



NEW YORK INSTITUTE
OF TECHNOLOGY

Editorial Guidelines



Do.
Make.
Innovate.
Reinvent the Future.

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Introduction

This guide provides rules and guidance to ensure a clear, consistent, and professional voice is implemented in all materials (print and electronic, internal and external) produced by and for New York Institute of Technology. If you need clarification or have suggestions for new entries, please email bessie.knoblauch@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 our style and AP style, the Editorial Style Guide takes precedence.

For questions not answered in this document, consult the following sources in the order listed below:

- *The Associated Press Stylebook 2020*
- [Merriam-Webster online dictionary](#)

University Boilerplates and Nomenclature

New York Institute of Technology

New York Institute of Technology is the proper name of the institution and should be used in all references to the university; it must be spelled out upon first reference in all communications. Depending on the communications method and audience, “New York Tech” may be used on second reference; other references may include “the university,” “the institution,” ... and more informally, “we,” “us,” etc.. If the full name of a school or college within the university is being referred to, “NYIT” does not need to be spelled out (see section: Schools, Colleges, Centers, and Venues).

New York Tech

New York Tech is an acceptable way to refer to the university on second mention, informally in conversation, and in relation to athletic activities. It is not the official name of the university and should not be used in conjunction with schools/colleges or in any official capacity.

NYIT

The use of this acronym should be reserved for very specific uses—it is no longer the informal name of the university and should not be used on first or second mention. Acceptable uses:

- In legal and official corporate documentation, NYIT can be used as an abbreviation.
- Before the name of a college/school or center within the university.
- As the domain name of the institutional website, email, and portal.

Institutional Boilerplate

Please use this language for brochures:

New York Institute of Technology offers more than 100 undergraduate, graduate, and professional degree programs in more than 50 fields of study, including computer science, data, and cybersecurity; biology and biomedical studies; architecture and design; engineering; health professions and medicine; IT and digital technologies; management; communications and marketing; education and counseling; and energy and sustainability. A nonprofit, independent, private, and nonsectarian institute of higher education founded in 1955, it welcomes more than 9,000 students worldwide. The university has campuses in New York City and Long Island, New York; Jonesboro, Arkansas; and Vancouver, British Columbia, as well as programs around the world. With a student-centered approach and generous scholarships, the university embraces its mission to provide career-oriented professional education, give all qualified students access to opportunity, and support research and scholarship that benefit the larger world. Caring, expert faculty and staff provide an outcomes-focused student experience and outstanding academic programs infused with technology. Nearly 107,000 alumni are part of an engaged network of physicians, architects, scientists, engineers, business leaders, digital artists, and health-care professionals. Together, the university’s community of doers, makers, and inventors empowers graduates to change the world, solve 21st-century challenges, and reinvent the future.

Please use this for institutional documents, including policies and HR ads:

New York Institute of Technology offers more than 100 undergraduate, graduate, and professional degree programs in more than 50 fields of study, including computer science, data, and cybersecurity; biology and biomedical studies; architecture and design; engineering; health professions and medicine; IT and digital technologies; management; communications and marketing; education and counseling; and energy and sustainability. A nonprofit, independent, private, and nonsectarian institute of higher education, it welcomes more than 9,000 students worldwide. The university has campuses in New York City and Long Island, New York; Jonesboro, Arkansas; and Vancouver, British Columbia, as well as programs around the world. New York Tech embraces its mission to provide career-oriented professional education, give all qualified students access to opportunity, and support research and scholarship that benefits the larger

world. Nearly 107,000 alumni comprise an engaged network of doers, makers, and innovators prepared to change the world, solve 21st-century challenges, and reinvent the future. For more information, visit nyit.edu.

Use NYIT as an acronym in legal documents and institutional policies only.

New York Institute of Technology (NYIT) offers more than 100 undergraduate, graduate, and professional degree programs in more than 50 fields of study, including computer science, data, and cybersecurity; biology and biomedical studies; architecture and design; engineering; health professions and medicine; IT and digital technologies; management; communications and marketing; education and counseling; and energy and sustainability. A nonprofit, independent, private, and nonsectarian institute of higher education, NYIT welcomes more than 9,000 students worldwide. The university has campuses in New York City and Long Island, New York; Jonesboro, Arkansas; and Vancouver, British Columbia, as well as programs around the world. NYIT embraces its mission to provide career-oriented professional education, give all qualified students access to opportunity, and support research and scholarship that benefits the larger world. More than 107,000 NYIT alumni comprise an engaged network of doers, makers, and innovators prepared to change the world, solve 21st-century challenges, and reinvent the future. For more information, visit nyit.edu.

Statement on Non-Discrimination

Incorporate the following statement, provided by the General Counsel, in all materials (digital and print), including recruitment materials, that are used to convey general information to participants, students, applicants, or employees. Examples include viewbooks, catalogs, handbooks, employment applications, *New York Institute of Technology Magazine*, and annual reports. Letters, postcards, or posters that do not contain general information are not required to have the statement displayed. The statement should appear in a prominent location (inside front/back cover, title page, etc.).

Statement on Non-Discrimination

New York Institute of Technology does not discriminate in admissions, access to, operation of, treatment or employment in its programs and activities on the basis of race, color, national origin, religion, creed, ethnicity, disability, age, marital status, sex, gender, sexual orientation, gender identity, veteran status, or any other legally protected status. The following person has been designated to handle inquiries regarding this non-discrimination statement or inquiries regarding Section 504 of the Rehabilitation Act of 1973 or Title IX of the Education Act of 1972:
Cheryl Monticciolo, Director, Compliance and Title IX Coordinator and 504 Coordinator
New York Institute of Technology; Tower House, Room 106; Old Westbury, NY 11568
516.686.1080, cheryl.monticciolo@nyit.edu

Schools, Colleges, and Centers

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 College of Arts and Sciences
- NYIT College of Engineering and Computing Sciences
- NYIT School of Health Professions
- NYIT School of Management
- NYIT College of Osteopathic Medicine

If including “the” before the name of a school, never capitalize 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. Do not use “NYIT’s” before the name of a school or college.

Examples:

- She received a Bachelor of Arts in 1999 from NYIT College of Arts and Sciences.
- He earned a master’s degree from the College of Engineering and Computing Sciences.
- NYIT School of Health Professions is located on the Long Island 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 for any audience 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. You may also refer to it as “the medical school” (lowercase) in running text. Do not use “NYCOM,” “New York College of Osteopathic Medicine,” or “NYIT College of Medicine.” When referring to areas of interest, use “medicine” or “health and medicine” when also referring to the School of Health Professions.

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

Academic ceremonies and events

Please note the official names of the following events:

- New York Institute of Technology Commencement (refers to all New York campuses), commencement*
- New York Institute of Technology Convocation, convocation*
- New Student Academic Convocation
- SOURCE (spell out on first reference: Symposium On University Research and Creative Expression)
- White Coat Ceremony
- Hooding Ceremony

*Commencement and convocation are only capitalized if preceded by the name of the university. Otherwise, lowercase in all instances, including a possessive modifier:

- We are planning to attend this year’s commencement.
- New York Institute of Technology’s Commencement will be held on Sunday, May 21.
- I believe New York Tech’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 the university’s alumni organization.

Bears/New York Tech Athletics (legacy use)

In August 2020, New York Institute of Technology announced that it would not compete in intercollegiate athletics for at least two years. The following guidelines should still be used in reference to athletics accomplishments and legacy information:

Athletics used “New York Tech” as the official name of its athletics department. “Bears” refers to the name for all sports teams. Do not use “Lady Bears” for the women’s teams.

- When using “Bears,” follow plural noun rules: The Bears were in their ...
- When using “team,” follow singular noun rules: The team was

New York Tech offers eSports (the Cybears), and the team competes in the East Coast Conference..

The Campus Slate

This is the official name of the student newspaper at the Long Island campus.

The Manhattan Globe

This is the official name of the student newspaper at the New York City campus.

Community

The “community” refers to ALL students, faculty, staff, administration, and alumni.

my.nyit.edu

This is the official name and spelling/usage for the online student, faculty, and staff portal at my.nyit.edu.

New York Institute of Technology Magazine

This is the university’s official alumni publication: nyit.edu/magazine

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 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.

Below are the addresses for the university’s campuses and other locations:

New York Institute of Technology-Long Island and NYITCOM-Long Island

Northern Boulevard
P.O. Box 8000
Old Westbury, NY 11568-8000
Phone: 516.686.1000

New York Institute of Technology-New York City

1855 Broadway
New York, NY 10023-7692
Phone: 212.261.1500

NYITCOM-Arkansas

P.O. Box 119
State University, AR 72467
870.972.2786

New York Institute of Technology-Vancouver: multiple locations

701 W. Georgia St., 17th floor
P.O. Box 10104
Pacific Centre
Vancouver, BC V7Y 1K8
Canada
Phone: 604.639.0942
Fax: 778.371.7928

2955 Virtual Way, Suite 450
Broadway Tech Centre
Vancouver, BC V5M 4X3
Canada

2985 Virtual Way, Suite 150
Broadway Tech Centre
Vancouver, BC V5M 4X3
Canada

NYIT de Seversky Mansion
Northern Boulevard
P.O. Box 8000
Old Westbury, NY 11568-8000
Phone: 516.686.7675
Fax: 516.686.7677

Contact Information

When listing contact information, use colons after phone, fax, and email:

- Phone: 646.273.6162
- Email: person@nyit.edu

In sentences, put phone or fax information after the email address:

- For more information, contact person@nyit.edu or call 646.273.6162.

If this sentence is used in a multimedia document, make sure the email address is hyperlinked.

When including room numbers, spell out “room” or use “rm” if you have space constraints. Similarly, spell out “floor” or use “fl.” In all cases “room” and “floor” and their variations should be lower case.

Building Names and Locations

For consistency, please use the names listed here when referring to specific sites at either of the New York campuses. Formal names appear in parentheses when applicable.

Long Island

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
Harry Schure Hall
Midge Karr (Midge Karr Fine Arts Design Center)
Mollie Rogers Auditorium, Serota Hall
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)
Rockefeller Auditorium
SAC (Student Activity Center)
SAC Dining Hall
Salten Hall (David G. Salten Hall)
Salten Dining Hall
Sculpture Studio
Serota (Hannah and Charles Serota Academic Center)
Simonson House
South Parking Lots
Sports Complex
Theobald Science Center (formerly John J. Theobald Hall) (*Do not use 400 Building*)
Tower House
Whitney Lane House
William Rogers Auditorium, Serota Hall
Wisser Library

New York City

16 W. 61st St.
26 W. 61st St.
33 W. 60th St.
1849 Broadway
1855 Broadway (Edward Guiliano Global Center)
Metro Cafe (1849 Broadway)

Vancouver

701 W. Georgia St., Suite 1700 (Pacific Centre)
2955 Virtual Way, Suite 450 (Broadway Tech Centre)
2985 Virtual Way, Suite 150 (Broadway Tech Centre)

Libraries

Art & Architecture Library
College of Osteopathic Medicine Library
New York City Campus Library
Wisser Memorial Library

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 baseball field on the Long Island campus.
- President's Field: the official name of the outdoor athletics field used for softball on the Long Island campus. Not to be confused with "President's Stadium" or "Recreation Hall."
- President's Stadium: the official name of the outdoor athletics field on the Long Island campus.
- Recreation Hall: the official name of the indoor athletics court at the Long Island campus.
- Wilson Hall: NYITCOM's location on the Jonesboro campus of Arkansas State University (NYITCOM-Arkansas).

Titles, Names, and Terms

general guidelines/headline capitalization

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

Official titles of degree programs and 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 New York Tech.
- 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.

*If the name of a degree changes, add “(formerly known as [OLD NAME])” to key pages and descriptions through one entire admissions cycle.

Referencing degrees after someone’s name:

Upon first reference, include degree information for faculty, visiting faculty, and high-level administrators who have earned a doctoral degree:

- Vice President Charles Dickens, Ph.D.
- Emily Post, D.O., dean of NYIT School of Etiquette

Following the name of a faculty member:

- Indicate only the highest-level degree earned. If a faculty member has earned two equivalent degrees (e.g., M.B.A., M.P.A.), both may be included. Degrees always get periods (e.g., D.P.T.).
- You may choose to include professional licensure designations prior to the degree. Professional licensure designations do not get periods (e.g., PT, CPA).
- You may include fellows designations (FACOP), but not certifications.

When mentioning New York Tech 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 *New York Institute of Technology Magazine*) you may capitalize abbreviations—such as Ph.D. to PH.D. and B.Arch. to B.ARCH.

official program and degree names

Please refer to the latest course [catalog](#) to verify the official, approved name of each academic degree and program, including all undergraduate and graduate programs, combined degrees, accelerated degree options, etc.,

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 “New York Institute of Technology Board of Trustees.”

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).

conferences 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., Women’s Technology Council, School of Architecture and Design) is not. Note that lectures in this context should not be confused with traditional classroom lectures, which fall under the **classes** entry.

Examples:

“Data, Matter, Design: Strategies in Computational Design”:

https://www.nyit.edu/box/features/why_data_matters_in_architecture_and_design

“Wise Women Wednesday: Achieve Financial Freedom”:

https://www.nyit.edu/box/features/news_byte_women_get_wise_about_their_financial_success

“We’re in This Together: A Community of Resources to Support our Students”:

https://www.nyit.edu/box/features/news_byte_women_get_wise_about_their_financial_success

committee

Capitalize when part of a formal name:

- the New York Institute of Technology [TBD] Committee

Do not capitalize in shortened versions of long committee names:

- the voter engagement committee

Do not abbreviate to “comm.”

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. (For exceptions, see “professional titles” below.)

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.”

(see also “academic degrees” and “programs” sections)

email communications--salutations

Any email to the community must include a salutation specifying audience. Letters or similar correspondence should begin with “Dear”; memos and informal communications may begin with “to”:

- To all Vancouver students:
- Dear faculty members,

events

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

- This year, commencement will be held outdoors.
- This year, New York Institute of Technology Commencement will be held outdoors.

exhibitions

Titles of exhibitions and exhibits are always capitalized. Do not put names of exhibitions in italics or quotes.

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 New York Institute of Technology** for an exception to this rule.

office

Always capitalize the official name of an office. Lowercase office in plural uses, but capitalize the proper name element:

- the Office of Admissions
- the offices of Admissions and Financial Aid

President of New York Institute of Technology

Henry C. Foley, Ph.D., President, New York Institute of Technology

Internal communications to the community:

- Use “Hank Foley, Ph.D.” on first reference and “President Foley” on second reference.

External communications or official documents (such as diplomas):

- Use “Henry C. Foley, Ph.D., on first reference and “President Foley” on second reference.
- EXAMPLE: Hank Foley, Ph.D., president of New York Institute of Technology, attended this year’s global conference. President Foley also served as the keynote speaker.

professional titles

Capitalize titles **ONLY** when used in front of an individual's name*:

- Vice President for Environmental Affairs Leslie Knope came to see us.
- Speakers included Leslie Knope, vice president for environmental 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

*Exceptions to this rule may be made when titles are used as a design element, in a formal invitation, or if a title in lowercase may result in a negative consequence. See also “President of New York Institute of Technology” above. Contact a member of the editorial team for clarification about exceptions.

program names

Do not capitalize academic program names; they are not official titles of degrees.

- She’s enrolled in the computer science program.
- She’s pursuing a B.S. in Computer Science.
- She’s an assistant professor of computer science.

Publication of Official Names of Department, Office, Groups; Personnel Titles

For all print or digital publications produced by SCEA (Strategic Communications and External Affairs), the online directory is the de facto source of information. All name, title, and department changes must go through the proper channels and receive requisite approvals before they are forwarded to Human Resources, at which time the online directory is updated. [Read more about this policy.](#)

Abbreviations and Acronyms

Acronyms (general use)

In general, on first reference, spell out the entire 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.

STEAM

STEM (see below) is preferred as a general description of New York Tech’s focus. Some initiatives, however, reference STEAM. On first reference, spell out science, technology, engineering, arts/architecture, and math (STEAM).

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 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.)

For the District of Columbia, use Washington, D.C.

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, which do not require periods, 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

Official campus names/locations are:

- New York City campus OR New York Institute of Technology -New York City

- Long Island campus OR New York Institute of Technology-Long Island
- NYITCOM-Arkansas*
- Vancouver campus
- JUFEE campus OR NYIT-JUFEE (China)

Avoid abbreviations, but if you must, use “LI” or “NYC”

**NYITCOM-Arkansas:* For NYIT College of Osteopathic Medicine’s location on the Jonesboro campus of Arkansas State University, you may shorten to NYITCOM-Arkansas. Please do not use “NYITCOM at Arkansas State” or “NYITCOM at A-State.”

chairperson

Capitalize as a formal title before a name:

- Chairman Henry Ford
- Chairwoman Margaret Chase Smith

Note that for all New York Institute of Technology-related positions, use chairperson. Do not use chair, chairman, or chairwoman. See **titles** for additional guidelines.

email

Always lowercase email except when beginning a sentence. Email addresses should be all lower-case.

- My email address is initials@nyit.edu.

E-newsletter, e-commerce, e-book, and similar words still require a hyphen; with eSports as an exception.

In sentences, put phone or fax information after the email address:

- *For more information, contact Nick Tech at ntech@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 https:// or www. For example, nyit.edu is acceptable by referring to New York Institute of Technology’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., 2019 and 2020), use 2019-2020. Do not use 2019-20, 2019/2020, or 2019/20.

dates

Spell out all months (no abbreviations) even when preceding a day of the month. Do not type “th” after a date, and only use years when necessary.

- October 20, 2019
- June 27

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

- I attended commencement on May 19, 2019, and had a wonderful time.

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

- I attended commencement on May 19 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 2019 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, November 4 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 with a single space before and after the en dash: 10 – 11:15 a.m.
- Do not repeat “a.m.” or “p.m.” in spans of time.
 - 10 a.m. – 3:15 p.m. is correct
 - 10 a.m. – 11:15 a.m. is incorrect
- 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 Strategic Communications and External Affairs.

bulleted lists

When creating a bulleted list, please:

- Capitalize the first letter of the first word following each bullet.
- End each list item with a period if it is a full sentence; if it is a list, then no period.
- Ensure each list item finishes the sentence introducing the list (if applicable).
- Leave a line space between body copy or introductory sentence and the first bulleted item.

italics

New York Institute of Technology uses italics for some titles. See section **Titles, Names, and Terms**. Note this is an exception to AP style.

superscript

Never use superscript, including for 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 email addresses and URLs in documents. This does not apply to web copy, where underlining, along with a change to blue, indicates a hyperlink. However, all non-hyperlinked underlines should be removed.

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 New York Institute of Technology.

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 7.8 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

colons

When using a colon to introduce an item or a series of items, do not capitalize the first item after the colon, unless it is followed by a bulleted list, in which case you should initial cap only the first word of each bullet.

If a complete sentence (or multiple sentences) follows a colon, capitalize the first word after the colon.

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.

dashes and hyphens

Use **em dashes** to denote an abrupt change in thought in a sentence or an emphatic pause. Do not use a space before or after an em dash.

- 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 and monetary spans leave space:

- The 2014–2015 tennis season was a success.
- My availability is 1 – 2:15 p.m.
- The event thanks those who have given \$100 – \$1,000.

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.)

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.

parentheses

Parentheses provide additional information. The parenthetical may be a single word, a fragment, or multiple complete sentences.

Punctuation:

- A parenthetical sentence that can stand on its own requires a period inside the closing parenthesis. (A period is also required at the end of the sentence that precedes the parenthetical.)
- When a parenthetical occurs at the end of a sentence, the closing punctuation mark is put outside the closing parenthesis (more examples [here](#)).

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.

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 to 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 that New York Institute of Technology 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.
- **emeritus:** Gender neutral. Do not use “emerita.”
- **eSports:** One word with a lowercase “e” and initial cap “Sports.”
- **FAQ:** Not FAQs or FAQ’s.
- **fundraiser, fundraising:** Always spell out as one word.
- **health care:** Spell as two words. Hyphenate as an adjective e.g.: “The NYITCOM/CHS partnership fits well into O’Shaughnessy’s vision of the future of **health care**, which he believes relies on how we educate the next generation of **health-care providers**.”
- **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.”
- **Internet:** Always capitalize.
- **in order to:** Simply use *to*.
- **Login vs. Log in:** Log in (two words) is used as a verb (e.g., Log in at MyNYIT). Login (one word) is used as a noun or an adjective (e.g., I forgot my login).
- **multidisciplinary:** Always spell as one word with no hyphen.
- **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 out as Q-and-.
- **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.
- **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.
- **WiFi:** Do not use Wi-Fi, WI-Fi or wifi.
- **ZIP code:** ZIP stands for Zone Improvement Program and should be in all caps

Below are some 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.](#)

- **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](#).
- **COVID-19:** Not Covid-19.
- **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 the College of Arts and Sciences.
- **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.
- **selfie:** photo that you took of yourself on a smartphone or webcam and upload to a social media website such as Instagram.
- **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.*
- **Zoom:** A cloud platform for video, voice, content sharing, and chat that runs across mobile devices, desktops, telephones, and room systems. When referring to the use of the platform, Zoom is a noun and should begin with an initial cap.