

Loomis Chaffee Style Guide

Updated 10.9.24

Generally, we follow AP Style in our print and digital publications. Items particular to Loomis Chaffee, exceptions to our use of AP Style, and guidelines warranting extra clarification are detailed in this style guide.

A Cappelicans

Student-run a cappella singing group at Loomis Chaffee

academic degrees

Try to avoid abbreviation of academic degrees; doctorate not Ph.D. If abbreviated, use AP style. bachelor's degree, master's degree, doctorate (not doctorate degree), master's in business administration, medical degree, law degree

acronyms and abbreviations

Avoid all-cap abbreviations, especially on first reference, whenever possible.

Please contact the dean of faculty. Not: Please contact the DOF.

She is doing a guided research project in environmental studies this spring. Not: She is doing a GERP this spring.

addresses

Use comma after state with addresses or city, state in running text.

He traveled to Memphis, Tennessee, for the widgets convention.

advisor

not “adviser”

alumnus/a/i/ae

male graduate = alumnus

male graduates = alumni

female graduate = alumna

female graduates = alumnae

male and female graduates = alumni

Alvord Center for Global & Environmental Studies

Use “&” instead of “and”

Alvord Center on subsequent reference

Annual Fund

Annual Fund

Athletics/Athletic

Athletics Department, Athletics Schedule

An athletic person

buildings and locations

Ammidon Hall
Athletics Center
Audrey Field (softball)
Barton Field (girls varsity soccer)
Batchelder Hall
Carter Hall
Chaffee Hall
Clark Center for Science & Mathematics (Clark Center on subsequent reference)
Cutler Hall
Erickson Gymnasium
Flagg Hall
Founders Hall
Grubbs Quadrangle
Gwendolen Health Center (garden level of Richmond Hall)
Harman Hall
Head's House
Hedges Pool
Helfrich Field (boys varsity soccer)
Homestead
Howe Hall (formerly Mason Hall)
Hubbard Music Center
Hubbard Performance Hall (within the Hubbard Music Center building)
Katharine Brush Library (Brush Library or Brush on subsequent reference)
Kohn Squash Pavilion
Kravis Hall
Longman Hall
Loomis Hall (contains the SNUG)
Lyons Den (top floor of Loomis Hall)
Nichols Center for Theater and Dance (Nichols Center on subsequent reference)
Olcott Center
Palmer Hall
Pratt Field (turf football and multi-sport field)
Ratté Quadrangle
Richmond Art Center
Richmond Hall
Rockefeller Quadrangle
Savage/Johnson Rink
Scanlan Campus Center
Sellers Field (baseball)
Sellers Hall (contains Admission Office)
Shea Family Tennis Courts
South Tennis Courts
SNUG (student center)
Taylor Hall
Tisch Dining Hall (east dining hall)
Upper Turf
Warham Hall

Weigel Terrace
Wilde Track

Center for Diversity, Equity & Inclusion

Use “&” instead of “and”

class

Class of 2004
senior class

colleges and universities

Spell out college and university names on first reference. OK to shorten on subsequent references.

Use en dash between university name and its campus location

University of Colorado–Denver

comma

use serial comma

The side dishes included baked beans, cole slaw, and bagel chips.

commas

Set off adverbial clauses with commas only when they precede the main clause.

When she opened the door, the students dashed to their seats.

The students dashed to their seats when she opened the door.

Although adult Dalmatians have spots, newborn pups have pure white coats.

Newborn Dalmatian puppies have pure white coats although they develop the breed’s characteristic spots after a few weeks.

Commencement

Capitalize Commencement when referring to the event.

He thanked his family during his remarks at Commencement.

committee

Capitalize full committee names

the Disciplinary Committee

company, corporation, incorporated

In full names of businesses, follow AP style for Co./Company, Corp./Corporation, Inc./Incorporated.

course names

Capitalize course names, no italics or quotation marks.

Introduction to Philosophy

COVID-19, coronavirus

COVID-19 is the disease caused by the novel coronavirus. COVID-19 was declared a global pandemic by the World Health Organization in March 2020.

Use of “the coronavirus” is acceptable but must come with “the” when used as a noun. “COVID-19” is also acceptable when used to refer to the disease or as an adjective describing the virus, but keep in mind that COVID-19 is a disease, not a virus.

She is concerned about the coronavirus.

He said coronavirus concerns are increasing.

(But not: She is concerned about coronavirus.)

the virus that causes COVID-19

the COVID-19 virus

(But not: a virus called COVID-19)

Coronavirus is actually a family of viruses named for their spiky surfaces. Viruses in this family can cause a variety of illness, including the common cold, SARS, MERS, and COVID-19. The specific coronavirus that causes COVID-19 is called SARS-CoV-2.

dashes

Note: Dashes are not the same typographic characters as hyphens.

Use **en dash** when showing range of date or time. In running text, it is preferable to avoid an en dash and use “from” and/or “to.”

June 8–11

Children ages 5 to 10 attend the school.

The gallery is open from 9 a.m. to 5 p.m.

Use **em dash** to denote an interjection in a sentence that would otherwise disrupt the grammatical flow of the sentence. Use em dashes sparingly; recasting the sentence often avoids their use and improves clarity.

Kings ruled the land — queens did not — until the revolution swept out royalty altogether.

Kings, not queens, ruled the land until the revolution swept out royalty altogether.

No spaces around en dashes, spaces around em dashes.

dates

Use comma after year in full dates in running text.

July 17, 1967, was the birthday of Henry and his best friend.

July 17 was the birthday of Henry and his grandmother.

Debate Society

The school’s debate team/organization

department

Capitalize department names. Lowercase when used alone.

The English Department met during a free period.

Three new teachers joined the department.

Specific academic departments:

- Computer Science, Design Thinking, and Entrepreneurship
- English
- History, Philosophy & Religious Studies
- Mathematics
- Modern & Classical Languages (includes Arabic, Chinese, French, Latin, and Spanish)
- Performing Arts (includes music, theater, and dance)
- Science

- Social Science (includes the disciplines of economics, political science, and psychology)
- Visual Arts

ellipses

Use ellipses (...) in a quotation to indicate that words were omitted.

Do not use ellipses to denote a pause or trailing off of a person's quoted speech. Instead, use a comma or an em dash.

Use spaces around ellipses.

Original quotation: "We approved the bill, which was revised several times and had typos in the original version, with few votes to spare."

With ellipses: "We approved the bill ... with few votes to spare."

Original quotation: "I called to my dog Rusty, who was lying in the shade of the only tree out there. It was getting late, and I wondered when sunset was that day. I was also getting really thirsty, and I had left my water bottle in the Jeep. It was hot, but darned if Rusty didn't spring to his feet and round up the sheep without any coaxing."

With ellipses: "I called to my dog Rusty, who was lying in the shade of the only tree out there. ... It was hot, but darned if Rusty didn't spring to his feet and round up the sheep without any coaxing."

email

email (no hyphen)

Founders

Capitalize when referring to the Founders of Loomis Chaffee or as part of a proper noun.

Founders League (no apostrophe)

Founders Chapel

the chapel on subsequent reference

fundraise

fundraise, fundraising

grammar and punctuation

AP Stylebook is the reference text for grammar and punctuation.

headlines

Headline capitalization should be consistent by publication. (Magazine: capitalize prepositions with 5 or more letters)

internet

Do not capitalize

job titles

Follow AP style: Capitalize formal titles directly before the person's name, lower case otherwise.

The committee asked Business Manager Julia Knight to produce a spread sheet comparing the various options.

Michael Donegan, dean of sophomores, met with new students in their dormitories.

Sheila Culbert is the head of school.

JV

JV

Kravis Center for Excellence in Teaching

Kravis Center for Excellence in Teaching on first reference.

Kravis Center on subsequent reference.

The formal name is the Henry R. Kravis '63 Center for Excellence in Teaching.

Loomis Chaffee and Loomis

Loomis Chaffee

The Loomis Chaffee School

LC (no periods) sparingly and on second reference only

In news stories and other publications, use Loomis Chaffee on first reference and Loomis on subsequent references.

Caveats: For the sake of variation and flow of text, it is fine to use both Loomis Chaffee and Loomis on subsequent reference. In some text, especially Alumni/Development Office communications to Chaffee School alumnae and some other alumni-specific materials, it may be advisable to stay with Loomis Chaffee throughout.

Los Angeles

Spell out Los Angeles

-mates

teammates, roommates, dormmates

money

\$500 rather than 500 dollars

months

Always spell out month names.

more than, over, less than, fewer

“More than” refers to quantity; “over” refers to amount.

More than 250 students; over 50 degrees Fahrenheit.

“Fewer” refers to quantity/number of items; “less than” refers to amount.

Fewer than 20; less than half.

names

no comma before Jr. or Sr. or IV or other name suffixes

New York City

Spell out New York City

Norton Family Center for the Common Good

Norton Center on subsequent reference

Norris Ely Orchard Theater

the NEO or the theater on subsequent reference

numbers, ages

Spell out numbers zero to nine, use numerals with 10 and above. Exceptions: ages and percentages always are numerals.

office

Capitalize only when used with full names of offices.

[Please check with the Dean of Students Office.](#)

[Please check with the deans office.](#)

[The office is located in Founders Hall.](#)

Specific offices and non-academic departments:

- Academic Office
- Admission Office
- Alumni/Development Office
- Athletics Office
- Business Office
- Campus Safety
- College Guidance Office
- Community Engagement
- Counseling Office
- Dean of Faculty Office
- Dean of Students Office
- Human Resources Office
- Information Technology
- Learning Access & Student Achievement
- Loomis Chaffee Archives
- Office of Strategic Communications & Marketing
- Physical Plant
- Summer Program

OK

OK (capitals and no periods)

organizations with “the”

When an organization or place calls itself The Brandenburg Foundation or The Hedgehog Inn or The Loomis Chaffee School, capitalize “The” in running text.

Pearse Hub for Innovation (PHI)

the PHI on subsequent reference

percent

percent rather than % and always use numeral

1 percent

phone

phone numbers with periods, no dashes or spaces

860.687.6000

place and direction

the North (place), north (direction)

Spring is more like mud season in the North.

After turning onto Main Street, head north at the stop light.

PRISM

People Rising in Support of Multiculturalism student group at Loomis Chaffee

program

lower case unless it is part of the formal name of the endeavor

Kravis Scholars program

Norton Fellows program

regional names

Capitalize Northeast, West Coast, and other regional names.

Reunion

Capitalize Reunion with year, ordinal, or “Weekend” or when referring to the event. Otherwise, lowercase.

We look forward reconnecting with you during Reunion Weekend.

Our class celebrates its 20th Reunion this year.

Our reunion brought back great high school memories.

Richmond Art Center

RAC or art center on subsequent reference

's

Add 's to make a single letter plural. Otherwise just add s.

Georgette earned A's and B's in college.

Marco learned his ABCs during preschool.

school

school (lower case unless with school name)

September 11, 9/11

Use 9/11 to refer to the events of September 11, 2001.

Security measures increased after 9/11.

Spectrum

LGBTQIA+ student organization at Loomis Chaffee

states

Spell out state names in long text or magazine-style text. Otherwise, abbreviate state by AP style when used with city name.

temperature

70 degrees rather than using degree symbol

term

Lowercase fall term, spring term, etc.

thirds

III for sub-JV team

times

Use a.m. and p.m. (always lower case). Don't use "00" when referring to the top of an hour.

Game time is 11 a.m.

Family-style dinner commences at 6:15 p.m.

titles

Italicize book, magazine, play, movie, TV show, and other titles of major works. Put quotes around chapter names, song titles, article titles, TV episode names, and other sub-works.

trustees

capitalize when referring to a member of the Loomis Chaffee Board of Trustees

She is a Trustee of Loomis Chaffee.

The headmaster introduced Trustee James Widdoes to the group of parents.

My son is a trustee of our family foundation.

T-shirt

T-shirt

TV

TV (no periods)

United States, U.S.

U.S. when an adjective, United States when a noun

As a member of the U.S. delegation, the former astronaut provided an informed perspective on the value of space research.

Emily's parents immigrated to the United States before she was born.

varsity

varsity (always lower case)

versus

Try to avoid abbreviation of "versus." If abbreviated, use vs.

website

website (one word, not capitalized)