

# OES Usage Guide

OES's Marketing and Communications department uses the [\*Chicago Manual of Style, 16th edition\*](#), as its authority on style and usage questions. For spelling, we use [\*Webster's New World College Dictionary, 5th edition\*](#). For research papers, the [\*MLA Handbook for Writers of Research Papers\*](#) is consulted. We also have a number of style rules specific to OES for our publications.

What follows is an OES-specific usage guide along with a list of styles that people often ask about. Unless otherwise noted, those styles conform to the *Chicago Manual of Style*. If you have a question about OES style, or if you would like a style to be added to this list, please contact [marketing@oes.edu](mailto:marketing@oes.edu).

## ***OES Style for Letters and Publications***

1. The school logo should not be used without consulting the graphic designer about its proper use (see also [OES Brand Toolkit](#)).
2. The school should be called Oregon Episcopal School or OES when referred to by name. No periods are in the acronym. In official communications, when the word "school" represents OES, it should be capitalized. However, in magazines and newsletters and other less formal publications, it is not capitalized.
3. When referring to grades at OES, spell out and use lower case. Avoid using ordinal numbers (4th, 7th, etc.) except in material where brevity is essential. Note: Pre-kindergarten is hyphenated and is always abbreviated as Pre-K.
4. The Belltower is one word and is capitalized when referring to the campus landmark. (General references to a bell tower are two words, not capitalized.)
5. Use the term "alumni" when referring to groups of men and women who have graduated from the School. This is consistent with the policy at other institutions that were all-female schools before they began admitting males. If you are referring to a single-gender group, use "alumnae" for women or "alumni" for men.
6. Capitalize Board of Trustees, or simply Board, when referring to the OES body. It is not capitalized when referring to other boards of trustees.

7. One of our newer buildings is called The Drinkward Center for Math, Science, and Technology (note comma after “Science”). On second reference it should be called “the Drinkward Center.” Please refrain from calling it the MST building. It can be abbreviated as DC in listings of class locations and such. The meeting room should be called the Drinkward Volunteer Room (or the DVR).
8. Capitalize Lower School, Middle School, Upper School, and Beginning School, and spell out in first usage and names. Later references can use LS, MS, and US. Do not use BS for Beginning School, and make sure references to US are clearly referring to the division rather than the United States. Note that the Beginning School is part of the Lower School.
9. St. Helen’s Hall has an apostrophe. Although the name was inspired by Mount St. Helens, which has no apostrophe, the founding documents use the apostrophe and so we follow that usage.
10. Spell out St. Helen’s Hall and Bishop Dagwell Hall except when identifying graduates, e.g., Pat Kelley SHH ’55. If you want a shorter reference for St. Helen’s Hall, call it “The Hall” rather than SHH.
11. When referring to all alumni, say “alumni of St. Helen’s Hall, Bishop Dagwell Hall and OES.” Never assume that “OES” is sufficient to denote all three schools.
12. Capitalize the names of departments, such as the History Department or the Department of Philosophy and Religion. But lowercase general names of subjects unless it’s a proper name. Example: He studied biology, history, and English.
13. The official name of the church on campus is “Episcopal Parish of St. John the Baptist,” but it is usually referred to as “St. John the Baptist parish.” It may be abbreviated as SJB in listings of where events will occur, but that abbreviation should not be used in text. Rather, call it “St. John’s” on second reference. However, when writing about OES events held in the Chapel, call it the “OES Chapel” rather than the Chapel in St. John’s.
14. The diocesan cathedral is called Trinity Episcopal Cathedral. On second reference it may be called Trinity Cathedral.
15. Use first and last names of people on first reference, and on further references use last name only, except for the bishop, who is referred to as Bishop Diana Akiyama (or the Rt. Rev. Diana

Akiyama, M.Div., Ph.D.) on first reference and Bishop Akiyama afterward.

16. For the Aardvark newsletter, student last names are reduced to an initial with a period, often followed by a class year (Sophie G. '97) and on second reference would simply be the student's first name (Sophie). But in the OES Magazine, student last names are spelled out completely (Sophie Goober '97) and the last name is used on second reference.
17. Be careful of pronouns (he, she, her, him) unless you know the pronouns of the person you are interviewing. When in doubt, 'they' can be substituted for the person's pronoun and the story should be reviewed by that person prior to publication.
18. When referring to an Upper School class, use Grade 12 or Grade 9, instead of 'Seniors' or 'Freshmen.' Alternatively, use the grades class year, i.e., Class of 2022, Class of 2025.

## ***General Styles from the Chicago Style Manual***

### ***Abbreviations***

1. When using specific dates, spell out the name of the month.
2. Write out the names of states unless using a mailing address.
3. Write out the names of organizations, including colleges and universities, on first reference, for example, use Oregon State University, not Oregon State or OSU. On second reference it may be called Oregon State or OSU.
4. Nicknames used with full names should be put in quotation marks, but a nickname used instead of a formal name does not require quotation marks.

### ***Numbers***

1. Write out numbers one through nine, use numerals for 10 and over.
2. However, always use numerals for dates, ages, and scores.
3. In a series of numbers that includes numbers 10 and over, use numerals for all.
4. Write out any number that occurs at the beginning of a sentence.
5. When referring to a school year, use the construction 2016–17.

6. Refer to decades as the nineties, or the 1990s, or the '90s.
7. Use a colon and minutes with times: School will begin at 7:50 a.m. Note that a.m. and p.m. are lowercase and have periods. If it's an exact hour, no ":00" is required (unless you want to emphasize the time precisely). "By 6 a.m. she was long gone." If a time range is entirely in the morning or evening, use a.m. or p.m. only once: "6:30 to 10 p.m." If it goes from the morning into the evening (or vice versa), you need both: "10 a.m. to 2 p.m."
8. Within time references, the word "to" is preferred over a hyphen unless there is a space constraint (10 a.m. to 2 p.m. instead of 10 a.m.-2 p.m.)
9. For phone numbers, use hyphens throughout: 503-246-7771.

### **Punctuation**

1. When listing three or more items, use a comma before the conjunction. Example: Lunch consisted of peas, beans, and barley sprouts. When elements in a series involve internal punctuation, or when they are very long or complex, they should be separated by semicolons. Example: We ate ham and eggs for breakfast; peas, beans, and barley sprouts for lunch; and steak and potatoes for dinner.
2. When using the year with the date, set it off with commas. For example, "August 20, 2007, was a rainy day." No comma is needed for a month and year: "August 2007 was a rainy month."
3. When used with the name of a city, the state should be set off with commas. Example, "Portland, Oregon, is home to Oregon Episcopal School."
4. Use apostrophes for possessives but not for non-possessive plurals except for letters and symbols. Examples: Plural: girls, women, princesses, Joneses. Possessive singular: girl's, woman's, Jones's, Smith's. Possessive plural: girls', women's, princesses', Joneses', Smiths'. Letters or symbols: All the students received A's and B's on their report cards.
5. Use an apostrophe with degrees such as bachelor's degree. Use periods with an abbreviation for a degree: M.A., B.A., Ph.D., etc.
6. When two nouns "possess" the same entity, only the second takes an apostrophe ('):

*my aunt and uncle's house*  
*Gilbert and Sullivan's Iolanthe*

*Minneapolis and St. Paul's transportation system*

When two nouns possess different entities, both possessives take an apostrophe:

*my aunt's and uncle's specific talents*

*New York's and Chicago's transportation systems*

*our friends' and neighbors' children*

7. An ellipsis consists of three spaced periods, with a space before, between, and after. They must always appear together on the same line.  
Example: Love is . . . retweeting.
8. Hyphens (-), en dashes (–), and em dashes (—) have a specific appearance and use. Use closed spacing, which means there is no space before or after the hyphen and dashes.

Hyphens (-) are used in compound words and as separators. Examples: blue-gray jacket; Many students are from non-Western countries. The students had a pre-study hall party. He had a pre-existing medical condition.'

The en dash (–) (as “to”) is principally used to connect numbers and, less often, words. With continuing numbers—such as dates, times, and page numbers—it signifies *up to and including (or through)*.

Examples: July 27–August 15. Join us on Thursday, 11:30 a.m.–4:30 p.m., for an Open House. The London–Paris train leaves at two o'clock.

Em dashes (—) are often used instead of commas, parentheses, or colons to amplify or explain an element. Examples: My friends—that is, my former friends—decided to gang up on me. It took only two hours for the jury to deliver its verdict—guilty.

Keyboard shortcuts for a PC:

En dash      Alt+0150 (on numeric keypad)

Em dash      Alt+0151 (on numeric keypad)

Keyboard shortcuts for a Mac:

En dash      Option + hyphen

Em dash      Option + Shift + hyphen

9. Hyphenate compound modifiers unless the compound modifiers are a proper name or the first word ends with the letter “Y.”  
Example: An all-school assembly. A curly haired boy. A Middle School activity.

Do not hyphenate prefixes unless followed by a proper noun or a compound noun, or if it would create confusion.  
Examples: His project is nontechnical. My name is A-a-r-d-y.”

10. The period and comma always go within quotation marks in American usage (the British do it differently). The dash, semicolon, question mark, and exclamation point may go either inside or outside depending on whether they refer to the quoted matter or the full sentence.

### ***Capitalization***

1. Official titles before names are capitalized, but they are lowercase when they follow a name. For example, Head of School Mo Copeland leads OES. However, OES is led by Mo Copeland, head of school. Other examples include David Lowell, head of Lower School; Ann Sulzer, head of Middle School.
2. Identifying labels such as “teacher” or “trustee” are not capitalized before a name.
3. Do not capitalize titles of officers of a class, team, or social organization. For example: Student body president John Doe, or team captain Mary Smith.
4. Do not capitalize a.m. and p.m. (but do use periods).
5. Capitalize “Class” when referring to a specific graduating class such as the Class of 2007.
6. Capitalize the first word after a colon only if it’s followed by a complete sentence: “The fact was undeniable: He was the only person still at work.” Otherwise, the first word is lowercase: “She loved only one thing: copyediting.”

### ***Titles of Publications***

1. Use italics for the titles of freestanding publications including books, newspapers, journals, and magazines; movies and television series; plays regardless of whether it is freestanding or

part of a collection of plays; operas and other long musical compositions; paintings.

2. Use quotation marks for titles of portions of larger published works such as articles in magazines, chapters in books, and poems (unless a poem is a full-length book, such as Dante's *Inferno*, in which case it is italicized); a particular episode of a television series; a song.

### ***Design Recommendations for Documents and Research Papers (from the MLA)***

1. Use 8.5x11-inch paper.
2. Use Times New Roman font.
3. Use 12-pt type size.
4. Double-space for research papers; however, it might be preferable to single-space in some other documents to save space and paper.
5. Set margins to one inch on all sides.
6. Indent first line of each paragraph one-half inch, using tab.
7. Center the title.
8. Double space between title and first line of text.
9. For bibliography, footnotes, works cited, etc., use the *MLA Handbook for Writers of Research Papers*.

### ***Design Elements for the OES Magazine***

1. Use a colorful imprint Aardy after the period on stories when a design element is needed.
2. Offer bylines on longer stories and features; if attribution is needed for research share who compiled the work.
3. Be watchful of distracting logos in photos, particularly on the cover, and when in doubt, Photoshop it out.

### ***Miscellaneous***

10. Traveling and counseling and cancelation have one "L."
11. Use "ensure" instead of "insure" unless referring to insurance policies.
12. Write out "percent" instead of using the symbol except when brevity is essential.

13. Use “and” instead of using the ampersand except when the ampersand is officially part of a name, as in Lewis & Clark College. No space is left on either side of the ampersand used within an initialism, as in M&C and Texas A&M. Exceptions: Use ampersands in titles of school departments, and donor lists in publications such as the Annual Report and Auction catalog. Ampersands may be used for brevity in job titles, but if a job title is in running text or on a business card, use “and.” Examples: Religion & Philosophy; John & Mary Smith; Charlotte Becker, analytics and donor services assistant, thanked me for my gift. Note Charlotte’s job title is not capitalized because it follows her name.
14. Following the period at the end of a sentence, use one space, not two.
15. Livestream or livestreamed are one word, not two.

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