

# STYLE SHEET FOR COMMENTS

## Abbreviations:

Do not abbreviate the names of courses.

*PreCalculus/Calculus* not *PreCal/Cal*,      *Seminar in the Best Self* not *Sem in BS*

## A Cappelicans

## Capitalizing Classes:

The words senior, junior, sophomore, and freshman are not capitalized when used to refer to a student. They may be capitalized when referring to the entire class.

*The junior agreed to speak to the Freshman Class.*

## Capitalizing Departments:

You should capitalize the names of departments and committees.

*Mathematics Department*

*Curriculum Committee*

## Capitalizing School Subjects:

Only languages or proper names of courses are to be capitalized.

*My CL Microbiology course....*      *I take biology in high school.*

## Capitalizing Titles:

You should capitalize people's titles when part of the name. Do not capitalize descriptive positions without surname.

*Head of School Sheila Culbert*

*President Obama*

*Director of Studies Tim Lawrence*

*Vice President Biden*

*The head of school....*

*Obama was the 44<sup>th</sup> president of the USA.*

*Did you speak to the director of studies?*

*He was vice president (not vice-president) of the country.*

## Commas:

Do use a comma with nonrestrictive clauses.

*...his wife, Christine, went to ... (People only have one wife at a time.)*

*They joined wife Christine and me at the ... (now used as an adjective)*

Do not use a comma with restrictive or essential clauses.

*...his son Kevin went to... (No commas here because there could be more than one son)*

Do use the Oxford comma before the "and" in a simple series.

*He had bacon, eggs, and orange juice for breakfast.*

Noun of direct address needs a comma.

*Way to go, Joe!*

## Ellipsis:

Use an ellipsis to indicate an omission. If you are quoting someone and want to shorten the quote, you use the ellipsis to show where you have dropped words or sentences. Leave one space before and after the ellipsis. (...)  
not (... ) not (...)

## Hyphens:

Add a hyphen when using prefix "non" (except for nonsense, nonchalance and nondescript – they have meanings of their own)

*Non-Western, non-conformist*

Do not use hyphen with prefixes "anti" or "semi" – just make a compound word.

*anticonnunist, semifinal*

## Indent:

Do not indent when writing comments.

## It's vs. its:

"It's" means "it is."      *It's raining out.*

"Its" shows possession.      *The school had its roof replaced.*

**Name of the school:**

Always type in upper and lower case, never LOOMIS CHAFFEE, all capital letters.  
LC (the 2 letters) is acceptable after using “Loomis Chaffee” earlier in the comments.  
Loomis Chaffee may stand alone when used as an adjective.  
... *on the Loomis Chaffee campus.*

When referring to the school, use Loomis Chaffee the first time; just Loomis is acceptable thereafter.

**Numerals:**

Spell out numerals lower than 10.

*We had three tests this term.*

Use numerals for all numbers 10 or greater, unless it begins a sentence.

**Plurals:**

When using single letters or numbers, add an apostrophe s.

*Robert got all A's on his report card. Robert rolled all 6's on the dice.*

When using multiple letters and numerals do not use an apostrophe.

*She is learning her ABCs. There are two 747s trying to land at the same time.*

Do not use an apostrophe to make an era plural.

*The 1960s was the decade of rock and roll music.*

**Quotation Marks:**

The ending punctuation mark always goes inside the quotation marks.

*I asked him pointedly, “Can you look in the mirror and say, honestly, that you gave it your best shot?”*

**Seasons:**

The names of seasons are not capitalized.

*She had a productive winter term.*

**Signature:**

Do not “sign” your comments. Your name will automatically print on the same line as the name of the course.

**Stock Comments:**

We hear repeatedly that parents and advisors do not want to hear about the class or the teacher. Parents want to hear about their own child.

If you must use stock comments, they may only be two to three sentences and should be typed into the “curriculum comment” field. Do not use this field for progress reports (except in the case of a half course at fall progress report), use only at the end of term on report cards.

The curriculum comment field is a great place to indicate for example: “*The winter musical will be held on the sixth Friday in August. We hope you all can attend.*” This will now allow the Academic Office to make corrections if dates change or to correct typos or incorrect words in one spot instead of having advisors or coordinators go into 60 individual comments to make the correction.

**Sports teams:**

In the middle of a sentence, varsity and jv should be in lower case and no periods.

... varsity lacrosse ... jv soccer

When writing co captain, remember not to use a hyphen.

**Titles:**

Book titles should be italicized.

This term we read *The Samurai's Garden* and *Romeo and Juliet*.