


NU-Q

Editorial Style Guidelines

The *Northwestern University in Qatar Editorial Style Guide* was prepared and is maintained by NU-Q's strategic media and marketing office.

The *AP Stylebook* is NU-Q's preferred reference manual. NU-Q also draws from rules listed in Northwestern University's *A to Z Style Guide*, which can be found at <http://www.northwestern.edu/univ-relations/publications/resources/styleguide.html>

abbreviations

- Acceptable if part of formal name (*Morgan Stanley & Co.*)
- Avoid in running text (*Professor Smith*, not *Prof. Smith*)
- With place names, abbreviate *St.* (*St. Louis*) but spell out *Fort* (*Fort Lauderdale*) and *Mount* (*Mount Prospect*)
- *U.S.* is acceptable as an adjective, but use *United States* for the noun. Put periods in *U.S.*
- For a list of local organization's accepted acronyms, see "organization names"

acronyms

- Acceptable on second and subsequent references if given in parentheses after a first spelled-out use
- Do not put in parentheses after a first spelled-out use if the organization is never mentioned again

American English

Use American English spellings, grammar, punctuation, and word choice instead of British alternatives (e.g., *program* instead of *programme*, *color* instead of *colour*, *center* instead of *centre*, *organization* instead of *organisation*, etc.)

ampersand

Use only when it is part of a company or organization's formal name. Do not use in text to replace *and*.

apostrophes

- Do not use to form plurals (*1940s*, not *1940's*) unless it would be confusing without (thus *A's* and *B's*, not *As* and *Bs*; *p's*, not *ps*)
- Possessives of singular nouns ending in *s* are formed by adding *'s* (e.g., *Russ's dog*)

campuses: Chicago campus, Evanston campus, Qatar campus

- Northwestern University has three campuses
- Do not refer to the Evanston campus as *main campus*.
Instead, use *home campus* or *NU-E*, depending on the type of document/context
- Do not capitalize *campus*
- Do not use *branch campus* in reference to the Chicago or Qatar campuses

capitalization

- As a rule, official names are capitalized (*Department of Chemistry*) and unofficial names are not (*chemistry department*)
- Capitalize geographical areas and localities (*the Middle East, the South Side of Chicago*), government bodies (*the US Congress, the Evanston City Council*), historical periods (*the Depression, the Enlightenment*), names referring to a deity (*God, Allah*), sacred books, words denoting family relationships used in place of a person's name (*Grandmother Jones*), registered trademarks (*Xerox*)
- Lowercase job titles (*the chief executive officer, the sales manager*); departments or offices that are not the official name (*the alumni office*); nouns used with numbers to designate chapters, rooms, pages, etc. (*chapter 1, room 234, page 986*); derivative adjectives (*french fries*); simple directions (*the west coast of Michigan*)

corporations

- Use spellings used by the company, including abbreviations and ampersands. However, *Inc.* or *Ltd.* usually may be dropped.
- Abbreviations are acceptable (*Co.*, *Corp.*, etc.) in notes, bibliographies, and lists
- Do not use all caps unless the letters are individually pronounced (*USX*)

course titles

- Capitalize
- Do not put in quotation marks

courtesy titles

- After a first reference, subsequent references generally use only a person's last name, except in obituaries. *Mr.*, *Mrs.*, *Ms.*, *Dr.*, *Rev.*, *Dean*, and *Professor* should not be used in second references except in quoted material.
- See “degrees (academic)” and “Dr.” for discussion of Dr.

dashes

- Use en dashes to denote a range (*pages 40–48*) and to join adjectives when one of the adjectives is already a compound (*New York–Boston route*)
- Em dashes may be used for material that amplifies, explains, or digresses, but avoid using them when commas would serve the purpose just as well. Do not put spaces between the em dash and the words around it.
- Hyphens, not en dashes, should be used in sports scores

dates

- Use an en dash to show a range of dates and do not repeat 20 (2012–13, not 2012–2013)
- If the day of the month appears, use a comma before and after the year (*by the January 15, 2013, deadline*). Do not use a comma between the month and the year without a date (*by the January 2013 deadline*).
- Use the year with the month only if it's not the current year
- Do not use *st*, *nd*, *rd*, *th*, even if dates are adjectives (*March 1 event*, not *March 1st event*)
- Months are not abbreviated
- Use numerals for decades (*1960s* or *the '60s*)
- Though it may be common in Qatar, do not write the date as day followed by month (*20 May*). Write the date as month followed by day (*May 20*).
- Avoid writing the date in shorthand numeric style (*7/1/13*, *6-8-2012*) as this can lead to confusion in Qatar

degrees (academic)

- The preferred form is to avoid an abbreviation and use instead a phrase such as: *John Jones, who has a doctorate in psychology*
- Do not use periods in *PhD, BS, MBA*, etc.
- Use an apostrophe in *bachelor's degree, a master's*, etc., but there is no possessive in *Bachelor of Arts or Master of Science*
- Degrees generally are not given immediately after a name, with the occasional exception of lists. Then, the highest degree earned is usually given. Where faculty may have an MD, a PhD, or both, include both MD and PhD if applicable.
- Use such abbreviations as *BA, MA, LL.D.*, and *PhD* only when the need to identify many individuals by degree on first reference would make the preferred form cumbersome. Use these abbreviations only after a full name—never after just a last name.
- When used after a name, an academic abbreviation is set off by commas (*Daniel Moynihan, PhD, spoke*)
- Do not precede a name with a courtesy title for an academic degree and follow it with an abbreviation for a degree in the same reference:
 - Wrong: *Dr. Pam Jones, PhD*
 - Better: *Dr. Pam Jones, a chemist*

departments

- Lowercase in generic references: *the department of history, the history department, the department of English, the English department*
- Uppercase when part of the official and formal name: *University of Connecticut Department of Medicine*

disabilities

- *People with disabilities*, not *the disabled* or *disabled people*
- Avoid words like *victim*, *afflicted*, and *stricken*
- Do not use *normal* to mean the opposite of having a disability

Dr.

Most style guides reserve *Dr.* for medical doctors and dentists, not PhDs. To avoid excluding people with PhDs, try to avoid using *Dr.* for MDs and DDSs. A way to do so is to identify a specialty after the name or use some other language that implies a medical degree (*John Smith, an orthodontist*; *Mary Brown, a professor of pediatrics at the Feinberg School of Medicine*).

ellipses

- Use three dots with spaces around each (. . .), but close up the space between an ellipses point and a quotation mark (“ . . .)
- If a sentence ends with ellipses, use a period as well (. . .)
- Take care not to overuse ellipses; for instance, are they really needed at the end of a quotation?

email

- Do not hyphenate *email*; lowercase it except at the start of a sentence
- Do not introduce hyphenation when breaking an email address into two lines

emeritus, emerita

- Follows professor (*professor emeritus*, not *emeritus professor*)
- Use *emerita* for a woman
- Use *emeriti* for the plural

freshman, freshmen

When appropriate, use *first-year* instead

grades, grade point average

- Do not put in quotation marks
- Depending on the publication, it may be acceptable to abbreviate *GPA* in first reference

headlines

- The use of downstyle or upstyle headlines is generally determined by the formality of the publication and the design, but once a style is chosen, it should be followed consistently within a publication. In downstyle headlines, the first word and proper nouns are capitalized. In upstyle headlines, every word is capitalized except articles (*a, an, the*), conjunctions (*and, or, for, nor*), prepositions, and *to* in infinitives.
- Headlines for news articles on the web should be written in downstyle

hyphenation

- In general, do not hyphenate words beginning with the prefixes *co*, *non*, *pre*, *post*, or *re* unless there is a possibility of confusion (*co-op*, *post-master's*) or the root word begins with a capital letter (*post-Renaissance*)
- Hyphenate words beginning with the prefix *self*
- Hyphenate an adjective-noun modifier if there is a possibility of confusion (*senior-class speaker*). It is not necessary to hyphenate when the pair is familiar (*high school student*).
- Hyphenate compounds used as adjectives (*decision-making*) but not as nouns (*decision maker*)
- Do not hyphenate compounds with *vice* (*vice chair*, *vice president*)
- When more than one prefix is joined to a base word, hyphenate the prefixes standing alone (*micro- and macroeconomics*)
- Hyphenate *University-wide* but not *campuswide*
- Do not hyphenate *African American*, *Asian American*, *cellphone*, *coursework*, *daycare*, *daylong*, *email*, *freelance*, *fundraising*, *healthcare*, *goodbye*, *startup*, *weeklong*, *yearlong*
- Do not introduce hyphenation if it is necessary to break email addresses and URLs that do not fit on one line. (See “email,” “the web and email.”)

initials

- Be consistent from person to person in use of initials
- Two initials should be separated by a space (*R. J. Nabisco*)

lists

- Maintain parallel construction in listed items
- Alphabetize or put listed items in some other logical order
- If you must number a list in running text, place numbers (without periods) in parentheses

Medill

Medill School of Journalism, Media, Integrated Marketing Communications (no *and*) in first mention; *Medill* thereafter

money

- U.S. dollar amounts should be written starting with *USD* (*USD \$100,000*; *USD \$2.5 million*)
- Amounts in Qatari riyals should be written starting with *QAR* (*QAR 250*; *QAR 1.5 million*)
- *Multibillion-dollar*, *multimillion-dollar*, etc.

names

- No comma before *Jr.* or *Sr.* or *III*
- Put one space between initials (*J. P. Morgan*)

nonsexist language

- Use whenever possible (*chair*, *chairperson*, *police officer*, etc.)
- Although *chairman of the board* may be used, *board chair* is preferable
- One way to get around the *his or her* dilemma is to recast in the plural
- Use *women* instead of *ladies*

Northwestern University in Qatar

- Abbreviated: *NU-Q* (not *NUQ*)
- It is appropriate to use the school's acronym on second reference or on first reference on internal materials. Avoid *NU Qatar*, *Northwestern Qatar*, *Northwestern Univ. in Qatar*, or other variations.
- Northwestern University in Qatar is one of three Northwestern University campuses. It is not a branch campus.

numbers

- *One* through *nine* spelled out; *10* and above in numerals, except that numbers of the same category should be treated alike within the same context
- *First* through *ninth* spelled out; thereafter, *10th*, *11th*, etc.
- Use two letters in ordinals (*22nd*, not *22d*; *23rd*, not *23d*)
- Use numerals with percent (*7 percent*), dollar sign (*\$3*), temperature (*8 degrees*), sports scores (*7-3*), page (*page 2*), room (*room 9*), and chapter (*chapter 6*)
- Numbers beginning a sentence are always spelled out
- For figures greater than 999,999, use *million* or *billion* (*2.3 million*, *4 billion*)
- Use a comma in a figure greater than 1,000, unless it's a date
- For inclusive numbers, the second number should be represented by only its final two digits if its beginning digit(s) are the same as the first number's (*pages 343–47*)

offices

Capitalize formal names (*Office of the Provost*); otherwise, lowercase (*provost's office*)

organization names

- *Academic Bridge Program*
 - Abbreviated: ABP
- *Al Jazeera Media Network*
 - No abbreviation
 - Umbrella organization for the following news channels:
 - *Al Jazeera English*
 - ◆ Abbreviated: AJE
 - *Al Jazeera Arabic*
 - ◆ No abbreviation
- *American School of Doha*
 - Abbreviated: ASD
- *Awsaj Academy*
 - No abbreviation
- *Carnegie Mellon University in Qatar*
 - Abbreviated: CMUQ (not CMU)
- *Doha College*
 - No abbreviation
- *Doha Film Institute*
 - Abbreviated: DFI
- *Georgetown University School of Foreign Service in Qatar*
 - Abbreviated: SFS-Q (They also use *SFS-Qatar* and *GU-Q* as abbreviations, but use *SFS-Q* to remain consistent in NU-Q materials)
- *Hamad bin Khalifa University*
 - Abbreviated: HBKU
- *HEC Paris in Qatar*
 - No abbreviation
- *ictQATAR*
 - No abbreviation

- *Northwestern University in Qatar*
 - Abbreviated: *NU-Q* (not *NUQ*)
 - *Northwestern University in Qatar* is the school's official name. It is appropriate to use the full title or the school's acronym on second reference.
Avoid *NU Qatar*, *Northwestern Qatar*, *Northwestern Univ. in Qatar*, or other variations.
 - Northwestern University in Qatar is one of three Northwestern University campuses. It is not a branch campus.
- *Qatar Academy*
 - No abbreviation
 - Do not abbreviate as *QA* to avoid confusion with Qatar Airways
- *Qatar Faculty of Islamic Studies*
 - Abbreviated: *QFIS*
- *Qatar Foundation for Education, Science and Community Development*
 - On first reference, use full name. On subsequent references, use *Qatar Foundation* or abbreviation.
 - Abbreviated: *QF*
- *Qatar Leadership Academy*
 - Abbreviated: *QLA*
- *Qatar Museums Authority*
 - Abbreviated: *QMA*
 - Umbrella organization that includes the following museums:
 - *Museum of Islamic Art*
 - ◆ Abbreviated: *MIA*
 - *Mathaf: Arab Museum of Modern Art*
 - ◆ No abbreviation

- *Qatar Music Academy*
 - No abbreviation
- *Qatar National Research Fund*
 - Abbreviated: *Q NRF*
- *Qatar University*
 - Abbreviated: *QU*
- *Stenden University Qatar*
 - No abbreviation
- *Texas A&M University at Qatar*
 - Abbreviated: *TAMUQ* (not *TAMU*)
- *University College London Qatar*
 - Abbreviated: *UCL Qatar*
- *Virginia Commonwealth University in Qatar*
 - Abbreviated: *VCUQatar* (not *VCU* or *VCUQ*)
- *Weill Cornell Medical College in Qatar*
 - Abbreviated: *WCMC-Q* (not *WCMC*)

programs (academic)

- Do not capitalize a reference to a curriculum or major (*international studies*, electrical engineering) or a generic reference to a field of study (*law school*)
- NU-Q has programs in journalism, communication, and liberal arts. Note: *communication*, not *communications*.
- The *certificate in Middle East studies*, not *Middle Eastern studies*

punctuation

- Use serial commas (*Judy, Ted, and Alex went to the store*)
- Use exclamation points sparingly. Never use multiple exclamation points in one sentence.
- Use one space after a period, not two
- Use double quotation marks around a quote, not single
- In many instances, punctuation at the end of a quote should go inside the last quotation mark:
 - *He said, "I will eat cake."*
 - *Bartlet claimed there were "many possible options," though the committee sided with the conservative faction in the end.*

phone numbers

Always state the country code, starting with a plus sign. The country code for Qatar is +974. The country code for USA is +001.

places

- Spell out U.S. state names (*Evanston, Illinois*)
- Use a comma between city name, the state/territory/district name, and country name
 - *Washington, DC*
 - *Paris, France*
 - *Des Moines, Iowa, USA*

Qatar

State of Qatar: Avoid using unless in a very formal context. Instead use *Qatar*, although both are acceptable.

Qatari royal family

- *His Highness Sheikh Tamim bin Hamad Al Thani, Emir of the State of Qatar*
- *His Highness Sheikh Hamad bin Khalifa Al Thani, the Father Emir*
- *Her Highness Sheikha Moza bint Nasser* in the first instance, and afterwards use either (a) *Her Highness Sheikha Moza* (b) *Her Highness* or (c) *Sheikha Moza*
 - Official title is as follows: *Her Highness Sheikha Moza bint Nasser, Chairperson of Qatar Foundation for Education, Science, and Community Development*
- Never shorten *His Highness* or *Her Highness* to *HH*
- *Sheikh* and *Sheikha*: Always spell with an *ei*
- Lowercase the *b* in *bin* and *bint*. Capitalize the *A* in *Al*.

semester (fall, spring)

Do not capitalize

symbols

In running text, spell out the words *percent*, *degrees* (temperature), *feet*, *inches*, and *cents*. In tables, it is acceptable to use symbols instead.

theater

Always use *er* except when referring to the formal name of a department (*Department of Theatre*) or building that uses the *re* spelling (*Theatre and Interpretation Center*)

THIMUN Qatar

Capitalize *THIMUN*

time

- Use lowercase with periods for *a.m.* and *p.m.* (not *am* and *pm* or *AM* and *PM*)
- Do not use 24-hour time (*11 a.m. – 3 p.m.*, not *11:00 – 15:00*)
- Spell out time sequences (*50 hours, 23 minutes, 14 seconds*)
- It is sometimes permissible to remove the periods in *a.m.* and *p.m.* in tables and lists if space is tight, but use the periods in running text
- *Noon*, not *12 p.m.* or *12 noon*
- Do not use a dash in place of *to* in a range of times introduced by *from* (*from 5 to 7 p.m.*, not *from 5–7 p.m.*)
- Do not use *o'clock* except in quoted material or formal contexts such as invitations

titles (dissertations, theses)

Capitalize and set in roman type and within quotation marks

titles (general)

Word such as *club*, *team*, and *conference* are lowercase when used alone. The exception to this is *University* when referring to Northwestern.

titles (people)

- Uppercase preceding a name if it's a title by which the person may be called (*President Schapiro, Dean and CEO Everette E. Dennis, Professor Smith, Dean Peterson*), but lowercase a functional title (*program director Jane Johnson*); plurals are lowercased (*music professors Walfrid Kujala and Almita Vamos*)
- Capitalize endowed professorships whether before or after a name. Do not use *the* before endowed professorships because in some cases (i.e., *Walter P. Murphy Professor, Charles Deering McCormick Professor of Teaching Excellence*) there is more than one person with the same title.
- *academic adviser* instead of *advisor*

titles (publications and creative works)

- Italicize: Titles of books, periodicals (including online magazines), movies, television series, plays, works of art, musical compositions, collections of poetry, and long poems
- Put in roman type surrounded by quotation marks: Titles of lectures, speeches, episodes of television and radio series, songs, poems, articles from newspapers and periodicals, chapters, short stories, essays, and individual parts of books
- Lowercase articles (*a, an, the*), conjunctions (*and, or, for, nor*), prepositions regardless of length, and *to* in infinitives. Capitalize everything else, including those parts of speech if they appear as the first or last word in a title (*On the Waterfront*).

University (referring to Northwestern)

Always capitalize when referring to Northwestern

upperclass students

When appropriate, use *juniors* and *seniors* instead

the web and email

- Always include *www* in Northwestern University in Qatar's website address: *www.qatar.northwestern.edu*
- Do not hyphenate *email*; lowercase it except at the start of a sentence
- Do not hyphenate *online*
- *World Wide Web* is not needed; *web* is sufficient
- < > is not needed around a web address
- Omit *http://* and its variants at the beginning of web addresses
- Lowercase *internet* and *web*
- Use *homepage* and *website* as one word
- Use *database* as one word
- Close up *website*, *webpage*, *webcast*, *webcasting*, and *webcam*, but leave a space in *web camera*
- Headlines for news articles on the web should be written in downstyle—capitalize the first letter of the first word with all preceding words in lowercase, with the exception of proper nouns

weights and measures

- List length, area, mass/weight, and volume in U.S. measurements and in their equivalent metric units (e.g., pounds/kilograms, square feet/square meters, gallons/liters)
- List temperatures in both Fahrenheit and Celsius
- Do not abbreviate units of measurement except in reference to film widths (*8 mm film*) and weapons (*a 105 mm cannon*)

Western/Eastern

Capitalize

