

# New York Tech Style “Cheat Sheet”

## Addresses

- Use the abbreviations, such as Ave., Blvd., and St., only with a numbered address.
- Always use numeric figures for address numbers, never spell out. (16 W. 61st St. )

## Contact Information

- When listing/stacking contact information, use colons after phone, fax, and email.
- For phone numbers, use periods, not dashes. (646.273.6162)
- When stacking information, put phone number first, followed by fax (if used), then email.
- In sentences, put email first, followed by phone/fax information. (e.g., For more information, contact person@nyit.edu or call xxx.xxx.xxxx.)

## Dates

- **Years:** Consecutive or multiple years, use 2019–2020, not 2019-20 or, 2019/2020.
- **Months:** Spell out all months; no abbreviations.
- **Days:** Spell out the full day. (Wednesday, not Wed.)
- Do not type “th” or “st” after a date, and only use years when necessary.
- **Seasons:** Lowercase (spring, summer, fall/autumn, winter) unless part of a title.

## Degrees

- Capitalize and spell out degrees (She earned a B.S. in Chemistry) except as follows:
  - He received a Bachelor of Arts in 2012.
  - She earned a Master of Science and a Doctor of Philosophy.
  - I have a bachelor’s degree in computer science.

## Departments/Offices/Programs

- **Departments:** Capitalize and place before the name of the academic department. (Department of Physics; not Physics Department.)
- **Programs:** Do not capitalize academic program names unless they are the official titles of degrees. (She’s enrolled in the biology program. She’s pursuing a B.S. in Biology.)
- **Offices:** Capitalize the official name of an office (Office of Admissions); unless plural (the offices of Admissions and Financial Aid).

## Names/Professional Titles

- Do not use Dr., Professor, Ms., or other honorific titles before a name.
- If a name is used twice or more, use only the last name upon the second mention.
- ONLY capitalize job titles when used in front of an individual’s name.
- Capitalize professor, assistant professor, associate professor, etc., **before** a name but **not after**. (Assistant Professor Paul Smith or Paul Smith, assistant professor of English.)

- If a title is below the person's name (i.e., announcements, letters, postcards, block contact information), or as a design element in an event posting, then it is capitalized; no comma should be used after the person's name.
- Include degree credentials **only** for faculty, visiting faculty, and high-level administrators who have earned a **doctoral degree** upon first reference. (Vice President Charles Dickens, Ph.D.). Do not include master's and bachelor's credentials.
- For New York Tech alumni, use abbreviations along with the last two digits in their year of graduation in parentheses after names on first reference. Sarah Doe (B.S. '02)

### New York Tech

- **New York Institute of Technology** should be spelled out on first reference in all external communications.
- **New York Tech** may be used on internal communications or upon second reference.
- **NYIT** should not be used except as part of the name of NYIT College of Osteopathic Medicine (NYITCOM can be used upon second mention), an abbreviation in legal documents, or part of the institutional website, email, and portal (nyit.edu).
- **Never** use **NY Tech**.

### 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.
- Use en-dashes to denote a time span or range of numbers.
  - For years, do not leave space on either side of the en-dash. (The 2019–2020 tennis season...)
  - For times and monetary spans leave space before and after the en-dash. (1 – 2:15 p.m., \$25 – \$75)
- Don't use decimal points for rounded dollar amounts. (\$20.00 no; \$20.26 yes.)
- Use numerical figures and always spell out "percent." Only use "%" in tables.

### Time

- Always lowercase a.m. or p.m.
- Use noon or midnight instead of 12 p.m./a.m.
- Do not use ":00" for hours of the day. (4 p.m., not 4:00 p.m.)
- Use en-dash for spans of time with a single space before and after (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 not.)

### Titles

- **Capitalize** principal words, including prepositions and conjunctions of four or more letters. Capitalize articles—the, a, an—only when they begin the title.
- **Use italics** for titles of books, computer games, software, movies, operas, plays, poems/collection of poems, albums, TV programs, newspapers, magazines, journals, reference materials, and encyclopedias.

- **Use “quotation marks”** for titles of papers, short poems, songs, articles (journals, magazines, newspapers, web), TV or radio episodes, paintings, and sculptures.
- **Conferences 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 is not.

### Miscellaneous

- **Ampersand (&):** Do not use & or + in body copy, unless it is part of a formal name (Proctor & Gamble) or you are forced by space constraints. They can be used in titles, headlines/subheads, and other styled text as a design choice.
- **Bullets:** 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’s a list of items, no period is necessary.)
- **Commas:** Use serial commas to separate elements in a series—even when there’s an “and” (red, white, and blue).
- **Quotation Marks:** All punctuation goes inside of quotation marks.
- **Spacing:** Do not use double spaces between sentences.
- **Underline: *Never*** underline words in titles or text for any reason, unless it is for a hyperlink.

For additional style guidelines, please consult our [editorial style guide](#).

To check appropriate spellings, please refer to the [Merriam-Webster online dictionary](#)