

STYLE GUIDE – Abbreviated

Agnes Scott College follows Associated Press (AP) Style for all communications (internal and external). There are a few exceptions to AP Style that the college uses and are listed in this document. Please note that this abbreviated style guide will be updated and changed as needed. Email info@agnesscott.edu with any style questions.

COLLEGE TERMS AND DESCRIPTIONS

Agnes Scott College – Capitalize and spell out on first reference. On second reference, use Agnes Scott or the college. Do not capitalize the word “college” when it is not included as part of the college’s full name. Do not use the acronym ASC on any external communications.

Mission statement (one-sentence version) – Agnes Scott College educates women to think deeply, live honorably and engage the intellectual and social challenges of their times.

Mailing address – 141 E. College Ave., Decatur, GA 30030-3770

Web address – agnesscott.edu (do not include www. before web addresses)

Phone numbers – 404.471.6171 (use periods rather than dashes or spaces)

CAMPUS LOCATIONS

Informal names (in parentheses) can be used in campus communications but formal names should be used in all external communications.

- Agnes Scott Hall (Main Hall)
- Alumnae Garden
- Alumnae Pond
- Amelia Davis Luchsinger Lounge (Luchsinger Lounge)
- Anna I. Young Alumnae House
- Anne Register Jones Conference Suite
- Avery Glen Apartments
- Black Cat Café
- Bradley Observatory and Delafield Planetarium
- Bullock Conference Room
- Bullock Science Center
- Buttrick Hall
- Byers Tennis Courts
- Camellia Garden
- Carrie Scandrett Student Affairs Office
- Charles A. Dana Fine Arts Building
- Dance Center
- Dieckmann Conference Room
- Education Technology Center
- Elizabeth Henderson Cameron
Reading Terrace
- Elizabeth R. Jones President’s Dining Room

- Frances Bailey Graves Auditorium (Frannie Graves Auditorium)
- Frances Winship Walters Hall
- Gaines Chapel
- Hopkins Hall
- James Ross McCain Library
- Jenie D. Inman Hall
- John Bulow Campbell Hall
- Julia Thompson Smith Chapel
- Kate Durr Elmore Reading Room
- Language Center
- Lawrence L. Gellerstedt Jr. and Mary Duckworth Gellerstedt Track and Field (Gellerstedt Field)
- Letitia Pate Evans Hall (Evans Dining Hall)
- Letitia Pate Evans Hall, Terrace Level (Lower Evans)
- Maclean Auditorium
- Mary Brown Bullock Science Center
- McKinney Parlor
- Milton Candler Drive (Main Loop)
- Mollie's Grill
- Oval Garden - between Alston Campus Center and Winship Hall
- Patricia Collins Butler Center
- President's Home
- Presser Hall
- Presser Quadrangle
- Rebekah Scott Hall
- Robert W. Woodruff Physical Activities Building
- Rogers Steam Plant and Laundry
- Science Quadrangle
- Scott-Sams House
- Teasley Lecture Hall
- The Dalton Gallery
- The George W. and Irene K. Woodruff Quadrangle
- The Hub
- Theme Houses
- Trellis Garden - outside Alston Campus Center, near the bookstore
- Wallace McPherson Alston Campus Center
- Wellness Center
- West Parking
- Winship Hall
- Winter Theatre
- Woltz-Garretson Great Room
- Woodward Conference Room
- Woolford B. Baker Atrium

NAMED CHAIRS, LECTURES AND VISITING PROFESSORSHIPS

Titles appearing after an individual's name are to be lowercased, such as associate professor, etc. For example: Jane Doe, professor of economics, has been awarded a fellowship.

Named chairs preceding or following a name should be capitalized (for example: Adeline Arnold Loridans Professor Jane Doe has been awarded a fellowship).

- Adeline Arnold Loridans Professor
- Annie Louise Harrison Waterman Professor of Theatre
- Ayse I. Carden Distinguished Professor
- Charles A. Dana Professor
- Charles Lordians Professor of English
- Clare Boothe Luce Professor
- Dabney Adams Hart Distinguished Visiting Professor of Humanities
- Ellen Douglass Leyburn Professor of English
- Hal and Julia T. Smith Chair of Free Enterprise
- James B. and Ella Rucker Kirk Professor of History
- James Ross McCain Faith and Learning Lecture
- Joseph R. Gladden Jr. Public Lecture Award (Gladden Lecture Series)
- Julia Thompson Smith Chaplain
- Wallace M. Alston Professor of Bible and Religion
- William Rand Kenan Jr. Professor

PROGRAMS AND CENTERS

For external communications, do not use acronyms and spell out the formal names of programs and centers.

- Center for Writing and Speaking
- Dance Center
- Educational Technology Center (ETC)
- First-Year Seminars
- Gay Johnson McDougall Center for Global Diversity and Inclusion
- Global Connections
- Graduate Degree and Extended Programs
- Gué Pardue Hudson Center for Leadership and Service
- International Student Exchange Program (ISEP)
- Irene K. Woodruff Scholars Program (use “nontraditional” for non-ASC audiences)
- Language Across the Curriculum (LAC)
- Legacy: The Goizueta Foundation Leadership Immersion
- Post-Baccalaureate Pre-Medical Program
- Resource Center for Mathematics and Science
- Science Center for Women
- SpARC (Spring Annual Research Conference)
- The Coca-Cola Global Awareness Program
- Year Five Program

AFFILIATIONS – Agnes Scott College is a member or affiliated with these organizations

- Southern Association of Colleges and Schools (SACS)
- Atlanta Regional Council for Higher Education (ARCHE)
- National Association of Independent Colleges and Universities (NAICU)
- The Women’s College Coalition
- The NCAA Division III Conference
- Great South Athletic Conference
- Presbyterian Church (U.S.A.) Formal denominational title since 1983 when southern and northern branches merged. If the context makes it clear that the reference is to the Presbyterian Church (U.S.A.), “the Presbyterian Church” can be used on second reference without the initials U.S.A. Agnes Scott has a covenant relationship with the Synod of South Atlantic. While Agnes Scott continues to be related to the Presbyterian Church (U.S.A.), its Board of Trustees is an independent, self-perpetuating governing body.

ACADEMIC, STUDENT AND OTHER CAMPUS COMMUNITY TERMS

- Jane Doe ’15 (appropriate syntax for a current student) (apostrophe curls inward)
- Use the title Dr. only when referring to a medical doctor. Use “the Rev.” when referring to most ordained ministers.
- chair (instead of chairman or chairwoman; co-chair is hyphenated)
- adviser (not advisor)
- Use emeriti when a list includes multiple people, including men
- The college has academic departments and administrative offices except the Department of Public Safety
- The Department of Psychology (capitalize when using official name) or the psychology department (lowercase when using informal name)
- first-year (hyphenated noun and adjective; never use freshman)
- scholar-athlete (hyphenated)
- Honor Code, Honor Court, Honor Pledge and Honor System (capitalize)
- Post-Baccalaureate Pre-Medical Program or Post-Bacc Pre-Med Program (informal use for internal audiences only)
- Parents Council
- Board of Trustees
- Board of Visitors
- student organizations: the list of record is available at agnesscott.edu/studentorgs
- a biology class (lowercase for general reference) or Biology 150 (capitalize specific course)
- The Hub (capitalize)
- The Hub Sing (capitalize)
- Do not use serial commas (Correct example: *biology, art and history*; Incorrect example: *biology, art, and history*)
- campuswide (no hyphen)
- midterm (noun and adjective; no hyphen)
- summer school
- fall semester, spring semester (lowercase)
- AscAgnes (an online system that provides faculty, staff and students with a range of information and self-service options)
- Moodle (the college’s course management system)

- SOPHIA (McCain Library’s online catalog)
- GALILEO (Georgia Library Learning Online is a web-based library shared by Georgia institutions)
- email, web, website, webpage, online, internet, intranet

ALUMNAE RELATIONS AND DEVELOPMENT TERMS

Note: the apostrophe curls inward for class years.

- Jane Doe ’99 (undergraduate degree)
- Jane Doe ’99x (incomplete undergraduate degree)
- Jane Doe M.A.T. ’99 (M.A.T. degree)
- Jane Doe H ’99 (honorary degree)
- Jane Doe I (attended Agnes Scott Institute)
- Jane Doe A (attended Agnes Scott Academy)
- class of 1991 (do not capitalize “class”)
- Alumnae Association (association by itself is lower case)
- Alumnae Board (board by itself is lower case)
- Alumnae Weekend
- Anne Register Jones Leadership Conference
- The Fund for Agnes Scott (official reference) or annual fund (informal reference)

EXCEPTIONS TO AP STYLE - AGNES SCOTT USES THE FOLLOWING EXCEPTIONS

- The Coca-Cola Company
- Two thirds (noun), two-thirds (adjective)

DATES, TIMES & NUMBERS

- 6 p.m. (if it’s on the hour, do not include :00)
- 10:30 a.m.
- midnight and noon
- June 6 (no ordinals – st, th, rd, nd)
- If it is not a time or date, numbers one through nine should be spelled out. *For example: nine students, three books, five classes.* Numbers greater than nine should be written as numerals. *For example: 10 students, 34 percent, 99 courses.*
- Spell out the word “percent” when using it in a sentence. *For example: The number of books checked out from the library increased 15 percent this semester.* Use the symbol (%) in tables.
- Avoid beginning sentences with a numeral. *Incorrect example: 20 students are taking biology. Correct example: Twenty students are taking biology.*
- In body of paragraphs, capitalize the names of months. When using with a specific date, abbreviate months. Jan., Feb., Aug., Sept., Oct., Nov. and Dec. *For example: We celebrate Christmas on Dec. 25 every year. Feb. 14, 2018 is Valentine’s Day.*

Spell out the full month when using just the month and year or the month. For example: Commencement is in May. January 2018 is when the new graduate program will begin.

In tables, use first three letters of the months without periods. *For example: Jan, Feb, Mar, Apr, May, Jun, etc.* Full spelling out of the months may be used in invitations and brochures.

PERIODS

Use only one space after a period between sentences.

Use periods rather than dashes or spaces for phone numbers. *For example, the college's telephone number is 404.471.6000.*

STATE ABBREVIATIONS

Spell out all state names. *For example: Jane Doe '99 grew up in Savannah, Georgia. John Doe, associate professor of mathematics, will be attending a conference in Kentucky.*

Place a comma between city and state names, and another after the state name (with the exception of if the city or state name is at the end of a sentence. *For example, Jane Doe '99 will be traveling to Philadelphia, Pennsylvania, for the summer to complete an internship.*

Use New York state to distinguish the state from New York City within a story if there may be the potential for confusion.

Use state of Washington or Washington state to distinguish from Washington D.C. within a story if there may be the potential for confusion.

Abbreviate state names for mailing addresses. (Note: Only use two-letter abbreviations with full mailing address, including the name, street address, city and state.)

Alabama - AL
Alaska - AK
Arizona - AZ
Arkansas - AR
California - CA
Colorado - CO
Connecticut - CT
Washington D.C.
Delaware - DE
Florida - FL
Georgia - GA
Hawaii - HI
Idaho - ID
Illinois - IL
Indiana - IN
Iowa - IA
Kansas - KS
Kentucky - KY
Louisiana - LA
Maine - ME
Maryland - MD
Massachusetts - MA
Michigan - MI

Minnesota - MN
Mississippi - MS
Missouri - MO
Montana - MT
North Carolina - NC
North Dakota - ND
New Hampshire - NH
New Jersey - NJ
New Mexico - NM
New York - NY
Nebraska - NE
Nevada - NV
Ohio - OH
Oklahoma - OK
Oregon - OR
Pennsylvania - PA
Rhode Island - RI
South Carolina - SC
South Dakota - SD
Tennessee - TN
Texas - TX
Utah - UT
Virginia - VA
Vermont - VT
West Virginia - WV
Washington (the state) - WA
Wisconsin - WI
Wyoming - WY

MISCELLANEOUS

Off-site (hyphenated)
On-site (hyphenated)