

ANDOVER EDITORIAL STYLE GUIDE

Prepared by the Office of Communication | Rev. July 13, 2018

NEW: See page 5 for parent year and grandparent year style change.

The *Andover Editorial Style Guide*—a work in progress—provides a set of standards that should be followed when writing or editing any Phillips Academy print or digital communications. Some of these standards are based on Andover-specific preferences; most are determined by the latest editions of these three references:

- *Merriam-Webster's Collegiate Dictionary*
(<http://www.merriam-webster.com>)
- *The Chicago Manual of Style*
(<http://www.chicagomanualofstyle.org/home.html>)
- *The Associated Press Stylebook* (used primarily for documents that might be printed by outside media)
(<https://www.apstylebook.com/online/>)

Another great online resource for writing tips, grammar, and punctuation:

- Grammar Girl: Quick and Dirty Tips for Better Writing
(<http://grammar.quickanddirtytips.com>)

Above all, aim for consistency within your document or project.

Questions? Contact Jill Clerkin (ext. 4295 or jclerkin@andover.edu) or Libby O'Brien (ext. 4659 or eobrien@andover.edu). We are always happy to help.

Many names used in this style guide are fictitious!



Phillips Academy
ANDOVER

CONTENTS UPDATE

- Phillips Academy / Abbot Academy Style Particulars3
- Academic Degrees4
- Alumni, Parents & Grandparents.....4
 - Outreach Program Alumni.....5
 - Parent & Grandparent Designations.....5
 - Parents Who Are Also Alumni5
- Campaign Specifics5
- Campus Locations6
- Events & Awards.....7
- Offices, Departments & Groups.....7
- Punctuation8
 - Apostrophes & Quotes8
 - Capitalization.....9
 - Cities, States & Countries.....9
 - Commas10
 - En & Em Dashes.....10
 - Hyphens.....10
 - Italics11
 - Numbers, Dates & Times11
 - Periods / Spaces.....12
- Titles.....13
 - Titles of Works13
 - Professional Titles13
- Alpha List—Miscellaneous15

PHILLIPS ACADEMY / ABBOT ACADEMY STYLE PARTICULARS

- Spell out Phillips Academy (the official name of the school) on first reference. PA, Andover, or the Academy can be used on subsequent references. Do not use just “Phillips” or “Phillips Academy Andover.”
- Phillips Academy/Andover explanation: You can say: “Phillips Academy, also known as Andover, ...” early in the text and then substitute “Andover” or “the Academy” in subsequent references.
- Use Abbot Academy on first reference. Abbot alone should be used sparingly. Acceptable: the Abbot alumnae, the Abbot women. Avoid “the Abbots.”
- When speaking of both schools: Phillips and Abbot academies (note lowercase) merged in 1973.
- Be clear about Andover versus “the town of Andover.”
- Grade levels: junior (9th-grader), lower (10th-grader), upper (11th-grader), senior (12th-grader). Note lowercase. Note “th” is not superscript.
- Treat each class name like a proper title. He was a member of the Class of ’64. The Andover Inn hosted a reception for the Class of 1978.
- Head of school: *Use John’s parent year!* Phillips Academy Head of School John G. Palfrey P’21 crosses the Great Lawn each morning. “G.” can be omitted depending on audience and/or scope of publication. Title alone or when after his name is lowercase: The head of school greeted the visitor. John Palfrey P’21, head of school, held a reception. Note: Do not use “Jr.”
- Board president: *Use Peter’s parent year!* He is Board President Peter L.S. Currie ’74, P’03. The president of the Board of Trustees is Peter L.S. Currie ’74, P’03. Board of Trustees President Peter L.S. Currie ’74, P’03, spoke at the event. He is a member of the board. Currie is cochair of *Knowledge & Goodness: The Andover Campaign*.
- Elected student leaders are called school copresidents. (Note that there is not a hyphen.)
- Andover teachers are generally referred to as instructor or instructor in, not instructor of. Note lowercase: The English class was led by instructor Stephanie Curci. The students were taught by instructor in history and social science Christopher Jones.
- Paresky Commons on first reference; Paresky or the dining hall on second reference, not just Commons.
- The term is need-blind admission (not admissions).
- Three common PA phrases:
 - Our Latin motto *non sibi* (not for self) is usually lowercase and italicized when used in a sentence. *Exceptions (initial caps, but no italics):* Non Sibi Weekend; Non Sibi Association; a Non Sibi-level donor
 - *Finis origine pendet* (the end depends on the beginning) is always italicized.
 - Youth from every quarter is sometimes italicized depending on use.

ACADEMIC DEGREES

When using degree abbreviations, do not use periods. In most narrative copy, follow the abbreviation with the word “degree.” Do not use an initial cap for the field the degree is in unless it includes a proper noun (such as English or French). Also, one receives *a* degree—not *his* or *her* degree.

- She earned a BA degree from Dartmouth College.
- He earned an MA degree in U.S. history from Boston College.
- She earned a PhD degree in English literature.

Two or more degrees:

- He earned BA and MEd degrees from Dartmouth.
- She earned a BA degree from Columbia and an MBA from Harvard.

ALUMNI, PARENTS & GRANDPARENTS

Graduates can be referenced in several ways. Choose the option that works best for your audience and specific communication.

- alumni—preferred by PA and many other institutions when referencing graduates of all genders
- alumnae—references female graduates; preferable for use when referring to Abbot Academy graduates
- alumni/ae—used selectively to recognize PA’s coed graduates
- alumna—a single female graduate
- alumnus—single male graduate (or if gender is unknown)
- alum—use this casual reference sparingly

When including a class year after a person’s name, use an apostrophe (which looks like a single closing quote).

- Eric Wentworth ’50

When referring to married alumnae, include the alumna’s maiden name unless otherwise requested.

- Gail Turner Arcari ’56

If spouses are same-year graduates, put each person’s class year after his or her name.

- Sue ’75 and Bill O’Brien ’75 live in Lawrence.
(Do not write “Sue and Bill O’Brien ’75”)

When referring to alumni whose year of graduation may be confusing, use the full class year.

- Howard Wheeler, Class of 1916, broke a world record in track.

When using a nickname, include it in quotes (note placement near last name).

- Rebecca Savard “Kitty” Crosby ’83

OUTREACH PROGRAM ALUMNI

Note commas on both sides.

- Amaryllis Lopez, ABL '03, and Lila Ramirez, PALS '14, said...
- John Smith, (MS)² '99, said...
- David Hetzler, IRT '06, said...

PARENT & GRANDPARENT DESIGNATIONS

NEW: When designating a parent or a grandparent year, do not use commas before or after the “P” or “GP” if there is only one parent or grandparent year. (*Do* use commas if there are multiple years.)

- Jen Hout P'21 was delighted to be on campus for Family Weekend.
- Jeffrey Dreyfus GP'05 attended classes on Grandparents' Day.

Variations:

- Alicia Jenkins P'20, '22, was also on campus.
- Marla Ramirez GP'05, '11, was late for registration.
- Marcus Allen P'79, GP'06, raved about the event.

When referencing two parents of a PA student/alum, place the year at the end of both names.

- Noemi and Juan Hernandez P'18 visited campus.

Use the P and GP designations at your discretion—or consider working that information into the text. Choose the option that works best for your audience. Be consistent with all names.

PARENTS WHO ARE ALSO ALUMNI

When only one parent is an alum, place his or her class year before any P or GP years.

- Paula and Raymond Egler '92, P'18, visited campus
- Elizabeth Grant Marshall '90 and Lucas Marshall '92, P'18, visited campus. (*Note: When a “P” year follows the graduation year, a comma is needed on both sides.*)

CAMPAIGN SPECIFICS

On first reference, the full title should be presented (*Knowledge & Goodness: The Andover Campaign*), unless sentence construction and/or context dictate otherwise. (Note the use of italics and ampersand and the placement of the colon.)

- *Knowledge & Goodness: The Andover Campaign* is the largest fundraising endeavor in independent school history.

On second and subsequent references, the campaign title can be shortened. Note that only *Knowledge & Goodness* is in italics.

- The *Knowledge & Goodness* campaign will raise \$400 million for priorities vital to Andover's future.

The campaign title can be further abbreviated to avoid repetition.

- *Knowledge & Goodness* is uniting Andover alumni, parents, and friends worldwide.
- The campaign will touch every aspect of the student experience.

CAMPUS LOCATIONS (selected)

Note: All dorms are referred to as “house”—even if it says “hall” on the building. (House indicates a dormitory, while hall indicates an administrative building.)

Abbot campus
Abbot Circle
Addison Gallery of American Art, the Addison Gallery
Archives and Special Collections (in the OWHL)
Bartlet House
Bartlet Street
Brace Center for Gender Studies, the Brace Center; He is a Brace Student Fellow.
Brothers’ Field; Phelps Park is on Brothers’ Field
Brown Boathouse, William H. Brown 1934 Boathouse (rarely used/formal)
Bulfinch Hall
Cochran Chapel, the chapel
Cochran Sanctuary, Moncrieff Cochran Sanctuary (formal)
Day House
Davis Hall is a large room inside McKeen Hall on the Abbot campus
Elm Arch
Elson Art Center (not Elson Art Center)
Elson Courtyard
Gelb Gallery (interior connection between G.W. and the Elson Art Center)
Gelb Science Center
George Washington Hall, G.W. (casual)
Gurry Ice Rink
Harrison Ice Rink
the Hill (when referring to Andover Hill; lower case “the”)
Log Cabin
Memorial Bell Tower, the bell tower
Merrill Gate (to Abbot Academy)
The Nest. PA’s makerspace is called The Nest.
Oliver Wendell Holmes Library, the library, the OWHL (casual)
Paresky Commons, Paresky, the dining hall
Peabody Institute of Archaeology, the Peabody Institute
Phelps Park (baseball)
Phelps Stadium (football and other sports)
Polk-Lillard Electronic Imaging Center
Rebecca M. Sykes Wellness Center (first reference), then Sykes Wellness Center or the wellness center
Samuel Phillips Hall, Sam Phil (very casual)
School Room (in Abbot Hall)
Shuman Admission Center
Smith Center. We dined at the Smith Center.
Stephen S. Sorota Track; Sorota Track
Snyder Center (not Snyder Athletic Center)
Susie’s
Vista (the Vista)

EVENTS & AWARDS

EVENTS

All-School Meeting

Andover-Exeter Weekend

Commencement

Commencement Weekend

Community Convocation

Family Weekend

Grandparents' Day

Reunion Weekend, Fifth Reunion, 25th Reunion (I'm looking forward to our reunion. We had a great time at our 10th Reunion.) Note that "th" is not superscript.

Trustee Weekend

ALUMNI AWARDS

Andover Alumni Award of Distinction

Andover Athletics Hall of Honor

Claude Moore Fuess Award

Distinguished Service Award

OFFICES, DEPARTMENTS & GROUPS (selected)

OFFICES

Dean of Students Office (no apostrophe)

Dean of Faculty Office

Dean of Studies Office (no apostrophe)

Office of the Head of School

Office of Admission (formal), admissions office

Office of Communication, communications office

Office of Community Engagement, community engagement office

Office of Community and Multicultural Development, CAMD, CAMD office

Office of Academy Resources, OAR

Office of Alumni Engagement, alumni engagement office, OAE

DEPARTMENTS

Department of Art (formal), the art department (casual)

Department of Athletics, the athletics department

Department of English (formal), the English department

Department of History and Social Science, the history and social science department

Department of Mathematics, Statistics, and Computer Science, the math department

Department of Music, the music department

Division of Natural Sciences; the biology department, the chemistry department, the physics department

Department of Philosophy and Religious Studies, the philosophy and religious studies department

Department of Physical Education

Department of Psychology, the psychology department

Department of Theatre and Dance, the theatre and dance department

Division of World Languages, the world languages division; Chinese department, Classics department, French department, German department, Russian department, Spanish department

GROUPS

- Abbot Academy Fund (AAF)
- Andover Bread Loaf (not Breadloaf) (ABL)
- Af-Lat-Am Society (Afro-Latino-American Society)
- Alumni Council (She is president of the Alumni Council.)
- Andover Abbot Regional Association of Southern California (no hyphen)
- Andover and the Military (affinity group) (AATM)
- Andover Athletics Hall of Honor (note “s”; this is unusual)
- Brace Center for Gender Studies / He is a Brace Student Fellow.
- Community and Multicultural Development (CAMD)
- CAMD Scholar Program (no “s”) / She is a CAMD Scholar.
- Choreo Lab, Drama Lab, Dance Lab
- Gender and Sexuality Alliance (GSA)
- Institute for Recruitment of Teachers (IRT)
- Mathematics and Science for Minority Students (MS)²
- PALS (Do not spell out, but PALS loosely stands for Phillips Academy, Andover High School, and Lawrence Schools.)

PUNCTUATION

APOSTROPHES & QUOTES

Apostrophes (’)

An apostrophe is used with class years.

- Class of ’96

Single and double quotes (‘ ’ and “ ”)

Single quotes are used for quotes within quotes.

- “When I was younger, my mother said ‘Rise and shine!’ every morning,” said the athlete.

Nicknames use double quotes.

- Rebecca Savard “Kitty” Crosby ’83

CAPITALIZATION

Chicago Manual of Style favors a “down” style, one that minimizes capitalization. When in doubt, use lower case.

- No initial cap for junior, lower, upper, or senior. Exception: *Course of Study*
- Lists—In bulleted copy introduced by a colon, capitalize the first word of each entry.
- Compound words—In titles and headlines that contain hyphenated compound words, all component words should be capitalized. *Example:* Student Well-Being Prioritized

Do NOT capitalize:

- The names of academic subjects such as history, music, chemical engineering, biology, physical education; [see ITALICS](#) for course titles
- Names of seasons
- Do not capitalize or italicize the “the” in the *New York Times*, the *Boston Globe*, the *New Yorker*, etc. Exception: *The Phillipian*

CITIES, STATES & COUNTRIES

When city and state names are paired in copy, use the more formal (longer) abbreviations.

- Methuen, Mass.
- Sonoma, Calif.

Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas, and Utah are never abbreviated in text.

In lists and when used as part of mailing instructions with a zip code, it is appropriate to use the two-letter postal abbreviation.

- Methuen, MA
- Sonoma, CA

For a list of two-letter postal abbreviations, visit www.stateabbreviations.us.

No state name is needed with well-known U.S. cities, such as:

Atlanta	Detroit	Minneapolis	San Antonio
Baltimore	Honolulu	New Orleans	San Diego
Boston	Houston	New York	San Francisco
Chicago	Indianapolis	Oklahoma City	Seattle
Cincinnati	Las Vegas	Philadelphia	St. Louis
Cleveland	Los Angeles	Phoenix	Washington, D.C.
Dallas	Miami	Pittsburgh	
Denver	Milwaukee	Salt Lake City	

No country name is needed with well-known international cities, such as:

Beijing	Hong Kong	Monaco	Rome
Berlin	Jerusalem	Montreal	San Marino
Djibouti	Kuwait City	Moscow	Singapore
Geneva	London	New Delhi	Tokyo
Gibraltar	Luxembourg	Ottawa	Toronto
Guatemala City	Macau	Paris	Vatican City
Havana	Mexico City	Quebec City	

Use of country name often depends upon context; use your discretion.

COMMAS

Use the extra “Oxford comma” before the word “and” for serial listings.

- The baby ate peas, carrots, and beans.

Use commas in city-state pairs and in dates.

- She has lived in Andover, Mass., for six years.
- I met him on April 7, 1992, when we were juniors.

Do not use a comma before Jr., II, III, or the like.

EN & EM DASHES

En Dash (–)

This dash is longer than a hyphen but shorter than an em dash.

En dashes can be used as a substitute for the word “to.” Do not use a space before or after an en dash.

- 1–2 p.m.
- 9 a.m.–noon
- Monday–Friday
- 1998–2012

En dashes are also used to connect a double word with a single one when used as a compound modifier.

- a Pulitzer Prize–winning poet
- health care–related impact

Em Dash (—)

This is the longest dash.

Em dashes are used to set off what might otherwise be a parenthetical expression. Do not use a space before or after an em dash.

- The article text—including Joe’s final edits—should be on my desk by noon.

They are also used in place of colon before a statement made for effect or explanation.

- She offered only one explanation for her behavior—spring fever.

Use em dashes before an author’s name at the end of a quotation.

“Remember that silence is sometimes the best answer.”
—Dalai Lama

HYPHENS

Eliminate a hyphen unless there is confusion without it. This applies to most prefixes and suffixes.

- nonprofit, nonfiction
- codirector, cochair, cocaptain, copresident, and coworker, but co-owner (because there are two Os)
- nationwide, schoolwide, etc., but community-wide (root word is three or more syllables)

ITALICS

Italicize names of specific PA courses and certain PA publications, including *Pot Pourri* (the PA yearbook) and *The Phillipian*.

- Her favorite course is *Biology 300*.
- Emily Trespas teaches *Painting II: Inside-Outside*.

Commonly used words from another language do not need italics:

- He was appointed to an ad hoc committee.
- The ex officio trustee had graduated magna cum laude from Dartmouth College.
- Dartmouth is his alma mater.
- She cooked the pasta al dente.
- But: She sings with an *a cappella* group.

Do italicize words from another language that are not commonly used.

- She burst through the door and yelled, “*Hola!*”
- “*Guten appetite,*” said our German host.
- After leaving the meeting, she was seized by *l’esprit de l’escalier*.

NUMBERS, DATES & TIMES

Numbers

In general, use numerals for the number 10 and above, but spell out zero to nine. When using numerals for an ordinal number, do not use superscript for “st,” “nd,” “rd,” or “th.”

- 10th Reunion
- Fifth Reunion
- 25th anniversary
- 43rd birthday
- 9th-grader, 10th-grader, 11th-grader, 12th-grader

Ages

Always use numerals for ages.

- He has a 4-year-old son.
- She is 49 years old.
- The baby is 3 months old.
- The girl just turned 8.
- Those people are in their 30s.

Centuries

Do not use superscript for “st,” “nd,” “rd,” or “th.”

- 19th century; 21st century
- He refinishes 19th-century furniture.
- She reigned during the fifth century.

Dates

Do not abbreviate days of the week or months in text. Also, do not use ordinals (such as 1st, 3rd, 14th).

- Let’s get together on Tuesday, August 1, 2019, and visit the Addison.

Decades

Note presence or absence of apostrophe.

- He has been teaching since the early nineties.
- She was an athlete in the '90s.
- He was teaching in the 1980s and 1990s.

Degrees/temperature

Always use numerals for temperatures, and spell out the word degrees.

- It was minus 5 degrees.

Fractions

Do not use numerals for fractions in running text.

- Of the total student body, only one-third commute from home.
- The man ate five-sixths of a donut.

Percent

Percents should always use numerals, and “percent” should be spelled out in text.

- Only 9 percent of the town voted.

Times

When you use “from,” you have to use “to.” Do not use zeroes after an hour.

- The meeting lasted from 10 a.m. to 2 p.m.
- She served as president from 2006 to 2009.
- The store is open 9 a.m.–11 p.m.

Use the words noon and midnight (not “12 noon” or “12 midnight”).

- The event lasted from noon to midnight.

Use a.m. or p.m. only once unless the meeting spans from a.m. to p.m.

- We ate lunch from 11 to 11:30 a.m.
- We met in the library from 11:30 a.m. to 2:30 p.m.

PERIODS / SPACES

Use only one space after a period, colon, or semicolon.

Use periods for U.S. and U.K.

Do not use periods in academic degrees (see [ACADEMIC DEGREES](#)).

TITLES

TITLES OF WORKS

Some titles are italicized, whereas others are put into quotes.

Italicize names of:

Albums	movies
Blogs	musical compositions longer than a song (such as <i>Madame Butterfly</i> —see <i>Chicago Manual of Style</i> for more information)
Book-length poems (such as <i>Dante’s Inferno</i>)	periodicals
Books	newspapers
Cartoons (comic strips)	paintings
Catalogs that go with exhibitions	plays
CDs	statues
Drawings	television and radio shows
Electronic publications	
Exhibitions (and their catalogs)	
Major websites (e.g., <i>Huffington Post</i> or the <i>Onion</i>)	

Use quotation marks for names of:

articles, chapters, essays, poems, short stories, songs

PROFESSIONAL TITLES

In most writing, capitalize formal titles before a name; lowercase after a name. **When used in lists and on invitations, the use of initial caps for titles becomes more flexible.** Consistency is key within a given publication or project. First reference should include title and first and last names. Second and subsequent references should usually be last name only.

Head of School

Generally, we use “Phillips Academy Head of School John G. Palfrey P’21” or “Head of School John G. Palfrey P’21.” On occasion, you may need to use this very formal title: John G. Palfrey P’21, Head of School on the Foundation in Honor of John P. Stevens Jr., Class of 1915.” [See STYLE PARTICULARS](#) for more.

- The head of school greeted the visitor.
- John Palfrey P’21, head of school, and Alice Lopez, a visiting psychologist, shared the podium.

Former heads of school

There is only one head of school at a time. “Former head of school” is an adjective, not a title, and is lowercase.

- The department enjoyed a visit from former head of school Barbara Landis Chase.
- He is former charter trustee Hartwell W. Carver III ’72.

Exception: When former President George H.W. Bush ’42 visited, the audience rose in applause.

Trustees

Phillips Academy Board of Trustees, the Board of Trustees (always initial caps); lowercase trustees, the board on second reference. When the trustee title follows the name, it is lowercase.

The distinctions charter trustee or alumni trustee are sometimes used, but “trustee” will often suffice.

- The alumni were greeted by Board President Peter L.S. Currie ’74, P’03. (No space between initials)
- The president of the Board of Trustees is Peter L.S. Currie ’74, P’03.
- Board of Trustees President Peter L.S. Currie ’74, P’03, spoke at the event.
- He is a member of the board.
- Board President Emeritus Oscar L. Tang ’56 (Also acceptable: Trustee President Emeritus Oscar Tang ’56)
- Trustee Emerita Elizabeth Parker Powell ’56 arrived early.
- Stanley S. Shuman ’52, trustee emeritus, stood to speak.
- Former alumni trustee Peter Hetzler ’72, P’10, headed the committee.
- Charter Trustee Tristin Batchelder Mannion ’82, P’19, returned to campus.
- Martin Aldrich ’88, a longtime PA trustee, was a major donor.

Faculty/Staff/Administrators

Andover teachers are generally referred to as instructor, which should be written in lowercase, even when it appears before the name. They are instructors *in*, not instructors *of*.

- The English class was led by instructor Stephanie Curci.
- The students were led by instructor in biology Rajesh Mundra.

Most other campus titles are capitalized only when they precede a name.

- Dean of Admission and Financial Aid James Ventre ’79
- Dean of Students and Residential Life Jenny Elliott ’94
- Assistant Head of School for Equity, Inclusion, and Wellness Linda Carter Griffith
- Secretary of the Academy Thom Lockerby, but Thom Lockerby, secretary of the Academy
- Director of Outreach and Summer Session Beth Friedman, but Beth Friedman, director of outreach and Summer Session
- Rev. Anne Gardner or the Reverend Anne Gardner

Avoid using Dr. for alums with a PhD degree. *There are some exceptions.* If knowing the person has a doctorate is important to the subject at hand, explain it in the text.

- Elena Thorndike ’88, who has a doctorate in economics, predicts a downturn in the market.

ALPHA LIST—MISCELLANEOUS

9/11 is the proper way to refer to the September 11 tragedy

a cappella

advisor

aka

best seller (noun), best-selling (adjective)

black or white (lowercase when referring to race)

book signing

Brace Student Fellow

CAMD Scholar Program (no “s”); She is a CAMD Scholar.

campuswide (but hyphenate -wide compounds with roots that are more than two syllables: community-wide)

chair

classmate, classroom

cochair, cocaptain, codirector, copresident

coed

course work

crew, rowers, or rowing team

dormmate

e.g. means for example. (e.g., ...)

email, ebook, ecommerce

Finis origine pendet (The end depends on the beginning)

fiscal year: FY17; Fiscal Year 2017 (not FY 2017)

fundraising, fundraiser

google (lowercase as verb); Google (the company)

gray (not grey)

health care

the Hill

i.e. means that is. (i.e., ...)

internet (lower case)

Knafel Map Collection

master’s degree

mid-’70s, mid-October

military titles/abbreviations: Complicated! *Associated Press Stylebook* is best resource.

Millennials

mini reunion

multidisciplinary, interdisciplinary

multimedia

need-blind admission

nonfiction

nonprofit

non sibi (italics when part of sentence; preferred translation is “not for self”)

over (spatial, means above); more than (refers to quantity)

OK (not okay)

percent (spell out as part of sentence, always use numeral: 6 percent)

postdoc, postdoctoral, postseason

RSVP

reunion, 25th Reunion

resume (no accents)

Sam Phil

start up (v.), startup (n. and adj.)

T-shirt

teammate

teenage, teenager (not teen-aged)

theatre (live entertainment venue); theater (movies, warfare venue)

toward

Ultimate Frisbee, Ultimate

under way (two words)

United States (spell out; use U.S. only as an adjective) U.S. Navy, the U.S. coastline

web, website, web pages

well-being

Wi-Fi

worldview

X-ray (noun), x-ray is verb