

International Fraternity of
Delta Sigma Pi

Style Guide

Writing With Style

FOREWORD

The purpose of the Delta Sigma Pi *Style Guide* is to provide clear and simple rules, permit few exceptions to the rules, and provide uniformity for reading and writing ease. An up-to-date *Style Guide* belongs on the desk of every staff member. This edition contains the materials needed to correctly write about the Greek community.

Entry words, in alphabetical order, are in **boldface**. They represent the accepted word forms unless otherwise indicated. Examples of correct and incorrect usage are in *italics*. Many entries simply give the correct spelling, hyphenation and/or capitalization.

This style guide reflects *The Associated Press Stylebook* guidelines. If questions arise, please refer to *The Associated Press Stylebook*. More people write for The Associated Press than for any single newspaper in the world (1 million), and AP defines clear writing.

The following resources were also used: *Webster's New Universal Unabridged Dictionary*; *The Merriam-Webster Concise Handbook for Writers*; *The Chicago Manual of Style—14th Edition*; *Writer's Reference* by Diana Hacker; *The Columbia Guide to Online Style* by Janice R. Walker and Todd Taylor; *Columbia UP, 1998*; and the CFEA *Public Relations Manual*. Many thanks to Lambda Chi Alpha for the base model of this *Style Guide* for Delta Sigma Pi.

Last updated August 2018

Delta Sigma Pi Professional Business Fraternity

STYLE GUIDE

A

a, an Use the article *a* before consonant sounds: *a historic event, a one-year term* (sounds as if it begins with a *w*), *a united stand* (sounds like *you*).

Use the article *an* before vowel sounds: *an energy crisis, an honorable man* (the *h* is silent), *an NBA record* (sounds like it begins with the letter *e*), *an 1890s celebration*.

abbreviations and acronyms In general, avoid alphabet soup. Do not use abbreviations or acronyms that the reader would not quickly recognize.

BEFORE A NAME: Abbreviate the following titles when used before a full name: *Dr., Gov., Lt. Gov., Mr., Miss, Ms., Mrs., Rep., the Rev.* and *Sen.* See also **courtesy titles**.

AFTER A NAME: Abbreviate *junior* or *senior* after an individual's name. Abbreviate *company, corporation, incorporated,* and *limited* when used after the name of a corporate entity.

ADDRESSES: With a few exceptions, abbreviations should not be used in addresses in running text. See also **addresses**.

CAPS PERIODS: Use capital letters and periods according to the listings in this guide or its references. If an abbreviation is not listed, use capital letters. Omit periods unless the result would spell an unrelated word.

Academic Excellence Guide Capitalize and place in italics. See also **capitalization, italics,** and **titles of publication**.

academic courses and majors Lowercase in all uses except languages: *a business major, an English class*. See also **languages**.

academic degrees If mention of a degree is necessary to establish someone's credentials, the preferred use is a phrase instead of an abbreviation: *Ann Zurcher, who has a bachelor's in math*. Degrees should be lowercase: *a bachelor's degree, a master's degree*.

When abbreviated, academic degrees are capitalized, and when used after a full name, they are set off by commas: *B.A., Ph.D.; Chuck Brown, Ph.D., attended the meeting*.

academic departments Use lowercase except for words that are proper nouns or adjectives: *the department of history, the history department, the department of English, the English department*. See also **languages**.

academic titles Capitalize and spell out formal titles such as *professor, chairman,* etc., only when they precede a full name. Lowercase in all other uses.

Lowercase modifiers such as *history in history Professor John Smith* or *department in department Chairman Kate Woods*. See also **titles of people**.

academic years Lowercase terms designating academic years: *freshman, sophomore, junior,* and *senior*.

accept, except *Accept* is a verb meaning to receive: *Jill will accept the award*. *Except* is usually a preposition meaning to omit or exclude. *Kevin ate everything except the pickles*.

active This term is best avoided, except as an adjective. All members are expected to be active. When referring to initiated members, use the terms *members* or *brothers*. Use *collegiates* for collegiate members, *alumni* for graduated members. See also **alumnus, alumni, alumna, alumnae**.

addresses Use the abbreviations Ave., Blvd. and St. only with a numbered address: *1600 Pennsylvania Ave*. Spell them out and capitalize when part of a formal street name without a number: *Pennsylvania Avenue*. Lowercase and spell out when used alone or with more than one street name: *Massachusetts and Pennsylvania avenues*.

All similar words (alley, drive, road, terrace, etc.) are always spelled out. Capitalize them when part of a formal name without a number; lowercase when used alone or with two or more names. Abbreviate such words when appearing at the top of a letter or on an envelope.

adjective, article See the **Grammar** section.

adverb See the **Grammar** section.

advice, advise *Advice* is a noun meaning suggestion, *advise* a verb meaning to suggest: *I advise you to follow Andy's advice.*

advisor Capitalize *Chapter Advisor* when referring to Delta Sigma Pi – only when it precedes their name. Lowercase when used in general reference.

affect, effect *Affect* is usually a verb meaning to act or influence: *The game will affect the standings. The drug did not affect the disease. Affect, as a noun, is best avoided.*

Effect is usually a noun meaning result of action: *The effect was overwhelming. The drug had several adverse side effects. Effect, as a verb, means to cause or bring about: He will effect many changes in the chapter. Only the president can effect such a dramatic change.*

affective, effective *Affective* means emotional, *effective* means impressive or operative: *Sarah's affective speech reviewed many effective leadership styles.*

ages Always use figures. Ages expressed as adjectives before a noun or as substitutes for a noun use hyphens: *A 19-year-old member. The chapter president is 19 years old. The boy, 7, has a sister, 10. Bob, 38, has a 2-year-old daughter. The law is 8 years old. The race is for 21-year-olds. The chapter advisor is in his 30s.* See also **numerals**.

alcohol abuse Two words, no hyphen.

alcohol free, alcohol-free Absence of alcohol. Hyphenate when used as a compound modifier: *The event will be alcohol free. This is an alcohol-free chapter.* See also **hyphen** and **nonalcoholic, substance free, substance-free**.

all ready, already *All ready* means completely prepared. *Already* means previously. *Mike was all ready for the concert, but his friends had already left.*

all right Always written as two words.

alma mater Lowercase and no hyphen.

a lot Always written as two words.

alumna, alumnae, alumnus, alumni Lowercase in all uses. *Alumna/alumnus* is the singular form, *alumnae/alumni* is the plural form. *Alumni* is used when referring to either all men or a mixed group of men and women. Delta Sigma Pi only uses *alumnus* and *alumni*.

Alumni chapter Capitalize when referring to a specific *alumni* chapter. Lowercase when used in general reference.

Alumni Chapter Operations Manual Capitalize and place in italics.

Alumni Day Capitalize. Alumni Day is always April 25.

ampersand (&) See the **Punctuation** section.

a.m., p.m. Lowercase, with periods. Avoid the redundant *10:00 a.m. this morning.*

annual An event cannot be described as *annual* until it has been held in at least two successive years. Do not use the term *first or second annual*. The third year would be the first opportunity to use the phrase. See also **bi-, semi- and prefixes**.

Annual Report Capitalize and place in italics when referring to the Fraternity's and Foundation's publication. Include the year of the report in the title: *2010-11 Annual Report*. See also **capitalization, composition titles, titles of publications and years**.

anti-Greek Hyphenate.

anyone, any one *Anyone*, pronoun: *Is anyone there? Any one*, adjective: *I'd like any one of those desserts.*

apostrophe (') See the **Punctuation** section.

assume, presume *Assume* means to take as true without evidence. *Presume* means to take as true for a specific reason. *He assumed nobody was home because the lights were off. He presumed nobody was home because he knocked and nobody answered.*

attainable, obtainable Synonyms. *Attain* means to reach, achieve, or accomplish. *Obtain* means to come into possession of, get or acquire. Let your ear be the judge.

awards, honors, and prizes Capitalize only when referring to a specific or formal award: *Most Outstanding Chapter Award, Most Improved Chapter Award, the award luncheon*. Do not italicize.

Awards and Recognition Guide Capitalize and place in italics. See also **capitalization, italics, and titles of publications**.

B

baccalaureate Usually held by an educational institution the Sunday before commencement day.

bachelor of arts, bachelor of science A *bachelor's degree* or *bachelor's* is acceptable in any reference. See **academic degrees** for guidelines on acceptable abbreviations.

backward Not *backwards*.

badge Always lowercase when referring to the Fraternity's membership pin.

because, since Use *because* to denote a specific cause-effect relationship: *He went because he was told.*

Since is acceptable in a casual sense when the first event in a sequence led logically to the second but was not its direct cause: *They went to the game, since they had been given the tickets.*

bi- See the **Grammar** section.

biannual, biennial *Biannual* means occurring twice a year and is a synonym for the word *semiannual*. *Biennial* means every other year, occurring every two years. *The Grand Chapter Congress is a biennial event.* See also **annual, bi-, prefixes** and **semi-**.

bimonthly Means occurring every other month, every two months. *Semimonthly* means twice a month. See also **bi-, prefixes** and **semi-**.

biweekly Means every other week, every two weeks. *Semi-weekly* means twice a week. See also **bi-, prefixes** and **semi-**.

Board of Directors Always capitalize *Board of Directors* when it refers to the Fraternity's national board: *The Board of Directors is meeting today.* Lowercase when used in general reference. *I would like to attend a board of directors meeting.*

Board is capitalized when used as an abbreviation. *The Fraternity Board met after Grand Chapter Congress.*

boardroom One word, lowercase.

bold See the **Bold, Capitalization, Italics and Underlining** section.

bona fide Not *bonified*. It means in good faith, without fraud: *The chapter demonstrated its bona fides by making a down payment. The chapter put forth a bona fide effort to recruit more members, but to no avail.*

Brackets ([]) See the **Punctuation** section.

brand-new (adj.) Two words, hyphenated.

brother, brothers Refers to only initiated members of the Fraternity. Use lower case unless appearing directly before a name. *The meeting was chaired by Brother Leonard. Ed is a brother from our William Jewell chapter.* See also **titles of people**.

brotherhood Always lowercase when referring to brotherhood in Delta Sigma Pi.

bylaw Not *by-law* or *bi-law*. Lowercase. See National Bylaws.

BYOB An acronym for *bring your own beverage*. Capitalize and omit periods.

C

can, may *Can* implies ability: *I can (I am able to) swim.* *May* denotes permission: *May I please borrow your dictionary?*

cannot Not *can not*.

capital, Capitol *Capital* refers to the city where a seat of government is located. Do not capitalize. *Indianapolis is the fraternity capital of the world.*

When used in a financial sense, *capital* describes money, equipment or property used in a business by a person or corporation.

Capitalize *U.S. Capitol* and the *Capitol* when referring to the building in Washington, D.C.

capitalization See the **Bold, Capitalization, Italics and Underlining** section.

captions Italicize. Use abbreviations for titles in captions (PGP Mitch Simmons) and do not list school when person has a title.

cash bar No hyphen.

Central Office Capitalize. *The* is not part of the title. See also **capitalization**.

Certified Deltasig Leader (CDL) CDL is acceptable when referencing Delta Sigma Pi's volunteer certification program.

chapter Should be lowercase unless referring to a specific chapter. *Delta Sigma Pi has more than 200 chapters. Rho Upsilon Chapter was installed at Pepperdine.*

chapter advisor Capitalized whenever referring to a Delta Sigma Pi Chapter Advisor – only when it precedes their name.

Chapter Management Program (CMP) Capitalize.

chapter offices Names of various chapter offices should be lowercase unless directly preceding a name: *chancellor, vice president -chapter operations*. If abbreviated, do not use hyphen. *VPCO, VPSA*.

charter Always lowercase.

charted, chartered *Charted* means put on a chart or map. *Chartered* means receiving the document defining the formal organization of a corporate body.

coat of arms No hyphens between words, lowercase.

collected, raised *Collect* means to gather or accumulate. *Raise* means to elevate, increase, or grow. *Our chapter collected 10,000 pounds of food.*

collective nouns See the **Grammar** section.

collegian(s), collegiate A *collegian* is a student in, or graduate of, a college. *Collegiate* is an adjective meaning of or pertaining to college; *a collegiate dictionary*.

Collegian of the Year (COY) Always capitalize when referring to Delta Sigma Pi: *Collegian of the Year Mark Chiacchiari. Dawn Klinger, a Collegian of the Year, just arrived at the office.* See also **titles of people**.

colon (:) See the **Punctuation** section.

colony Always lowercase. When referring to a specific colony, always include the university in (parenthesis). Delta Eta Mu (West Liberty) holds the highest membership.

comma (,) See the **Punctuation** section.

committee Capitalize only when referring to a specific or formal committee or board: *The chapter's Professional Committee planned the retreat.* Lowercase when used in general reference.

conjunction See the **Grammar** section.

consultant Use *education and leadership consultant* in formal writing. *Consultant* may be used as an abbreviation in informal writing. Do not capitalize unless used directly before a name. See also **titles of people and education and leadership consultant**.

continual, continuous *Continual* means to happen in steady succession. *Continuous* means uninterrupted. *The alarm's continual beeping was driving me crazy. The chapter danced for 24 continuous hours.*

contraction See the **Grammar** section.

council, councilor A *council* is a deliberative body. A *councilor* is one who is a member of a deliberative body.

counsel, counselor To *counsel* is to advise. A *counselor* is one who advises. See also **legal counsel**.

courtesy titles In general, do not use the courtesy titles *Miss, Mr., Mrs. or Ms.* on first and last names of the person: *Fred Cox, Mr. Cox*. They are invariably abbreviated in written references while other titles, such as *doctor, representative, or senator*, may be either written out or abbreviated.

MARRIED WOMEN: The preferred form on first reference is to identify a woman by her own first name and her husband's last name: *Lisa Odom*. On second reference, use *Mrs.* unless a woman initially identified by her own first name prefers *Ms.*

UNMARRIED WOMEN: For women who have never been married, use *Miss, Ms.* or no title on second reference. For divorced women and widows, the normal practice is to use *Mrs.* or no title on second reference. If unsure of marital status, use the term *Ms.*

criteria *Criteria* is the plural of *criterion*, which means a standard, rule, or test on which a judgment or decision can be based. *The only criterion for the job is a willingness to work overtime.*

D

data, datum *Data* is the plural of *datum*.

database One word.

dates Always use Arabic figures without *th, st,* and *nd*: *March 22*, not *March 22nd*. No comma between month and year if the day is omitted: *November 1993*. Include a comma after the year if the full date is given: *November 2, 2013, will be the day of the food drive.*

dean's list Lowercase in all uses: *Brad is on the dean's list.*
Joan is a dean's list student.

Delta Sigma Pi Fraternity The official name of the organization according to Article I, Section 1 of the *national by-laws* is the International Fraternity of Delta Sigma Pi. It refers to all of the active bodies of Delta Sigma Pi, including chapters, colonies, alumni organizations, Grand Chapter Congress, and the staff.

Other acceptable names that maintain the same reference and meaning include: *the Fraternity, Delta Sigma Pi, and Delta Sigma Pi Fraternity*. Greek abbreviation: $\Delta\Sigma\Pi$.

Deltasig The abbreviation for *Delta Sigma Pi Fraternity*. The plural form does not take an apostrophe: *four Deltasigs*, not *four Deltasig's*. The words Delta Sig do **not** refer to members of our organization.

The DELTASIG Official magazine of Delta Sigma Pi. Capitalize and place in italics when referring to the magazine. *The* is part of the title and *DELTASIG* is all caps.

department, office Capitalize when used to designate the full name of corporate and organizational units: *Office of Advancement, Department of Account Services*. Don't capitalize when using generic references. See also **academic departments**.

directions and regions In general, lowercase *north, south, northeast, northern*, etc., when they indicate compass direction.

Capitalize these words when they designate regions. *The Northeast is an area designated for expansion in 2000.*

District Director Always capitalize. *District Director Mike Harrison. Tonya Sites, a District Director, is going to visit Xi Xi chapter today.*

dorm *Residence hall* is preferred.

dry See **alcohol-free**.

Deltasig Update, Deltasig in the News Capitalize and place in italics. See also **capitalization, italics** and **titles of publication**.

E

each other, one another Two people look at *each other*.
More than two look at *one another*.

editor See also **titles of people**.

educational and leadership consultant Capitalize only when the title directly precedes a full name: *Educational and Leadership Consultant Cory Stopka. Cory Stopka, an educational and leadership consultant, just arrived*. See also **titles of people, consultant**, and **ELC**.

e.g. and i.e. Punctuated, not capitalized, and usually not italicized.

e-learning Always use hyphen. Capitalize *Deltasig E-Learning*, lowercase in other references.

ellipsis (...) See the **Punctuation** section.

email Acceptable for *electronic mail*. Lowercase and without a hyphen. Email address should always be written lowercase and in italics. See also **Internet, online** and **website**.

em dash (—) See the **Punctuation** section.

enclose Not *inclose*.

enclosure, Enc. Used in formal letters in which you are including additional information.

en dash (–) See the **Punctuation** section.

ensure, insure Use *ensure* to mean guarantee: *Steps were taken to ensure accuracy.*

Use *insure* for references to insurance: *The policy insures Sid's life.*

entitled Use it to mean a right to do or have something. Do not use it to mean titled. *He was entitled to the promotion. The book was titled "Oh! The Places You'll Go."*

essential clauses, nonessential clauses See the **Grammar** section.

etc. *Et cetera (etc.)* means and so forth. Avoid ending a list with *etc*. It is more emphatic to end with an example, and in most contexts readers will understand that the list is not exhaustive.

exclamation point (!) See the **Punctuation** section.

executive committee Lowercase, unless referring to a specific executive committee.

Executive Director See also **titles of people**.

executive vice president Lower case unless preceding a name: *Foundation Executive Vice President Mary Kay Misko arrives today*. See also **titles of people**.

F

Facebook One word, capitalize.

Faculty Advisor Delta Sigma Pi refers to as Chapter Advisor.

fewer, less *Fewer* refers to how many; *less* refers to how much. *I had less than \$50 in my pocket.* (An amount.)
But: *I had fewer than 50 \$1 bills in my pocket.* (Individual items.) or *Fewer people are living in the house.*

501(c)(3) The Leadership Foundation under 501(c)(3) of the Internal Revenue Service is a public foundation operating exclusively for charitable and educational purposes. See also **nonprofit**.

former Always lowercase. But retain capitalization for a formal title used immediately before a name: *Introducing former Provincial Vice President John Lang. He looks like former President Nixon.* See also **titles of people**.

forms All forms should be capitalized and not italicized:
Please submit an Event Planning Form by tomorrow.

Foundation Acceptable replacement for the *Leadership Foundation*. Follow the same capitalization rules that apply to **Fraternity**.

Founders' Day Always capitalize. Not *Founder's Day* or *Founders Day*.

franchised Lowercase, one word.

frat. Never use this term, even as an abbreviation.

fraternal Used as an adjective and is not capitalized: *Her chapter offers a good fraternal experience.*

Fraternity Capitalize when referring to our fraternity: *Delta Sigma Pi Fraternity*

The Fraternity is synonymous for *Delta Sigma Pi Fraternity*.

An agency or organization often uses capitalization when referring to itself in print. Capitalize *fraternity* when referring specifically to Delta Sigma Pi: *The Fraternity has over 200 active chapters and colonies.*

Lowercase when used in general reference: *fraternity education, fraternity programming*. See also **International Fraternity of Delta Sigma Pi**.

Fraternity Communications Association Capitalize. Abbreviated: FCA. Delta Sigma Pi is a member of FCA. Formerly known as College Fraternity Editors Association.

freshman, freshmen Do not use *freshman* as an adjective. It's *freshman Republicans*, not *freshmen Republicans*, just as it's *sophomore biology majors*, not *sophomores biology majors*.

fundraising, fundraiser Always one word *Fundraising* is a noun: *Fundraising is difficult.*

Fundraiser may be an event or a person: *The fundraiser was a success. A fundraiser was hired.*

G

GIN System Capitalize. Delta Sigma Pi's online chapter communication system.

good, well *Good* is an adjective, *well* is an adverb. *Chris has felt good about his golf game since he played well last Saturday.*

grade point average Usually in lowercase and in long form: *The chapter's grade point average exceeds the school's average.*

When directly following a number, it may be abbreviated. Capitalize and omit periods: *2.25 GPA*.

graduate *Graduate* is correctly used in the active voice: *He graduated from the university.*

It is correct, but unnecessary, to use the passive voice: *She was graduated from the university.*

Do not, however, drop *from*: *Bob Banks graduated from Bowling Green State*. Not: *Bob Banks graduated Bowling Green State*.

Grand Chapter Congress Capitalize. Delta Sigma Pi's biennial convention. Abbreviate GCC.

Grand President Always capitalize. *Grand President Mark Chiacchiari. Mark Chiacchiari, the Grand President, is from Cleveland.*

Greek Always capitalize. See also **languages**.

Greek life Two words, no hyphen.

H

Headquarters When referring to the Headquarters of Delta Sigma Pi, refer to it as the Central Office. See also **Delta Sigma Pi Fraternity** and **Central Office**.

High Tribunal Always capitalize.

historic Always use the article *a*, not *an*, with the word *historic*.

homecoming Lowercase.

hyphen (-) See the **Punctuation** section.

I

incorporated, Inc. Abbreviate and capitalize as *Inc.* when used as part of a corporate name. When used, do not set off with commas: *The International Fraternity of Delta Sigma Pi, Inc. is located in Oxford, Ohio.*

Individual Discipline Policy Capitalize and place in italics. See also **capitalization, italics** and **titles of publication**.

infer, imply To *infer* is to deduce or conclude from the evidence at hand. To *imply* is to hint or suggest.

initials Use periods and no space when an individual uses initials instead of a first name: *B.J. Wagner, T.J. Smith*.

initiation Always lowercase when referring to Delta Sigma Pi or others: *The initiation at Grand Chapter Congress was flawless.*

The Initiation Ceremony Capitalize.

interjection See the **Grammar** section.

Internal Revenue Service *IRS* is acceptable on second reference.

International Fraternity of Delta Sigma Pi, Inc. This is the legal name of the Fraternity. Delta Sigma Pi is acceptable, and preferred, for day-to-day reference.

Internet Capitalize. See also **email, online** and **website**.

into, in *In* indicates location or condition; *into* indicates movement or a change in condition. *They found the lost letters in a box.*

intramural Always lowercase. Not *intermural*.

italics See the **Bold, Capitalization, Italics and Underlining** section.

its, it's *It's* is a contraction for *it is* or *it has*: *It's up to you. It's been a long time.*

Its is the possessive form of the neuter pronoun: *The Fraternity won its first award.*

J

junior, senior Abbreviate as *Jr.* and *Sr.* only with full names of persons. Do precede and follow with a comma, although it is accepted by most style guides to omit: *Fred Bird, Jr., talks like his dad.*

The Roman numerals *I, II, III, IV, V* may be used if an individual prefers. Do not precede or follow their notation with a comma: *John Paul III is a holy man.*

If necessary to distinguish between father and son in second reference, use the *elder Smith* or the *younger Smith*.

L

languages Capitalize the proper names of languages and dialects: *Greek, English and Spanish*.

lay, lie The action word is *lay*. It takes a direct object. *Laid* is the form for its past tense and its past participle. Its present participle is *laying*.

Lie indicates a state of reclining along a horizontal plane. It does not take a direct object. Its past participle is *lain*. Its present participle is *lying*.

When *lie* means to make an untrue statement, the verb forms are *lie*, *lied*, and *lying*.

Some examples:

PRESENT OR FUTURE TENSES:

Right: *I will lay the report on your desk.*

Wrong: *He lays on the beach all day.*

Right: *He lies on the beach all day.*

IN THE PAST TENSE:

Right: *I laid the report on your desk.*

Right: *He lay on the beach all day.*

WITH THE PRESENT PARTICIPLE:

Right: *I am laying the report on your desk.*

Right: *He is lying on the beach.*

lead, led *Lead*, as a present tense verb, means to be a leader, to go first: *He leads his chapter with the highest grade point average.*

Lead, as a noun, is a heavy metal.

Led, as a past tense verb, means went first: *John led the chapter to victory in the relay race.*

LEAD Acronym for Leadership and Excellence Academies for Deltasigs. Capitalize, no periods.

LEAD Provincial Conference Capitalize. See also **LEAD**.

LEAD School Capitalize. See also **LEAD**.

Leadership Foundation Capitalize when referring to the Delta Sigma Pi Leadership Foundation.

Leadership Retreat Capitalize. Biennial event for Board members and national leadership team (as defined by the Grand President) following Grand Chapter Congress.

legal counsel Not *legal council*: *You must seek legal counsel before signing a contract. You must have legal counsel review the contract. Talk with a legal counselor before signing the contract.* See also **council** and **counsel**.

lifelong One word, no hyphen.

lifetime One word, no hyphen.

like, as Use *like* as a preposition to compare nouns and pronouns. It requires an object: *Bojak plays soccer like a pro.*

The conjunction *as* is the correct word to introduce clauses: *Bojak guards the goal as he should.*

long term, long-term Hyphenate when used as a compound modifier: *We will win in the long term. He has a long-term assignment.* See also **hyphen**.

long time, longtime *They have known each other a long time. They are longtime partners.* See also **hyphen**.

M

Make A Difference Day Capitalize.

manual Capitalize and place in italics when directly following the name of the manual: *Chapter Management Program Manual*. Lowercase when appearing alone: *Bring your manual to every meeting.* See also **capitalization**, **italics** and **titles of publications**.

maybe, may be *Maybe* is an adverb meaning possibly. *May be* is a verb phrase. *Maybe the sun will shine tomorrow. Tomorrow may be a brighter day.*

member Refers to initiated and associated members of the Fraternity. Do not capitalize except when appearing directly before an individual's name: *active member, faculty member, Honorary Member Gordon Bethune.*

media, medium *Media* is the plural of *medium*: *Of all the media that cover the Olympics, television is the medium that best captures the spectacle of the events.*

months Capitalize the names of months in all uses. When a phrase lists only a month and a year, do not separate the year with commas: *November 2012*. When a phrase refers to a month, day, and year, set off the year with commas: *Nov. 7, 2011, is when we held the food drive.*

mottoes The plural of *motto* is *mottoes*, although *mottos* is also correct.

Mr., Mrs. These abbreviated spellings apply in all uses, including direct quotations. See also **courtesy titles**.

Ms. This is the spelling and punctuation for all uses of the courtesy title, including direct quotations. There is no plural. See also **courtesy titles**.

N

National Bylaws Capitalize.

National Panhellenic Conference Always capitalize. Abbreviated: *NPC*. See also **sorority**.

National Pan-Hellenic Council, Inc. Always capitalize. Abbreviated: *NPHC*. Refer to its members as *historically African-American: Kappa Alpha Psi, a historically African-American fraternity, will perform Monday*.

National Policies and Procedures Capitalize.

non- See the **Grammar** section.

nonalcoholic One word, no hyphen. Use only as a description of a beverage that does not contain alcohol. See also **alcohol free, alcohol-free**.

nonfraternal, nonfraternity One word, no hyphen.

non-Greek Hyphenate.

nonprofit One word, no hyphen. See also **501(c)(3)**.

North-American Interfraternity Conference Always capitalize. Abbreviated: *NIC*.

noun See the **Grammar** section.

numerals Spell out whole numbers below 10, or when beginning a sentence. Use figures for 10 and above: *nine, 10*. For numbers higher than 999, use commas; *1,234*. Place a hyphen between the numeral and the year when designating the length of membership: *50-year member*.

Plural numbers do not get an apostrophe: *The tradition began in the 1920s*.

Write a member's year of graduation after the school year and with an apostrophe facing left: *Jason Pearce, Elon '94, is a staff member*. Write a span of years with an en dash and no apostrophe: *Jason attended college from 1990–94*.

LARGE NUMBERS: When large numbers must be spelled out, use a hyphen to connect a word ending in y to another word: *twenty-one; one hundred twenty-two*. For very large, round numbers exceeding 999,999, use a figure followed by million, billion, or trillion. *We collected 1.2 million pounds of food this year*.

TELEPHONE NUMBERS: The preferred format is: *(513) 523-1907, ext. 230*.

EXCEPTION 1: Use numerals for dates, addresses, and sports scores.

EXCEPTION 2: A year is the only number that may begin a sentence as a numeric figure. *1907 was a good year*.

O

ongoing Not *on-going*. Means continuing without termination or interruption.

OK, O.K., okay All three spellings are acceptable, but avoid in formal writing.

online, offline Do not hyphenate the adjective form for the computer connection term. Two words in all other cases. See also **email, Internet** and **website**.

only *Only* should appear as close as possible to the word or phrase it modifies.

over, more than *Over* generally refers to spatial relationships: *The plane flew over the city*. It can, at times, be used with numerals: *He is over 50. I paid over \$200 for this suit*. But *more than* is usually better with quantity amounts: *The chapter collected more than 2,000 pounds of food*.

P

Panhellenic Always capitalize.

parentheses () See the **Punctuation** section.

Parents' Weekend Always capitalize. Not *Parent's Weekend* or *Parents's Weekend*.

party *Social event* is preferred: *The chapter is planning a social event with Alpha Kappa Psi*.

Past Grand President Always capitalize when referring to Delta Sigma Pi: *Past Grand President Randy Hultz. Bob Busse, the Past Grand President, is attending the meeting today*. Abbreviate **PGP**.

people, persons Use *person* when speaking of an individual: *One person got out of line*.

The word *people* is preferred to persons in all plural uses: *Hundreds of people attended the convention. There were 17 people at the workshop.*

percent One word; do not use % unless it appears in a graph or listing. *The teacher said 70 percent was a failing grade. He said 50 percent of the membership was there.*

periods (.) See the **Punctuation** section.

pledge Lowercase unless appearing directly before an individual's name: *Pledge Rob Woods missed the meeting. The chapter recruited 15 pledges.*

Pledge Manual Capitalize. Official name is *The Crown & Delta*.

The Pledging Ceremony Capitalize.

plurals See the **Grammar** section.

Policy and Procedures Manual Capitalize. See also **National Policies and Procedures**.

post- See the **Grammar** section.

pre- See the **Grammar** section.

prefixes See the **Grammar** section.

preposition See the **Grammar** section.

principal, principle *Principal* is a noun and adjective meaning someone or something first in rank, authority, importance or degree: *He is the school principal. He was the principal player in the trade.*

Principle is a noun that means a fundamental truth, law, doctrine or motivating force: *The rules exist to protect the principles and integrity of the Fraternity.*

pro- See the **Grammar** section.

probation No hyphen.

Professional Activities Guide Capitalize and place in italics.

Professional Fraternity Association Capitalize. Abbreviate PFA. *Delta Sigma Pi is a charter member of the PFA.*

Professional Fraternity Executives Association Capitalize. Abbreviate PFEA.

professor Never abbreviate. Capitalize when used as a formal title before a full name. See also **titles of people**.

programs, areas of programming General educational programs of the Fraternity are not capitalized: *fraternity education, alumni development, risk management.*

pro-Greek Hyphenate.

pronoun See the **Grammar** section.

province Should be lowercase unless proceeding a specific provincial name: *Western Province. The province also covers the west coast.*

Provincial Vice President Always capitalize when referring to the Provincial Vice President of Delta Sigma Pi: *Provincial Vice President Judith Briggs. Beth Keith, a Provincial Vice President, lives in Tennessee.* Abbreviate PVP.

punctuation See the **Punctuation** section.

pupil, student Use *pupil* for children in kindergarten through eighth grade.

Student or *pupil* is acceptable for grades nine through 12.

Use *student* for college and beyond.

Q

question mark (?) See the **Punctuation** section.

quotation marks (“ ”) See the **Punctuation** section.

R

re- See the **Grammar** section.

recolonize, recharter Not *re-colonize* or *re-charter*. Only previously existing chapters or colonies are *recolonized* and *rechartered*.

Recruiting Guide Capitalize and place in italics. See also **capitalization, italics, and titles of publication**.

recruitment Always lowercase. The usage of *recruitment* is preferred rather than *rush*. *Member recruitment, not membership recruitment.*

recur, recurred, recurring Not *reoccur*.

re-elect, re-election, re-elected With hyphen.

Refranchised Lowercase, no hyphen.

region/regions Should be lowercase unless proceeding a specific region's name. *Central Region. The region is located in Illinois.* See also **directions and regions**.

Regional Vice President Always capitalize. Abbreviate RVP.

resume, résumé *Resume* is a verb meaning to continue, *résumé* is a noun.

Risk Management and Conduct Policy Capitalize and place in italics. See also **capitalization, italics, and titles of publication**.

Ritual Capitalize when referring to the Ritual of Delta Sigma Pi. Do not capitalize when referring to the other rituals of the Fraternity: *Alpha Kappa Psi ritual uses different symbols. Our values can be found in our Ritual.*

Ritual book Capitalize Ritual, lowercase book.

Ritual team Capitalize Ritual, lowercase team.

roommate One word, no hyphen.

rush Delta Sigma Pi holds recruiting events, not rush. Never use rush in reference to Delta Sigma Pi recruiting. See also **recruitment**.

S

seal Always lowercase when referring to the Fraternity's or Foundation's official seal.

seasons All seasons are lowercase: *spring, summer, fall, winter* and derivatives such as *springtime* unless part of a formal name: *Summer Olympics*.

semi- See the **Grammar** section.

semiannual Twice a year, a synonym for *biannual*. Do not confuse it with *biennial*, which means every two years. See also **bi-, prefixes, and semi-**.

semicolon (;) See the **Punctuation** section.

semimonthly Every half month or twice a month. See also **bi-, prefixes, and semi-**.

semiweekly Twice a week. See also **bi-, prefixes, and semi-**.

semiyearly Semiannual, twice a year. See also **bi-, prefixes, and semi-**.

shall, will Use *shall* to express determination: *We shall win Outstanding Chapter of the Year.* Either *shall* or *will* may be used in first-person constructions that do not emphasize determination: *We shall hold a meeting. We will hold a meeting.* For second- and third-person constructions, use *will* unless determination is stressed: *You will like it. He will not be pleased.*

sorority Less than half of the 26 NPC members use *sorority* in their official name; while most use *fraternity*. Refer to the *Interfraternity Directory* or the Fraternity Executives' *Fraternity/Sorority Directory* to properly reference all NPC members. If in doubt, refer to all NPC members as a *women's fraternity*.

state Lowercase in all *state of* constructions: *the state of Maine*. Do not capitalize *state* when used simply as an adjective to specify a level of jurisdiction: *the state Transportation Department, state funds*. See also **state names**.

state names Follow these guidelines:

STANDING ALONE: Spell out the names of the 50 U.S. states when they stand alone in textual material. Any state name may be condensed, however, to fit typographical requirements for tabular material. See also **addresses**.

EIGHT NOT ABBREVIATED: The names of eight states are never abbreviated in text: *Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas, and Utah*.

ABBREVIATIONS REQUIRED: States should not be abbreviated when used in running text. But if abbreviated to fit typographical requirements, they should appear as follows:

Ala.	Md.	N.D.
Ariz.	Mass.	Okla.
Ark.	Mich.	Ore.
Calif.	Minn.	Pa.
Colo.	Miss.	R.I.
Conn.	Mo.	S.C.
Del.	Mont.	S.D.
Fla.	Neb.	Tenn.
Ga.	Nev.	Vt.
Ill.	N.H.	Va.
Ind.	N.J.	Wash.
Kan.	N.M.	W.Va.
Ky.	N.Y.	Wis.
La.	N.C.	Wyo.

PUNCTUATION: Place one comma between the city and the state name, and another comma after the state name: *Indianapolis, Indiana, is the fraternity capital of the world.*

student body Lowercase.

subject-verb agreement See the **Grammar** section.

substance free, substance-free Means in absence of alcohol, drugs and tobacco. See also **alcohol-free** and **hyphen**.

syllabus, syllabuses Not *syllabi*.

T

teammate One word, no hyphen.

teamwork One word, no hyphen.

telephone numbers Use figures. The forms: (513) 523-1907, 524-1111. If extension numbers are given: (513) 523-1907, ext. 0, will reach the operator.

The parentheses around the area code are based on a format that telephone companies have agreed upon for domestic and international communications.

See also **numerals**.

than, then *Than* is a conjunction used in comparisons; *then* is an adverb denoting time. *That pizza is more than I can eat. Paul laughed, and then we recognized him.*

that (conjunction) Use the conjunction *that* to introduce a dependent clause if the sentence sounds or looks awkward without it. *That* may be omitted when a dependent clause immediately follows a form of the verb to say: *The president said he had signed the bill.*

That should be used when a time element intervenes between the verb and the dependent clause: *The president said Monday that he had signed the bill.* When in doubt, include *that*.

that, which (pronouns) Use *that* and *which* in referring to inanimate objects and to animals without a name: *It was a dog that bit him. The report, which was well documented, was reviewed by the board.*

That has long been regarded as introducing a restrictive clause, *which* a nonrestrictive clause.

See also **who, whom (pronouns)** and **essential clauses, nonessential clauses**.

their, there, they're *Their* is a possessive pronoun: *They went to their house.*

There is an adverb indicating direction: *We went there for dinner. There* also is used with the force of a pronoun for impersonal constructions in which the real subject follows the verb: *There is no food on the table.*

They're is a contraction for *they are*.

third party vendor No hyphens.

thrice-yearly Occurs three times a year.

times Use figures except for *noon (12:00 p.m.)* and *midnight (12:00 a.m.)*. Use a colon to separate hours from minutes: *11 a.m., 1 p.m., 3:30 p.m.* Avoid redundancies: *10 a.m. this morning.* See also **numerals** and **a.m. p.m.**

titles of people In general, confine capitalization to formal titles used directly before an individual's full name: *Executive Director Bill Schilling submitted the budget. Brother Marks received top grades last term.*

Lowercase and spell out titles when they are not used with an individual's name: *The president gave an excellent speech.*

Any title of a Delta Sigma Pi volunteer leader should be capitalized. *Elections for Grand President were held at Grand Chapter Congress.*

Corporate, professional, and governmental titles are capitalized only when they immediately precede a person's full name. *President Marty Smith likes race cars. Executive Vice President Bob Smith gave the speech. Provincial Vice Presidents Rich Gregory and Tom Barney.*

All staff titles are written with *of* and not *for*: *Director of Member Services.* Lowercase unless directly preceding an individual's name.

EXCEPTION 1: In formal usage, such as acknowledgments and lists of contributors, titles following a personal name are usually capitalized. *Ladies and gentlemen, the President of the United States.*

EXCEPTION 2: Titles used in place of names in direct address are capitalized: *The ship can't take it anymore, Captain!*

titles of publications Titles of books, magazines, newspapers, manuals, guides, movies, and videos are capitalized and italicized, or underlined only if italics is not available. All Fraternity publications are capitalized and italicized.

The initial article that is part of a title may be omitted if it would be awkward in context. However, when it is included it is capitalized and italicized. *Sue read the Awards & Recognition Guide.*

Use quotation marks, not italics, to identify article names.

Separate entries of the Fraternity's publications are listed in this guide for further clarification. See also **capitalization, forms, italics and quotation marks.**

to, too, two *To* is a preposition; *too* is an adverb meaning also or a lot; *two* is a number.

toward Not *towards*.

T-shirt Capitalize the *t*.

U

underlining See the **Bold, Capitalization, Italics and Underlining** section.

United States Spell out when used as a noun. Use *U.S.* (no space) only as an adjective.

university Capitalize only when used with the actual school name: *DePaul University, the university swim team.* When abbreviating university or college names, do not use periods: *UCLA*, not *U.C.L.A.* University names are usually abbreviated after they have been spelled out on their first occurrence in a text, unless the abbreviation is expected to be instantly recognizable.

V

verb See the **Grammar** section.

vice president Use two words; no hyphen. See also **titles of people.** Vice President Board member titles can be abbreviated VPOD, VPF, etc.

VIP, VIPs Acceptable in all references for *very important person(s)*.

Volunteer Leadership Manual Capitalize. See also **capitalization and titles of publication.**

W

weather, whether *Weather* means the physical elements such as snow and rain. *Whether* is used to introduce the first of two or more alternatives.

website Website addresses should always be written in lowercase and italics. It is permissible to omit *http://* when citing an address in most instances. See also **email, Internet, and online.**

who, whom (pronouns) Use *who* and *whom* in referring to persons and to animals with a name: *Rob Simms is the consultant who helped me.*

Who is the word when someone is the subject of a sentence, clause, or phrase: *The member who made the highest grade. Who is there?*

Whom is the word when someone is the object of a verb or preposition: *The member to whom the room was rented left the window open. Whom do you wish to see?* See also **that, which (pronouns) and essential clauses, nonessential clauses.**

who's, whose *Who's* is a contraction for who is: *Find out who's out there.* *Whose* is the possessive case of who: *I don't care whose it is.*

will Lowercase when meaning shall or referring to a financial legal document.

worldwide No hyphen.

www.dspnet.org Always lowercase and in italics. It is not necessary to precede with *http://*.

Y

year-end Always hyphenate.

yearlong One word, no hyphen.

year-round Always hyphenate.

years Use figures, without commas: *1975*. Use an *s* without an apostrophe to indicate spans of decades or centuries: *the 1970s, the 1800s*. Use an apostrophe for omitted numbers: *The house burned in '56*. But no apostrophe if the remaining numbers are preceded by an em dash: *The 1995–96 fiscal year*. See also **dates** and **numerals**.

your, you're *Your* is the possessive case of you: *Your fraternity education program is improving*.

PUNCTUATION

ampersand (&) Use the ampersand when it is part of a publication or company's formal name. It should not otherwise be used in place of *and*.

apostrophe (') Follow these guidelines:

POSSESSIVE PLURAL NOUNS NOT ENDING IN *S*: Add 's: *the alumni's contributions, women's rights*.

POSSESSIVE PLURAL NOUNS ENDING IN *S*: Add only an apostrophe: *the brothers' needs, the VIPs' entrance*.

PRONOUNS: Pronouns have separate forms for the possessive. None involves an apostrophe: *mine, ours, your, yours, his, hers, its, theirs, whose*.

Caution: Always double-check to be sure that the meaning calls for a contraction when using an apostrophe with a pronoun: *you're, it's, there's, who's*.

COMPOUND WORDS: Add an apostrophe or 's to the word closest to the object possessed: *the regional leadership director's decision*.

JOINT POSSESSION: Use a possessive form after only the last word if ownership is joint: *Tom and Daryl's house*.

OMITTED FIGURES: *The class of '72. The roaring '20s*.

brackets ([]) Brackets work like parentheses to set off inserted material, but usually function within quoted material: *"Sometimes he [Michael] will do aquatic animal impersonations."*

You're is the contraction for you are: *You're right on time for the officer conference*.

Z

colon (:) The colon is used after the salutation of a business letter, in bibliographies, to separate titles from subtitles and hours from minutes, and as a mark of introduction.

If used as a mark of introduction, a complete sentence, question, or quotation must always precede the colon. *The supply order included the following items: pencils, pens, and paper clips. The supply order included pencils, pens, and paper clips.*

comma (,) The following guidelines treat some of the most frequent questions. Consult the *AP Stylebook* or *Webster's New Universal Unabridged Dictionary* for complete usage.

IN A SERIES: Use commas to separate elements in a series. Do not use the comma between the last two items in a series if they are joined by a conjunction. Preferred: *The Fraternity's colors are purple, green and gold*. Discouraged: *The Fraternity's colors are purple, green, and gold*.

INTRODUCING DIRECT QUOTES: Use a comma to introduce a complete one-sentence quotation within a paragraph: *Murray said, "Does it look like I'm laughing?"*

Do not use a comma at the start of an indirect or partial quotation: *Bob said that he "loves M&Ms and their hard candy shell."*

BEFORE ATTRIBUTION: Use a comma at the end of a quote that is followed by attribution: *"I lost my computer," confessed Mayberry.*

WITH CHAPTER: Use a comma to set off an individual's chapter and year of graduation: *Tom Smith, Chicago, is the executive vice president.*

NAMES OF STATES USED WITH CITY NAMES: Place a comma after the state name: *Many people say that Indianapolis, Indiana, is the fraternity capital of the world.*

COMPLETE DATES: Place a comma after the year in complete dates within a sentence: *Brad illustrated the finances in the June 30, 2011, report.*

PLACEMENT WITH QUOTES: Commas always go inside quotation marks.

ellipsis (...) Treat an ellipsis as a three-letter word, constructed with three periods and two spaces. Use an ellipsis to indicate the deletion of one or more words in condensing quotes, texts, and documents.

em dash (—) Used to mark a sudden break or abrupt change in thought: *Kip offered a plan—it was unprecedented—to abolish alcohol abuse.*

ATTRIBUTION: It is also used to precede a credit line or a run-in credit signature: *“But the greatest of these is love.” —I Corinthians 13:13.*

SERIES WITHIN A PHRASE: When a phrase that otherwise would be set off by commas contains a series of words that must be separated by commas, use em dashes: *Andy listed the qualities—intelligence, humor, independence—that he liked in a consultant.*

WITHOUT SPACES: There should be no space on either side of an em dash when used in a sentence.

KEYBOARD: In Windows, you may make an em dash by pressing ALT–CTRL–and the minus sign on the number keypad. Or you can insert it from the menu Insert–Symbol–Special Character.

en dash (–) Use in combination of figures, capital letters, figures and capital letters, and in the absence of the word *to* when denoting a period of time: *1955–62, Monday–Friday.* Do not use for phone numbers.

KEYBOARD: In Windows, you may make an en dash by pressing CTRL–and the minus sign on the number keypad. Or you can insert it from the menu Insert–Symbol–Special Character.

exclamation point (!) Sparingly use the mark in business writing. It is used to express a high degree of surprise, incredulity, or other strong emotion.

PLACEMENT WITH QUOTES: Place the mark inside quotation marks when it is part of the quoted material and outside when it is not part of the quoted material: *“How ya doing!” Davis yelled. I hated reading this “Style Guide”!*

Do not use a comma or period after the exclamation mark.

hyphen (-) Hyphens are joiners. Use them to avoid ambiguity or to form a single idea from two or more words.

AVOID AMBIGUITY: *The president will speak to small-business men.* (*Business men* normally is one word. But *the president will speak to small businessmen* is unclear.) Others: *He recovered his health. He re-covered the leaky roof.*

COMPOUND MODIFIERS: When a compound modifier—two or more words that express a single concept—precedes a noun, use hyphens to link all the words in the compound except the adverb *very* and all adverbs that end in *-ly*: *a full-time job, a know-it-all attitude.*

Many combinations that are hyphenated before a noun are not hyphenated when they occur after a noun: *Year-round recruitment is important for the chapter. The chapter relies on recruiting year round.*

parentheses () Used to set off matter not intended to be part of the main statement or not a grammatical element of the sentence, yet important enough to be included.

periods (.) **PLACEMENT WITH QUOTATION MARKS:** Periods always go inside quotation marks.

question mark (?) **PLACEMENT WITH QUOTATION MARKS:** Inside or outside, depending on the meaning: *Who wrote “Gone With the Wind”? She asked, “How long will it take?”*

quotation marks (“ ”) Use open-quote marks (“) and close-quote marks (”).

RUNNING QUOTATIONS: If a full paragraph of quoted material, or a paragraph that does not start with quotation marks but ends with a quotation, is followed by a paragraph that continues the quotation, do not put close-quote marks at the end of the first paragraph. Do, however, put open-quote marks at the start of the second paragraph, using close-quote marks only at the end of the quoted material. Be sure to use the smart quote setting when you’re using Microsoft Word. It can be found under the “Tools” menu, in the “Auto Correct” feature, under the “Autoformat as you type” tab.

COMPOSITION TITLES: Use to enclose articles in periodicals, captions, chapters of books, dissertations, editorials, essays, headings, headlines, lectures, novellas that are published in a collection, papers, radio and television programs, short poems, short stories, and songs. See also **capitalization**, **composition titles** and **italics**.

QUOTES WITHIN QUOTES: Alternate between double quotation marks (“ or ”) and single marks (‘ or ’). If two quoted elements end at the same time, put the period before the single mark (’) and the double mark (”): *Peyser said, “Mason told me it means ‘Naught without labor.’”*

PLACEMENT WITH OTHER PUNCTUATION: The period and the comma always go within the quotation marks. The dash, semicolon, question mark, and exclamation point go within the quotation marks when they apply to the quoted matter only. They go outside when they apply to the whole sentence: *“It’s an excellent fraternity education program.” Was their float theme “Beat the Tigers”?*

semicolon (;) Use to separate clauses containing commas and statements that are too closely related in meaning to be written as separate sentences. In general, it indicates a greater separation of thought and information than a comma but less than a period.

PLACEMENT WITH QUOTES: Place semicolons outside quotation marks.

BOLD, CAPITALIZATION, ITALICS AND UNDERLINING

bold Use bold type only when it aids in indexing and cross-referencing, and when emphasizing a deadline date. *The deadline for Grand Chapter Congress registration is August 7, 2013.*

capitalization In general, avoid unnecessary capitals. Use a capital letter only if you can justify it by one of the principles listed here.

Many words and phrases are listed in this guide. If there is no relevant listing in this guide, consult its references that are listed in the “Forward.”

PROPER NOUNS: Capitalize nouns that constitute the unique identification for a specific person, place, or thing.

PROPER NAMES: Capitalize common nouns such as *award, fraternity, party, river, street, and west* when they are an integral part of the full name for a person, place, or thing: *Professional Award, Delta Sigma Pi Fraternity, Democratic Party, Mississippi River, Fleet Street, West Virginia.*

Lowercase the common noun elements of names in all plural uses: *the Service and Professional awards, Delta Sigma Pi and Alpha Kappa Psi fraternities, Democratic and Republican parties, lakes Erie and Ontario.*

COMPOSITIONS: Apply the guidelines listed here to book titles, movie titles, song titles, television program titles, and the titles of lectures, speeches, and works of art.

Capitalize the principal words, including prepositions and conjunctions of four or more letters.

Capitalize an article—*the, a, an*—or words of fewer than four letters if it is the first or last word in a title.

See also **italics, titles of publications, and quotation marks.**

TITLES: Capitalize formal titles when used immediately before a name. Lowercase formal titles when used alone or in constructions that set them off from a name by commas.

Use lowercase at all times for terms that are job descriptions rather than formal titles. See also **titles of people.**

italics Titles of books, magazines, movies, newspapers, novels that are separately published, and works of art such as paintings and sculptures are placed in italics. Also italicize all Fraternity publications and programs. See also **capitalization, titles of publications, quotation marks,** and separate entries for the Fraternity’s publications.

Use italics for email addresses and websites.

Use italics to emphasize a word or achieve a special meaning, but use very sparingly.

Use italics to isolate words and phrases in a foreign language, or to separate special terminology.

underlining Use to indicate italics when an italic font is not available.

GRAMMAR

adjective, article An adjective is a word used to modify, or describe, a noun or pronoun. An adjective usually answers one of these questions: *Which one? What kind of? How many?* Adjectives usually precede the words they modify. However, they may also follow linking verbs, in which case they describe the subject.

Articles, sometimes classified as adjectives, are used to mark nouns. There are only three: the definite article *the*, and the indefinite articles *a* and *an*.

adverb An adverb is a word used to modify a verb, an adjective, or another adverb. It usually answers one of these questions: *When? Where? How? Why? Under what conditions? To what degree?* Many contain the prefix *-ly*. *He ran quickly to the finish line during the Watermelon Fest race. The chapter left solemnly after receiving their suspension.* The negators *not* and *never* are classified as adverbs.

bi- A learned borrowing from Latin meaning twice or two. Used in the formation of compound words. See **biannual**, **bi-monthly**, **biweekly**, and **prefixes**, and **semi-**.

collective nouns A collective noun is a group noun. It is singular in form but names a group of individuals or things: *team, committee, staff*.

Use a singular verb with a collective noun subject when the group acts as one unit: *The staff agrees that action is necessary.*

Use a plural verb when members of the group act separately: *The staff are submitting individual reports.*

If the plural form of the verb sounds awkward, rephrase the sentence making the subject plural: *The staff members are submitting individual reports.* See also **noun**.

conjunction Conjunctions join words, phrases, or clauses, and they indicate the relation between the elements joined. Examples of conjunctions: *and, as well as, but, or, but also, because, rather than, unless.*

contractions Contractions reflect informal speech and writing.

Avoid excessive use of contractions. Contractions listed in the dictionary are acceptable, however, in informal contexts where they reflect the way a phrase commonly appears in speech or writing.

In quoted material, contractions should be written as the person speaks, giving the reader the perception of listening to the speakers actual words.

essential clauses, nonessential clauses An *essential clause* cannot be eliminated without changing the meaning of the sentence, while a *nonessential clause* can be eliminated without changing the basic meaning of the sentence.

An *essential clause* must not be set off from the rest of a sentence by commas. A *nonessential clause* must be set off by commas. *Consultants who do not read the Style Guide should not criticize the editor. Consultants, who do not read the Style Guide, should not criticize the editor.*

That is the preferred pronoun to introduce clauses that refer to an inanimate object or an animal without a name. The pronoun *which* occasionally may be substituted for *that* in the introduction of an essential clause that refers to an inanimate object or an animal without a name.

In general, this use of *which* should appear only when *that* is used as a conjunction to introduce another clause in the same sentence: *He said Monday that the part of the army which suffered severe casualties needs reinforcement.* See also **that, which (pronouns)** and **who, whom (pronouns)**.

interjection Interjections are words used to express surprise or emotion: *Oh! Hey! Wow!*

non- The rules of **prefixes** apply, but in general no hyphen when forming a compound that does not have special meaning and can be understood if *not* is used before the base word. Use a hyphen, however, before proper nouns or in awkward combinations.

noun A noun is the name of a person, place, thing, or idea. They are often but not always signaled by an article (*a, an, the*). Examples of nouns: *Bill, Oxford, office, truth.*

plurals Follow these guidelines in forming and using plural words:

MOST WORDS: Add *s*: *boys, girls, ships, villages.*

WORDS ENDING IN CH, S, SH, SS, X, an Z: Add *es*: *churches, lenses, parishes, glasses, boxes.*

WORDS ENDING IN IS: Change *is* to *es*: *parentheses, theses.*

WORDS ENDING IN Y: If *y* is preceded by a consonant or *qu*, change *y* to *i* and add *es*: *armies, cities*. Otherwise add *s*: *donkeys, monkeys*.

WORDS ENDING IN O: If *o* is preceded by a consonant, most plurals require *es*: *buffaloes, dominoes, echoes, potatoes*. But there are exceptions: *pianos*.

WORDS ENDING IN F: In general, change *f* to *v* and add *es*: *leaves, selves*.

LATIN ENDINGS: Latin-root words ending in *us* change *us* to *i*: *alumnus, alumni*. Most ending in *a* change to *ae*: *alumna, alumnae*. Most ending in *um* add *s*: *memorandums, stadiums*.

FORM CHANGE: *man, men; foot, feet; mouse, mice*.

WORDS THE SAME IN SINGULAR AND PLURAL: *corps, deer, sheep*.

WORDS PLURAL IN FORM, SINGULAR IN MEANING: Some take singular verbs: *measles, news*. Others take plural verbs: *grits, scissors*.

COMPOUND WORDS: Those written solid add *s* as the end. For those that involve separate words or words linked by a hyphen, make the most significant word plural: *handfuls, attorneys general, assistant attorneys general, assistant attorneys*.

WORDS AS WORDS: Do not use *'s*: *His speech had too many "ifs," "ands," and "buts."*

PROPER NAMES: Most ending in *es* or *z* add *es*: *Charleses, Joneses*. Most ending in *y* add *s* even if preceded by a consonant: *the Duffys, the Kennedys*. For others, add *s*: *the Carters, the McCoy's*.

TITLES OF PEOPLE: The plural takes no apostrophe: *Deltasigs*. Use apostrophe only for the possessive: *That was the Grand President's idea*. See also **titles of people**.

FIGURES: Add *s*: *The custom began in the 1920s. The airline has two 727s. Temperatures will be in the low 20s*.

SINGLE LETTERS: Use *'s*: *Mind your p's and q's*.

MULTIPLE LETTERS: Add *s*: *He knows his ABCs. Four VIPs were there*.

post- The rules in **prefixes** apply. Follow *Webster's New Universal Unabridged Dictionary*, hyphenating if not listed there. Some examples:

postdate postelection

postdoctoral postgraduate

pre- The rules in **prefixes** apply. The following examples of exceptions to first-listed spellings in *Webster's New Universal Unabridged Dictionary* are based on the general rule that a hyphen is used if a prefix ends in a vowel and the word that follows begins with the same vowel:

pre-election pre-establish
pre-eminent pre-exist
pre-empt

Otherwise, follow *Webster's New Universal Unabridged Dictionary*, hyphenating if not listed there. Some examples:

prearrange preflight
precondition preheat
predispose prejudge

Some hyphenated coinage, not listed in the dictionary:

pre-convention pre-dawn

prefixes See separate listings for commonly used prefixes.

Generally, compounds formed from a prefix and a word are usually styled solid and without a hyphen:

interagency precondition
misshapen refurbish
overhand suborder
postwar unhelpful

Three rules are constant, although they yield some exceptions to first-listed spellings in *Webster's New Universal Unabridged Dictionary*:

1. Except for *cooperate* and *coordinate*, use a hyphen if the prefix ends in a vowel and the word that follows begins with the same vowel.

anti-inflation de-emphasize
co-owner multi-institutional

2. Use a hyphen if the word that follows is capitalized.

anti-Greek post-Victorian

3. Use a hyphen to join doubled prefixes.

sub-subparagraph

preposition A preposition is a word placed before a noun or pronoun to form a phrase modifying another word in the sentence. The prepositional phrase nearly always functions as an adjective or as an adverb. Examples of prepositions: *about, across, as, at, before, but, by, except, into, like, on, regarding, than, upon, without*.

pro- The rules in **prefixes** apply. Use a hyphen when coining words that denote support for something. Some examples:

pro-business pro-Greek

No hyphen when *pro* is used in other senses: *probation, profile, etc*.

pronoun A pronoun is a word used in place of a noun. Usually the pronoun substitutes for a specific noun, known as its *antecedent*. Examples of pronouns: *I, me, you, she, he, we, us, they, yours, his, its, ours, himself, themselves, whose, these*.

re- The rules in **prefixes** apply. The following examples of exceptions to first-listed spellings in *Webster's New Universal Unabridged Dictionary* are based on the general rule that a hyphen is used if a prefix ends in a vowel and the word that follows begins with the same vowel:

re-elect	re-enlist
re-election	re-enter
re-emerge	re-entry
re-employ	re-equip
re-enact	re-establish
re-engage	re-examine

For many other words, the sense is the governing factor:

recover (regain)	re-cover (cover again)
reform (improve)	re-form (form again)
resign (quit)	re-sign (sign again)

Otherwise, follow *Webster's New Universal Unabridged Dictionary*. Use a hyphen for words not listed there unless the hyphen would distort the sense.

semi- An element borrowed from Latin, meaning half. See also **bi-**, **semiannual**, **prefixes**, **semimonthly**, **semiweekly**, and **semiyearly**.

subject-verb agreement A subject and verb must always match in number and gender. This is especially tricky when a collective noun is being used. *The Finance Committee meets monthly. The members of the Finance Committee meet monthly.*

verb The verb of a sentence usually expresses action (*jump, think*) or being (*is, become*). It is composed of a main verb possibly preceded by one or more helping verbs.