Every time we write a letter, article or news release, we are communicating about the Collin College image. When our name is put in front of the public, we are shaping both our reputation and our college's identity. Clarity and consistency ensure that all communication strengthens our brand.

This Style Guide establishes guidelines for proper usage of language and text to maintain the integrity of the college's brand. The standards in this guide are based primarily on the style set by The Associate Press and used by media worldwide. However, there are variations from AP style that are unique to Collin. This guide also serves as a companion piece to the Graphic Standards Manual housed on the Public Relations Intranet.

These guidelines are intended to apply to internal and external communication and marketing documents on behalf of the college whether in print or online. They are not intended to apply to legal, financial or academic documents, particularly assignments within the classroom. Faculty can select and implement the style most appropriate for their profession, industry or environment.

If you have a question about this guide or need clarification, please contact Public Relations at 972.599.3142.
academic degrees
Avoid abbreviations when addressing someone’s academic credentials.

*Example: Dean John Jones earned a doctorate in history.*

Use abbreviations, such as B.A., M.A., EDD. and Ph.D., only when identifying many individuals by degree and the preferred form is cumbersome. Use the abbreviations after full names, never after just last names. After a name, the academic abbreviation is set off by commas.

*Example: John Jones, Ph.D., spoke.*

Do not precede the name with a courtesy title and follow the name with the degree abbreviation. It is redundant.

*Wrong: Dr. John Jones, Ph.D.*

*Right: Dr. John Jones, dean of fine arts*

After first reference, refer to the individual with the “Dr.” title and their last name.

*Example: Dr. Jones brought the deviled eggs.*

Use an apostrophe in bachelor’s degree, master’s degree.

Do not use an apostrophe in a bachelor of arts, associate of science.

Master’s, bachelor’s or associate’s are acceptable also.

academic titles
Capitalize and spell out formal titles such as chancellor, chairman, etc. when they precede a name. Lowercase elsewhere.

*For example: CCCC Board of Trustees Chairman Sam Roach applauded the dean’s hard work.*

Lowercase modifiers such as department in “department Chairman Sam Smith.”

addresses
Streets
Use abbreviations Ave., Blvd. and St. only with numbered address.

*Example: 9700 Wade Blvd.*

(Spell out and capitalize when part of a formal street name without a number.)

*Example: Wade Boulevard.*

(Spell out and lowercase when used alone or with more than one street name.)

*Example: Wade and Preston Park boulevards.*

All similar words such as alley, drive, road, terrace, etc. are always spelled out. Capitalize them when part of a formal name without a number and lowercase when used alone or with two or more names.

Numbers
Always use figures for an address.

*Example: 9700 Wade Blvd.*

Spell out and capitalize First-Ninth when used as street names; use figures with two letters for 10th and above.

*Example: 3400 First Ave., 2200 34th St.*

Abbreviate compass points used to indicate directional ends of a street or quadrants of the city in a numbered address. Example: 2800 E. Spring Creek Pkwy.

Do not abbreviate if the number is not used.

*Example: East Spring Creek Parkway.*

Highways
When referring to a highway, use these designations: U.S. Highway 75, U.S. Route 9, state Route 44, Interstate Highway 30, FM 644. On second reference, only for Interstate: I-30
advisor
Do not use “adviser.”

affect/effect
“Affect” is a verb. “Effect” is a noun.

Example: Tim’s blurred vision affected his shot.
The effect was an air ball.

Example: The effect of smoking is lung cancer.

African-American

ages
Always use figures when the context does not require years, or years old. It is assumed the age is in years. Ages used as adjectives before a noun require hyphens.

Examples: The 5-year-old girl answered the question.
The girl who is 5 answered the question.
Darlene Young, 88, painted the picture.
The 44-year-old plumber was not available for comment.
The boys are in their 20s. (no apostrophe)

anxious/eager
These words do not mean the same thing. Anxious is an uneasiness of the mind or brooding fear.

Example: When the clowns arrived, Marcy got very anxious and promptly left.

Eager is an enthusiastic or impatient desire or interest.

Example: Marcy was eager for the clowns to leave her house.

Board of Trustees
Always capitalize any reference to the college’s Board of Trustees.

Example: The Collin College Board approved the motion.
The college Board of Trustees met last Tuesday night.

boy
Acceptable until the 18th birthday. Man is acceptable after that.

cannot

capitalization

Proper nouns
Capitalize the first letter in a word which identifies a unique place, person or thing.

Example: King Kong, Elvis Presley, Plano, Cinco de Mayo.

Proper names
Lowercase common words unless they are modified with a proper noun.

Example: Mississippi River, Rocky Mountains, Spring Creek Campus, Preston Road.

Lowercase the common words if they are used with a proper noun in plural.

Example: Spring Creek and Preston Ridge campuses, Preston and Park roads, Joe Pool and Lewisville lakes.

Popular names
Capitalize words that are not proper nouns or proper names but are the effective equivalent.

Examples: the Badlands, the Series (World Series), the Derby (the Kentucky Derby).
Derivatives
Capitalize words which are derived from a popular noun and still depend on capitalization for their meaning.

Examples: Christianity, English, Spanish, Marxism.

Do not capitalize derivatives in which the word’s meaning does not depend on its capitalization.

Example: french fries, venetian blind, herculean.

Sentences
The first word of any sentence should be capitalized.

See compositions and titles for capitalization rules.

capitol/capital
Use “capitol” in reference to state and country capitol buildings, not the actual seat of the government.

Example: The Texas capitol building is located in Austin.

Use “capital” in reference to something being of high importance, accumulated goods and money and the seat of a governmental entity.

Example: You will need a lot of capital to start a business.

Example: Jaywalking is a capital offense in Celina.

Example: The capital of Texas is Austin.

Caucasian

Central Park Campus
Located at 2200 W. University Dr. in McKinney. Includes dental clinic, fire academy building, fire rescue complex, hospital lab, law enforcement academy and general education classes.

Collin College
The college brand name is Collin College. This name should be used in marketing, publicity, promotional and informational materials.

Use Collin College on first reference and either Collin College or “the college” on subsequent references.

Collin County Community College District
The legal name of the college. The legal name will be used when conducting official college business or when referring to the college in materials that will be circulated outside of the college’s service area.

Do not capitalize “college” when used by itself in reference to the college.

Example: The college closes on Thursday.

The district’s service area includes all of Collin County, plus the city of The Colony and Rockwall County.

See also Collin College

Collin campuses
Always use entire name of Collin campuses: Allen, Central Park Campus, Preston Ridge Campus, Spring Creek Campus, Courtyard Center for Professional and Economic Development and the Higher Education Center at Rockwall.

Abbreviations can be used on maps and schedules: CPC, PRC, SCC, CYC, RW.
Collin County
Includes the cities of:
Allen, Anna, Blue Ridge, Celina, Fairview,
Farmersville, Frisco, Josephine, Lavon, Lowry Crossing, Lucas, McKinney, Melissa, Murphy,
Nevada, New Hope, Parker, Plano, Princeton,
North of Dallas County. Abuts Fannin, Grayson,
Denton and Hunt counties.

composition titles
Apply these guidelines to books, magazines,
computer games, movies, operas, plays, songs,
television programs, lectures, speeches and works of
art titles.

- Capitalize the principal words, including
  prepositions and conjunctions of four or
  more words.
  Example: “Time After Time,”
  “What We Talk About When
  We Talk About Love.”

- Capitalize an article or words of fewer than four
  letters if it is the first or last word in a title.
  Example: “The Magus”; “An Affair to
  Remember”; “The Star-Spangled Banner.”

- Italicize the names of all such works except the
  Bible and books that are primarily
  catalogs of reference material.

In addition to catalogs, this category
includes almanacs, directories, dictionaries,
encyclopedias, handbooks, etc.

Example: “The Color Purple”; Encyclopedia
Brittanica; Merriam-Webster’s
Collegiate Dictionary.

Example: “Mary Newton published the article
“How to Graduate Early” in Community
College Times.

- Put the names of articles, speeches, plays and
  works of art in quotations.

contractions
Contractions such as they’re, we’ll, should’ve, etc.
are not allowed and are unacceptable.
Spell them out.

Convergence Technology
In reference to program available through the
Engineering and Emerging Technologies under,
Business, Information & Engineering Technology
division.

convergent technology
Use in reference to the combination of voice, video
and integrated data over an IP network.

Core Values
Always capitalize the first letter of each word in the
core values. Also, use ampersands (&) between
dual values: Learning, Service & Involvement,
Creativity & Innovation, Academic Excellence,
Dignity & Respect and Integrity.

Cougar News
The college’s employee and student newspaper. Italicize.

CougarAlert
Emergency communication system for students and
employees. Students and employees must subscribe to
www.ccccd.edu/cougaralert to receive alerts by text
message, digital phone message or email. Written as
one word with an initial cap on the second word.

CougarMail
Collin College’s student email solution. Written as one
word with an initial cap on the second word.

CougarWeb
Name for the college’s customized portal. Written as
one word with an initial cap on the second word.

Courtyard Center for Professional and
Economic Development
Located at 4800 Preston Park Blvd. in Plano.
Houses the president’s office, public relations, continuing education, human resources, the Small Business Development Center, Business Solutions Group, workforce development, admissions, real estate and the Plano Economic Development Board.

dates and times
Do not abbreviate days of the week.

Do not abbreviate months if used without specific day. Spell out month if used with only the year.

Right: November 2005

Right: Nov. 15, 2005

Wrong: Nov. 2005

Always spell out: March, April, May, June, July.

If date in reference is in the future, include day of the week, month and day.

Example: Monday, July 11. If more than one date is being referenced: Monday-Sunday, July 11-17.

In reference to sites, dates and times, the correct order is time, date and site.

Example: 2-4 p.m., Sunday, July 17, at the John Anthony Theatre.

Always use noon or midnight instead of 12 p.m. and 12 a.m., respectively.

Use figures for times and include p.m. and a.m. - lowercased with periods. Example: 2 p.m.; 11 a.m.
Avoid redundancies like 10 a.m. this morning, 8 p.m. last night, 3 p.m. in the afternoon.

The use of “th” and “st” in reference to dates and times after numerals is unacceptable.

days of the week
Never abbreviate, always capitalize.

dean
Capitalize when used as a formal title before a name.

Example: Fine Arts Dean John Jones.

Lowercase in other uses: John Jones, dean of fine arts; the dean.

Dean’s List

decades
Examples: 1980s, 1830s.

Examples: ’50s, ’90s, the Roaring ’20s

department titles
Department and division names are lowercased in external pieces like press releases, media advisories, op-ed columns, etc. Department and division names in internal or marketing materials (brochures, fliers, etc.) are uppercased. The words “department” and “division” are lowercased when used alone.

Example: The Fine Arts Department hosted the event.

Example: Nancy said the Business Information and Technology hosted an event.

Example: The division is responsible for the streamers.

dilemma/problem
These two words do not mean the same thing.

A dilemma is a conundrum in which there are two or more alternatives.

Example: Shawn’s dilemma involved choosing between cereal, pork chops or biscuits.

A problem has no obvious solution.

Example: Shawn encountered a problem involving a leaky roof and he had no obvious solution.

directions
Lowercase compass directions – north, south, east, west - when referring to a direction.

Example: McKinney is north of Plano, yet south of Oklahoma.

Uppercase those words when referring to a specific region.

Example: The campuses are located in North Texas.
Lisa is from Midwest Oklahoma.

Mordecai is from the Northwest.

Uppercase well-known areas.

Example: Although located in Northern Illinois, Chicago’s South Side is popular for its tissue paper.

districtwide division titles
See department titles.

dual, duel
A “duel” is a contest between two people. A contest between three or more individuals is not a duel. “Dual” denotes consisting of two parts.

Example: The tennis players duelled during a Saturday match.

Example: The program had dual components, which confused some of the students.

e-mail
Lowercase “e” and “m.” Include a hyphen.

enquire/enquiry
Use inquire/inquiry.

ensure/insure
“Ensure” means to guarantee something. “Insure,” however, means to take insurance out on someone or something.

e-schedule
lowercase “e” and “s” with a hyphen when it refers to the electronic version of the college’s class schedule.

every day, everyday
Every day is used as an adverb. Everyday is an adjective.

Example: Miles runs 10 laps every day.

Example: Chasing the dogs around the neighborhood is an everyday affair.

every one, everyone
Use two words when referring to an individual item. “Everyone” is a pronoun for all people involved.

Example: Every one of the dogs had rabies.

Example: Everyone wants to throw a party.

full time, full-time
Hyphenate when used as a modifier.

Example: Darcy is a full-time professor.

Example: Darcy works at the college full time.

fundraising
Fundraising, fundraiser.

girl
Acceptable until 18th birthday. Woman acceptable afterwards.

grade point average
Spell out where available, all lowercase. Use GPA in second reference. Plural: grade point averages.

healthcare
Higher Education Center at Rockwall (RW)
1050 Williams St. in Rockwall. This is abbreviated “RW” on college maps.

imply/infer
A writer or speaker implies. The listener infers.
in/into
“In” indicates location whereas “into” indicates motion.
   Example: Nick was in the room already.
   Example: Boris walked into the room.

inquire/inquiry
Preferred use. Do not use enquire/enquiry.

Internet
uppercase “I”. One word.

Jr., Sr.
Always use “Jr.” or “Sr.” Do not use comma before “Jr.” or “Sr.” Never spell out and always use a period after it even if it does not end a sentence. Always uppercase.
   Example: Ken Griffey Jr. signed autographs at the fair.

locations
Commonly referred sites in Collin County Community College District:
   Black Box Theatre
   Carey Cox Plaza
   Centers for Excellence in Healthcare
   Cougar Den
   Founders Hall
   John Anthony Theatre
   Pike Hall
   Sue Olivier Garden
   Spring Creek Campus Conference Center

long term, long-term
Two words, use dash if it serves as a compound modifier.
   Example: The college will do well long term.
   The college has long-term problems.

long time, longtime
Two words, unless it modifies something.
   Example: It has been a long time since we had lunch.
   Peanut butter and jelly have been longtime lovers.

magazine names
Do not place in quotation marks. Use italics. Do not capitalize “magazine” unless it is officially part of the publication’s name.
   Example: Harper’s Magazine, Newsweek magazine

mid-
Use a dash only if the second word is capitalized.
Example: midmorning, midsemester, midterm, mid-Atlantic, mid-America

Montessori method
An educational method developed by Maria Montessori to instruct young children in training the senses and encouraging self-education.

months
   Example: Pedro’s birthday is March 9.
   Katie left Jan. 4.
   Heather will leave in January.
   Heather left in January 1972.

more than, less than
Use instead of over or under in all cases for quantity. Over and under refer to location.
   Right: More than 3,000 students attended the game.
   Wrong: Over 3,000 students attended the game.

nationwide
newspaper names
Capitalize “the” in a newspaper’s name if that is the way the publication prefers to be known. Do not place name in quotes. Italicize it.

Example: The Dallas Morning News has great classified ads.

9/11
Sept. 11, 2001 is the preferred use in written reference to the terrorist attacks on the United States.

numerals
Only spell out numbers one through nine. For numerals 10+, use digits. Always spell out the number if it begins a sentence.

Example: Of the 49 students that participated, only five finished the exercises.

Example: Ten of the 12 students failed.

Use the previous rule when a number is used as a modifier.

Example: There was a nine-way tie in the conference.

Example: The 25-minute meeting was entirely too long.

online
One word, no hyphen.

over, under
Do not use in reference to number approximation. See more than, less than

part time, part-time
Hyphenate when used as a modifier.

Example: Joe is a part-time employee.

Example: Joyce works part time at Staples.

phone numbers
Format phone numbers with periods between sets of numbers rather than dashes or parentheses.

Right: Please contact Lisa Vasquez at 972.758.3100.

Wrong: Please contact Lisa Vasquez at (972) 758-3100.

political parties and philosophies
Capitalize both the name of the party and the word party when used together.

Example: the Republican Party.

Also capitalize Communist, Conservative, Democrat, Liberal, Republican, Socialist, etc. when referring to a specific party or its members.

Lowercase these words when referring to a specific philosophy.

Example: communism, communist, fascist.

Short form punctuation for associating a person with a political party and state is: Sen. Kay Bailey Hutchison (R-Texas); Sen. Florence Shapiro (R-Plano).

Only use this in first reference in pieces for publications which may not recognize local politicians.

PowerPoint
One word, both “Ps” uppercased

President’s List

Preston Ridge Campus (PRC)
9700 Wade Blvd. in Frisco. Includes learning resource center, convergence lab, Cougar Den and general education classes.

principal, principle
Principal is a noun referring to a person or thing first in rank or authority.

Example: Ellen is the school principal.

Example: Errors were the principal reason for the loss.

Principle refers to a fundamental law, truth or doctrine.
Example: The college is based on the principle that all should be educated.

**professor**

Never abbreviate. Uppercase when used before a name. Do not include in second references.

**public schools**

Capitalize all words when referring to public school’s entire name.

*Example:* Martha Hunt Elementary School, Hedgecoxe Elementary School, Barney Fife Memorial High School.

**pupil/student**

Use pupil for children in kindergarten through eighth grade.

Use student or pupil for those in ninth-12th grade.

Use student for college and beyond.

**room**

Capitalize room when used with a figure. Example: Room 172A.

**SAT**

Use only initials in reference to Scholastic Aptitude Test or the Scholastic Assessment Test.

**seasons**

Lowercase unless they are part of an event’s name.

*Example:* The spring semester will be the best ever.

*Example:* The Winter Olympics will never come to Timbuktu.

**semesters**

Specific semesters are not capitalized. Do not use a comma between the season and the year.

*Example:* The fall 2005 semester commences next week.

**Sr., Jr.**

See Jr., Sr. entry.

**Southern Methodist University**

Use full title in first reference. Use SMU in second reference.

**Spring Creek Campus (SCC)**

2800 E. Spring Creek Parkway in Plano. Includes the Spring Creek Campus Conference Center, John Anthony Theatre, Blackbox Theatre, THE ARTS gallery and general education classes.

**Spring Creek Campus Conference Center**

Lowercase conference center when not using with “Spring Creek Campus.”

**states**

Spelling out the name of the 50 U.S. states when they stand alone in text. The eight state names that are never abbreviated under any circumstances, besides an address, are: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah.

State abbreviations are:

- 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.  
- Ver.
- Ill.  
- N.H.  
- Va.
- Ind.  
- N.J.  
- Wash.
- Kan.  
- N.M.  
- W.Va.
- Ky.  
- N.Y.  
- Wis.
- La.  
- N.C.  
- Wyo.

When including a city with a state, use a comma directly behind the city’s name and before the state.
Some major cities can be referenced alone. Recognizable cities in the area can also stand alone.

*Example:* New York City is the largest city on the eastern seaboard.

*Example:* Houston is a large city in Texas.

*Example:* Plano, McKinney and Allen are all located in Collin County.

**statewide**

**teachers college**
No apostrophe. Teachers colleges are found within universities.

**teenager**
Teen, teenager and teenage (adj.) are acceptable. Do not use teenaged.

**Texas A&M University-Commerce**

**textbook**

**THE ARTS gallery**

**The Dallas Morning News**
Always include “The” and italicize.

**The University of Texas at Austin (UT)**
Spell out and use UT in second references. Always include “The” and “at Austin.”

**The University of Texas at Dallas (UTD)**
Not “in Dallas” or “Dallas.” Use UTD in second reference. Always include “The” and “at Dallas.”

**theater/theatre**
Use “theater” unless “theatre” is official part of the name.

*Example:* The John Anthony Theatre is a site for many great plays.

**their, there, they’re**
Their is a possessive pronoun.

*Example:* The Cornells went to their house and drank their wine.

There is an adverb indicating direction.

*Example:* Pernell went over there.

They’re is a contraction for “they are.” Avoid contractions.

*Example:* They’re going to bring the sandwiches.

**Times**
In reference to hours of the day, drop the “:00” in all instances. Also, if two times are indicated as both “a.m.” or “p.m.” then indicate as such after the second time. “AM,” “PM,” “pm” and “am” are not acceptable except in certain lists within the schedule of classes.

*Right:* The class runs from 8:30 a.m.-4 p.m.

*Wrong:* The class runs from 8:00 a.m.-4 p.m.

*Right:* The class runs from 8-11 a.m.

Use midnight or noon, not 12 a.m. or 12 p.m.

Avoid redundancies such as:

*Wrong:* The program starts that evening at 8 p.m.

*Wrong:* The program starts that morning at 9 a.m.

The usage of “o’clock” is unacceptable.

**Titles**
Individuals’ titles are lowercase when used after the name.

*Example:* Cary Israel is the president of Collin College District.

*Example:* Cary Israel, college president, welcomed faculty and staff at All College Day.
If titles come before the name, the title is capitalized.

*Example: Collin College President Cary Israel spoke at All College Day.*

In first reference, use the individual’s entire title and name.

*Example: Public Relations Director Lisa Vasquez attended the luncheon.*

In second references, use only the individual’s last name unless they have a doctorate.

*Right: Walter congratulated Dr. Nelson Rich for his good work in biology. However, Dr. Rich cited his students’ hard work for the many accomplishments.*

title of classes
Do not capitalize classes or courses that are referred to in general. Capitalize classes or courses if they are language courses, indicate a country or other proper noun, or include a specific number or name.

*Right: My Spanish course is difficult.*

*Right: My course in Latin American politics is easier than my French class.*

*Right: The Introduction to Humanities course is easy.*

*Right: My foreign language course is difficult.*

*Right: The humanities course is easy.*

titled
Term use for the name of a composition. Do not use “entitled,” which means something completely different.

*Example: The book is titled “The Return of the Native.”*

T-shirt

trustee

University of North Texas (UNT)
Spell out in first reference and use UNT in second references.

website
One word with no dashes. Do not capitalize unless used in a composition title or the first word in a sentence.

Website addresses should be formatted accordingly: www.ccccd.edu. The http:// is not necessary unless it is a necessary part of the web address. All letters in a web address should be lowercased. Always use a period or appropriate punctuation after the website when it ends a sentence; however add a space between the address and the punctuation.

workforce

World Wide Web (WWW)
Capitalize both spelled out and abbreviated. Lowercase when in use with URL.

years
Always use numerals to indicate a year.

*Example: 1984 was a very bad year for Eloise.*

*Example: Max lost the cufflink in 1990.*

Punctuation

Colon (:)
Colons are commonly used to introduce lists, tabulations, texts, etc.

Do not capitalize the first word after a colon unless it is a proper noun or a start of a sentence.

*Example: Israel promised one thing to the board: The Collin faculty would work even harder than last year.*

Colons also can denote emphasis.

*Example: Israel guaranteed one thing to the college board: success.*

Commas (,)
Drop the comma before an “and” in a sequence.

*Right: Dennis brought the apples, spiral notebooks and cowboy boots to the party.*
Wrong: Dennis brought the apples, spiral notebooks, and cowboy boots to the party.

Use a comma before “and” when denoting an independent clause.

Example: Carol forgot to turn off the stove, and Earl had to drive back home to turn it off.

Dashes (-)
Always put one space on each side of the dash in all instances.
Use a dash in the following instances:

Abrupt Changes
Use dashes to denote an abrupt change in thought in a sentence.

Example: Daniel collected stamps - just like Eric - until they turned into bitter rivals.

Series Within a Phrase
Denote a list within a phrase with a dash.

Example: Leonardo’s favorite presidents - Harrison, Lincoln, Tyler and Grant - were featured in the history book.

Attribution
Use a dash to attribute at an end of a quotation.

Example: “The walls were shaking, the earth was quaking.” - Brian Jones

Hyphens (-)
Use a hyphen in the following instances:

Ambiguity
Use a hyphen to nix any ambiguity in a word.

Example: The small-business men attended the conference.

Example: The county finally re-covered that pothole.

Compound Modifiers
When two or more modifiers come before a noun, a hyphen is used between them. Do not hyphenate adverbs that end in -ly and very.

Example: The full-time professors applauded the committee.

Example: Marcy always exudes a know-it-all attitude.

Hyphenate a compound modifier if it follows the noun and a to be verb to avoid confusion.

Example: Seamus is quick-witted.

Two-Thought Compounds

Example: socio-economic

Compound Proper Nouns and Adjectives

Example: African-American, Mexican-American

Prefixes and Suffixes

Examples: pre-election

Examples: co-workers

Numerals
Use a dash in dates, times, sports/games scores, heights.

Example: The event runs from Friday, Sept. 12-16.

Example: The shop is open from noon-6 p.m.

Example: The man’s sleeping hours are from 8 p.m.-5 a.m.

Example: The Tigers won 6-5 Saturday night.

Example: Xavier, 6-5, is tall enough to change everyone’s light bulbs.

Other Uses
E-mail
T-shirt
E-schedule

Quotes (““)
Always use quotation marks to indicate a direct quote. Also, cite the speaker following the quote using a comma before the end quotation marks.

Example: “The Board of Trustees is proud of its students,” Chairman Sam Roach said.

When citing a quote, place the verb behind the subject.

If a full paragraph of quoted material is continued,
do not use close-quote marks on the first part of the quote. Place open-quote marks before the continuation of the quote:

Example: …and then Earl came home and found the stove still on.

“Earl never forgave Carol for the mistake of wasting so much time and energy for such a silly incident, and they divorced six months later.”

Commonly Misspelled Words
absence
abundance
accessible
accidentally
accommodate
accomplish
accumulate
achievement
acquaintance
acquire
address
advice
advise
amateur
belief
believe
beneficial
camouflage
cemetery
chief
choose
chose
commission
committee
commitment
comparative
competent
concede
conceivable
conceive
condescend
conscience
conscientious
conscious
consistent
convenient
counselor
deceive
definitely
dependent
descend
desperate
dilemma
disappear
disappointment
discipline
dominant
ectasy
effect
efficiency
eighth
eligible
embarrass
existence
existent
facsimile
fallacious
February
fictitious
fluorescent
forfeit
fulfill
grammar
grievous
guarantee
guerilla
handkerchief
harass
height
heinous
heroes
hesitancy
hindrance
humorous
ideally
imaginary
immediately
implement
irresistible
knowledge
laboratory
laid
legitimate
lightning
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separate
separation
sergeant
similar
simultaneous
skiing
sophomore
souvenir
succeed
success
succession
supersede
suppress
thorough
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through
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unnecessary
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usage
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vengeance
vigilant
villain
Wednesday
weird
wherever
wholly
wholly
yacht