

## **Loomis Chaffee Style Guide**

Updated 09.09.19

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 Cappellicans**

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.  
She teaches English as a foreign language. Not: She teaches EFL (or ELL or ESL).  
Please contact the dean of faculty. Not: Please contact the DOF.

### **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**

Alvord Center on subsequent reference

### **Annual Fund**

Annual Fund

### **Athletics/Athletic**

Athletics Department, Athletics Schedule  
An athletic person

### **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

### **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

### **ellipses**

Use spaces around ellipses

### **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 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

**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.

**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**

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

**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**

LGBTQ 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)