

The Brandeis Hoot Style Guide Updated Fall 2019

Numbers:

- Numbers below 10 must be written out
- Numbers 10 and above must be numerals—the only exception is when a number above 10 begins a sentence, then it must be written out.
 - First-ninth written out, use numerals for 10th and above
 - Do not use supertext or subtext. For example, format it as 10th, not 10th
- Years, dates, and times are always numerals
 - Times:
 - No zeros, I.E. 3 p.m. (lowercase p.m.)
 - Dates:
 - No 1st 2nd 3rd, etc. Only the number, I.E. March 1
 - No apostrophe in dates, I.E. 1960s, not 1960's
- Any money amount is always in numerals, use \$ not “dollar(s)”
 - I.E. \$1 (no zeros), never \$1.00
- Percents, votes, scores, temperatures etc. are always numerals, never written out.
 - For percents, write out “percent,” I.E. 15 percent, never 15%
 - For temperatures, spell out “degrees”
- Fractions:
 - Spell out amounts less than one in stories, using hyphens between words. I.E. two-thirds, four-fifths, etc.
 - Use numerals for amounts larger than 1, decimals are preferred when the decimal can be rounded.
 - For mixed numbers, write put a space between the whole number and fraction. I.E. 1 1/2
- Write out million(s), billion(s), trillion(s); no extraneous zeros.
 - Spell out an approximate number if it can be expressed in a few words; I.E. About four hundred, nearly two thousand, etc.
 - Exception—All populations must be in numerals
- Do not use Roman Numerals unless they are part of a title, name, or statute.
- Miscellaneous:
 - 15-year-old, 15 six-inch skateboards (avoid successive numerals in the same phrase)
- Write out ages but not years. For instance, a person is in their sixties. The Civil Rights Movement occurred in the '60s.

Capitalization:

- Government
 - Senate (caps), Congress (caps—unless non-governmental form, sexual congress etc.)
 - Do NOT capitalize congressman or senator unless it's in front of a name.
 - Do NOT capitalize senatorial or congressional—this is an adjective.
 - All government offices and agencies are capitalized.
 - Capitalize political affiliations and parties.

- o Capitalize Democrats, Republicans, etc. unless referring to a system of government; I.E. The Athenians are democrats, and the Romans are republicans.
- Capitalize all proper nouns: cities, names, streets, etc.
 - o Lowercase common elements of names in plural uses; I.E. Democratic and Republican parties, Main and State streets.
- Capitalize each letter of department abbreviation; I.E. (POL)
- Internet (capital “I”), website, Web is capitalized in all other circumstances
- Capitalize specific regions, but not the points of the compass; I.E. Pacific Northwest v. “We’re driving east.”
- Capitalize Northerner and Southerner.
- Titles and Names:
 - o Capitalize titles preceding names.
 - o Capitalize articles and prepositions in names when a Christian name or title does not precede them, except in names when personal preference guides the usage.
 - I.E. Professor von Mering
 - o Exclude title after first mention. For example, say President Ron Liebowitz the first time and just Liebowitz after the first time.
- capitalize Student Union/Committees and Board of Trustees
- Do NOT capitalize p.m. or a.m.
- Do NOT capitalize the seasons: summer, winter, fall, spring, even if referring to a specific semester. For example, this class was offered in fall 2019.
- Do NOT capitalize “former” when talking about “ex-,” do NOT capitalize “elect”
 - o I.E. former President Bill Clinton, President-elect Obama
- Do NOT capitalize prepositions, articles, or conjunctions in titles of books, movies, etc. *except* when they begin the title.
 - o I.E. “For Whom the Bell Tolls”
- Do NOT capitalize “the” when referring to the Judges
- All words in a headline should be lowercase after the first word. For example: Men’s soccer team won a game

Abbreviations:

- Use periods in two-letter abbreviations only, not any longer.
 - o TV, AP and EU are the only exceptions and stand alone.
 - o U.S., U.N., U.K.
- Use all caps, but no periods, in longer abbreviations when the individual letters are pronounced; I.E. CIA, FBI
- Degrees:
 - o Use bachelor’s degree, master’s degree, doctorate in/of (insert subject here), all lowercase.
 - o Only use abbreviations if it’s cumbersome or awkward—B.A., M.A., Ph.D.
- March, April, May, June and July are spelled out and never abbreviated.
- Only abbreviate the other months if you’re referring to a specific day.
 - o I.E. In October, we moved the meeting from Nov. 15 to March 16.
- State names are always spelled out if they stand alone.
 - o Abbreviate states after you mention a city, or county.

- o All states are abbreviated to their two-letter abbreviations, i.e. NJ, CA, UT. Do NOT use periods in state abbreviations.
 - o Hawai'i does have an apostrophe after the first i. Do NOT format it as Hawaii.
- LGBTQ (not LGBTQ+)
- Do NOT abbreviate professor to prof. if it is not in a headline
- Write out all places and organizations the first time and put abbreviation in parentheses after full title, then abbreviate afterwards. For example: Shapiro Campus Center (SCC) for first mention and just SCC after the first mention
- Abbreviate to Q&A rather than writing out question and answer

Punctuation:

- “That” is a conjunction without commas, while “which” (an appositive, a phrase set off by commas) will have a comma before it.
- No serial (Oxford) commas
 - I.E. I went to Hoot night and drank rum, vodka and kaluah.
 - NOT wine, beer, and gin.
- Period or comma inside the quotation marks.
- If using sic, use [sic]. Brackets not parentheses.
- When using an ellipse, surround it by spaces
 - Unless you’re putting it at the beginning or end of a quotation mark, then the quotation will go directly next to the ellipse.
- When dividing a sentence, use an em-dash instead of a hyphen (– v. -). On a keyboard you can create an M-dash by pressing the alt and dash keys.
 - And don’t put a space between the em dash and the words next to it:
like—this, not like— this or like —this
- When using a colon, capitalize the first word following the colon if it forms a complete sentence. If following the colon the phrase is not a complete sentence, lower case that first word.
 - I.E. He only had one hobby: eating.
 - I.E. Ariel had one rule: If you plan on causing chaos, you must provide peach rings.
- Use single quotes when quoting in either headlines or photo captions.
- If the same person is speaking and it goes directly into a new paragraph there is no end quotation at the end of the first paragraph.
- Put the name of video games in quotes

Words:

- Health care
- “Long-term” regardless of noun or adjective.
- Among, not amongst
- Use “more than” instead of “over” for numerals and things you can count.
- “Over” is for spatial relationships.
 - Exception: You can use “over” in the sports section
- Use “during” instead of “over” when speaking about a period of time.
- “Under” is also only for spatial relationships.
- Use “fewer” instead of “under” for numerals and things you can count.
 - I.E. There were fewer than 100 people there.
- Email, not e-mail. Email is not a verb; use “send”
- OK not okay and never O.K.
- Presidential-appointee, Presidential is capitalized only if used in a title preceding the name. President Barack Obama vs. the president.
- C-Store
- Avoid the word “apparently” when used by the journalist (there’s nothing we can do about usage in quotes). Either the journalist knows or they don’t know.
- Early onset vs. premature activation
 - Early onset → diseases
 - Premature activation → lights
- Little-to-no _____. Ex: little-to-no rhythm

- International students, NOT foreign students
- BranVan
- Straight- and branched-chain hydrocarbons.
- Traveling is the English spelling (one L), travelling is the British spelling

Miscellaneous:

- Single space between all sentences.
- Photo captions: use present tense.

Hoot Particular:

- The “t” in **The Hoot** is always capitalized.
- Community Advisor
- Midyears (one word, no hyphen)
- First-year(s) (lower case when not at the beginning of the sentence)
- GPA
- Allocations Board; second reference A-board
- (GRAD) following a grad student instead of student year of graduation
- Capitalize Student Union and committees
- Course names, do not quote, just capitalize
- Professor: NEVER abbreviate as prof. Only capitalize as part of a title, not as an adjective.
 - English professor Mark Ryan is winning an award.
 - Professor Ryan will go to Cleveland to accept this award.
- Department Acronyms
 - African and Afro-American Studies: AAAS
 - American Studies: AMST
 - Anthropology: ANTH
 - Arabic: ARBC
 - Biochemistry: BCHM
 - Biological Science: BISC
 - Biology: BIOL
 - Business: BUS
 - Chemical Science: CHSC
 - Chemistry: CHEM
 - Chinese: CHIN
 - Classical Studies: CLAS
 - Coexistence and Conflict: COEX
 - Comparative Literature: COML
 - Composition: COMP
 - Computer Science: COSI
 - Cultural Production: CP
 - Creativity, the Arts, and Social Transformation: CAST
 - Economics: ECON
 - Education: ED
 - English: ENG
 - English and History: ENG/HIST
 - Environmental Studies: ENVS

- o European Cultural Studies: ECS
- o Experiential Learning: EL
- o Film, Television and Interactive Media: FILM
- o Fine Arts: FA
- o First Year Seminar: FYS
- o French and Francophone Studies: FREN
- o German: GER
- o German-European Cultural: GECS
- o German, Russian, and Asian Languages and Literature: GRALL
- o Global Studies: GS
- o Graduate School of Arts & Sciences Seminars: GSAS
- o Greek: GRK
- o Health: Science, Society & Policy: HSSP
- o Hebrew Language and Literature: HBRW
- o Heller School: HS
- o Hispanic Studies: HISP
- o History: HIST
- o Hornstein Program: Jewish Professional Leadership: HRNS
- o Humanities: HUM
- o International & Global Studies: IGS
- o Islamic and Middle Eastern Studies: IMES
- o Italian Studies: ITAL
- o Italian and European Cultural Studies: IECS
- o Japanese: JAPN
- o Journalism: JOUR
- o Language and Linguistics: LING
- o Latin: LAT
- o Legal Studies: LGLS
- o Mathematics: MATH
- o Music: MUS
- o Near East and Judaic Studies: NEJS
- o Neuroscience and Biology: NBIO
- o Neuroscience and Psychology: NPSY
- o Peace and Conflict Studies: PAX
- o Philosophy: PHIL
- o Physical Education: PE
- o Physical Science: PHSC
- o Physics: PHYS
- o Politics: POL
- o Psychology: PSYC
- o Religious Studies: REL
- o Romance Studies: ROMS
- o Russian Language and Literature: RUS
- o Russian and European Cultural Studies: RECS
- o Second Year Seminar: SYS
- o Social Justice and Social Policy: SJSP
- o Sociology: SOC
- o South Asian Studies: SAS

- o Theater Arts: THA
- o University Writing Seminar: UWS
- o Women's, Gender, and Sexuality Studies: WMGS
- o Yiddish Language: YDSH

-Entitled means you deserve it. If you name something, use titled.

-Shows in headlines are in single quotes but are in double quotes in the article

-Photos get stroke. Graphics don't get stroke.

-8-20 people. Make this eight to 20 people.

-If two headlines are on the same line, put one in italics.

Follow this rule: **use a comma before *but* if (and only if) it introduces an independent sentence.** This applies to the other coordinating conjunctions too (*and*, *or*, and *so*).

A **split infinitive** is an English-language grammatical construction in which a word or phrase, usually an **adverb** or **adverbial** phrase, comes between the marker *to* and the bare infinitive (uninflected) form of a **verb**.

For example, a split infinitive occurs in the opening sequence of the *Star Trek* television series: ***to boldly go where no man has gone before***. Here, the adverb "boldly" splits the full infinitive "to go." Correct usage = to go boldly.

No comma is used *before* "such as" or "including" when the sentence wouldn't make sense without the words that follow. In other words, the "such as" or "including" phrase is essential to the idea.

Ex: The dog had several diseases, including rabies, allergies, cancer and separation anxiety.

When an author has used a word multiple times in a span of a few paragraphs, or fewer, replace the words with synonyms.

Just know that play and album reviews are often done in present tense but a concert review tends to flow better in past tense.

Why use three words when one will do?

Example: "causing the offense to become out of rhythm" → disjointed

Lay vs. Lie

Present tense: Lay requires the use of a direct object; lie does not.

Example: I lie down on the bed. (I don't see a direct object!)

I lay the folder on the shelf. (Direct object = the folder)

Past tense: Lay in the past tense is laid. Lie in the past tense is lay.

Confusing! But don't panic.

Examples: I laid the ice cream on the sofa. He laid the poster on the floor last night.

Last night, I lay down on the grass. She lay down on the couch after work.

Past participle: Past participle of lay is laid. Past participle of lie is lain.

Examples: I have laid the purse on the counter. He has laid the book near the answering machine.

I have lain on the bed for hours. The dog has lain in the sun for hours.

Passive voice is when the action is done to the subject and active voice is when the subject does the action. We want to use active voice.

PV: Morgan was married to a lemur while visiting the zoo.

AV: Morgan married a lemur while visiting the zoo.

Unnecessary prepositions:

Instead of saying "Captain threw his mate off of the side of the boat," it's better to say "Captain threw his mate off the side of the boat." It has the same meaning without the clutter.

It is better to say, "fill in the rest with water" than "fill the rest in with water."

We prefer to move words such as therefore and however to the middle of sentences when they appear as the first word of a sentence.

Ex: However, I chose to take the train. → I chose, however, to take the train.

What is important to them vs. Things that are important to them

Whilst vs. While

Whilst is a British term. At The Hoot, we use while.

- Similarly, instead of amidst or "in the midst of," we use amid.

Hos refer to inappropriate girls and hoes refer to the garden tools.

Ah, the blood-pumping equestrian sport sometimes referred to as "Horse Ballet." Exhilarating.

Cat—dog

Hanged when it's a person (dying) and hung when it's a photo

Don't capitalize the university (not the University)

Oldest, not eldest