

# ANDOVER EDITORIAL STYLE GUIDE

*Prepared by the Office of Communication | Revised September 2020*

**Significant changes from last year are in red.**

*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*  
([www.merriam-webster.com](http://www.merriam-webster.com))
- *The Chicago Manual of Style*  
([www.chicagomanualofstyle.org/home.html](http://www.chicagomanualofstyle.org/home.html))
- *The Associated Press Stylebook*  
([www.apstylebook.com/online](http://www.apstylebook.com/online))

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

- Grammar Girl: Quick and Dirty Tips for Better Writing  
([www.grammar.quickanddirtytips.com](http://www.grammar.quickanddirtytips.com))

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

Questions? Contact Jill Clerkin ([jlclerkin@andover.edu](mailto:jlclerkin@andover.edu)) or Nancy Hitchcock ([nhitchcock@andover.edu](mailto:nhitchcock@andover.edu)). We are always happy to help.

*Many names used in this style guide are fictitious!*



Phillips Academy  
**ANDOVER**

Phillips Academy / Abbot Academy Style Particulars .....	3
<b>Race, Ethnicity, Gender Neutrality .....</b>	<b>4</b>
Academic Degrees .....	4
Alumni, Parents & Grandparents.....	5
• Outreach Program Alumni .....	5
• Parent & Grandparent Designations.....	6
• Parents Who Are Also Alumni .....	6
Campaign Specifics .....	6
Campus Locations .....	7
Events & Awards.....	8
Offices, Departments & Groups.....	8
Punctuation .....	9
• Apostrophes & Quotes .....	9
• Capitalization .....	9
• Cities, States & Countries .....	10
• Commas .....	10
• En & Em Dashes .....	11
• <b>Hyphens .....</b>	<b>11</b>
• Italics .....	11
• Numbers, Dates & Times.....	12
• Periods / Spaces .....	13
Titles.....	14
• Titles of Works .....	14
• Professional Titles .....	14
Alpha List—Miscellaneous.....	16
<b>Board of Trustees 2020–2021 .....</b>	<b>18</b>

## PHILLIPS ACADEMY / ABBOT ACADEMY STYLE PARTICULARS

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- Spell out Phillips Academy (official name of the school) on first reference. PA, Andover, or the Academy can be used in subsequent references. Do not use just “Phillips” or “Phillips Academy Andover.”
- Sometimes it is appropriate to 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:** Dr. Raynard S. Kington P’24, Andover’s 16th head of school, moved to Phelps House with his family in August 2020. (Inclusion of P depends on situation.) Head of School Raynard S. Kington, MD, PhD, P’24, presented to faculty in August. His husband is Peter T. Daniolos, MD. Name of family dog: Ares (for the Greek god of war).  
  
Avoid double title: Head of School Dr. Raynard S. Kington P’24 spoke at the event. Better: Andover’s head of school, Dr. Raynard S. Kington P’24, spoke at the event.  
  
FYI: formal/on his business card:  
Raynard S. Kington, MD, PhD, P’24  
Head of School on the Foundation Honoring John P. Stevens Jr., Class of 1915
- Former interim head of school Jim Ventre ’79 (No initial caps for former interim head of school, which is a description, not a title.)
- Former head of school John Palfrey P’21, ’23: Students applauded when former head of school John Palfrey P’21, ’23, returned to campus in October. (No initial caps for former head of school, which is a description, not a title.) John Palfrey P’21, ’23, Andover’s former head of school, spoke at the parent gathering. Option: Palfrey, Andover’s 15th head of school, reported... Similarly: There was a warm greeting for 14th head of school Barbara Landis Chase.
- Board of Trustees president: Amy C. Falls ’82, P’19, ’21, became president of the Board of Trustees on July 1, 2020. Board President Amy Falls addressed the faculty.
- Former Board of Trustees president: Alumni were met by Board President Emeritus Peter L.S. Currie ’74, P’03. Peter L.S. Currie ’74, P’03, board president emeritus, spoke at the event. (Also acceptable: Trustee President Emeritus Peter L.S. Currie ’74.) Currie is cochair of *Knowledge & Goodness: The Andover Campaign*.
- Elected student leaders are called school co-presidents. Per explanation later in style guide, this should be hyphenated.
- Andover teachers are generally referred to as instructor or instructor in, not instructor of. Note lowercase: The English class was led by instructor Mark Payne. They were taught by instructor in history and social science Robin Emerson.

- Paresky Commons on first reference; Paresky or the dining hall on second reference (not just Commons).
- The term is need-blind admission (not admissions).
- Andover-Exeter Weekend (not Andover/Exeter Weekend)
- 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. It's on the Academy seal.
  - The phrase “youth from every quarter” is sometimes in quotes. It comes from the Academy's constitution.

## RACE, ETHNICITY, GENDER NEUTRALITY

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- Black (initial cap—follows recent Associated Press style decision)
- African American—no hyphen, even when used as an adjective
- Latinx (gender-neutral plural) Note Af-Lat-Am change to African Latinx American Society
- people of color—lowercase and acceptable, but do not use POC
- Indigenous
- Asian American—no hyphen, even when used as an adjective
- white is still lowercase

They (versus he or she)—Avoid sentence structure that requires he or she (or son or daughter) when talking about students. Note that it has become acceptable to use “they” or “their” in situations like this: *Your student should check in for registration, purchase books, and eat lunch before they return to their dorm.*

They says... A good source for guidance on gender-neutral language:

[https://style.mla.org/using-singular-](https://style.mla.org/using-singular-they/?utm_source=mlaoutreach&utm_medium=email&utm_campaign=sourcemar20mem)

[they/?utm\\_source=mlaoutreach&utm\\_medium=email&utm\\_campaign=sourcemar20mem](https://style.mla.org/using-singular-they/?utm_source=mlaoutreach&utm_medium=email&utm_campaign=sourcemar20mem)

## ACADEMIC DEGREES

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When using degree abbreviations, do not use periods. In most narrative copy, the word “degree” does not need to follow the degree abbreviation. 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 from Dartmouth College.
- He earned an MA in U.S. history from Boston College.
- She earned a PhD in English literature.
- Also: She has a bachelor's degree in English literature. He earned a master's degree in engineering at Northeastern University.

Options for 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

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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—a 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 Newbury ’50

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

- Gail Alden Hansen ’56

If spouses are same-year graduates, put each person’s class year after their 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. (Depending on situation, consider using **Class of** for classes 1929 and earlier)

- Bruce Wheeler, Class of 1922, broke a world record in track.

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

- Margaret Savard “Kitty” Crosby ’83

Possessive (avoid if possible)

- George Dunstable ’44’s yearbook.... (or change sentence structure)

PhD/MD: Avoid using Dr. for alums with a PhD degree. *There are 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. If MD use is requested/appropriate: Lindsay Brubaker, MD, ’96

### OUTREACH PROGRAM ALUMNI

Note commas on both sides.

- Yasmine Lopez, ABL ’03, and Lila Lizano, PALS ’14, said...
- John Smith, (MS)<sup>2</sup> ’99, said...
- David Bennett, IRT ’06, said...

## PARENT & GRANDPARENT DESIGNATIONS

**New in 2018:** 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.)

- Danielle Lawlor 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/alumnus, 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, put their 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

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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.
- **Peter L.S. Currie ’74, P’03, board president emeritus, is co-chair of *Knowledge & Goodness: The Andover Campaign*.**

## CAMPUS LOCATIONS (selected)

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*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  
**Doran Innovation Center** (formal name of The Nest makerspace)  
Elm Arch  
Elson Art Center (not Elson Arts 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. Students call PA’s makerspace 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  
**Richard T. Greener Quadrangle; the Greener Quad**  
Samuel Phillips Hall, Sam Phil (very casual)  
School Room (in Abbot Hall)  
Shuman Admission Center  
The Smith Center and Case Memorial Cage were razed in 2020.  
Stephen S. Sorota Track; Sorota Track  
Snyder Center (not Snyder Athletic Center)  
Susie’s  
Vista (the Vista)

## EVENTS & AWARDS

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### 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)

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### OFFICES

College Counseling Office (CCO)  
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 Interdisciplinary Studies, the interdisciplinary studies 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 (not Department of...)

## GROUPS

Abbot Academy Fund (AAF)

Andover Bread Loaf (not Breadloaf) (ABL)

Af-Lat-Am Society (**African Latinx 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)

**Andover’s Anti-Racism Task Force (AATF)**

Brace Center for Gender Studies / He is a Brace Student Fellow.

Office of 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) (formerly the Gay-Straight Alliance)

Institute for Recruitment of Teachers (IRT)

(MS)<sup>2</sup>—Do not spell out Mathematics and Science for Minority Students (or check first). Name is in transition.

PALS (Do not spell out, but PALS loosely stands for Phillips Academy, Andover High School, and Lawrence Schools.)

## PUNCTUATION

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### 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*, 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](http://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	and 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.

Em dashes are also used in place of a 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 the hyphen unless there is confusion without it. This applies to many prefixes and suffixes.

- nonprofit, nonfiction
- nationwide, schoolwide, campuswide, etc., but community-wide (hyphen when root word is three or more syllables)
- **NEW! The Academy has switched to Associated Press (AP) style: Certain “co” words should be hyphenated when forming nouns, adjectives, and verbs that indicate occupation or status (e.g., co-author, co-chair, co-director, co-captain, co-president, co-worker, co-owner, co-chaired, co-founded, co-authored, but coed, coeducation, cooperate, coexist). Sentence structure should aim to put hyphenated “co” words after the name: Lincoln Charles, co-chair of the committee, rose to speak. PSPA Co-Chair Anita Hansen was greeted warmly.**

## 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*. The official course designation is *BIO300*.
- Bob Ross 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.
- 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 (for consistency when used in text with other grades), 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 8, 2029, to 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 (avoid “12 noon” or “12 midnight”).

- The event lasted from noon to midnight.

Use a.m. or p.m. only once unless the event 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

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### 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
as	
Book-length poems (such as <i>Dante's Inferno</i> )	<i>Madame Butterfly</i> —see <i>Chicago Manual of Style</i>
Books	for more information)
Cartoons (comic strips)	Periodicals
Catalogs that go with exhibitions	Newspapers
CDs	Paintings
Drawings	Plays
Electronic publications	Statues
Exhibitions (and their catalogs)	Television and radio shows
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*** (also see page 3)

- Dr. Raynard S. Kington P'24 (use of P designation can depend on situation).
- Head of School Raynard Kington, MD, PhD, P'24, greeted the families.
- The alumni were delighted to meet Dr. Raynard Kington P'24, head of school.
- Andover's head of school, Dr. Raynard Kington, arrived early.
- Incorrect: Head of School Dr. Raynard Kington met with parents (Avoid combining Head of School with Dr. in a sentence like this.)

#### ***Former heads of school / the use of "former"*** (also see page 3)

"Former head of school" is an adjective, not a title. It is lowercase.

- The department enjoyed a visit from former head of school John Palfrey P'21, '23.
- The department enjoyed a visit from former head of school Barbara Landis Chase.
- He met with former alumni trustee Marcus W. Abugov '77.
- *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 Amy C. Falls '82, P'19, '21
- The president of the Board of Trustees is Amy C. Falls '82, P'19, '21.
- Board of Trustees President Amy C. Falls '82, P'19, '21, 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.

Note that the current Board of Trustees list is available on the final page of this document.

### ***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 Jessica Alden.
- The students were led by instructor in biology Lincoln Crosby.

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

- Assistant Head of School for Admission and Financial Aid Jim Ventre '79
- Jennifer Karlen Elliott '94, P'22, '24, assistant head of school for residential life and dean of students, sent the email to families.
- Associate 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. Jessica Washington or the Reverend Jessica Washington

## ALPHA LIST—MISCELLANEOUS

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

*a cappella*

accessible (not handicapped accessible). Samuel Phillips Hall is accessible. *The term “accessible” means in compliance with the Federal accessibility guidelines. An accessible facility has no barriers.*

advisor

Af-Lat-Am Society or Af-Lat-Am (Full name: African **Latinx** American Society)

African American (*No hyphen, even when used as an adjective—unless a visiting scholar or other dignitary requests a hyphen*)

aka (also known as)

Andover-Exeter rivalry

anti-racist

athletic trainer

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

Big Blue

**Black (initial cap 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

changemaker

classmate, classroom

**co-chair, co-captain, co-director, co-president**

coed

course work

**COVID-19 is the disease caused by the new coronavirus. Distinction: COVID-19 does not spread through the air—the coronavirus spreads through the air. Avoid shortening to COVID or using lowercase Covid.**

crew, rowers, or rowing team (not “crew team”)

dormmate

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

email, ebook, ecommerce

*Finis origine pendet* (the end depends on the beginning)

fiscal year: FY23; Fiscal Year 2023 (not FY 2023)

fundraising, fundraiser

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

gray (not grey)

health care

the Hill

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

Indigenous

internet (lower case)

Knafel Map Collection

Latinx (Use this term for a multi-gender group—instead of using Latino or Latino/a.) Latino or Latina can still be used for an individual.

LGBTQ+

makerspace

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—now acceptable to mean “more than,” per Associated Press

OK (not okay)

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

postgraduate, 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

white (lowercase when referring to race)

Wi-Fi

worldview

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

**Phillips Academy**  
**BOARD OF TRUSTEES 2020–2021**

Correct as of 7-1-20. P and GP years change over time!

**Charter Trustees (16)**

Christopher S. Auguste '76, P'09, '12

Joseph Y. Bae '90, P'21, '23

Gil Caffray '71, P'20—*Treasurer*

Robert J. Campbell '66

David J. Corkins '84

Louis G. Elson '80, P'12, '15, '17

Amy C. Falls '82, P'19, '21—*President*

Stefan L. Kaluzny '84

Raynard S. Kington P'24—*Clerk of the Board*

Chien Lee '71

Gary Lee '74

Tristin Batchelder Mannion '82, P'19

Tammy Snyder Murphy '83, P'15, '17, '19

*Note: Tammy does NOT want '21 listed*

Tamara Elliott Rogers '70

Yichen Zhang '82, P'18, '20

Eric L. Zinterhofer '89, P'18, '19

**Alumni Trustees (6)**

Patricia M. Doykos '82, P'15

Daniel A. Lasman '73, P'06

Christopher J.W.B. Leggett '78

Stephen E. Matloff '91

Karen L. Sallick '83, P'14, '17

William M. Tong '91, P'24

**Emeriti Trustees (20)**

Frederick William Beinecke II '62, P'02

Stephen Bradner Burbank '64

Peter L.S. Currie '74, P'03

Edward Elliott Elson '52, P'77, '80, '83,  
GP'12, '15, '17

Richard Goodyear '59, P'80, '90, '93, '97, GP'24

Shelly D. Guyer '78

Thomas Craig Israel '62, P'94

Clinton Jansen Kendrick '61, P'93, '95

Sidney R. Knafel '48

Mollie Lupe Lasater '56, P'86

GP'17, '20, '21, '21 '24 *two in Class of '21*

William Milton Lewis Jr. '74

John DeWitt Macomber '46, P'92

E. Scott Mead '73, P'18, '18 *twins*

Elizabeth Parker Powell '56, P'84, '90, GP'19

Stephen S. Sherrill '71, P'05, '07, '10

Stanley S. Shuman '52, P'87, '88

Joshua L. Steiner '83, P'17, '19

Oscar Liu-Chien Tang '56

Barbara Corwin Timken '66

Sandra Ann Urie '70