abbreviations and acronyms
Acronyms are abbreviations that are pronounced as a word, such as NASA, CAD, etc.

Periods are not necessary after the letters that form an acronym. Not all abbreviations need periods. Do not put periods in KCC, EAC or RMTC.

Spell out the abbreviation or acronym on the first use and follow with the abbreviation in parentheses to prepare readers for your subsequent use of the abbreviation.

academic degrees
Do not capitalize academic degrees when spelled out in general terms: associate degree, bachelor's degree, master's degree, doctorate, etc. Do capitalize when used as a specific degree title. Example — Associate of Arts degree

academic departments
Capitalize names of academic departments.
Example — Allied Health Department, English Department

academic majors
Lowercase academic majors except proper nouns.
Example — history, English

academic programs
Capitalize program names
Example — Paralegal Program

addresses
Spell out Kellogg Community College; don't use KCC in address.

Address lines should be in the following order:
Individual or department name
Business name
Delivery address and suite/apt.
City/State (use postal abbreviations)/Zip

Example —
Admissions
Kellogg Community College
450 North Avenue
Battle Creek, MI 49017-3397

advisor
not adviser

alumna, alumnae, alumni, alumnus
alumna - singular female
alumnae - plural women only
alumni - plural men only or both men and women
alumnus - singular male
alum - singular, male or female; appropriate in informal contexts

associate degree
Not associate's; no lead caps when used in general terms

ampersand (&)
Avoid using in normal text, except when the symbol is part of a company or organization's formal name. May be used in graphic elements.

biased language
Sexist terms — avoid words that are commonly perceived as sexist — chairman/chairwoman (chair is preferred)
Avoid using he/she, him/her, instead use he or she, him or her.

If a surname is used (Dr., Mr., Mrs., Ms.), it should be used for all individuals throughout the document.

When writing about people with disabilities, the term disabled is preferable to handicapped. The phrase "people with disabilities" is preferable to the disabled.

Board of Trustees
Capitalize when referring to Kellogg Community College's Board of Trustees. In second reference you may use "the Board," with a capital B. Capitalize Board when preceded by the word "the" or followed by a name.
Example — He spoke to the Board; I spoke with Board member Smith.

building names
C Classroom Building
Binda Performing Arts Center (not Binda Theater)
Davidson Visual and Performing Arts Center
(may refer to as Davidson Center)
Lane-Thomas Building
Morris Learning Resource Center
(may use acronym LRC after first using proper name)
Mawby Center
Music Center of South Central Michigan
Ohm Information Technology Center
(may use acronym OITC after first using proper name)
Roll Health and Administration Building
Schwarz Science Building
Severin Building
Miller Physical Education Building
(may refer to as Miller Gymnasium)
Whitmore Building
Student Center

capitalization of colleges, departments, programs, majors, and committees
Capitalize when using the official name of a specific college, department, program, school, office, or committee.

When a generic term is used in the plural after more than one proper name, the term should be lowercase.
Example — Harvard and Princeton universities

Do not capitalize the names of disciplines or majors, unless they are proper nouns, derivatives of geographical references, or part of a designated degree.

Do not capitalize common nouns such as the faculty.

Exception for KCC text—
When referring to Kellogg Community College as the College, use a capital C.

centers
Eastern Academic Center
(may use acronym EAC after first using proper name)
Fehsenfeld Center
Grahl Center
Regional Manufacturing Technology Center
(may use acronym RMTC after first using proper name)

chair
Use instead of chairman or chairwoman

classroom
One word

collegewide
One word, no hyphen

commas
Use commas to separate elements in a series, including before the conjunction in a simple series.

copyright notice
Example — Copyright © 2007 Kellogg Community College

course load
Two words

course work
Two words

courses (titles of)
Use caps and lowercase with course titles. Do not italicize or enclose in quotation marks.

dates/months/years
When a month, day, and year are given together, use a numeral for the day followed by a comma. Only use the "th," "st," or ," nd" when the day precedes the month.
Examples — Jan. 8, 2008; the 8th of January

Capitalize the name of months when used in text. Generally, the following months are not abbreviated: March, April, May, June, and July.

When reducing a year to two digits, place an apostrophe (') before the two digits. Omit the apostrophe before a two-digit designation of a decade.
Examples — The fall '07 schedules are out; in the 90s

On the rare occasion that a sentence starts with a year, it should be spelled out instead of using numerals.

degrees with distinction (cum laude, magna cum laude, and summa cum laude)
Do not capitalize or use italics.

em dash (—); en dash (–); hyphen (-)
Use an em dash to indicate an abrupt change in thought, or where a period is too strong and a comma is too weak. The Associated Press style for the em dash uses a space on either side to set it off. To create an em dash on an Apple computer, hold down the option and shift while striking the hyphen. On a PC, it consists of two hyphens joined together. If you put spaces before or after, it will change it to an em dash.

Use either an en dash or a hyphen to indicate duration: October–December; 7:30–9:30. To create an en dash on an Apple computer, hold down the option key while striking the hyphen. A PC will automatically make an en dash if you do not put a space before and after a hyphen.

Use a hyphen in a compound adjective or hyphenated word.

email
No hyphen is necessary in the word email.

emerita/emeritus
Emerita in a title means a female retired from the position, permitting her to retain the title in an honorary capacity.

Emeritus in a title means a male retired from the position but permitting him to retain the title in an honorary capacity.

equal opportunity statement
(This statement should appear on all official KCC publications.)

Kellogg Community College is an equal opportunity/affirmative action institution and does not discriminate on the basis of race, religion, color, national origin, gender, marital status, sexual orientation, age, or disability in its programs, services, or activities. Direct inquiries regarding the nondiscrimination policies can be made to either the Vice President for Instruction or the Director of Human Resources, 450 North Avenue, Battle Creek, MI 49017-3397.

extension
For phone extensions, use the abbreviation ext.

fundraiser, fundraising
Here at KCC we write it as one word. Do not hyphenate.

grade point average
It is preferable to use the acronym GPA. When it must be spelled out, do not hyphenate grade point.

home-schooled/home schooling

initials
Generally you do not separate initials with a space.
Example — Washington D.C.

Internet

Internet is a proper noun, so it is always capitalized.

Lifelong Learning

Lifelong is one word, no hyphen, in both the Lifelong Learning name and in general use.

login/log in/logout/log out

Use one-word form for adjectives (Example — login screen, logout button).

Use two-word form for verbs (Example — log in to the website, log out of the system).

Mosaic

The *Mosaic*, KCC's art and literary publication, should be italicized when used in text.

multicultural

Do not hyphenate.

nonprofit or not-for-profit

numerals

Within a sentence spell out zero through nine; use numerals for 10 or greater unless the number starts the sentence.

Use a comma with numerals 1,000 and above.

Use numerals when referring to academic credit hours and grade point averages.

Use numerals when referring to a page number.

offline/online

Do not hyphenate.

post-baccalaureate

Hyphenate

seasons

Do not capitalize spring, summer, fall, winter.

software terms

Software terms (languages, programs systems, packages) are set in full capitals if they are acronyms; otherwise, they are spelled according to their trade or market names. Example — C++, COBOL, FORTRAN, Microsoft Word, WordPerfect

spaces after punctuation

Use only one space after periods, colons and semi-colons when typing text on a computer.

states

Spell out the state name when possible. When an abbreviation for a state is necessary, use AP style abbreviations for state names in text. When an abbreviation is two letter initials, do not separate with a space (S.C.). The following states are not abbreviated: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, and Utah. The two letter postal state abbreviations (MI) should only be used in full addresses.

	AP STYLE	POSTAL		AP STYLE	POSTAL
Alabama	Ala.	AL	Montana	Mont.	MT
Alaska	Alaska	AK	Nebraska	Nebr.	NE
Arizona	Ariz.	AZ	Nevada	Nev.	NV
Arkansas	Ark.	AR	New Hampshire	N.H.	NH
California	Calif.	CA	New Jersey	N.J.	NJ
Colorado	Colo.	CO	New Mexico	N.M.	NM
Connecticut	Conn.	CT	New York	N.Y.	NY
Delaware	Del.	DE	North Carolina	N.C.	NC
Florida	Fla.	FL	North Dakota	N.D.	ND
Georgia	Ga.	GA	Ohio	Ohio	OH
Hawaii	Hawaii	HI	Oklahoma	Okla.	OK
Idaho	Idaho	ID	Oregon	Ore.	OR
Illinois	Ill.	IL	Pennsylvania	Pa.	PA
Indiana	Ind.	IN	Rhode Island	R.I.	RI
Iowa	Iowa	IA	South Carolina	S.C.	SC
Kansas	Kans.	KS	South Dakota	S.D.	SD
Kentucky	Ky.	KY	Tennessee	Tenn.	TN
Louisiana	La.	LA	Texas	Tex.	TX
Maine	Maine	ME	Utah	Utah	UT
Maryland	Md.	MD	Vermont	Vt.	VT
Massachusetts	Mass.	MA	Virginia	Va.	VA
Michigan	Mich.	MI	Washington	Wash.	WA
Minnesota	Minn.	MN	West Virginia	W.Va.	WV
Mississippi	Miss.	MS	Wisconsin	Wis.	WI
Missouri	Mo.	MO	Wyoming	Wyo.	WY

theater

Use this spelling unless you are referring to a specific theater name that uses the theatre spelling. Do not capitalize except in proper name.

The Bruin

When referring to the student newspaper The is also capitalized along with Bruin. Also *The Bruin* should be italicized when used in text.

time

It is acceptable to use either lowercase or caps for a.m., p.m., AM, PM. Use of periods is not mandatory.

titles of people

Capitalize formal titles before a name.
Example — President Dennis Bona
For titles after a name, the title may, or may not be capitalized. Here at KCC the title is customarily capitalized. For the President, the title is always capitalized.
Example — Dennis Bona, President

Do not capitalize titles standing alone.
Exception for KCC — capitalize President and Board when followed by "the" and before a name.
Example — He spoke to the Board; I spoke with Board President Smith.

titles of books, works of art, movies, plays, poems, songs, television, and radio programs, and the titles of lectures and speeches

Capitalize the first word in title and all principle words, including prepositions and conjunctions of four or more letters.

Books, magazines, newspapers, plays, movies, television shows, and music album titles should be set in italic type.

Poems, feature articles, news stories, chapters, and songs and other components of larger works are enclosed in quotation marks.

Exception — The Bible and books that are primarily catalogs of reference material are not put in italic type nor quotation marks.

underlining

Do not underline within text or in titles. Choose a bold or italic type style to indicate emphasis.

webpage

Not web page

website

Not web site

website addresses

When typing website addresses (URLs) only use the http:// if the address does not begin with www.

If the site is too long and needs to be returned to another line, split it after a period or back slash.

World Wide Web

The World Wide Web is a proper noun and should be capitalized. When using the words "web" or "website" it is not necessary to capitalize.

style
guide

The KCC Style Guide is intended to help maintain effective and consistent communications within the College community.

Please refer to the Style Guide for:
- Proper use of KCC names, titles, and places
- Editorial style
- Correct mail addressing

This guide does not address every possible writing situation; however, it does answer many common usage questions.