CAMPUS EDITING TIPS FOR 2020 COMMENCEMENT PROGRAM

Ampersands (&)
Do not use the “&” symbol. The word “and” must be spelled out in all text.

Capitalization Rules
- Capitalize proper nouns. Words derived from or associated with proper nouns are lowercased without loss of clarity or significance (as in Department of History, the history department, and the department).
- Capitalize days, months, and holidays, but not seasons (fall 2020 semester).
- Capitalize most words in titles. In general, capitalize the first word, all nouns, all verbs (even short ones, like is), all adjectives, and all proper nouns (lowercase articles, conjunctions, and prepositions).

City and States Names in Biographies
Spell out all cities and states. Cities in California do not need to be identified as such, e.g., use Chico instead of Chico, California. Cities outside of California need to be followed by the state, e.g., Beaverton, Oregon.

Commencement
Capitalize “Commencement” in any reference to CSU, Chico’s Commencement specifically.

Dashes and Hyphens
No spaces are to be used before or after any dash.
Em dashes ( — ) set off and often emphasize a parenthetical element that is abrupt, denotes a break in thought, or has commas within it. They can also be used as punctuation to attribute a quote.
- The dean—small, old, and frail—addressed the assembly before his retirement.
- “I have a dream . . . .”—Martin Luther King Jr.
- She has a lot of cats—maybe too many.
En dashes ( – ) are primarily used for number, time, and date ranges, as well as denoting the minus sign in grades. It is slightly longer than a hyphen but shorter than an em dash.
- 2012–13
- 11 a.m.–1 p.m.
- K–12
Hyphens ( - ) are used for compounds when they come before and modify a noun, but not after it.
- He lives in off-campus housing. But, his home is off campus.
- She is a well-respected professor. But, Professor Thomas is well respected.

Degrees and Majors
Capitalize the full degree title; lowercase the shorter form (in short form, always use ‘s) and the descriptive form.
- Bachelor of Arts degree | bachelor’s degree
- Master of Arts degree | master’s degree
- Doctor of Philosophy (formal title) | doctorate in education (descriptive, not formal title)
No periods in abbreviations of academic degrees. Do not follow abbreviation with “degree.”
- BA, BS, BFA, EdD, MA, MS, MBA, MFA, MPA, MSW, PhD
- He has a BA in history (not, He has a BA degree in history).
  ◦ Do not use degree abbreviations after a person’s name (e.g., Joel Stein, PhD), unless necessary to establish her or his credentials.
Majors are not capitalized unless it’s a language or proper noun, e.g., BA in Spanish; MA in chemistry

Multiple degrees/majors in lists: use commas to separate different degrees/majors. An exception is a degree/major that already has commas, in which case a semicolon can be used.
- English, journalism (double major)
- English, journalism, history (triple major)
• communication sciences and disorders (single major)
• recreation, hospitality, and parks management; business administration (double major)

"First-Generation Student"
Use a hyphen when acting as a compound modifier, e.g., Jane Smith is a first-generation student. Do not use acting as a compound noun, e.g., Jane Smith is her family's first generation to go to a four-year university.

Italics
Do not use italics for emphasis or visual distinction. Italics are for appropriate composition titles only, e.g., essays, books, articles, etc.

Middle Names and Initials
Middle names, if known, are used for students only. Do not use middle initials in any case, unless to differentiate between two alike names.

Name Accents and Diacritical Marks
Accents, tildes, umlauts, and similar punctuation on names should be included. Double check for accurate placement and position. (e.g., Zoë Ball, José Muñoz)

Names in Biographies
• First reference: Full name, first and last
• Subsequent references: Last name only
  e.g., Jane Smith is a first-generation student from Sacramento. She is graduating with a Bachelor of Science in business administration, honors in project management, and minor in communication studies. Since her first year, Smith has been actively involved in the Associated Students government.

Serial Comma
In a series of three or more terms with a single conjunction, use a comma after each term except the last.
• grades of A, B, and C

Time
Use numerals with AM and PM set in small caps or lowercase with periods: a.m./p.m. Eliminate zeros if time is on the hour. Never use AM with “morning” or PM with “evening,” and never use “o’clock” with either AM or PM or with numerals. Avoid the redundancy of “The game is at 8 PM tonight.”
• Office hours are 8 AM to 5:30 PM (or 8 a.m. to 5:30 p.m.)
• 8 a.m. to 5 p.m. (all time on the hour, without zeros)
• eight o’clock (not 8 o’clock); noon/midnight (not 12 p.m./12 a.m.)

Titles of People; “Dr.”
Official personal (academic and administrative) titles immediately preceding a name are capitalized; those following a name or set off by commas are not. For academic titles, use “Professor Jones” rather than “Dr. Jones” because the University does not use “Dr.” as a title except for medical professionals—including references to faculty with PhDs. All faculty can be referred to as “Professor,” regardless of whether they are lecturers, assistant professors, associate professors, or full professors.
• The latest discovery by Professor Anne Fisher ...
• James Allen, assistant professor of anthropology, has discovered ...
• A professor of engineering at CSU, Chico since 2010, Mary Roth studies ...

University Name (use formal only)
• First reference: California State University, Chico
• Subsequent references: CSU, Chico
• Always include the comma. Do not substitute with a dash, bullet, or other divider.

Word Spacing
Always single space. Use single spacing after all punctuation marks (periods, exclamation points, questions marks, etc.), not double spacing.