



SAINT THOMAS ACADEMY

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1885

SAINT THOMAS ACADEMY WRITING STYLE GUIDE

This guide was developed to help writers communicate about Saint Thomas Academy consistently and clearly. It includes phrases, words, and punctuation often used in a variety of ways by the many people who write about Saint Thomas Academy.

Following these guidelines will help limit editing and increase consistency in written communications. If there are additional words or phrases you would like added to this guide, please email anugent@cadets.com.

Unless otherwise stated below, the Associated Press Style Guide should be followed.

S

ACADEMIC DEPARTMENTS/SUBJECTS:

Follow AP style: “Use lowercase except for words that are proper nouns or adjectives: *the history department, the English department.*” *Dean Simmons teaches economics.*

T

ATHLETICS:

When referring to an athletic program, Cadet should be singular: Cadet Football. When referring to a team as in multiple players, Cadets should be plural: *The Cadets took the field.*

Y

L

CADET/CADETS:

To eliminate confusion and inconsistency, always capitalize Cadet and Cadets. Cadets is only used to refer to students in the upper school. Use “students” when referencing all students in both upper and middle school.

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CAMPUS LOCATIONS:

Capitalize specific rooms or locations on campus when using the official name: *Wright Lecture Hall, Sjoberg/Flynn Arena, Garberg Wing, Innovation Center, Anderson Learning Commons.* Lowercase locations such as the chapel, cafeteria, and media center. Exception: capitalize the Court.

U

CO-CURRICULARS VS. EXTRA-CURRICULARS:

Use co-curriculars.

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COMMAS/LIST SERIES:

Use the Oxford/serial comma in a list unless the last conjunction is joining two related objects: *The flag is red, white, and blue. I had orange juice, toast, ham, and eggs.* (Ham is separate from eggs.) *I had orange juice, toast, and ham and eggs for breakfast.* (Ham and eggs are one.) Use semicolons when a compound object in a serial list does not fall at the end of the list: *The winning team included Mendota Heights residents Jacob Goldade '20, Wil Applebaum '21, and Daniel Eldredge '21; Eagan residents Asa Raarup '20 and John Bachul '20; and Woodbury residents Joe D'Agostino '20 and Maxwell Carver '20.*

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CORPS OF CADETS:

Capitalize: *Corps of Cadets*

DATES:

Follow AP style. Abbreviate the month if followed by the date: Nov. 22, 2020. Spell out the month when it stands alone: *November, November 2020*. DO NOT use “st,” “nd,” “th,” or “rd” following a date: *Nov. 22 not Nov. 22nd*.

FORMATION:

Do not capitalize

FOUNDERS HALL:

Do not use an apostrophe: *Daily formation is held in the Court in Founders Hall*.

FOUR PILLARS:

When listing the four pillars, list in the order they appear in the official mission statement: *Catholic, college preparatory, military leadership, all-male*. DO NOT capitalize four pillars.

FLYNN HALL:

Use Vincent J. Flynn Hall on first references in more formal communications. Flynn Hall is acceptable for communications to faculty and staff, students, parents, and alumni. *The auction gala is held in Sjoberg/Flynn Arena in Vincent J. Flynn Hall. Students are asked to enter through Flynn Hall*.

GRADUATION-YEAR REFERENCES:

John Doe '19 not John Doe, Class of 2019. Make sure the apostrophe on the year is a close single quote mark (') versus an open single quote mark (').

ALL-MALE VS. ALL-BOYS:

To be consistent with the official reference in the four pillars, “all-male” should be used instead of all-boys. Hyphenate all-male, regardless if the modifier appears before or after a noun. According to AP Style: “When a modifier that would be hyphenated before a noun occurs instead after a form of the verb to be, the hyphen usually must be retained to avoid confusion.” *Saint Thomas Academy’s four pillars are Catholic, college preparatory, military leadership, all-male. The all-male setting at Saint Thomas Academy Middle School allows boys to build confidence and discover themselves.*

MIDDLE SCHOOL:

Capitalize only when preceded by Saint Thomas Academy: *Saint Thomas Academy Middle School students include boys in grades 6-8. The middle school opens at 7 a.m.*

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NUMBERS:

Spell out numbers below 10 except when the number precedes a unit of measure, refers to an age or grades, or is used in a table. *There were five students in the cafeteria. The middle school includes grades 6-8 and the upper school grades 9-12. The Innovation Center is 5 years old. The offense had 4 yards to a first down. The Cadets took second in the MCEE Economics Challenge. Spell out numbers 10 and above only when the first word of a sentence. About 15 students coordinated the food drive. Fifteen students coordinated the food drive.*

SAINT THOMAS ACADEMY:

Always spell out Saint and use the full name on first reference. "The Academy" may be used on subsequent references but not "Saint Thomas." "STA" should be used sparingly and only in less formal communications to faculty and staff, parents, students, and alumni.

UPPER SCHOOL:

Use Upper School versus high school. Capitalize only when preceded by Saint Thomas Academy: *Cadets at Saint Thomas Academy Upper School attend leadership courses. Students in the upper school attend leadership courses.*

TITLES:

Do not follow AP Style. Capitalize official titles: *Kelby Woodard, Headmaster of Saint Thomas Academy. The Headmaster approved the measure.* On subsequent references to an individual, omit the title and only use the person's last name. *Woodard indicated the measure would be approved.* Do not capitalize more generic titles unless they precede a person's name: *Coach Luke Marks said the lacrosse team played well in its most recent match. Luke Marks is coach of the lacrosse team.* Do not capitalize teacher. In communications to students, refer to teachers as Mr./Ms./Mrs. (Last name).

MILITARY TITLES:

Follow AP Style rather than U.S. Army style as AP Style is more universal and understood by non-military personnel: *Lt. Col. DePuglio* not LTC DePuglio. Use rank only on first reference. Subsequent references should include only the last name.