# Whitman Undergraduate Conference Program Style Guide

*Proposal summaries (which will be printed in the Whitman Undergraduate Conference program exactly as they appear in the online application system) generally conform to Associated Press style. Exceptions are noted in some entries below.*

**ampersand** — spell out, except when part of an official title

**awards** — use full, proper designations: Perry Summer Research Award; Abshire Research Scholar Award

**book titles (and all other print material)** — indicate in quotes; do not italicize (e.g., "The Sun Also Rises"); prepositions and articles, unless they begin the title, are not capitalized.

Exceptions: books of the Bible, other religious books; in these cases, capitalize, no italics, no quotes (the Book of Job, the Tanakh)

**century** — lowercase and use numerals for 10$^{th}$ century and above; do not hyphenate (16$^{th}$ century).

Exception: If a century appears in the title of your proposal, spell out the century number but do not hyphenate.)

**chemical compounds** — names of chemical compounds and elements are not capitalized

**cities** — after the city name, put a comma, a space then the state abbreviation. When using the city and state abbreviation in a sentence, put a comma after the state abbreviation (see **states** for a list; also, see **countries**).

**college** —  lowercase when it stands alone

**commas** — DO NOT use the final comma in a series (red, white and blue)

**countries** — when using the country name after a state name or abbreviation, a province name, or any other proper name for a location or geographic region, put a comma before it. If in a sentence, put a comma after the country name, as well. (I did not know that it is illegal in Regina, Saskatchewan, Canada, to mock Celine Dion.)

**course titles** — in quotations

**dashes** — use the short (en) dash with space on either side e.g., Making oatmeal is hard – that's why I eat quick oats. To make an en dash on a Mac, the keyboard shortcut is Option + -  DO NOT use the long (em) dash (—).

**dates** — spell out the month when it stands alone or with a year only (January 2008). Abbreviate the month when it is used with a date (Jan. 8, 2008). In a sentence, place a comma after the year (The club will meet Jan. 3, 2013, to elect officers.)

Exceptions: Do not abbreviate April, March, May, June, or July.

**decision-making**

**elements** — names of elements are not capitalized

**ellipses** — put a space on either side of the ellipsis. e.g., Sacco was cleared of all charges … after he was electrocuted. DO NOT use three periods separated by spaces (. . .), because lines will break between the periods; in Word, simply type three periods and a single ellipsis character should appear. If it does not, use the keyboard shortcut Option + ; on a Mac, or Alt + ; on a PC.

**films** — in quotes (do not italicize); ditto for TV shows

**foreign language phrases** — If foreign words are necessary and not translatable, italicize them only if they are not in Webster's.

**GPS** — global positioning system on first reference; GPS on all subsequent references

**mid** — no hyphen unless the word following it is capitalized. Examples: midsemester; mid-Atlantic

**multi** — generally, no hyphen unless coupled with a word that starts with a vowel (multi-ethnic)

**non** — no hyphen when forming a compound that can be understood if "not" is used before the base word (nontraditional)

Exception: Use a hyphen before proper nouns or in awkward combinations, such as non-nuclear.

**numerals** — Spell out one through nine. Use numerals for 10 and over. (See century listing above). Use numerals for all percentages. Example: 5 percent. Use comma for numerals of four or more digits: 2,500 not 2500

**over** — generally refers to spatial relationships (The plane flew over the city.); more than is preferred with numerals.

**toward** — not towards

**percent** — spell out unless it is in a graphic

**post** — generally no hyphen (postmodernism)

**quotation marks** — periods and commas always go inside the quotation marks; dashes, semicolons and question marks go inside the quotation marks when they apply exclusively to the matter being quoted and outside when they apply to the whole sentence; colons go outside quote marks

**religious references** — lowercase his (not His), him (not Him)

**Seattle** — no state reference; for others, see "states" entry in Communications Office style guide or AP style guide

**self** — always hyphenate (self-awareness, self-concept)

**Spanish, other languages** — no italics

**states** — names of states, when used after the names of cities, follow the AP style abbreviation rules. Following are the state abbreviations: Ala., Ariz., Ark., Calif., Colo., Conn., Del., Fla., Ga., Ill., Ind., Kan., Ky., La., Md., Mass., Mich., Minn., Miss., Mo., Mont., Neb., Nev., N.H., N.J., N.M., N.Y., N.C., N.D., Okla., Ore., Pa., R.I., S.C., S.D., Tenn., Vt., Va., Wash., W.Va., Wis., Wyo. Also: D.C.

These eight states ARE NOT abbreviated: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas, Utah.

After using the abbreviated state name in a sentence, use a comma. ("If you live in Walla Walla, Wash., and like Indian food, then you're out of luck."

**names of organisms** — When using binomial nomenclature, the first element, the genus name, is capitalized, and the second element, the species name, is not. Put genus and species names in italics; and put inside parenthesis when common name precedes it; e.g., "Sharks sometimes attack humans *(Homo sapiens)*."

**sub** — generally, no hyphen

**study** — "This study was conducted in cooperation with …" or "This study was funded through …"

**titles** — Capitalize all words except prepositions, conjunctions and articles. Capitalize the first word, regardless of the part of speech, and capitalize first word after a colon; e.g., "How to Understand and Master the Worst Piece of Software on Earth: The Complete Guide to the Disaster that Is Microsoft Word."

**United States** — spell out if it is NOT modifying another word. (The United States went to war. The U.S. government denied it went to war.)

**versus** — spell out unless in the context of court cases, as in Roe v. Wade

**we** — the use of "we" is acceptable when referring to the research of multiple students or student-faculty collaborations; use "I" when referring to a presentation with only one presenter.

**Web page**

**website**

**yearlong** — one word

**years** — 1960s (no apostrophe)