ABBREVIATIONS/ACRONYMS
Write out the complete name on first reference, and place the abbreviation or acronym in parentheses. It is acceptable to use the abbreviation or acronym with no periods or spaces on second reference. e.g. The Office of Computing and Information Services (OCIS) issues email addresses. Call OCIS with any problems.

AGES
Always use the numeral for ages, e.g: the 26-year-old freshman. He is 26 and a freshman.

CAPITALIZATION
Capitalize the college’s individual schools and departments. e.g. Wright School of Business
Do not capitalize majors unless it contains a proper noun. e.g. biology, English

COURTESY TITLES
Do not use Mr., Ms. or Mrs. before a person’s name except in direct quotes.
Use Dr. on first reference only for someone with a Ph.D., Ed.D., or who is a physician. On second reference, use last name only.

DATES
Spell out the months March, April, May, June, and July. Use the abbreviations Jan., Feb., Aug., Sept., Oct., Nov., and Dec. when followed by the date. Always use the format month and numeral. Add the year if needed. e.g. March 6, 2015 or Dec. 10
Never use the st, nd, rd, or th suffixes in dates.

DEGREES
The use of abbreviations for earned degrees is acceptable after a person’s name. e.g. Jane Doe, B.A., M.A.
Use either the courtesy title Dr. or Ph.D. or Ed.D. after a person’s name, but not both. e.g. Dr. Jane Doe or Jane Doe, Ph.D.
Use an apostrophe in the words bachelor’s, master’s, etc.

NUMBERS
Spell out numbers zero through nine. Use the numeral for 10 and higher.
Use commas when writing numbers in the thousands. e.g. 4,200

PERCENTAGES
Use the numeral and spell out the word percent in writing. e.g. It was 25 percent of the budget.
In graphics or charts, use the numeral and % sign. e.g. 25 %

PHONE NUMBERS
Separate the area code and extension with hyphens in writing. e.g. 706-272-4587
Do not use parentheses.