DALTON
STATE

STYLE GUIDELINES

Fall 2019

ABBREVIATIONS/ACRONYMS

Write out the complete name on first reference, and place the abbreviation or acronym in parenthes. It is acceptable to use the abbreviation or acronym with no periods or spaces on second reference. e.g. The Office of Computing and Information Services (OCIS) issues email addresses. Call OCIS with any problems.

AGES

Always use the numeral for ages, e.g: the 26-year-old freshman. He is 26 and a freshman.

CAPITALIZATION

Capitalize the college's individual schools and departments. e.g. Wright School of Business

Do not capitalize majors unless it contains a proper noun. e.g. biology, English

COURTESY TITLES

Do not use Mr., Ms. or Mrs. before a person's name except in direct quotes.

Use Dr. on first reference only for someone with a Ph.D., Ed.D., or who is a physician. On second reference, use last name only.

DATES

Spell out the months March, April, May, June, and July. Use the abbreviations Jan., Feb., Aug., Sept., Oct., Nov., and Dec. when followed by the date. Always use the format month and numeral. Add the year if needed. e.g. March 6, 2015 or Dec. 10

Never use the st, nd, rd, or th suffixes in dates.

DEGREES

The use of abbreviations for earned degrees is acceptable after a person's name. e.g. Jane Doe, B.A., M.A.

Use either the courtesy title Dr. or Ph.D. or Ed.D. after a person's name, but not both. e.g. Dr. Jane Doe or Jane Doe, Ph.D.

Use an apostrophe in the words bachelor's, master's, etc.

NUMBERS

Spell out numbers zero through nine. Use the numeral for 10 and higher.

Use commas when writing numbers in the thousands. e.g. 4,200

PERCENTAGES

Use the numeral and spell out the word percent in writing. e.g. It was 25 percent of the budget.

In graphics or charts, use the numeral and % sign. e.g. 25 %

PHONE NUMBERS

Separate the area code and extension with hyphens in writing. e.g. 706-272-4587

Do not use parentheses.

PUNCTUATION

Punctuation goes inside quotation marks. e.g. "Go Roadrunners," she said. She said "Go Roadrunners."

Do not use the Oxford or serial comma in a series. e.g. He took English, math and biology this semester

SPACING

Single space after periods between sentences.

TIME

In writing, use the numeral and a.m. or p.m. e.g. 5 p.m., 10:30 a.m.

Use noon and midnight or 12 p.m. and 12 a.m., but not 12 noon or 12 midnight.

TITLES

Capitalize formal job title when it precedes a person's name. e.g. Dean John Doe

Do not capitalize a title when it comes after a person's name. e.g. John Doe, dean of the School of Business; John Doe, professor of biology