	RULE/PREFERENCE	EXAMPLES
Academic Degrees	- Spell out academic degrees. - Use a instead of their. - There is NO apostrophe with associate degree. - There is no possessive when the full degree is spelled out.	- X was awarded a Bachelor of Arts degree in English. - X earned a bachelor's in political science. - X earned an associate degree at ACM.
Academic Degree Abbreviations	Do not use periods in abbreviations of degrees.	- X earned a BA in English. - X Smith, PhD, spoke at the alumni luncheon. - Y earned an AAS in Data Analytics at ACM.
Academic Programs	- Capitalize program in formal titles. - Express academic program informally in lowercase and without "program" in second mention. - Use full degree name if audience is unfamiliar with terminology.	- ACM's Data Analytics Program launched in 2022. - Data analytics offers students the chance to take classes taught by institutional researchers.
Acronyms	- Do not use if possible. - May use GED, GPA. - Spell out on first mention and abbreviate without parenthesis on second mention – this is a new rule that's slow to be adopted.	- Y graduated with a 3.9 GPA. - X earned a GED. - The American Association of Community Colleges contacted X about a potential story. X called her AACC contact the next day.
Addresses	Spell out all generic parts of street names when no specific address is given.	- ACM's main campus is on Willowbrook Road. - The main campus is located at 12401 Willowbrook Rd. SE in Cumberland.

	• Abbreviate street names and directional parts of street names when a number is used. Do not use periods with directional indicators.	
Advisor, Adviser	• Use advisor when referring to academic advising positions. Use individual's title for clarity. • Use adviser for other non-academic usage.	• X, the academic advisor available that day, met with prospective students. • Y served as the faculty adviser for the Yoyo Club.
Alumni, Alumni Association	• Alumnus is a male graduate or former college student. • Alumni is the plural form of alumnus but can be used for classes of both/all sexes. • Alumna is a woman graduate or former college student. • Alumnae is the plural form of alumna. • Use ACM Alumni Association on first mention and may shorten to Alumni Association.	• He is an alumnus of ACM. • The group that toured the campus were ACM alumni. • An ACM alumna, she later pursued a career in astrophysics. • The women were an alumnae group from Cumberland.
Ampersand	• Use "and" unless the ampersand is part of the formal name.	• X liked chocolate chip cookies from the School of Hospitality Management & Culinary Arts.
Campus	• Capitalize only if referring to a proper name.	• ACM's main campus is located in Cumberland. • The ACM Bedford County Campus is located in Everett.

College, School	• Capitalize in formal name but lowercase after prior mention of official name. • Lowercase college if not referring to a proper noun. • Capitalize school if part of a formal name. May shorten after first mention.	• The college established guidelines for students on academic probation. • X's son is attending college. • The School of Hospitality Management & Culinary Arts is located at Gateway Center. The School offers internship opportunities at local restaurants and resorts.
College Name	• Do not use Allegany College. • Do not use Allegany Community College. • Do not use Allegheny College of Maryland. • Do not use Allegheny College unless you are referring to the four-year institution.	• Renamed in 1996, Allegany College of Maryland refers to the main campus and campus operations unless specified to the contrary.
College Campuses, Education and Extension Sites	• Use official names in first mention but may shorten in future mentions. • Do not reorder names. • Identify campus v. an education or extension site. • Do not use ACM BCC in external communications. • Refer to www.allegany.edu/visit-us for list of locations and official names. • Always refer to Western Maryland Works at Allegany College of Maryland in first mention and Western Maryland Works at ACM or Western Maryland Works thereafter.	• Allegany College of Maryland Bedford County Campus is located in Everett. • The ACM Bedford County Campus building is spotless. • The Allegany College of Maryland Somerset Education Site at Somerset County Technology Center held an information session.

	• Use Makerspace at Western Maryland Works at Allegany College of Maryland in first mention and shorten thereafter.	
College – is it an it or a they?	• Use "it" for now or reword the sentence.	• It was founded in 1961. • The college was founded in 1961.
Commas	• Use commas to separate elements in a series but not before the conjunction in a simple series. • Use a comma before the concluding conjunction in a series, however, if an internal element of the series requires a conjunction, use a comma. • Use a comma before a concluding conjunction in a complex series of phrases. • Set off nonessential phrases with commas. • Do not set off essential phrases from the rest of the sentence by commas. • Ensure clarity for the reader.	• X would nominate Tom, Dick or Harry. • X had milk, pretzels, and a ham and cheese sandwich. • X considered whether Kristin's Halloween costume most authentically replicated a flying squirrel, if it fully conveyed cartoon character appeal, and if Kristin would have the gastronomic stamina to eat an entire pizza should she win. • The pizza, delivered in less than 20 minutes to the winning team in HR, was delicious. • X and Y toured the campus with their daughter Z.
Dates	• Use full names if not tied to a specific date.	• X's birthday is in October. • The first moon landing was on Jul. 3, 1969.
Days	• Use full names.	• X was born on Tuesday, Oct. 6.
Department, Division, Offices, Buildings	• Capitalize proper nouns. • Capitalize the names of schools, academic departments or divisions in	• X teaches in the English department. • Y teaches in the Department of Biology.

	• formal name. Lowercase after or if order is flipped. • After first mention, may choose to lowercase. • Use official office names whenever possible. • Refer to website for Facilities list for building names or contact President's Office. • Exceptions apply.	• The School of Hospitality Management & Culinary Arts is located at Gateway Center. • The Office of Student Financial Aid is located in College Center.
Governing Bodies, Boards, Committees	• Capitalize if associated with institution's name. • Lowercase if used as a commonly held expression. • Capitalize after first reference. • Capitalize committee names, task forces, advisory boards and commissions.	• X is the chair of the ACM Board of Trustees. • The ACM Foundation was founded in 1982 and is led by a board of directors. • The ACM Board of Trustees are governor-appointed members. The Trustees meet monthly. • X joined the First Impressions Committee.
Higher Ed Idiosyncrasies	• Explain terminology that would not be familiar to an external student/community audience. • There is an apostrophe in dean's list but no apostrophe in honors list.	• X was instructed to complete his FAFSA, the Free Application for Federal Student Aid. • Y appeared on the dean's list in the fall and the honors list last spring.
Hyphen	• Do not use hyphen when commonly known two-word terms are used as modifiers so long as the meaning is clear and unambiguous. • Use hyphens when two-words are used as an adjective.	• ACM established and encouraged social distancing practices. • The on-site event was yesterday. • The event was held in person.

Italics	• Do not italicize. Titles of books, movies, songs, works of art, etc. should be placed in quote marks.	• X watched "The Shining" for the millionth time last week.
Majors, Graduates	• Use student instead of major or reword to show current program. • Lowercase unless a proper noun or a formal use. • Specify if non-degree. • Indicate an ACM graduate with a comma before the degree earned.	• X is a nursing student. • Y is a student in the nursing program. X is an English area of concentration major. • Y had a particular interest in American history. • Y hopes to earn a social media marketing certificate next spring. • Jane Smith, '80, AAS in dental hygiene
Numerals	• Spell out through nine.	• X purchased five yoyos. • Y bought 32 yoyos.
Other Punctuation	• Use em dashes to set off a phrase that would normally be set off by commas. • Use em dashes to signal a sudden change in thought or an emphatic pause. • Use % instead of percent.	• Bette – a dog known more for her looks than intelligence – is terrified of yard signs. • X sat in a low-slung beach chair at watched the waves – until she woke up at home in her bed. • Y saw a 10% increase in their course grade.
Person-First Language	• Ask the student/individual how they wish to be identified – an individual with or a disabled individual. • If unknown, defer to individual with a disability phrasing.	• X, a student with dyslexia, was able to receive support and coaching. • As an autistic artist, Y found a way to channel her love of fantasy into her computer-aided drawings.

	• Do not use outdated terms to describe individuals with disabilities.	
Program Capitalization	• Do not capitalize unless used in formal context with exception for proper nouns and foreign languages.	• Y was an English major and art minor. • Y had a particular interest in American history.
Pronouns	• Ask before assuming. • Respect one's personal decision with regards to their identity.	• X preferred to be called she or they.
Quotations	• Place the period within the quotation marks. • Place the comma within the quotation marks. • The dash, the semicolon, the colon, the question mark and the exclamation point go within the quotation marks when they apply to the whole sentence. • All quotes are to be in past tense.	• Who wrote "Common Sense"? • X asked, "How long will this take?" • "The extraterrestrial beings landed their spaceship on the baseball filed," said X.
Race, Ethnicity, Place of Origin	• When possible, refrain from identifying race or ethnicity unless it is important to mention. • Do not assume one's race or ethnicity but ask the individual if relevant. • Refer to current best practices and refrain from micro-aggressive language but build on individual's strength. • Determine country of origin if relevant.	• Writing or saying that a minority student is "articulate" is a form of a microaggression; consider instead using "X is a strong public speaker." • X, who lived in Japan until the age of 10, longed to return to their childhood home. • Y's family considered hosting an international student for the spring semester.

	• Use international instead of foreign or alien.	
Rank	• Always check instructor's advancement/rank before use. Contact President's Office if uncertain.	• X was an assistant professor at ACM. • As an associate professor, Y applied for the rank of full professor. • X, a professor of mathematics, applied for sabbatical.
Semester, Sessions, Seasons	• Capitalize regardless of semester or session. • Capitalize fall, spring, summer if in conjunction with the particular year only.	• Registration opened for Summer Session 2023 and Fall Semester 2023. • Y studied watercolors during the spring semester.
Sex, Gender-Neutral Language, Aging	• Do not specific sex in titles. • Use parent, child, sibling. • Use spouse instead of wife or husband. • Use partner if applicable. • Use younger adult or specify age range. • Use older adult(s), older person instead of senior citizens or the elderly or specify age range.	• The chair called the meeting to order. • Chairperson X asked the secretary to record meeting minutes. • A police officer assisted with traffic during commencement exercises. • She enrolled at ACM while in her sixties.
Spacing	• Use single spaces after punctuation.	• The alien spaceship landed at night. It was the only way to avoid detection.
Technical Terms	• Do not use hyphens in prefixes but respect common usage. • Stay current with terminology.	• The cybersecurity course was only offered on Tuesdays.

Time	• Do not use "o'clock". • Use noon but not combined with 12. • Avoid use of midnight. • Lowercase with periods for a.m. and p.m. • Use single dash between times. • Always list event time before day, date.	• The tour will be held at 10 a.m. on Saturday, Oct. 22 at ACM.
Titles	• Do not use Mr. or Mrs. • Refer to individuals by their first and last name. • Dr. can be used only for medical doctors. • Capitalize title before name and lowercase after name. • Do not use doctorate degree but doctoral degree or doctorate.	• X Smith, PhD, spoke at the alumni luncheon. • Dr. X was on call at the hospital the night of the alien invasion. • President Cynthia Bambara welcomed the parents and students. • Cynthia Bambara, president of ACM, welcomed the parents and students. • Y completed their doctorate last year.
Years, Decades	• May show abbreviated years. • Decades do not require apostrophes. • Use complete years to indicate time span.	• X loved '70s disco music because X has poor taste in music. • The 1970s were a time of rapid growth at ACM. • Y served on the committee from 2010-2022.