservation Team – RCT

Science and Technology Opportunities for a New Generation – STRONG

Spanish in the Elementary Schools – SITES

Science, Technology, Engineering and Mathematics – STEM

Student Academic Services – SAS

Student Finance Committee – SFC

Technology in Music and Related Arts – TIMARA

CAMPUS BUILDING AND OFFICE NAMES

Adam Joseph Lewis Center for Environmental Studies

Afrikan Heritage House (see Lord-Saunders)

Allen Memorial Art Museum

- o King Sculpture Court
- o East Gallery
- o Ripin Gallery

Allencroft (Russian House)

Apollo Theatre

- o Apollo Outreach Initiative Workshop
- o Burrows Theatre
- o Danny DeVito and Rhea Perlman Cinema Studies Center for Media Education and Production (See Cinema Studies)
- o Goldring Theatre

Asia House (Quadrangle)

Athletic Fields and Facilities

- o Bailey Field (football)
- o Robert K. Carr Pool
- o Community Fitness/Cross Country Trail
- o Culhane Field (softball)
- o Dan Hunsinger Courts (tennis)
- o Dill Field (baseball)
- o Field Hockey Field
- o Heisman Field House (indoor track and tennis)
- o Hunsinger Tennis Courts
- o Robert Lewis Kahn Track
- o Knowlton Athletics Complex
- o Patricia '63 & Merrill Shanks Health and Wellness Center, (second reference: Shanks Health and Wellness Center, wellness center)
- o Philips (Jesse) Physical Education Center
- o Fred Shults Field (soccer and lacrosse)
- o Williams Field House (practice facility)

Bailey House (French House)

Baldwin Cottage (Women and Trans* Collective and Third World Co-op)

Barnard House

Barrows Hall

Bonner Center for Service and Learning (see Daub House)

Bosworth Hall

- Fairchild Chapel
- Development and Alumni Affairs

Burrell-King House (Conservatory of Music)

- Community Music School

Burton Hall

Campus Safety

Carnegie Building

- Academic Advising Resource Center/Registrar
- Fowler Conference Room
- Miller Conference Room
- Root Conference Room
- Office of Study Away and Winter Term

Clarence Ward '37 Art Building (Ward Art Building)

- Fisher Gallery
- Art history classrooms
- Visual Resources Collection

Conservatory Annex

- Office of Conservatory Admissions
- Office of Conservatory Communications

Conservatory of Music

- Bibbins Hall
- Central Unit
- Clonick Hall
- Clonick Recording Studio
- Kohl Building, Bertram and Judith Kohl Building
- Kulas Recital Hall
- McGregor Skybar, Lily Smith McGregor Skybar
- Robertson Hall
- David H. Stull Recital Hall
- Warner Concert Hall

Counseling Center (see Professional Services Building)

Cox Administration Building

- Cass Gilbert Room

Dascomb Hall

Daub House (Bonner Center for Service and Learning)

Dewy Ward '34 Alumni Center, Ward Alumni Center

East Field Storage

East Hall

Environmental Studies (See Adam Joseph Lewis Center for {AJLC})

- Hallock Auditorium

Fairchild House

Finney Chapel

Firelands

Firelands Association for the Visual Arts (FAVA)

French House (see Bailey House, la Maison Francophone)

Gateway Center (Peter B. Lewis)

- Office of Admissions (Clyde Smith McGregor)
- The Hotel at Oberlin
- 1833 Restaurant
- StudiOC
- Lemle (Gertrude B.) Teaching Center
- William and Helen Birenbaum Innovation and Performance Space, or the Birenbaum

German House (see Kade)

Hales Annex

- Billiard Room
- College Lanes
- Cat in the Cream Coffeehouse

Hales Gymnasium

Hall Auditorium and Annex

- Eric Baker Nord Performing Arts Annex
 - Irene and Alan Wurtzel Theater
 - Costume Shop
 - Faculty offices
 - Dress Rehearsal Room
- Hall Annex
 - Kander Theater
- Hall Auditorium

Harkness House

Harvey House (Spanish House, La Casa Hispánica)

Heisman (John W.) Field House (see Athletic Fields and Facilities)

Hotel at Oberlin, The

Johnson House (Hebrew Heritage House)

Kade (German House, Max Kade German House, Deutsches Haus)

Kahn (Robert Lewis) Hall

Keep Cottage

King Building

Kosher Halal Co-op (see Talcott Hall)

Langston Hall

Lewis Annex

Lewis (Adam Joseph) Center for Environmental Studies
(see Environmental Studies, AJLC)

Lewis House

- Ombudsperson/ Dialogue Center
- Multifaith Center

Lord-Saunders (Afrikan Heritage House)

McGregor (Clyde Smith) Office of Admissions

Mudd (Seeley G.) Center (Library)

- Azariah's Café
- Center for Information Technology
- Circulation/Stacks
- College Archives
- Help Desk
- Mary Church Terrell Main Library
- Oberlin College main library
- Research Desk
- Scholar Studies/Late Study
- Special Collections

Multicultural Resource Center (MRC)

Multifaith Center (see Lewis House)

Noah Hall

Yeworkwa Belachew Center for Dialogue at Oberlin
College or YBCD (see Lewis House)

Old Barrows

Peters Hall

- Paul and Edith Cooper International Learning
Center (CILC)

Philips (Jesse) Physical Education Center

- Carr Pool
- Climbing wall
- Department of Athletics & Physical Education
- Heisman Club Hall of Fame
- Shanks Health and Wellness Center

Price (Third World House)

Professional Services Building

- Communications
- Counseling Center
- Student Health

Pyle Co-op (see Asia House)

Rice Hall

Richard Baron '64 Art Gallery

Russian House (see Allencroft)

Science Center

- Bent Corridor
- Norman C. Craig Lecture Hall
- Nancy Schrom Dye Lecture Hall (formerly West
Lecture Hall)

- Wright Laboratory of Physics
- Science Center Atrium

Service Building (Ronald R. Watts)

Severance Hall (Psychology)

South Hall

- Yu (Diane) Fitness Center

Spanish House (see Harvey House, La Casa Hispanica)

Stevenson Hall

- Career Development Center
- Res Ed
- Stevenson Dining Hall

Student Health Center (see Professional Services
Building)

Talcott Hall

- Kosher Halal Co-op

Tank Hall

Tappan Square

- Clark Bandstand
- Fire Pit
- The Rock

Third World Co-op (see Baldwin Cottage)

Venturi Art Building

- Clarence Ward Art Library (art library)
- Ellen Johnson Gallery
- Art studios and classrooms

Warner Center

Watts, (Ronald R.) Service Building (see Service
Building)

Weltzheimer-Johnson House

Wilder Hall

- Conference Services
- Office of the Dean of Students
- Decafé & Market
- Dionysus Disco ('Sco)
- International Student Resource Center
- Rathskellar (the Rat)
- Student Union
- Student Mailroom

Wilder Bowl

Wright House, Frank Lloyd (see Weltzheimer-Johnson
House)

Wright Laboratory of Physics

Zechiel House

AREAS OF STUDY IN THE COLLEGE OF ARTS AND SCIENCES

Africana Studies (Major/Minor)

Anthropology (Major/Minor)

Archaeological Studies (Major)

Art History (Major/Minor)

Biochemistry (Major)

Biology (Major)

Book Studies (Concentration)

Chemistry (Major/Minor)

Cinema Studies (Major)

Classical Civilization (Major)

Cognitive Sciences (Concentration)

Comparative American Studies (Major/Minor)

Comparative Literature (Major/Minor)

Computer Science (Major/Minor)

Creative Writing (Major/Minor)

Dance (Major/Minor)

East Asian Studies (Major/Minor)

Economics (Major/Minor)

Education Studies (Concentration)

Engineering Program, 3-2 (Major)

English (Major/Minor)

Environmental Studies (Major/Minor)

French (Major/Minor)

Gender, Sexuality, and Feminist Studies (Major/Minor)

Geology (Major/Minor)

German (Major/Minor)

German Studies (Major)

Greek Language and Literature (Major/Minor)

Hispanic Studies (Major/Minor)

History (Major/Minor)

Individual Major (Major)

International Studies (Concentration)

Jewish Studies (Major/Minor)

Latin American Studies (Major)

Latin Language and Literature (Major/Minor)

Law and Society (Major/Minor)

Linguistics (Concentration)

Literary Translation (Concentration)

Mathematics (Major/Minor)

Middle East and North Africa Studies (Minor)

Musical Studies/Double Degree (Major)

Neuroscience (Major)

Peace and Conflict Studies (Concentration)

Philosophy (Major/Minor)

Physics & Astronomy (Major/Minor)

Politics (Major/Minor)

Pre-Professional Careers: Education

Pre-Professional Careers: Law

Pre-Professional Careers: Premed

Psychology (Major)

Religion (Major/Minor)

Rhetoric and Composition (Minor)

Russian (Major/Minor)

Russian and East European Studies (Major/Minor)

Sociology (Major/Minor)

Statistical Modeling (Concentration)

Studio Art (Major/Minor)

Theater (Major/Minor)

Visual Art (Major)

See full list at: www.oberlin.edu/arts-and-sciences/areas-of-study

**FOR A LIST OF AREAS OF STUDY IN THE
CONSERVATORY, VISIT**

www.oberlin.edu/conservatory/areas-of-study