

INTRODUCTION

The Irvine Valley College editorial style guide was created to ensure consistency and accuracy across the college’s print and digital communications. It is a living document, and is intended to serve as a quick reference.

To navigate the style guide, use the Table of Contents below, scroll down to the topic you wish to learn more about, or search the PDF for the word or topic in which you are interested. For example, to learn how building names on campus should read, search “building names.”

The style guide is derived from AP Style, although the college has its own in-house variations. For more general style questions, refer to the [Associated Press Stylebook](#) or our secondary source, the [Chicago Manual of Style](#).

Please send any questions or suggestions to cyacono@ivc.edu.

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COLLEGE-SPECIFIC TERMINOLOGY

123getsmart.com

The Community Education registration website.

AANAPISI (Asian American and Native American Pacific Islander Serving Institution)

AANAPISI is a Federal Title III funded program; IVC is a partner school, and runs ELEVATE AAPI @ IVC (Equitable Learning Experiences Valuing Achievement, Transfer, and Empowering Asian Americans and Pacific Islanders at Irvine Valley College) on campus.

ELEVATE AAPI is located in B 353, the Center for Asian Americans and Native American Pacific Islanders (CAANAPI)

Academic Senate

administration

Capitalize as part of a full official name; lowercase otherwise.

the college administration

Office of College Administrative Services

He has worked in college administration and finance for over three decades.

administrative regulations

Capitalize the complete, formal name; lowercase when referring to regulations in general.

Administrative Regulation 4000.5 details how to file a discrimination or harassment complaint.

We will discuss revisions to several administrative regulations.

Administrative Services

Use College Administrative Services (not Administrative Services)

Office of College Administrative Services

Vice President for College Administrative Services

administrative titles

Use lowercase unless the title precedes the name. See the catalog for official administrative titles.

College President Eric Tran introduced his nominee.

Tran, the college president, introduced his nominee.

President Tran

Crystal Taylor, vice president for student services, opened the meeting.

Vice President for Student Services Crystal Taylor opened the meeting.

admissions

Admissions is always plural when referring to the Admissions Office or the Office of Admissions, Records and Enrollment Services. Capitalize as part of the full, official name; lowercase otherwise.

Adult ESL Center**Advanced Placement (AP)**

She is in three Advanced Placement classes.

alumni, alumnus, alumnae, alumna

Alumni and alumnus are the preferred plural and singular terms of alumni of any gender. The feminine terms alumnae and alumna may be used given the context of the publication or the preference of the subject. Do not shorten to “alum.” Capitalize alumni as part of a full official name; lowercase otherwise.

college alumni

The first speaker will be alumnus Carol Williams.

Arts, the

When referring to the School of the Arts, capitalize “the” only at the beginning of a sentence or when used as a phrase in non-sentence case. Rearrange the sentence if necessary, to make the meaning clearer. When referring to the general concept of the arts, use the lowercase form.

School of the Arts Dean Julian Gonzales will speak at the event.

Julian Gonzales is dean of the School of the Arts.

NOT: Julian Gonzales is dean of The Arts.

He studies the arts.

Asian American and Native American Pacific Islander Serving Institution (AANAPISI)

AANAPISI is a Federal Title III funded program; IVC is a partner school, and runs ELEVATE AAPI @ IVC (Equitable Learning Experiences Valuing Achievement, Transfer, and Empowering Asian Americans and Pacific Islanders at Irvine Valley College) on campus.

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assistant/associate professor

Faculty titles are lowercase unless the title precedes a name.

Tim Morton, an assistant professor of archeology, disagreed vehemently.

Among those who disagreed vehemently was Assistant Professor Tim Morton.

On subsequent references, faculty should be referred to by their surnames only without an honorific title. (Phrases such as “Dr. Morton” or “Professor Smith” should be limited to material directly quoted from a speaker or from another source.)

Do not use the abbreviation “prof.” when referring to faculty.

There are several ranks of faculty (assistant professor, associate professor, professor, instructor), and it is important to note that these should not be used interchangeably. If the professor in question is an associate or assistant professor, state it. If you are unclear as to what their exact title is, request it or refer to the college catalog Who's Who section. An assistant professor should never be listed as a professor, and so on.

associate degree, AA, AS

See [TITLES](#).

Associated Student Government of Irvine Valley College (ASG of IVC)

The student leadership component of ASIVC.

Associated Students of Irvine Valley College (ASIVC)

The student body group of IVC.

ATEP - Advanced Technology & Education Park

ATEP is a Tustin campus of the South Orange County Community College District, offering classes from Saddleback College and Irvine Valley College.

award vs. scholarship

An IVC scholarship winner is determined by committee. An IVC award is bestowed directly to a party. The two are not interchangeable; when in doubt, reference both scholarships and awards.

This year's scholarship and award recipients will be honored at a ceremony on May 21.

awards

Lowercase award titles unless they are part of a proper name.

Sally Smith won first, second, and third place respectively.

Tyler Wooton won honorable mention.

Ann Merino won the Pulitzer Prize.

bachelor's degree, BA, BS, BM

See [TITLES](#).

BDRPC (Budget Development and Resource Planning Committee)

BEES Garden (Biology, Ecology, Environmental Studies)

Blackboard/blackboard

Capitalize when referring to the web-based educational delivery platform. Lowercase when referring to a generic chalkboard; "whiteboard" is preferred, if the object in question is actually a whiteboard.

The syllabus is available on Blackboard.

Board of Trustees

Capitalize when referring to the board formally, but lowercase when used generically:

The South Orange County Community College District Board of Trustees meets monthly.

The seven-member board of trustees governs Saddleback College and Irvine Valley College.

The trustees will meet.

The board will meet.

Virginia Miller, a trustee since 1994, disagreed.

Trustee Virginia Miller disagreed.

board policy/policies

Capitalize the complete, formal name; lowercase when referring to a board policy or policies in general.

Board Policy 5505 deals with student grievances.

The trustees will discuss revisions to several board policies.

Bookstore/bookstore

Capitalize when referring to the campus bookstore; lowercase when used in a general sense.

The Irvine Valley College Bookstore is in the B 100 building.

She needs to find a copy of "100 Years of Solitude" at the bookstore.

BSTIC

Business Sciences and Technology Innovation Center

Budget Development and Resource Planning Committee (BDRPC)

building names

Insert a space between the building/classroom letter and number where appropriate; i.e. B 263 in the B 200 building, not B263 in the B200 building. Below is a list of official building abbreviations, names and descriptions.

A 100: Administration

A 200: Social Sciences

A 300: Humanities and the Arts

B 100: Bookstore, classrooms and offices

B 200: Mathematics and Physical Sciences

B 300: Classrooms and labs

B 400: Life Sciences Building (LSB); LSB is preferred

BSTIC: Business Sciences and Technology Innovation Center

CDC: Child Development Center

CEC: Community Education Complex

CP 100: IVC Police (and parking information)

KAP: Kaplan International (no longer on campus; omit references)

LA: Liberal Arts Building (never LAB)

LIB: Library

LSB: Life Sciences Building (alternately known as B 400; LSB is preferred)

M 100: Facilities Management

PAC: Performing Arts Center

PE 100: Health Fitness Complex

PE 200: Hart Gymnasium

SSC: Student Services Center (never abbreviated as "SC")

TER: Live Oak Terraces

Business (academic department)

The name of the department is technically Management, not Business; check with the department chair to ensure how they want it to be listed.

Business Sciences

Capitalize when referring to the school; lowercase when referring to a student's course of study.

The School of Business Sciences will host a symposium.

She studies business sciences.

CAANAPI (the Center for Asian Americans and Native American Pacific Islanders)

AANAPISI is a Federal Title III funded program; IVC is a partner school, and runs ELEVATE AAPI @ IVC (Equitable Learning Experiences Valuing Achievement, Transfer, and Empowering Asian Americans and Pacific Islanders at Irvine Valley College) on campus.

ELEVATE AAPI is located in B 353, the Center for Asian Americans and Native American Pacific Islanders (CAANAPI)

California Community Colleges

Capitalize when referring to the organization or the chancellor's office; lowercase in general usage.

There are currently 114 community colleges in California.

For more information, contact the California Community Colleges Chancellor's Office.

She couldn't decide which California community college she preferred.

California Community Colleges Chancellor's Office**California Community Colleges Student-Right-to-Know Information Clearinghouse****California Education Code (CEC)****California State University (CSU) campuses**

The usual naming convention for CSU schools is as follows:

California State University, Fullerton (acceptable as CSU Fullerton after first reference)

Note: The following CSU campuses do not follow this naming convention:

California Maritime Academy

California Polytechnic State University, Pomona (acceptable as Cal Poly Pomona)

California Polytechnic State University, San Luis Obispo (acceptable as Cal Poly San Luis Obispo)

Humboldt State University

San Diego State University

San Francisco State University

San Jose State University

Sonoma State University

Stanislaus State University (new naming convention)

California Work Opportunities and Responsibility to Kids (CalWORKs)**CalWORKs (California Work Opportunities and Responsibility to Kids)**

campus, campuses, campuswide

Lowercase. Also see **college**.

He rides his bike to campus.

She sent a campuswide email.

Campus Police**CARE (Cooperative Agencies Resources for Education)****Career and Job Placement Center**

Also acceptable in uses where the full title isn't required: Career Center

Career and Technical Education (CTE)**catalog**

Use "catalog," not "catalogue," in lowercase.

the college catalog; the IVC catalog

CCNA (Cisco Certified Network Associate)**CDC (Child Development Center)****CEC (California Education Code OR Community Education Complex)****chair (title)**

For internal offices, use chair and not chairman.

Emily Bourgogne, chair of the English department, will speak to the group.

For external offices, use chairman, chairwoman, or chairperson given the preference of the office holder. Capitalize directly before a name as a title; lowercase otherwise.

The chairman of Walt Disney Studios will speak.

We asked Chairwoman Mina Nawadi of the Norooz Foundation to address the class.

Child Development

When referring to the department, use "Human Development."

Child Development Center (CDC)

Closed in spring 2016.

CIM (Computer Information Management)**Cisco Certified Network Associate (CCNA)****Classified Senate**

classrooms

Insert a space between the letter and number, as applicable; these should match the building names. **Also see room numbers.**

The class will be held in the A 300 building, in room A 305.

CLEP (College Level Examination Program)**Coastline Community College****coed**

Do NOT use as a noun to refer to a female student.

Correct use: A child's social skills will develop better in a coed classroom.

Incorrect use: He asked the coed for a date, but she declined.

college, collegewide

College, when referring to Irvine Valley College in a standalone context, is not capitalized.

He graduated from the college in 2014.

She sent a collegewide email.

College4Kids @ IVC**College Administrative Services**

Office of College Administrative Services (not Administrative Services)

Vice President for College Administrative Services

College Level Examination Program (CLEP)**Commencement**

Capitalize when referring to the IVC graduation exercise. Do not use "IVC Graduation Ceremony" or similar; say "IVC Commencement." Students graduate at Commencement.

Parents and friends are invited to attend Commencement this weekend.

committee

Capitalize when part of a full, formal name; lowercase otherwise.

The committee meeting is cancelled until next week.

The Commencement Speaker Committee will meet on Monday.

Communication Studies/Forensics/Speech

The department name is Communication Arts, not Speech and Forensics. The college debate team is called the IVC Speech and Debate Team.

Community Education

Community Ed may be used in informal, internal references, but the full name of the program is Community Education. Community Education provides non-credit classes to the community. This is not the same as the Emeritus Institute, which serves senior adults, although they are run by the same office.

Community Education Complex (CEC)**Computer Information Management (CIM)****conference**

Capitalize as part of a full official name; lowercase otherwise.

consortium

Consortium is singular; consortia is the plural form. Capitalize when part of a full, formal name; lowercase otherwise.

Cooperative Agencies Resources for Education (CARE)**Cooperative Work Experience (CWE)****corequisite****Counseling Center****Counseling Services**

Not Counseling and Guidance Services.

courses

Course names are capitalized in title case. Refer to the latest edition of the IVC catalog for the correct course name and number. Course numbers are all caps with no periods.

PHYS 11: A Brief History of Time

coursework (one word)**CTE (Career and Technical Education)****cum laude, magna cum laude, summa cum laude****CWE (Cooperative Work Experience)****Cypress College****dean**

Use lowercase unless the title precedes the name.

Merrell Chatsworth, dean of liberal arts

Dean Merrell Chatsworth

Dean's List

degrees

See [TITLES - academic degrees](#).

departments and offices

Capitalize formal names and lowercase informal references. Typically, if the word “department” or “office” appears first, it is considered a formal name.

The Department of Theatre; the theatre department

The Department of English; the English department

The Office of Instruction; the instruction office (however, the VP is the Vice President for Instruction)

The School of Life Sciences and Technologies; the school

Design Model Making and Rapid Prototyping**Digital Media Arts****Disabled Students Programs and Services (DSPS)**

Use an “and,” not an ampersand. There is no ampersand in the abbreviated form. Note that “Students,” “Programs” and “Services” are all plural in the title at IVC.

District

When referring to districts in general, lowercase “district.” When referring to the South Orange County Community College District, capitalize “District.”

California school districts will face budget cuts this fall.

The South Orange County Community College District celebrated its 50th anniversary.

These are just a few of the services offered by the District.

doctorate

See [TITLES - academic degrees](#).

double major

Hyphenate when used as a verb. Note that Irvine Valley College does not have “majors” – they are used at four-year schools. At IVC, students earn degrees and certificates.

She double-majors in political science and statistics at San Diego State University.

She is a double major in political science and statistics.

Drafting Technology and Engineering**DSPS (Disabled Students Programs and Services)**

Use an “and,” not an ampersand. There is no ampersand in the abbreviated form. Note that “Students,” “Programs” and “Services” are all plural in the title at IVC.

Duplicating Center**Early College****Economic and Workforce Development/Contract Education**

ELEVATE AAPI @ IVC (Equitable Learning Experiences Valuing Achievement, Transfer, and Empowering Asian Americans and Pacific Islanders at Irvine Valley College)

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emeritus, emeriti, emerita

Emeritus is an honorary rank bestowed on some retired faculty. Not every retired faculty member has emeritus status, so do not use the terms interchangeably.

Always use the construction “professor emeritus,” NOT “emeritus professor.” The title should be in lowercase; avoid constructions with the title before the name. Exception: In the Who’s Who list, capitalize Professor Emeritus.

Dale Williams was named professor emeritus of mathematics in 1980.

Emeritus and emeriti are the preferred singular and plural terms of professors of any gender. The feminine term emerita may be used given the context of the publication or the preference of the subject.

The Department of History held a banquet to honor its professors emeriti.

The word also refers to IVC’s Emeritus Institute, a non-credit collection of courses predominantly taken by older adults.

Emeritus Institute**Energy Solar Photovoltaic Systems Technician****EOPS (Extended Opportunity Program and Services)**

Use an “and,” not an ampersand. There is no ampersand in the abbreviated form.

ESL

English as a Second Language

Enrollment Services**Extended Opportunity Program and Services (EOPS)**

Use an “and,” not an ampersand. There is no ampersand in the abbreviated form.

Facebook**faculty**

Faculty titles are lowercase unless the title precedes a name.

Tim Morton, an assistant professor of archeology, disagreed vehemently.

Among those who disagreed vehemently was Assistant Professor Tim Morton.

On subsequent references, faculty should be referred to by their surnames only without an honorific title. (Phrases such as “Dr. Morton” or “Professor Smith” should be limited to material directly quoted from a speaker or from another source.)

Do not use the abbreviation “prof.” when referring to faculty.

There are several ranks of faculty (assistant professor, associate professor, professor, instructor) and it is important to note that these should not be used interchangeably. If the professor in question is an associate or assistant professor, state it. If you are unclear as to what their exact title is, request it. An assistant professor should never be listed as a professor, and so on.

Faculty Professional Development Week

Professional Development Week is preferred, as staff are given professional development opportunities during this time as well.

FAFSA (Free Application for Federal Student Aid)

Not FASFA.

fellowship

Capitalize as part of a full official name; lowercase otherwise.

He received a Boren Fellowship.

He received a research fellowship.

financial aid

Lowercase in general; capitalized when used in a specific proper name.

She asked whether she was eligible for financial aid.

Get more information at the Financial Aid Office.

Flex Week

“Flex Week” is an informal internal term. Use “Professional Development Week” in official materials. This terminology is preferred over Faculty Professional Development Week, as staff are given professional development opportunities at this time as well.

Forensics/Communication Studies/Speech

The department name is Communication Arts, not Speech and Forensics. The college debate team is called the IVC Speech and Debate Team.

foundation

Capitalize when referring to the college foundation formally, but lowercase when used generically.

the Irvine Valley College Foundation

They provided several foundation grants.

Free Application for Federal Student Aid (FAFSA)

Not FASFA.

Freshman Advantage program

Fullerton College

Community college; distinguish from California State University, Fullerton.

fundraise, fundraiser, fundraising

Never hyphenated. “Fundraise” can be used as a verb.

They are holding a fundraiser tonight.

He is their best fundraiser.

He attended a fundraising dinner.

She came to campus to fundraise.

GED (General Equivalency Diploma)

No periods. Abbreviation acceptable on second reference.

general education

Lowercase unless used in a formal name.

I finished my general education classes.

I’m trying to earn my Certificate of Achievement in California State University General Education-Breadth.

Golden West College

grade point average (GPA)

No periods. Abbreviation acceptable on second reference.

He had a 3.4 grade point average in high school.

grade (academic year)

Spell out numbers one through nine; use the numerical version of numbers 10 and above.

first-grade student

10th-grade student

grade six

grades 10 to 12

grader

first grader

10th grader

grades (academic marks)

Capitalize; no quotes. For plurals, add an apostrophe. Plus and minus signs are acceptable when the meaning is clear; use an en-dash instead of a hyphen, when possible.

She got an A minus.

She got two F’s last year.

He was disappointed with the C– he received on his final exam.

graduate (noun and adjective)

Capitalize as part of a full official name; lowercase otherwise.

He is a college graduate.

He is taking graduate courses.

He is a member of the Graduate Organizing Group.

graduate (verb)

She graduated from college.

She graduated at the top of her class.

NOT: She graduated college.

GRE (Graduate Record Exam)

No periods. Abbreviation acceptable on second reference.

groundbreaking, groundbreaking ceremony

Use as one word, no hyphen, lowercase.

Guidance and Counseling

Refers to the academic school, not the Counseling Center.

handbook

One word. Capitalize as part of a title; lowercase otherwise.

The department will produce its own handbook.

The online edition of the Student Handbook is now available.

Hart Gymnasium

Use the full, capitalized name when referring to the campus building.

The game will be held at Hart Gymnasium.

Health and Wellness Center**height**

Use figures. Hyphenate when used as a modifier.

She is 5 feet, 2 inches tall.

She is a 5-foot, 2-inch woman.

She is 5 foot 2.

She is a 5-foot-2 point guard.

home school

home schooling (noun)

He is opposed to home schooling.

home-schooling (adjective)

We have devised a new home-schooling curriculum.

home-school (verb)

They home-school their three children.

home-schooled (verb or adjective)

She was home-schooled until high school.

He is a home-schooled student.

homecoming, homecoming king, homecoming queen

Use as one word, with no hyphen. Use lowercase form when referring to the event generically; capitalize when referring to the specific event.

Honors Advisory Council

honors classes

She is a member of the Honors Program, and takes honors classes.

Honors Program

Capitalize when referring to the program at IVC.

She is a member of the Honors Program, and takes honors classes.

Human Development, Department of

(Not Child Development)

Humanities

Capitalize when referring to the School of Humanities or in another proper name; lowercase in general usage.

He studies the humanities.

She is the dean of the School of Humanities.

IB (International Baccalaureate)

No periods; abbreviation acceptable on second usage.

independent study

Institutional Effectiveness Committee (IEC)

Instruction

Office of Instruction

Vice President for Instruction

The college will examine various methods of instruction.

Instructional Council

instructor

Not interchangeable with “Professor.” Faculty titles are lowercase unless the title precedes a name.

On subsequent references, faculty should be referred to by their surnames only without an honorific title. (Phrases such as “Instructor Miller” should be limited to material directly quoted from a speaker or from another source.)

There are several ranks of faculty (assistant professor, associate professor, professor, instructor), and it is important to note that these should not be used interchangeably.

Tim Morton, an archeology instructor, disagreed vehemently.

Among those who disagreed vehemently was Instructor Tim Morton.

Instrumental Music Area

International Baccalaureate (IB)

international student

Not capitalized, unless part of a formal name.

Three international students attended the workshop.

The International Student Center hosts workshops.

International Student Center, International Student Program

Intersegmental General Education Transfer Curriculum (IGETC)

Irvine Valley

May be used to refer to Irvine Valley College if the meaning is clear, particularly in athletics contexts.

Irvine Valley hosted the other Orange Empire Conference members.

Irvine Valley College (IVC)

Irvine Valley College comprises 10 academic schools. It was opened in 1979 as Saddleback College North Campus, and received its current name in 1985.

“College,” when referring to Irvine Valley College, is not capitalized. Spell out the name of the college upon first use in exterior publications, followed by “(IVC).” Use “IVC” for subsequent references in most cases. Interior, informal materials may use IVC without previously using the full version of the name.

Kinesiology, Health and Athletics

Language Acquisition Center

Languages and Learning Resources, School of

Formerly portions of the School of Humanities and Languages and the School of Library Studies.

Lasers

Nickname for the college athletic teams. May be used alone if the context is clear.

The Lasers made their first appearance in the playoffs on Thursday.

Learning Disabilities Program**lectures**

Use roman type in quotation marks for titles of lectures or presentations.

“A Brief History of the Bee”

library, libraries

Capitalize as part of a full official name; lowercase otherwise.

IVC Library

They went to the library.

Life Fitness Center**Life Sciences and Technologies, School of****Life Sciences Building (LSB)**

Also known as B 400; however, LSB is preferred.

Live Oak Terraces

Not “Live Oaks Terrace” or “Live Oaks Terraces.” Abbreviated on maps as TER.

logo/seal

The IVC logo and seal are not the same. The logo is acceptable for general usage. The seal may only be used for the most formal occasions, in publications created by the Marketing Department. For more information, view the college’s Graphic Standards Manual.

major

Note that Irvine Valley College does not have “majors” – these are used at four-year schools. At IVC, students earn degrees and certificates.

She majors in international business at San Diego State University.

She is earning her Administrative Assistant associate degree at Irvine Valley College.

Marketing and Creative Services**master class**

Not “masterclass” or “Master Class,” unless part of a proper noun.

master's degrees

See [TITLES - academic degrees](#).

Math Center

Mathematics, Computer Science and Engineering, School of**Military Friendly School**

As of 2016, IVC is in its sixth year of designation as a Military Friendly School.

Model United Nations (MUN)

May be referred to as MUN after first reference.

MySite**nonresident student**

Not capitalized; no hyphen.

no-pass/pass

Use “pass/no-pass”

Bio 12D is offered on a pass/no-pass basis.

office

Capitalize formal names and lowercase informal references. Typically, if the word “office” appears first, it is considered a formal name.

The Office of Instruction; the instruction office

Office of College Administrative Services

Office of Online and Extended Education

Office of the President

Office of Student Services

A new office for re-entry students will be established in the fall.

Online and Extended Education**Orange Coast College****Orange Empire Conference****Outreach and Community Relations**

Capitalize the department title, but lowercase outreach as a verb, general noun or adverb.

PAC (Performing Arts Center)**parking**

When referring to parking lots, capitalize Lot when followed by a single number. Do not capitalize when preceded by “parking.”

Parking will be available in Lot 4.

Attendees are invited to use IVC parking lots 4, 5 and 6.

pass/no-pass

Bio 12D is offered on a pass/no-pass basis.

Performing Arts Center (PAC)

They performed on the Main Stage of the Performing Arts Center.

PhD

See [TITLES - academic degrees](#).

Phi Theta Kappa**Physical Sciences and Technologies, School of****plagiarism**

Not “plagarism”

police

Proper name: Campus Police

postdoctoral**postgraduate****prerequisite****president**

Capitalize as part of a full official name, or when used as a title before a name; lowercase otherwise.

Office of the President

President Eric Tran

Eric Tran is the college's ninth president.

President’s Executive Council**Professional Development Week**

This terminology is preferred over Faculty Professional Development Week, as staff are given professional development opportunities at this time as well. Use in official materials; “Flex Week” is an informal internal term.

professor

Not interchangeable with “instructor.” Faculty titles are lowercase unless the title precedes a name.

If the professor in question is an associate or assistant professor, state it.

On subsequent references, faculty should be referred to by their surnames only without an honorific title. (Phrases such as “Professor Morton” should be limited to material directly quoted from a speaker or from another source.)

There are several ranks of faculty (assistant professor, associate professor, professor, instructor) and it is important to note that these should not be used interchangeably.

Tim Morton, an assistant professor of archeology, disagreed vehemently.

Among those who disagreed vehemently was Assistant Professor Tim Morton.

Program Student Learning Outcomes (PSLOs)**proviso, provisos****Psi Beta****quad**

Short for “quadrangle.” Lowercase the word quad when used in a sentence; quads on campus are not proper nouns.

Student Services quad

B quad

Re-Entry Center**Recycling and Resource Management****Research, Planning and Accreditation****resident student**

Not capitalized.

room numbers

Room numbers at IVC have a space between the first letter and the number, similar to **buildings** above. However, they do not have a space between the number and any following letters.

The class will be held in room B 203B.

The class will be held in room 203B of the B 200 building.

Saddleback College

IVC’s sister college, and the other primary campus of the South Orange County Community College District.

SAT

Scholastic Assessment Tests. May be abbreviated on first reference when the context is clear.

Her SAT scores were very impressive.

scholar, scholarship

Capitalize as part of a full official name; lowercase otherwise.

Fulbright Scholar

Fulbright scholarship

He received a full scholarship.

scholarly papers

scholarship vs. award

An IVC scholarship winner is determined by committee. An IVC award is bestowed directly to a party. The two are not interchangeable; when in doubt, reference both scholarship and award winners.

school

The college comprises 10 academic schools:

School of the Arts

School of Business Sciences

School of Guidance and Counseling

School of Humanities

School of Kinesiology, Health and Athletics

School of Languages and Learning Resources

School of Life Sciences and Technologies

School of Mathematics, Computer Science and Engineering

School of Physical Sciences and Technologies

School of Social and Behavioral Sciences

Capitalize as part of a full official name; lowercase otherwise. In the case of the School of the Arts, when “School of” is left off, do not capitalize “the” unless it begins a sentence. Do not capitalize references to “the business school,” etc.

School of the Arts

business school

The Academic Senate will discuss the schools of the Arts, Business Sciences, and Life Sciences and Technologies.

school subjects and majors

Capitalize names of specific courses and proper nouns; lowercase otherwise.

He signed up for Fundamentals of Biology.

She plans to major in biology.

He received a bachelor’s degree in philosophy.

seal/logo

The IVC logo and seal are not the same. The logo is acceptable for general usage. The seal may only be used for the most formal occasions, in publications created by the Marketing Department. For more information, view the college’s Graphic Standards Manual.

seasons

Capitalize the season name when it refers to an academic term, but otherwise use seasons in lowercase

Fall 2015 *Homecoming takes place during the fall semester.*

Spring 2020 *Commencement is always held in the spring.*

Summer 2021 *The summer session typically begins the fourth week of May.*

semester

Semesters are lowercase. See above for information about seasons.

The fall semester begins in late August.

SEP (Student Equity Plan)

Sexual Assault Compliance Workgroup**SLOs (Student Learning Outcomes)****Social and Behavioral Sciences, School of****South Orange County Community College District (SOCCCD)**

When referring to the South Orange County Community College District, capitalize “District.”

The South Orange County Community College District celebrated its 50th anniversary.

These are just a few of the services offered by the District.

Special Services**Speech/Communication Studies/Forensics**

The department name is Communication Arts, not Speech and Forensics. The college debate team is called the IVC Speech and Debate Team.

SSAMMO (Student Success Access Matriculation Marketing & Outreach)**Strategic Planning & Accreditation Council****Strength Training Center****Student Ambassador program**

Not Student Ambassadors.

student-athletes

Not student athletes.

Student Code of Conduct**Student Equity Plan (SEP)****Student Learning Outcomes (SLOs)****Student Life**

Not Student Life and Development

Student-Right-to-Know (SRTK) and Campus Security Act of 1990**Student Rights and Grievances Work Group****Student Services**

Office of Student Services

Vice President for Student Services

The college offers many student services.

Student Services Center (SSC)

Student Success Access Matriculation Marketing & Outreach (SSAMMO)**Student Success and Support Program (SSSP)**

Formerly Matriculation.

Student Success Center**symposium**

Symposium is singular; symposia is plural. Capitalize when part of a full, formal name; lowercase otherwise.

Technology Advisory Task Force**Technology Services****tenure, tenure-track, tenured**

Use “tenure” as a noun, “tenure-track” as a modifier for those who are on their way to receiving tenure, and “tenured” for those who have received tenure.

Testing Center**theater, theatre**

The department at IVC uses the spelling Theatre Arts. Check carefully; some IVC courses use the spelling “theater” in the course title.

The School of the Arts houses the Theatre Arts program.

He enrolled in TA 22, “Introduction to Theater.”

thesis

Use roman type in quotation marks for the titles of dissertations and theses. The plural of thesis is theses.

Students must complete a thesis to finish the program.

The theses were stacked on the library shelf.

Title IV

Not Title 4.

Title IX

Not Title 9.

Transfer Admission Guarantee

A program by which students are guaranteed transfer admission to one of six UC schools.

Transfer Alliance Program

An honors transfer program at UCLA.

Transfer Center**Transfer Fair****trustees**

Capitalize trustee when it appears before a name. Otherwise, keep it lowercase.

Mary Brown has been a trustee since 1994.

Trustee Mary Brown

See **Board of Trustees**

tryouts/trying out

IVC does not offer tryouts for athletic teams. Use the word “join” where necessary.

For more information on joining the women’s golf team, contact...

Twitter

Verb: to tweet (redundant to use both). NOTE: tweeting is only done on Twitter.

I tweeted about the ceremony.

I posted on Twitter about the ceremony.

NOT: I tweeted on Twitter about the ceremony.

NOT: I tweeted on Facebook about the ceremony.

University of California (UC) campuses

The naming convention for UC schools is as follows:

University of California, Irvine (acceptable as UC Irvine after first reference)

Veterans Services Center

vice president

Capitalize as part of a full official name, or when used as a title before a name; lowercase otherwise. IVC vice presidents are “for,” not “of,” their departments.

Office of the Vice President for Instruction

Vice President Corina Birch

Corina Birch, vice president for instruction, called the meeting to order.

Who’s Who

work group

Do not capitalize unless the full name is referenced.

She is a member of the Basic Skills Work Group.

He joined three work groups this year.

Writing Center

ABBREVIATIONS AND ACRONYMS

On first reference, spell out names that may be unfamiliar to the audience you are addressing. You may add the acronym in parentheses following the first reference and use it thereafter.

The Irvine Valley College (IVC) Business Sciences and Technology Innovation Center (BSTIC) opened officially in October 2009. IVC was founded in...

When to use periods: In general, use periods in abbreviations that appear in lowercase letters. Omit periods with abbreviations in capital letters: e.g., NATO, USDA, AIDS. An exception is time; IVC uses “am” and “pm.”

Do not use periods in commonly used college abbreviations and acronyms: IVC, ASIVC, IGETC, CSU, UC.

Using “a” or “an” before an abbreviation: If read out loud the abbreviation sounds like it begins with a consonant, use “a”; if it sounds like a vowel, use “an”:

EXAMPLES:

a BFA in art an MS in engineering an AFL-CIO coordinator
an FBI investigation a NAFTA provision a UFO spotting

See [TITLES](#) for the full list of academic degrees and their usage.

Locations: Do not abbreviate street addresses in running text. Exceptions are the abbreviates NW, NE, SE, and SW, used in some street addresses.

The construction on Alton Parkway will continue until March.

Leave out states when referencing commonly known cities nationwide, or well-known or local cities in California. In running text, spell out the names of states. Abbreviate using the standard two-letter abbreviation in lists and other shortened text, using no periods. Use a comma between a city and state, but not between a state and a zip code.

The company is based in Duluth, Minnesota.

The students will perform in the following cities:

- Los Angeles
- Chicago
- Duluth, MN
- Kennebunkport, ME

Company titles: Abbreviate and capitalize Co. and Corp. and Inc. and Ltd., and do not precede with a comma. These abbreviations are not necessary when the company name is familiar and the context is clear.

Acronyms and initialisms: Use full caps and no periods for acronyms and initialisms. In general, do not use acronyms on first reference for college organizations, committees, etc. There are some exceptions for nationally known organizations.

FBI, CIA, NASA

CAPITALIZATION

capitalization

IVC uses the down style of capitalization; that is, the style discourages excessive use of capital letters in text.

In headlines, all words are capitalized except short articles (a, an, the), conjunctions (and, but, or), and prepositions (of, in, on, etc.). The “to” of infinitives is also lowercase.

President to Announce Changes in the Curriculum

“College,” when referring to Irvine Valley College in a standalone context, is not capitalized.

He graduated from the college in 2014.

Faculty and administrative titles are capitalized when the full title precedes the name; lowercase otherwise.

Professor of History Bill Martell

Bill Martell, professor of history

Names of departments are capitalized only when using the full, formal name.

Department of Biology

biology department

Degrees are capitalized only when using the full formal name. See [TITLES](#) for the full list of academic degrees and their usage.

Bachelor of Arts degree

bachelor's degree

Course names are capitalized. Course numbers are all caps with no periods.

PHYS 11: A Brief History of Time

Physics 11, A Brief History of Time, may be found in the catalog under PHYS 11.

company names

Abbreviate and capitalize Co. and Corp. and Inc. and Ltd., and do not precede with a comma unless it is specific to their formal name. These abbreviations are not necessary when the company name is familiar and the context is clear.

The chairman of the Irvine Co. will speak Tuesday.

Maintain odd capitalizations and punctuations. But when a name with a lowercase first letter begins a sentence, capitalize the first letter.

Students examined Yahoo! stock prices.

EBay's initial public offering was one of the most successful of the dot-com era.

She opened an eBay account.

association, company, institute, etc.

Capitalize as part of a full official name; lowercase otherwise.

The company donated 30 computers to the college.

Emeritus Institute

The institute studies ocular degeneration.

TITLES

TITLE CASE

When writing titles for flyers, etc.:

1. Always capitalize the first and the last word of a title
2. Capitalize the following parts of speech:
 - nouns
 - pronouns (including *it*, *my*, and *our*)
 - verbs (including *is*, *am*, and other forms of *to be*)
 - adverbs
 - adjectives
 - subordinating conjunctions (including *if*)
 - long prepositions (over three letters, like *with*, *after*, *under*, *between*)
3. Lowercase the following parts of speech:
 - articles (*a*, *an*, *the*)
 - coordinating conjunctions (*for*, *and*, *nor*, *but*, *or*, *yet*, *so*, which can be remembered as FANBOYS)
 - short prepositions (three or less letters), unless in some cases they are used as an adverb or adjective
 - *to* as part of an infinitive

Confused? Visit [this link](#) and type in your title to see how it should appear.

The Catcher in the Rye

Something Wicked This Way Comes

Up the Down Staircase

How to Back Up Your Computer

School of the Arts Introduces New Programs

ACADEMIC DEGREES/TITLES

When to capitalize: Use uppercase when the complete degree title is used. The word “degree” is never capitalized. Do not capitalize the major course of study for the degree, unless the major is a proper noun or the word is part of the full formal name of the degree.

When to use lowercase: Use lowercase to refer to a degree by its generic title.

Associate in Science degree, AA, associate degree (never “associate’s degree” or “associate of”)

Bachelor of Arts degree, BA, bachelor’s degree

She earned an associate degree in English.

He completed his bachelor’s degree in May.

She has a Bachelor of Science degree.

Harriet Stone received a master’s degree in journalism and is now working on her doctorate.

She hopes to graduate with an associate degree in humanities.

He is transferring with an Associate in Arts in geology.

She holds a Master of Music degree.

He earned a bachelor’s in chemistry.

When to abbreviate: Abbreviations are acceptable in more informal uses, or when referring to a doctorate. Academic degrees following a person's name are abbreviated and include no periods, but have leading and following commas.

Edward Fairhaven, PhD, joined the faculty.

Edward Fairhaven, PhD, and Anne White, PhD joined the faculty.

Professor Edward Fairhaven, PhD, and his students are examining the impact of the Great Schism on modern religion.

Use “doctoral” as an adjective and “doctorate” as a noun – for example, “Doctoral candidate Gina Hadid will receive her doctorate next fall.”

In most IVC publications, putting a doctorate or other degree abbreviation at the end of a name is preferred to putting the abbreviated title Dr. prior to the name, except in certain circumstances.

Put commas before and after the honorific in running text. Do not duplicate titles. You may list a degree following an individual’s name or a title preceding the name, but never both!

Incorrect: Dr. Bill Stanton, EdD

Correct: Bill Stanton, EdD (preferred)

Correct: Dr. Bill Stanton (less preferred)

On subsequent references, people should be referred to by their surnames only, without an honorific title.

Next week, Stanton will announce a public panel discussion on the topic.

The abbreviations for honorifics should be listed after the name. Do not use periods.

Melanie Crespo, PhD, attended Duke University.

(See [Honorific Titles](#) below for more information on other honorifics like Mr., Mrs. etc.)

Plurals of academic degrees do not take an apostrophe. However, in cases that could cause confusion, it is best to rewrite the sentence to avoid using the plural form.

BAs, PhDs

Both hold PhDs.

They each hold a PhD. (preferred)

Quick reference:

Degree	Formal Title	Generic Title	Major Example
AA	Associate in Arts	associate degree	in art history
AA-T	Associate in Arts for Transfer		in art history
AS	Associate in Science	associate degree	in real estate
AS-T	Associate in Science for Transfer		in biology
BA	Bachelor of Arts	bachelor's degree	in Chicano and Latino studies
BFA	Bachelor of Fine Arts	bachelor's degree	in photography
BM	Bachelor of Music	bachelor's degree	in composition
BS	Bachelor of Science	bachelor's degree	in criminal justice
DDS	Doctor of Dental Surgery	doctorate	
DMA	Doctor of Musical Arts	doctorate	
EdD	Doctor of Education	doctorate	in educational leadership
JD	Doctor of Law	doctorate	
MA	Master of Arts	master's degree	in Asian studies
MAT	Master of Arts in Teaching	master's degree	
MBA	Master of Business Administration	master's degree	in management
MD	Doctor of Medicine	doctorate	
MFA	Master of Fine Arts	master's degree	in creative writing
MM	Master of MM	master's degree	in performance
MPH	Master of Public Health	master's degree	
MS	Master of Science	master's degree	in biotechnology
MSN	Master of Science in Nursing	master's degree	
MSW	Master of Social Work	master's degree	
PhD	Doctor of Philosophy	doctorate	in physics

CERTIFICATES:

Certificate types at IVC follow similar distinctions. Certificates are not interchangeable with associate degrees. Avoid using abbreviations for certificates unless the full version of the name is used elsewhere in the materials first.

IVC certificate types include:

Certificate of Achievement (COA): State-approved certificate; transcribed

Certificate of Proficiency (COP): Locally approved certificate; less than 18 units; not transcribed

Certificate of Competency (COC): Locally-approved certificate; new type of certificate for 2016; only used at present for non-credit Adult English as a Second Language courses

When to use lowercase: Use lowercase to refer to a certificate by its generic title.

When to capitalize: Use uppercase when the complete certificate title is used. Do not capitalize the major course of study for the certificate, unless the major is a proper noun or the word is part of the full formal name of the degree.

Certificate of Achievement in commercial dance; Certificate of Proficiency in dance technique; dance certificate

COLLECTIVE NOUNS, SUCH AS SPORTS TEAMS:

Sports teams, music groups and other groups take plural verbs.

The Lasers have taken first place in the tournament.

HONORIFIC TITLES (DR., MR., MRS., PhD, ETC.)

Use the honorifics Miss, Mr., Mrs., and Ms. only in quotes. When it is necessary to distinguish family members from one another, use first names rather than honorifics. Never use “Mrs. John Smith” to distinguish a wife; use a first name whenever possible, without the Mrs. Set off spouse names with commas. Do not use the construction “Mr. and Mrs. Bob Smith.” Include the names of both people.

The Smiths agreed that John would support the family while Jane went to graduate school.

John and Jane Smith

John and his wife, Jane, will attend the reunion.

John and Jane Smith will attend the reunion.

See [Academic Degrees/Titles](#) above for uses of PhD, etc.

ADMINISTRATIVE/JOB TITLES

Use lowercase unless the title precedes the name. (Internal note: this rule may be somewhat flexible depending on how much the person in question wishes to bend it.) See the Who’s Who section at the back of the IVC catalog for official administrative titles.

College President Eric Tran introduced his nominee.

Tran, the college president, introduced his nominee.

President Tran

Crystal Taylor, vice president of student services, opened the meeting.

Vice President of Student Services Crystal Taylor opened the meeting.

Julian Gonzales is the new dean of the arts.

Dean of the Arts Julian Gonzales

TITLES OF SCHOOLS, DEPARTMENTS, ETC.

Names of departments are capitalized only when using the full formal name, or when the department name is the proper name of a nationality, people, or ethnicity. Lowercase “college” as a shorthand for referring to IVC, or “district” when referring to SOCCCD, unless in an accreditation document or other materials in which capitalization is dictated. Do not abbreviate “department” to “dept.”

Department of Biology
biology department

Department of English
English department

School of Humanities

The district board meets Monday.

The district Board of Trustees meets Monday.

the college administration

He will discuss the college and its history on Thursday.

He works in the Office of College Administrative Services.

He has worked in college administration and finance for over three decades.

PUNCTUATION

ampersand (&)

Do not replace the conjunction “and” with an ampersand in text or headlines, unless the ampersand is used in an official name. DSPS (formerly DSP&S) has discontinued use of the ampersand in its abbreviation; similarly, use EOPS, not EOP&S.

comma

There is ongoing disagreement at IVC regarding the use of the serial, or Oxford comma. The Oxford comma is usually preferred, especially in situations in which the meaning of the sentence is ambiguous without it. Whichever option is selected, until a standard is achieved, be sure to be consistent in its use throughout the material in question.

UNCLEAR: He thanked his parents, the pope and Lady Gaga.

CLEAR: He thanked his parents, the pope, and Lady Gaga.

Locations include 19696 Beach Blvd., Huntington Beach; 211 Broadway, Laguna Beach; and 2727 Newport Blvd., Suite 302, Newport Beach.

With respect to figures, use a comma when indicating quantities in the thousands and greater; however, do not do so with an address of four digits or more.

We sold 1,270 rare books last year; the most expensive sold for \$5,255.50.

He lived at 4320 Ocean View Drive until February 5, 2008.

hyphen

NATIONALITY COMBINATIONS: Do not hyphenate any ethnicity when attaching it to “American” – it has a negative historical precedent.

African American history

discrimination against Irish Americans in the 19th century

NUMBERS: Those from twenty-one to ninety-nine, when spelled out, are hyphenated.

FRACTIONS: Hyphenate a fraction when it is used as an adjective (e.g., a two-thirds majority). Write as two words when used as a noun (e.g. two thirds of the participants).

X-TO-Y COMBINATIONS: 16-to-32-year-olds

INVENTED VERBS: Woods three-putted on the ninth green.

SUSPENDED HYPHENS: They climbed the third- and fourth-highest peaks.

PREFIXES: Prefixes are generally solid. Follow entries for individual words and the dictionary for words not in this style guide.

parentheses ()

Put periods outside a parenthesis at the end of a sentence if the inserted text is part of a larger sentence, and inside if the inserted text stands independently.

President Tran addressed the graduates (text on page 78).

All of the scholarship winners were honored at the dinner. (A complete list appears in the event program.)

When a parenthetical sentence is included in another sentence, omit the period inside the parentheses.

The baseball game (she had been listening to it on the radio) was now in extra innings.

Put caption directions in parentheses.

President Eric Tran (left) presents the award to Jane Doe.

The closing parenthesis goes inside the closing quotation mark when the parenthetical element is part of the quotation.

She wrote, "We can meet on Friday (May 1)," although she had no intention of joining the group.

The closing parenthesis goes outside the closing quotation mark when the quotation is part of the parenthetical element.

Joe (also known as "funny boy") was the life of the party.

period (.)

Use a single space following a period at the end of a sentence.

He isn't here. He went to the movies.

When using a period (or "dot") in email or web addresses, do not follow with a space. Add a period after URLs and email addresses at the end of sentences

The college's webpage can be found at ivc.edu.

quotation marks

Place punctuation inside the punctuation marks.

He marked the package "Fragile," but that meant nothing to the delivery crew.

She said, "I can't finish that project today."

Sign your name wherever you see an "X."

She said, "Mark all the orders 'Rush.'"

PARENTHESES: The closing parenthesis goes inside the closing quotation mark when the parenthetical element is part of the quotation.

She wrote, "We can meet on Friday (May 1)," although she had no intentions of joining the group.

Closing parenthesis goes outside the closing quotation mark when the quote is part of the parenthetical element.

Joe (also known as “funny boy”) was the life of the party.

PLURALS

CAPITALIZED TERMS: Lowercase the generic word when it appears last. Leave it capitalized when it appears first.

Yale and Harvard universities

the Universities of Michigan and California

FIGURES: Add “s.”

1940s, B-52s

LETTERS: Add “s” to multiple letters.

ABCs, PACs, HMOs, PhDs, MAs

Add “s” to single letters.

She got all A's this semester.

PROPER NAMES: When a name ends in a sibilant, add “es.”

the Joneses, the Cashes

Otherwise, add “s.”

the two Marys; the two Germanys

BUT the Rockies; the Alleghenies

ELECTRONIC MEDIA

Email and website addresses should be run in text with no special spacing or font treatment.

For more information, email admissions@ivc.edu or visit ivc.edu.

Avoid breaking addresses over multiple lines; where necessary, do so without adding a hyphen.

Whenever possible, eliminate the <http://> and the [www.](http://www) from web addresses, unless their full URL would be unclear without them.

Visit us at ivc.edu.

To apply, visit admissions.ivc.edu.

homepage

Always lowercase and write solid.

Visit the Transfer Center homepage.

IT

IVC's IT department is called Technology Services.

log on, log in, logon, login

Log on and log in are verbs. You log on to access a computer or network. When you are finished, you log off. Logon and login are nouns. You use your login to log on to your computer. HOWEVER, do not use "log on" when referring to visiting a website; this is very dated and inaccurate verbiage, as logging on is not required to visit a website.

"Visit" is preferred, especially in cases in which open does not actually log on with their username and password to a website.

NOT: "Log on to ivc.edu to learn more."

PREFERRED: "Visit ivc.edu to learn more."

online

One word.

She went online to check her email.

He created an online version of his chemistry project.

web

Do not capitalize when referring to the World Wide Web.

We need to put this information up on the web.

website

One word. Also, webpage, webcast, and webmaster.

DEMOGRAPHIC CHARACTERISTICS

GENDER

Consider alternatives to language that emphasizes a person's sex, or that implies certain occupations are in the exclusive domain of men or women, or that identifies the male as the archetype for the human race.

LIMITING TERM

businessman, businesswoman
chairman, chairwoman
councilman
fireman
policeman
man, mankind
manpower
the man for the job

ALTERNATIVE

businessperson, business executive
chair, presiding officer
council member
firefighter
police officer
humankind, humanity, the human race
staff, personnel, employees, workforce
the person for the job

he/she

Reword sentences to avoid the awkward construction of he or she, his or her, or he/she.

A student may pick up his or her materials tomorrow.

can be rewritten as

Students may pick up their materials tomorrow.

gay

Adjective. May be applied to both men and women as a description of sexual orientation. Only use when the distinction is germane to the publication.

LGBT (lesbian, gay, bisexual, transgender)

NATIONALITIES AND ETHNICITIES

Proper names of ethnicities, religions, nationalities, and peoples should be capitalized. References to people by color—black and white—should be lowercase (unless they are part of the title of a recognized organization or event). Referring to other people of color by color is generally considered derogatory and should be avoided. Avoid the use of the term “race,” which is considered to be antiquated.

Antiquated terms (e.g., “mulatto”) to denote people of mixed ethnicities should be replaced by “biracial” or “multiracial.” Derogatory terms, unless part of directly quoted material—and absolutely essential—have no place.

Do not hyphenate when country of origin or ethnicity describes an American identity.

Mexican American, Chicana/o, Latino, Hispanic—These terms have distinct meanings that largely depend on the interpretations and preferences of individuals. When possible, confirm the preference of the individual.

Arabic literature
Caucasian students
black students

Asian American students
white students
the Congressional Black Caucus

Muslim students
Jewish students
Black History Month

See **African American**, **Latin American**, etc.

African American

Take the personal preference of the individual being described into account when selecting between “black” or “African American;” both are acceptable. Only use when the distinction of ethnicity is germane to the publication. Do not hyphenate any ethnicity when attaching it to “American” – it has a negative historical precedent.

African American history

discrimination against African Americans in the 19th century

Hispanic

Hispanic is acceptable as a noun and as an adjective referring to people tracing their descent to Latin America, Spain, or Portugal. Only use when the distinction of ethnicity is germane to the publication. Latin American is not the same as Hispanic.

He is a Hispanic.

He is Hispanic.

He is the first Hispanic judicial nominee from the state.

Hispanics may be of any ethnicity, so do not write “Hispanics and whites.” Use “Hispanics and non-Hispanics.”

Latin American

Acceptable as a noun or adjective for people of Spanish-speaking (excluding people from Spain). When deciding whether to apply Hispanic, Latin American, or Latino, take personal preference into account. Only use when the distinction of ethnicity is germane to the publication.

Latino, Latina

Latino is the preferred singular term or adjective for someone of any gender. The feminine terms Latina may be used given the context of the publication or the preference of the subject. When deciding whether to apply Hispanic, Latin American, or Latino, take personal preference into account. Only use ethnic or racial distinctions when they are germane to the publication.

DISABILITIES**disabled versus handicapped**

“Disabled” is the preferred word choice.

NUMBERS AND FIGURES

numbers

Numbers between one and nine should be spelled out in text.

Of the seven children in the group, four were girls.

Numbers 10 and above should be figures in text.

There were 12 representatives at the meeting.

At the beginning of a sentence, all numbers are spelled out. If the sentence begins with a large number, consider rewriting the sentence to avoid spelling out the large number.

Five years from now, the project will be complete.

All the above rules also apply to ordinal numbers.

This is the third time I've told you.

He walked the stairs to the 12th floor.

In most numbers of one thousand or more, commas should be used between groups of three digits.

1,000
32,987
5,513,654

fractions

Spell out and hyphenate when a fraction is used as an adjective and not part of a larger figure.

He was two-thirds finished.

Do not hyphenate when a fraction is used as a noun.

He finished two thirds of the project.

When the denominator itself is hyphenated, drop the hyphen between the numerator and the denominator.

five twenty-eighths

When a fraction is added to a whole number, use figures for the entire number.

He'll be here in 2 1/2 days.

percent

“Percent” should be spelled out in text. The number preceding the word “percent” should always be a figure.

They gave 3 percent of their earnings to charity.

Of the people in attendance, 23 percent were under the age of 18.

The % sign can be used in certain circumstances, such as charts and tables, or when space is at a premium. Avoid using the % sign in running text when possible.

money

Use figures for sums of money, except when they begin a sentence. They are usually treated as singular.

\$4; \$450; \$4 million; 7 cents

The city was advanced a \$4.3-million loan.

Fifty thousand dollars was cut from the budget.

About \$50 million was stolen.

DATES AND TIME

academic year

An academic year straddles two calendar years. Drop the first two digits of the second year and connect with an en-dash.

2014–15

ages

Ages follow the rules for numbers. Spell out nine and under; use figures for the rest.

It was sad to watch the two-year-old boy struggle with his crutches.

Her daughter turned five last month.

When he was 16, he learned to drive.

dates

Capitalize months and days of the week. Do not abbreviate unless absolutely necessary. Always use Arabic figures for days. When using the name of a day, set the date within commas. Use cardinal numbers, not ordinal numbers (September 4, not September 4th). Follow the month-day-year sequence when writing dates in text. Do not use a comma to separate a month and a year when no date is listed.

Friday, December 7 (NOT December 7th)

Do not abbreviate the months of the year in running text. When space is at a premium, the abbreviated three-letter form of the month is acceptable, but spell out the names of months with four letters or less.

Jan.

Feb.

Mar.

Apr.

May

June

July

Aug.

Sep.

Oct.

Nov.

Dec.

For days of the week, spell out in running text, unless space is at a premium; in that case, use the standard three-letter abbreviation, with a period.

Mon.

Tue.

Wed.

Thu.

Fri.

Sat.

Sun.

In Community Education class schedules and other condensed uses, use the following abbreviated format:

M
TU
W
TH
F
SAT
SUN

In listing a date range in Community Education class schedules and other condensed uses, use the following format:

6/23-7/30

time

Use figures for clock time and for hours, minutes, seconds, days, weeks, months and years greater than nine. Do not use periods in “am” or “pm,” which should be lowercase and have a space before them. Do not use “:00.” Do not use 12 pm or 12 am; write noon or midnight. Spell out for nine or less, except when a fraction is connected to a whole number or in combination with figures above nine.

3 pm; 5:30 am; 6 o'clock; 18 years

She is nine years old.

She lived there for nine years.

The movie lasted three hours.

The movie lasted 2 1/2 hours.

The senator spoke for 2 days and 13 hours.

seasons

Capitalize the season name as shorthand for an academic term; otherwise, refer to seasons in lowercase.

Short, capitalized version for headlines, etc.:

Enroll now for Fall 2018

Long, uncapitalized version for running text:

Homecoming will take place during the fall 2018 semester.

years

Use figures.

1964

1964–66

1960s

'60s

the 1800s

March 1968

the year 2000

ADDRESSES, LOCATIONS, AND PHONE NUMBERS

addresses and locations

Do not abbreviate street addresses in running text. Exceptions are the abbreviates NW, NE, SE, and SW, used in some street addresses.

Construction on Alton Parkway will continue until March.

Leave out states when referencing commonly known cities nationwide, or well-known or local cities in California. In general college style, use the two-letter abbreviations for states (without periods) when they appear in conjunction with a city, and spell out when they stand alone. Use the two-letter abbreviation (without periods) when space is at a premium.

He lives in Pennsylvania, but plans to move to Tacoma, WA.

The students will perform in the following cities:

- *Los Angeles*
- *Chicago*
- *Duluth, MN*
- *Kennebunkport, ME*

Commas are used to set off the individual elements in addresses in running text. No comma appears between a state and a ZIP code. In running text, add a comma after the final address element.

His old house at 45 Old Myford Road, Irvine, was torn down ages ago.

Irvine Valley College, 5500 Irvine Center Drive, Irvine, CA 92618

She moved to the state of California in 1995.

Lowercase “city” in “city of” constructions.

A representative from the city of Irvine came to the meeting.

ZIP codes

The IVC ZIP code is 92618.

US/United States

The abbreviation US is to be used as an adjective only. As a noun, United States is spelled out. Do not use periods in the abbreviation.

a citizen of the United States

a US citizen

compass directions

Lowercase east, west, north, and south when they indicate direction. Capitalize in names and when used to indicate specific regions.

Some parts of eastern San Diego County see almost no rain each year.

Southern California weather is preferable to that of the Northeast.

phone numbers

Phone numbers are written with dashes, not parentheses or periods. The college area code is 949. In general publications, when using college phone numbers in running text, use the complete phone number including area code. For internal publications, the use of University extensions (x5738) is acceptable.

949-451-5100

x5101

For more information, call Irvine Valley College at 949-451-5100.