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Introduction

This manual provides rules and guidelines to ensure a clear, consistent, and professional voice is implemented in all NYIT materials (print and electronic, internal and external).

If you need clarification on the entries below or have suggestions for new entries, please email jgodsoe@nyit.edu.

References for Style, Usage, and Spelling

The style manual is based on the Associated Press (AP) Style Guide but does contain exceptions. Whenever conflicts exist between NYIT and AP style, the NYIT Editorial Style Manual takes precedence.
For graphics guidelines, visit nyit.edu/communications_and_marketing/.

For questions not answered in this document, consult the following sources in the order listed below:
- The Associated Press Stylebook 2013
- Merriam-Webster online dictionary

University Nomenclature

New York Institute of Technology

NYIT may be used in all references to the university, but must be spelled out upon first reference in all communications as follows: NYIT (New York Institute of Technology). If the full name of a school is used first, NYIT does not need to be spelled out (see section: Schools, Colleges, and Centers of NYIT).
NYIT Boilerplate

*Please use this language for brochures:*

New York Institute of Technology is a private, degree-granting, not-for-profit global university, committed to educating the next generation of leaders, inspiring innovation, and advancing applications-oriented research and entrepreneurship. With two campuses in New York (Manhattan and Old Westbury, Long Island), as well as campuses in Nanjing, China; Vancouver, Canada; and Abu Dhabi, United Arab Emirates, NYIT provides a technology-infused education to 12,000+ students from nearly all 50 states and 100 countries. Nearly 100,000 NYIT alumni are part of an engaged network of physicians, architects, scientists, engineers, business leaders, digital artists, health care professionals, and more. By learning how to analyze and question assumptions, NYIT graduates are culturally aware, profession ready, and prepared to solve today’s—and tomorrow’s—greatest challenges.

*Please use this for all other NYIT documents, including press releases:*

New York Institute of Technology (NYIT) offers 90 degree programs, including undergraduate, graduate, and professional degrees, in more than 50 fields of study, including architecture and design; arts and sciences; education; engineering and computing sciences; health professions; management; and osteopathic medicine. A non-profit independent, private institution of higher education, NYIT has more than 12,000 students attending campuses on Long Island and Manhattan, online, and at its global campuses. NYIT sponsors 11 NCAA Division II programs and one Division I team.

Led by President Edward Guiliano, NYIT is guided by its mission to provide career-oriented professional education, offer access to opportunity to all qualified students, and support applications-oriented research that benefits the larger world. To date, more than 100,000 graduates have received degrees from NYIT. For more information, visit nyit.edu.

**Schools, Colleges, and Centers of NYIT**

In all communications, always use the proper title of the school, starting with NYIT on first reference. The official names are:

- NYIT School of Architecture and Design
- NYIT School of Education
- NYIT School of Engineering and Computing Sciences
- NYIT School of Health Professions
- NYIT School of Management
- NYIT College of Arts and Science
- NYIT College of Osteopathic Medicine

Subsequently, you may use the following approved short titles:

- School of Architecture and Design
- School of Education
- School of Engineering and Computing Sciences
- School of Health Professions
- School of Management
- College of Arts and Science
- College of Osteopathic Medicine
If including “the” before the name of a school, never capitalized the “T” in “The” unless it begins the sentence. “The” should never be used before the full name of a school when the name stands on its own.

Examples:

- She received a Bachelor of Arts in 1999 from NYIT School of Education.
- He earned a master’s degree from the School of Engineering and Computing Sciences.
- NYIT School of Health Professions is located on the Old Westbury campus.
- As a member of the NYIT School of Management Student Advisory Board, she developed important leadership skills.
- NYIT College of Osteopathic Medicine’s laboratories feature state-of-the-art technology.

Acronyms

Some schools may use acronyms or other “shorthand” in communications that are directed to **internal/“insider” audiences** (i.e., those who know the school very well and are already familiar with the acronyms). This is fine when used sparingly and provided you use the full name of the any NYIT audience made of up of those who may not be familiar with the school’s shorthand.

**College of Osteopathic Medicine**

In first mention, use NYIT College of Osteopathic Medicine. You may refer to the school as NYITCOM or the College of Osteopathic Medicine in second reference or as NYITCOM in informal circumstances. Do not use “NYCOM” or “New York College of Osteopathic Medicine.”

See sections on Capitalization and University Buildings and Addresses for more information.

**Academic ceremonies and NYIT events**

Please note the official names of the following NYIT events:

- NYIT Commencement (refers to all New York campuses)*
- NYIT Convocation*
- NYIT New Student Welcome
- SOURCE (spell out in first reference: Symposium On University Research and Creative Expression)
- NYIT Athletics Hall of Fame Dinner
- NYIT Athletics Golf Outing
- White Coat Ceremony
- Hooding Ceremony

*Commencement and convocation are only capitalized if preceded by NYIT. Otherwise, lowercase in all instances, including NYIT with a possessive modifier:

- We are planning to attend this year’s commencement.
- NYIT Commencement will be held on Sunday, May 21.
- I believe NYIT’s commencement will be this Sunday.

See **formal events** for additional guidelines.

**Academic Senate**

If referring to the academic senate, use NYIT Academic Senate.
**Alumni Federation**
This is the name of NYIT’s alumni organization.

**Bears**
This is the official name for all NYIT sports teams. Do not use “Lady Bears” for the women’s teams. When using “Bears,” follow plural noun rules:
- The Bears are in their third national tournament.
When using “team,” follow singular noun rules:
- The team is in its third national tournament.

**The Campus Slate**
This is the official name of the student newspaper at the Old Westbury campus.

**Community**
The NYIT community refers to students, faculty and staff members, administration, and alumni.

**NYIT Magazine**
This is the university’s official alumni publication.

**President’s Medal**
This is always capitalized.

**University Buildings and Addresses**

**Addresses**
Use the abbreviations, such as Ave., Blvd., and St., only with a numbered address. Do not abbreviate alley, drive, road, terrace. Spell out and capitalize when part of a street name without a number, but lowercase and spell out when used alone or with more than one street name. Always use figures for an address numbers, never spell out. Abbreviate compass points when used in an address with a street number. Examples include:
- My office is located at 16 W. 61st St.
- My office is on 61st Street.
- The bus runs on Northern and York boulevards
- Depending on the day, you may find me at 9 E. Northern Blvd. or 16 W. 61st St.

Below are addresses for NYIT’s global campuses and other locations:

**NYIT-Old Westbury**
Northern Boulevard
P.O. Box 8000
Old Westbury, NY 11568-8000
Phone: 516.686.1000
Contact Information
When listing contact information, use colons after phone, fax, and e-mail:

- Phone: 646.273.6162
In sentences, put phone or fax information after the e-mail address:
- For more information, contact Julie Godsoe at jgodsoe@nyit.edu or call 646.273.6162.
If this sentence is used in a multimedia document, make sure the email address is hyperlinked.

Building Names and Locations
For consistency, please use the names listed here when referring to specific sites on NYIT’s New York campuses. Formal names appear in parentheses when applicable.

Old Westbury
500 Building
Anna Rubin Hall (Do not use: 300 Building)
Art and Architecture Library
Balding House
College of Osteopathic Medicine Library
Education Hall
Gerry House
Green Lodge
Hall of Fame
Harry Schure Hall (Harry J. Schure Hall)
Independence Hall
Manhattan Campus Library
Midge Karr (Midge Karr Fine Arts Design Center)
Mollie Rogers Auditorium
North House
North Parking Lots
NYIT de Seversky Mansion
Recreation Hall
Riland (W. Kenneth Riland Academic Health Care Center)
Riland Auditorium
Riland Cafe
Rockefeller (Nelson A. Rockefeller Academic Center)
SAC (Student Activity Center)
SAC Dining Hall
Salten Hall (David G. Salten Hall)
Sculpture Studio
Serota (Hannah and Charles Serota Academic Center)
Simonson House
South Parking Lots
Sports Complex
Theobold Hall (John J. Theobald Hall) (Do not use 400 Building)
Tower House
Whitney Lane House
William Rogers Auditorium
Wisser Library
Manhattan
26 W. 61st St.
Edward Guiliano Global Center (located at 1855 Broadway) *(This is the official name of the building located at 1855 Broadway on the Manhattan campus. Do NOT abbreviate.)*
Manhattan Campus Library (located inside the Edward Guiliano Global Center)
New Technology Building (16 W. 61st St.)
NYIT Auditorium on Broadway (1871 Broadway)
Student Activities Building (1849 Broadway)

Central Islip
Building 66
Culinary Arts Center
Hoppin Café
Independence Hall
Mills Hall
Student Activities Center

Libraries
Art and Architecture Library
College of Osteopathic Medicine Library
Manhattan Campus Library
Wisser Memorial Library

NYIT Auditorium on Broadway
This is the official name of NYIT’s facility located at 1871 Broadway, between 61st and 62nd streets. In first mention, use NYIT Auditorium on Broadway. You may refer to the space as NYIT-AOB in second reference or in informal circumstances. Note that NYIT Auditorium on Broadway is part of the Manhattan campus.

NYIT de Seversky Mansion
NYIT de Seversky Mansion *(Do not use de Seversky Center)*

Other Named Locations
- Angelo Lorenzo Memorial Baseball Field: the official name of the athletics field where the baseball team plays.
- Center for Humanities and Culture
- Hall of Fame Lobby: the lobby located inside the Sports Complex.
- President’s Field: the official name of the outdoor athletics field where the softball team plays. Not to be confused with “President’s Stadium” or “Recreation Hall.”
- President’s Stadium: the official name of the outdoor athletics field where the lacrosse and soccer teams play.
- Recreation Hall: the official name of the indoor athletics court at the Old Westbury campus.

**Titles, Names, and Terms**

In general, capitalize the principal words, including prepositions and conjunctions of four or more letters for composition titles, headlines, and official names of events. Capitalize articles (e.g., “the,” “a,” “an”) only when they begin the title. For more, see section **Capitalization.**
academic degrees
Capitalize and spell out degrees except in cases below. These terms are NOT possessive (i.e., no apostrophes).

- She received a Bachelor of Arts in 1999.
- He earned a Master of Science and a Doctor of Philosophy from NYIT.
- He earned a Bachelor of Arts in Communications and a Master of Arts in Advertising.
- I have a bachelor’s degree in communications and a master’s degree in advertising.

Upon first reference, include degree information for faculty, visiting faculty, and high-level administrators who have earned a doctoral degree:
- NYIT President Edward Guiliano, Ph.D.
- Wolfgang Gilliar, D.O., dean of NYIT College of Osteopathic Medicine

When mentioning NYIT alumni and their degrees, use abbreviations (B.S., B.A., B.F.A., B.Arch., D.O., M.S., M.F.A., M.Arch., Ph.D., etc.) along with the last two digits in their year of graduation in parentheses after names only on first reference:
- Buster Keaton (B.S. ’02)
- Edith Wharton (B.A. ’88, M.S. ’90)
Do not follow the degree abbreviation with the word “degree.”

If a person received a degree from another institution, you may mention it but do not abbreviate it after his or her name with the year of graduation.

Note, when type style is all caps (as in alumni notes in NYIT Magazine) you may capitalize abbreviations such as B.Arch. and Ph.D.

alumni
In formal situations, use “alumnus” (alumni in the plural) when referring to a man who has attended a school. Use “alumna” (alumnae in the plural) for similar references to a woman. Use “alumni” when referring to a group of male and female graduates.

In informal situations, you may use “alum” to refer to a male or female graduate. Never use “alums.”

When referring to a class year, use four digits for the year and capitalize “Class.”
- Members of the Class of 2015 are invited to a networking luncheon in August.

board of trustees
The correct usage is “NYIT Board of Trustees.”
Use “chairperson” when mentioning the head of this organization.

classes
Titles of classes and courses are always capitalized and do not require quotation marks or italics:
- I’m taking Introduction to American Literature this fall.
See lectures for additional guidelines on special lecture events, speeches, and seminars.
composition titles
For all titles, capitalize the principal words, including prepositions and conjunctions of four or more letters. Capitalize articles—the, a, an—only when they begin the title. When appropriate, translate foreign titles into English.

Use italics for titles of books, computer games, software titles, movie titles, operas, plays, long poems or a collection of poems, albums, television programs, newspapers, magazines, journals, reference materials, and encyclopedias.

Use quotation marks for titles of papers, short poems, song titles, articles (in journals, magazines, newspapers, or on the web), television or radio episodes, paintings and sculptures (digital or physical), and exhibits.

courses and lectures
Official conference names should be capitalized and do NOT require italics or quotation marks. Titles of lectures, speeches, and seminars are always placed in quotes, though the title of a lecture series (i.e., NYIT 21st-Century Speakers Series) is not. Note that lectures in this context should not be confused with traditional classroom lectures, which fall under the classes entry.

courtesy titles
Do not use courtesy titles, such as Mr., Mrs., Ms., or Dr., except in a direct quote or when necessary to distinguish between two people with the same last name, such as a husband and wife.

events
These are always capitalized when referring to a specific event and lowercased when discussing a general event. Do not put events in italics.

● This year, commencement will be held outdoors.
● This year, NYIT Commencement will be held outdoors.

departments
Capitalize and place before the name of the academic department:

● Department of English or Department of Physics.

Lowercase department in plural uses, but capitalize the proper name element:

● the departments of English and Physics

Do not place “department” after the name of an academic department (do NOT use: the English department).

Do not abbreviate to “dept.”

committee
Capitalize when part of a formal name:

● the NYIT 2030 Steering Committee

Do not capitalize in shortened versions of long committee names:

● the student-athlete committee

Do not abbreviate to “comm.”
italics
Use italics for titles of books, video games, software, movies, operas, plays, long poems, a collection of poems, albums, television programs, newspapers, magazines, journals, reference materials, and encyclopedias.

maiden names
If necessary, place a maiden name in between the first and last names. Do not include a hyphen.

middle initial/middle name
Use based on the individual’s preference. Generally, do not use middle initials or middle names unless the person is known that way (e.g., Michael J. Fox, James Earl Jones).

names
First reference must include first and last names. For subsequent references, use last names only. See the section President of NYIT for an exception to this rule.

office
Always capitalize the official name of an NYIT office. Lowercase office in plural uses, but capitalize the proper name element:
- the offices of Admissions and Financial Aid

President of NYIT
Guiliano, Edward: the preferred use President Edward Guiliano, Ph.D., in first references. All second references should be President Guiliano. Do not use Dr. Guiliano. This is an exception to the names entry.
Guiliano, Mireille: When referring to the president’s wife on subsequent references, use Mrs. Guiliano. This is an exception to the names entry.

professional titles
Capitalize titles only when used in front of an individual's name:
- Vice President for Student Affairs Patrick Love came to see us.
- Speakers included Patrick Love, vice president for student affairs, and others.

Abbreviate certain titles before names (Gov., Sen., the Rev.).

Do not capitalize occupational or generic titles. Capitalize professor, assistant professor, associate professor, etc., before a name but not after.
- I met author Neil Gaiman
- I met Assistant Professor Neil Gaiman.
- I met Neil Gaiman, assistant professor.

If a title is below the person’s name (i.e, announcements, letters, postcards, etc.), then it is capitalized:
- Neil Gaiman
- Assistant Professor
Abbreviations and Acronyms

Acronyms (general use)
In general, on first reference, spell out the entire the phrase and include the acronym in parenthesis. You may use the acronym by itself thereafter.

ampersand (&) and other symbols representing "and" (+)
In general, avoid using the ampersand or other symbols in place of “and” (e.g., +) in body copy, unless it is part of a formal name or you are forced to by space constraints.

In titles, headings, and other styled text, you may choose to use a symbol in place of and as a design choice. Always use an ampersand or other symbol (+) if it is part of an official name of a title, company, department, etc. (e.g., Procter & Gamble).

grade point average (GPA)
Abbreviate to GPA on all references. No punctuation necessary.

ID
Abbreviate if the intended word is identification:
- Students require photo ID to register for housing

information technology
Spell out on first reference, followed by “IT” if there are subsequent references. Abbreviate to IT on secondary references.

Ph.D.
Place Ph.D. after a name (Joan Wilson, Ph.D.). Do not use “Dr.” Spell out Doctor of Philosophy when referring to this degree in other uses.
See academic degrees for additional guidelines.

resident advisor
Do not spell as adviser. Spell out on first reference followed by “R.A.” Use R.A. on subsequent references.

STEM
On first reference, spell as science, technology, engineering, and math (STEM).
state names

Spell out the names of the states when they are used alone. Please use the following state abbreviations that are in parentheses when following to a town and city:

Alabama (Ala.)       Maryland (Md.)       North Dakota (N.D.)
Arizona (Ariz.)      Massachusetts (Mass.)  Oklahoma (Okla.)
Arkansas (Ark.)     Michigan (Mich.)      Oregon (Ore.)
California (Calif.)  Minnesota (Minn.)    Pennsylvania (Pa.)
Colorado (Colo.)    Mississippi (Miss.)   Rhode Island (R.I.)
Connecticut (Conn.) Missouri (Mo.)       South Carolina (S.C.)
Delaware (Del.)      Montana (Mont.)       South Dakota (S.D.)
Florida (Fla.)       Nebraska (Neb.)       Tennessee (Tenn.)
Georgia (Ga.)        Nevada (Nev.)        Vermont (Vt.)
Illinois (Ill.)     New Hampshire         (N.H.) Virginia (Va.)
Indiana (Ind.)       New Jersey (N.J.)      Washington (Wash.)
Kansas (Kan.)        New Mexico (N.M.)      West Virginia (W.Va.)
Kentucky (Ky.)       New York (N.Y.)       Wisconsin (Wis.)
Louisiana (La.)      North Carolina (N.C.)  Wyoming (Wyo.)

Eight states are not abbreviated: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas, and Utah.
  ● Michael was born in Bethpage, N.Y. He still lives in New York.
  ● Angela is traveling to Ohio this summer. She was born in Dayton, Ohio.

Only use postal abbreviations when listing a mailing address:
  ● 5 Main St., Bethpage, NY 11714.

Use New York City in place of New York, N.Y.

United States

Spell out when used as a noun. Abbreviate with periods U.S. when used as an adjective.
  ● He came to the United States to get an education.
  ● She works for the U.S. Department of Defense.

Alphabetizing

Lists should always be in alphabetical order using the following rules:
  ● Alphabetize individuals by last name
  ● Middle initials should not be taken into consideration unless you have two people with the same name but different middle initials
  ● In a case where a person has two last names, alphabetize by the first instance:
    Samuel Langhorne Clemens
    Harper Lee
    Jack London
Alphabetize names of companies and organizations by the first letter of the first word, even if the company is named after an individual. If the name of a company starts with “The” alphabetize by the next word in the name.

**Capitalization**

See *Titles, Names, and Terms* for more on capitalization.

**annual**

Annual should be lowercase when naming an event unless it is part of the event’s official name.

**campus**

Always lowercase except in Manhattan Campus Library because it is part of the library’s official name. For New York campuses, use:
- Old Westbury campus
- Central Islip campus
- Manhattan campus

Always lowercase “online campus.” You may also use NYIT-Old Westbury, NYIT-Manhattan, NYIT-Vancouver, etc., when referring to specific campuses.

**chairperson**

Capitalize as a formal title before a name:
- Chairman Henry Ford
- Chairwoman Margaret Chase Smith

Note that for all NYIT-related positions, use chairperson. Do not use chair, chairman, or chairwoman. See *titles* for additional guidelines.

**coach**

Lowercase if used in a general context or when describing occupational titles.
- I met with coach Carter after the game.

Capitalize if used as part of a specific job title.
- Head Coach Jack Kaley has been with NYIT for 14 years.
- Assistant Coach Sabrina Jones asked for a meeting after the game.

See *titles* for additional guidelines.

**email**

Always lowercase email except when beginning a sentence. Email addresses should be all lowercased.
- My email address is jgodsoe@nyit.edu.

E-newsletter, e-commerce, e-book, and similar words still require a hyphen.

In sentences, put phone or fax information after the email address:
- *For more information, contact Julie Godsoe at jgodsoe@nyit.edu or call 516.686.7973.*

If this sentence is used in a multimedia document (i.e., web page or e-newsletter), make sure the email address is also a hyperlink.
Web
Always spell web page and web feed as two words, with web in all lower case.

Note that website, webmaster, and webcast are one word and not capitalized.

Do not use http:// or www. For example, nyit.edu is acceptable by referring to NYIT’s website. If a website does not begin with www, provide the full website address, (iris.nyit.edu). When a website or email address ends a sentence, finish with a period (as per normal rules of grammar).

Dates and Time

academic years
When referring to consecutive or multiple years (i.e., 2006 and 2007), use 2006-2007. Do not use 2006-07, 2006/2007, or 2006/07.

dates
Abbreviate Jan., Feb., Aug., Sept., Nov., Oct., and Dec., but not March, April, May, June, and July, when preceding a day of the month. Do not type “th” after a date, and only use years when necessary.

● Oct. 20, 2007
● June 27

When using a month, day, and year in a sentence, include a comma after the year before continuing the rest of the sentence.

● I attended commencement on May 18, 2014, and had a wonderful time.

When using a month and day, do not use a comma.

● I attended commencement on May 18 and had a wonderful time.

When using a month and year, spell out the month and do not use a comma.

● I attended convocation in August 2014 and had a wonderful time.

When mentioning future events, always include the day of the week whenever possible. Do not add a comma after the numerical date.

● Visit us on Monday, May 8 at the Student Activity Center.

Do not uppercase seasons (spring, summer, fall/autumn, winter) unless they are part of a title.

● I graduate next spring.
● Will you go to Spring Fling with me?


See formal events and invitations for exceptions to this rule.

days of the week
Do not abbreviate Monday, Tuesday, Wednesday, etc.

See dates for additional information.
decades
Correct usages include: the 1980s, the ’90s, the mid-1930s.

invitations
For external invitations to students, parents, alumni, etc., include the day of the week along with the date. Spell out the month, but do not include the year.
  ● Join us on Thursday, February 15 for the Architecture and Design Career Fair.

time
Always lowercase a.m./p.m. and use the following examples as guidelines:
  ● 4 p.m.; 5:15 a.m.
  ● Use noon or midnight instead of 12 p.m./a.m.
  ● The class is from 5:30 to 7 p.m.
  ● We should arrive between 11 a.m. and noon.
  ● Use en dash for spans of time 10 – 11 a.m.

Do not use redundant terms or “:00” for hours of the day (12 noon or 4:00 p.m. are incorrect).

Fonts and formatting

boldface
In general, do not use boldface for individual words within body copy. If you wish to use boldface in body copy, please consult with Communications + Marketing.

italics
NYIT uses italics for some titles. See section Titles, Names, and Terms. Note this is an exception to AP style.

superscript
Never use superscript, including in addresses, times, dates, etc.

underline
Do not underline words within body text. Note you may need to manually remove underlining that has been automatically applied to e-mail addresses and URLs in documents.

Numbers

age
When mentioning the age of a person, always use a numeral.
  ● The boy is 5 years old.

Class of [Year]
Use Class of 20XX (insert year for XX) when referring to a graduating class at NYIT.
currency
Always lowercase. Use figures and $ sign (or appropriate currency symbol) except in casual references or amounts without a figure.
  ● The book costs $16.
  ● Isaac owes me a dollar.
For amounts more than $1 million, use the $ and numerals up to two decimal places.
  ● It is worth $4.34 million.

dimensions and measurements
Use figures and spell out inches, feet, yards, etc., to indicate depth, height, length, and width. Hyphenate adjectival forms before nouns.
  ● He is 5 feet, 6 inches tall.
  ● A 5-foot, 6-inch man left the scene of the crime.
  ● The car is 17 feet long, 6 feet wide, and 5 feet high.
  ● The rug is 9 feet by 12 feet.
  ● The 9-by-12 rug was covered in mud.
  ● The storm dropped 5 inches of snow.

fractions
Spell out amounts less than one in stories, using hyphens between the words:
  ● Two-thirds of the budget will be allocated to new projects.

Use figures for precise amounts larger than one, converting to decimals whenever practical:
  ● She ran 4.2 miles today.

numbers
Spell out zero through nine. Use figures for 10 and higher. Avoid starting a sentence with a number, but if you must, spell out the number.
  ● Sixty-two people came to my graduation party.
  ● There are 7.1 billion people in the world.
The exception to this rule is years:
  ● 1972 was a very good year

percent
Use numerical figures and always spell out “percent.” Only use “%” in tables.
  ● I increased my productivity by 4 percent.

telephone numbers
Use decimals and do not use 1 before the number. For extensions, write “ext.”
  ● 516.555.7849, 800.555.1100
  ● 516.555.7849 ext. 2.
Punctuation and Spacing

comma
Use serial commas to separate elements in a series (this is an exception to AP style).

- The flag is red, white, and blue.
- I had orange juice, toast, and eggs for breakfast.

Do not use a comma before Jr. or Sr. Do not use a comma before Inc.

dashes and hyphens
Use *em dashes* to denote an abrupt change in thought in a sentence or an emphatic pause.

- We will fly to Paris in June—if I get time off.
- The development office created a plan—it was unprecedented—to raise funds.

When a phrase that otherwise would be set off by commas contains a series of words that must be separated by commas, use *em dashes* to set off the full phrase.

- He listed the qualities—intelligence, humor, independence—that he liked in a professor.

Use *en dashes* to denote a span or range of numbers; for years, do not leave space on either side, but for times leave space:

- The 2014–2015 tennis season was a success.
- My availability is 1 – 2:15 p.m..

Do not use an en dash when using from or between:

- I am available from 1 p.m. to 2:15 p.m.

(Note: in some programs, en dashes may not be available, in which case, substitute a hyphen.)

Do not use a space before or after each en or em dashes.

Use *hyphens* to connect two words that work as a joint modifier. Refer to *Merriam-Webster online dictionary* if you have a question about whether a common word or phrase requires a hyphen.

In print, avoid using hyphens to manually break words across lines, but if you must, refer to *Merriam-Webster online dictionary* to determine where to break the word. See also section *scores*.

double spaces
Do not use double spaces between sentences.

exclamation points
In general, do not use exclamation points. If you must, use sparingly and do not use in multiples. “I can’t believe what they said about exclamation points!!!” is not acceptable.

quotation marks
Use quotation marks for titles of papers, short poems, song titles, articles (in journals, magazines, newspapers, or on the web), lectures, television or radio episodes, paintings and sculptures (digital or physical), and exhibits. (See also section *titles*.)

Follow normal style usage for quotation marks, but remember the following points:
Alternate between double quotation marks (“or”) and single marks (‘or’) when using quotes within quotes.
Mary replied, “He said, ‘I’m going to the professor.’”

Periods and commas always go within the quotation marks. Dashes, question marks, and exclamation points are placed in quotation marks only if they are part of the original quote.

What did Lori mean when she said, “I’ll see you soon”?

Katie asked, “When will I see you again?”

When putting direct quotations in headlines or titles, use single quotes.

scores

Use figures exclusively, placing a hyphen between the totals of the winning and losing teams.

The Bears defeated the Saints 12-2 or the Bears scored a 6-2 victory over the Giants.

Use a comma in this format:

NYIT 14, Limestone College 13.

semicolons

In general, use a semicolon to indicate a greater separation of thought and information than a comma can convey but less than the separation that a period implies. Also, use semicolons to separate elements of a series when individual segments contain material that also must be set off by commas.

The basketball team welcomes its newest members, including Frank Smith, guard, of Bethpage, N.Y.; Jason Jones, forward, and Michael Sullivan, center, of Farmingdale, N.Y.; and Jeff Moore, forward, of Hoboken, N.J.

Semicolons should be placed outside quotation marks.

word breaks and URL breaks

Try not break words over a line unless unavoidable. In general, follow Merriam-Webster’s Collegiate Dictionary, 11th edition for guidance on word division.

Avoid breaking URLs whenever possible; reword sentences if necessary.

Word List

Below are commonly misused, overused, or misspelled words or phrases, or words which NYIT spells differently from Merriam-Webster.

- **advisor**: Do not spell as adviser.
- **coursework**: Spell as one word.
- **cybersecurity**: Spell as one word
- **data**: This word is the plural form of datum. The data are conclusive is correct. The data is conclusive is not.
- **dialogue**: do not spell as “dialog”
- **email**: lowercase, one word
- **faculty members**: Avoid using faculty by itself. NYIT faculty members are getting ready for the spring semester.
- **fundraiser, fundraising**: Always spell out as one word.
- **health care**: Spell as two words
● **highly**: Avoid using this word as an adjective or adverb. It is extraneous and brings little new meaning to a sentence. In general, avoid adverbs ending in “ly.”

● **his, her**: Use the pronoun his when an indefinite antecedent may be male or female (*A reporter attempts to protect his sources*). Sometimes the best option is a revised sentence (*Reporters attempt to protect their sources*). Never use his or her.

● **Internet**: always capitalize

● **in order to**: Simply use to.

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● **multidisciplinary**: Do not use multi-disciplinary

● **not only … but also**: Sentences written with these words use the correlative conjunction to connect two equal grammatical items. For example, Professor Smith not only requires a written thesis but also assigns a video reel for his course’s final grade. Avoid the correlative conjunction. A better way to say the same thing is: *Professor Smith requires a written thesis and video reel for his course’s final grade.*

● **online**: Always spell as one word with no hyphen.

● **photo shoot**: Spell as two words

● **please**: Avoid excessive use of this word. Once is enough in most paragraphs or documents.

● **Q&A**: do not spell Q-and-A

● **R.S.V.P.**: Always include periods after each letter.

● **skill set**: Spell as two words

● **smartphone**: Spell as one word.

● **solutions-oriented**: Do not use solution-oriented.

● **staff members**: Avoid using staff by itself. *The staff members had a busy September.* When discussing faculty and staff members together, combine them as a group. *The president, vice president, and faculty and staff members attended the meeting.*

● **student-athlete**: Hyphenate when used as a noun (*She is a model student-athlete*) or as an adjective (*She is researching the organization’s student-athlete history*).

● **very**: Avoid using this word. It adds no new meaning to a sentence.

● **3-D**: do not use 3D, three-D, or three-dimensional

● **web**: Do not use Web.

● **ZIP code**: ZIP stands for Zone Improvement Program and should be in all caps.

Below are commonly used words referenced by technology and popular culture. Use them sparingly for global audiences. *Oxford Dictionaries Online* regularly adds new words. View recent updates.

● **bitcoin**: digital currency used to pay for a web-based service in lieu of dollars or other bank-issued money.

● **cookie**: small text files that websites put on your computer to track and store information about your Internet browsing habits and preferences. Companies may use this information for targeted web advertising. You may select to allow or block cookies in most website browsers.

● **crowdfund**: to raise money from a large number of people, especially from the online community. Popular crowdfunding sites are Kickstarter.com and Indiegogo.com.

● **favorite**: often used as a verb, *to favorite* means to express approval of a tweet. Favorite as a noun is ubiquitous on the social media website Twitter, where it’s embedded as a star icon that can be applied to any tweet.

● **emoji**: a small digital image or icon used in emails to express emotions.

● **gamification**: the use of video and computer games or their design elements to encourage participation of audiences in non-game contexts. For example, the use of gamification to enhance teaching and learning experiences in educational settings is a popular research topic explored by instructional technology professors in NYIT’s School of Education.
- **hashtag**: a word or phrase preceded by the # symbol and used to categorize keywords and topics in a tweet.
- **like/unlike**: to indicate your preference for and/or give your approval of a Facebook post or page.
- **meme**: an idea, behavior, style, or usage that spreads from person to person within a culture.
- **MOOCs**: massive open online courses. MOOCs are offered to a large number of people for free or little charge by universities and/or other educational providers such as Coursera, Udacity, and edX.
- **phablet**: a cross between an early smartphone (i.e., first-generation iPhone or original BlackBerry) and a tablet computer. The height of a phablet’s screen is typically 5 to 6 inches.
- **QR code**: also known as a quick response code. It’s a barcode that stores a lot of digital data and can be scanned by a smartphone or tablet to access a website.
- **screenager**: teenager who is always on his/her smartphone, tablet, phablet, laptop, or desktop computer.
- **selfie**: photo that you take of yourself on a smartphone or webcam and upload to a social media website such as Facebook.
- **tweet vs Twitter**: A tweet can be a noun or a verb. As a noun, it refers to a post on the social media website Twitter. As a verb, it refers to the action of posting content on Twitter. Good example 1: *I read your tweet online.* Good example 2: *I tweeted at the conference.* Twitter is only ever a noun. Incorrect usage: *I twittered at the conference.*