ANDOVER EDITORIAL STYLE GUIDE

Prepared by the Office of Communication | Revised March 2022

Significant changes from the 2020 style guide are noted in red. Updated and expanded DEI guidelines begin on page 4.

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
- The Associated Press Stylebook
- The Chicago Manual of Style

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

- Grammar Girl: Quick Tips for Better Writing

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

Questions? Contact Jill Clerkin (jclerkin@andover.edu) or Nancy Hitchcock (nhitchcock@andover.edu). We are happy to help.

Many names used in this style guide are fictitious!
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PHILLIPS ACADEMY / ABBOT ACADEMY STYLE PARTICULARS

Institutional

- 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: Abbot alumnae, Abbot women. Avoid “the Abbots.”
- Be clear about Andover versus “the town of Andover.”
- The phrase is need-blind admission (not admissions).

Motto & Phrases

- Our Latin motto non sibi (not for self)—found on the Academy seal—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)—also found on the Academy seal—is always italicized.
- Youth from every quarter: This phrase, from the Academy’s constitution, needs no special punctuation in most narrative text, but it can be put in quotes for emphasis. Depending on the document or context, the punctuation/capitalization for this phrase can vary. If in doubt, confer with your colleagues or contact the Office of Communication.

Andover Leadership

- **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 this double title: Head of School Dr. Raynard S. Kington P’24 spoke at the event. Better option: Head of School Raynard S. Kington, MD, PhD, P’24, spoke at the event.
- How Dr. Kington’s business card reads: **Raynard S. Kington, MD, PhD, P’24 Head of School on the Foundation Honoring John P. Stevens Jr., Class of 1915**
- The speaker was **former interim head of school** James F. Ventre ’79 (No initial caps for former interim head of school, which is a description, not a title.)
- Former head of school John G. Palfrey P’21: Students applauded when former head of school John Palfrey P’21 returned to campus in October. (No initial caps for former head of school, which is a description, not a title.) John Palfrey P’21, 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. Amy Falls’ two daughters attended PA.
• 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 co-chair of Knowledge & Goodness: The Andover Campaign.

• Elected student leaders are called school co-presidents.

Faculty, Grade Levels & Alumni Classes

• Andover faculty 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.

• Grade levels: junior (9th-grader), lower (10th-grader), upper (11th-grader), senior (12th-grader). Note lowercase. Note “th” is not superscript.

• Capitalize each alumni class. The Andover Inn hosted a reception for the Class of 1978. He was a member of the Class of ’64.

Places & Events

• Paresky Commons on first reference; Paresky or the dining hall on second reference (not just Commons).

• Richard T. Greener Quadrangle. Cap “The” is not part of its official name. Informal: Greener Quad

• Andover-Exeter Weekend (not Andover/Exeter Weekend)

DEI GUIDELINES: WRITING WITH AWARENESS (new section)

Language—especially language around diversity, equity, and inclusion—is continually changing, in some cases very rapidly. This updated, expanded, and ever-evolving DEI section, compiled from various respected sources, provides some basic guidelines for those who write for Andover.

1. GENERAL ADVICE

• Assume a varied audience with a wide range of viewpoints and experiences.
• Strive to choose words that are accurate, respectful, and inclusive.
• Avoid terms that evaluate or might imply inferiority (or superiority), such as “low class” and “minority.”
• “Under-resourced” is a better choice than underserved, which has negative implications.
• Focus on people rather than on a method of categorization. Examples: “a student who has epilepsy” instead of a student who is an epileptic; “people without homes/houses” instead of homeless people.
• Avoid casually using expressions and words such as “tone-deaf,” “tribe,” and “spirit animal.”
• When in doubt, confer with your colleagues or use resources provided.

General resources:

• The Diversity Style Guide—created for journalists
• Inclusive Language Guide—created by the U.S. General Services Administration
• Diversity/Inclusivity Style Guide—created by the California State University system
• AP Stylebook—Associated Press guidelines
2. RACE/ETHNICITY

- Minority—avoid the term; it signifies inferiority
- Black, Asian, Native American (initial cap)
- White is lower case (per current AP style)
- Black, white: Do not use either as a singular noun. For plurals, phrasing such as Black people, white people, Black teachers, white students is preferable when clearly relevant.
- African American, Asian American—no hyphen, even when used as an adjective. Many African Americans migrated to northern cities. She enjoys Asian American literature.
- Enslaved people (not slaves)
- Indigenous: Capitalize when used to refer to original inhabitants of a place
- Latinx (gender-neutral plural)
- Be specific when possible: People of Korean descent rather than Asians; Dominicans rather than Hispanics.
- BIPOC—typically spell out on first reference (Black, Indigenous, and people of color)
- People of color: The term is acceptable in broad references to multiple races other than white: We will hire more people of color. However, many people of various races object to the term for assorted reasons, including that it lumps together into one monolithic group anyone who isn’t white.

Resources:

- Conscious Style Guide—Race, Ethnicity & Nationality
- National Association of Black Journalists
- Iowa Race and Ethnicity Style Guide

3. GENDER & GENDER IDENTITY

- Gender refers to one’s social identity; sex refers to biological characteristics.
- Nonbinary: an umbrella term for gender identities that are neither male nor female
- Cisgender: a person whose identity and gender corresponds with the sex they were assigned at birth
- Ask individuals what pronouns they use, when appropriate.
- In general, avoid he/she or son/daughter when referencing unidentified PA students. “They” or “their” have become acceptable in usage such as this: Your student should check in for registration before they return to their dorm.
- Choose gender-neutral terms, e.g., chair or chairperson instead of chairman, flight attendant instead of stewardess.

Resources:

- Genderspectrum.org
- Students & Gender Identity: A Toolkit for Schools—USC Rossier
4. LGBTQIA+ PEOPLE

- LGBTQIA+ refers to a person’s sexual orientation.
- The LGBTQIA+ initialism, typically used by the Academy at this point in time, stands for Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, Intersex, Asexual or Ally. The plus sign encompasses inclusivity.

Resources:
- GLAAD Media Reference Guide
- NLGJA—The Association of LGBTQ Journalists Stylebook

5. PEOPLE WITH DISABILITIES

- Person-first language is generally preferred:
  - “People with intellectual/physical/developmental disabilities” rather than disabled people.
  - “Individuals with mental illness” rather than the mentally ill.
  - Don’t use the term “normal” to distinguish from someone who has a disability.
- Avoid negatively charged language:
  - “Uses a wheelchair” rather than confined to a wheelchair
  - “Diagnosed with bipolar disorder” rather than suffers from bipolar disorder
  - “A person with a physical disability” rather than physically challenged
- Accessible vs. handicapped accessible: The Academy prefers to use “accessible,” which addresses the need for accessibility rather than the presence of a disability. The Addison Gallery is accessible. Samuel Phillips Hall has accessible parking. The term “accessible” means in compliance with Federal accessibility guidelines; an accessible facility has no barriers. The term “handicapped” is a legal term widely used in documents and on signs; some find the term to be insensitive. “Handi-capable” and “special needs” are still used but are considered condescending.

Resources:
- The Diversity Style Guide
- Guidelines for Nonhandicapping Language in APA Journals
- National Center on Disability and Journalism’s Style Guide
- ADA National Network—Guidelines for Writing About People with Disabilities
- National Center on Disability and Journalism (NCDJ), Arizona State University
ACADEMIC DEGREES

When using degree abbreviations, do not use periods. In most narrative text, 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.

Academic degrees are capitalized only when the full name of the degree is used, such as Bachelor of Arts or Master of Science. General references—such as bachelor’s, master’s, or doctoral degree—are not capitalized.

- She earned a BA from Grinnell College.
- He earned an MA in U.S. history from the University of Virginia.
- She earned a PhD in English literature.
- 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 the University of Chicago.
- She earned a BA degree from Howard University and an MBA from Babson College.

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—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.

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.

Reunion style: We will invite the 4s and 9s to Reunion Weekend 2024.
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 alumni 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

**Academic degrees and military designations in combination with graduation year:**

- Jesse Ehrenfeld, MD, MPH, ’96

**SUMMER SESSION & OUTREACH PROGRAMS—ALUMNI ABBREVIATIONS**

Note commas on both sides and space after program name.

- Summer Session: Susan Mulvey, SMR ’08, said...
- Yasmine Lopez, ABL ’03, said...
- Lila Lizano, PALS ’14, said...
- John Smith, (MS)² ’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

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)

*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 Oliver Wendell Holmes Library)
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 George Washington Hall and the Elson Art Center)
Gelb Science Center
George Washington Hall, G.W. (casual)
**Richard T. Greener Quadrangle; the Greener Quad**
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 (not gates, not gateway, to Abbot Academy)
The Nest. Students call PA’s makerspace The Nest.
Oliver Wendell Holmes Library, the library, the OWHL (casual)
Pan Athletic Center
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
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

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
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 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)²—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

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 text 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 section 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 text, 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
- Baltimore
- Boston
- Chicago
- Cincinnati
- Cleveland
- Dallas
- Denver
- Detroit
- Honolulu
- Houston
- Indianapolis
- Las Vegas
- Los Angeles
- Miami
- Minneapolis
- New Orleans
- New York
- Oklahoma City
- Philadelphia
- New York
- Oklahoma City
- St. Louis
- Seattle
- San Diego
- San Francisco
- San Antonio
- San Diego
- San Francisco
- St. Louis

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

- Beijing
- Berlin
- Djibouti
- Geneva
- Gibraltar
- Guatemala City
- Havana
- Hong Kong
- Jerusalem
- Kuwait City
- Luxembourg
- Macau
- Mexico City
- Monaco
- Montreal
- Moscow
- New Delhi
- Ottawa
- Paris
- Quebec City
- Rome
- San Marino
- Singapore
- Tokyo
- Toronto
- Vatican 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 Javier’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 (use hyphen when root word is three or more syllables)
• Hyphenate 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. No hyphen for coed, coeducation, cooperate, coexist, etc.)

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 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, spell out zero to nine and use numerals for the number 10 and above—until 1 million is reached. Then: 1 million; 20 million; 20,040,086 (when precision is needed); 2.7 trillion. When using numerals for an ordinal number, do not use superscript for “st,” “nd,” “rd,” or “th.”

• Fifth Reunion
• 10th Reunion
• 25th anniversary
• 43rd birthday
• 9th-grader (use numeral 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. 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.

Percentages
Always use numerals for percentages. If text is more formal, spell out “percent.” If several percentages are included in the text, you may choose to use “%.” Be consistent in the document.
- Only 9 percent of the town voted.
- The petting zoo comprises 40% rabbits, 30% kittens, and 30% puppies.

Time
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. (En dash)

Use the words noon and midnight (avoid “12 noon” or “12 midnight”).
• The event lasted from noon to midnight.
• In a list: Noon–3 p.m. Addison Open House (En dash)

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.
• The Zoom event will be held at 6 p.m. ET.

Virtual events: Use “ET” (Eastern Time Zone) year-round to refer to the time at Andover. Avoid EST and EDT, which are seasonal.

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 section).

TITLES

TITLES OF WORKS

Italicize names of:
Albums
Blogs
Book-length poems (such as Dante’s Inferno)
Books
Cartoons (comic strips)
Catalogs that go with exhibitions
CDs
Drawings
Electronic publications
Exhibitions (and their catalogs)
Major websites (e.g., Huffington Post or the Onion)

Use quotation marks for names of:
Articles
Chapters
Essays
Poems
Short stories
Songs

PROFESSIONAL TITLES

In most writing, capitalize formal titles before a name and lowercase titles after a name. In lists and on invitations, the use of initial caps for titles becomes more flexible. Be consistent within a given publication or project. First reference should include the person’s title and first and last names. Second and subsequent references are usually 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 S. 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.

**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 G. Palfrey P’21.
- The guest of honor was 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. Falls’ comments received applause.
- 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 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 inspired 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 James F. Ventre ’79 read the application.
- Associate Head of School for Equity, Inclusion, and Wellness Linda Carter Griffith spoke at All-School Meeting.
- Secretary of the Academy Thomas P. 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
9/11 is the proper way to refer to the September 11 tragedy

*a cappella*
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. Exceptions are rare.)
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
Brothers’ Field

CAMD Scholar Program (no “s”); She is a CAMD Scholar.
campuswide
chair
changemaker
classmate, classroom
co-chair, co-captain, co-director, co-president
coed (Note: a PA coed team is now called an all-gender team)
Commencement circle
coursework
COVID-19 is the disease caused by the new coronavirus. In health-care stories especially, avoid shortening to COVID or changing case to Covid.
crew, rowers, or rowing team (avoid the redundant “crew team”)
cross-country (use hyphen)
dogs—in general, do not capitalize dog breeds (goldendoodle, pit bull, German shepherd)
dormmate

Edward E. Elson Artist in Residence: She is an Edward E. Elson Artist in Residence;
e.g. means for example. (e.g., …)
 ellipses…(no spaces on either side)
email, ebook, ecommerce

*Finis origine pendet* (the end depends on the beginning)
first come, first served. The campsites are first come, first served. As adjective: The campsites are assigned on a first-come-first-serve basis
fiscal year: FY23; Fiscal Year 2023 (not FY 2023)
fundraising, fundraiser

google (lowercase as verb); Google (the company)
grey (not grey)
health care, health-care system
the Hill
HyFlex (per OIT)

i.e. means that is. (i.e., ...)
Indigenous
internet (lower case)

Knafel Map Collection

Latinx
LGBTQIA+
livestream, livestreaming

makerspace
master class
master's degree
mid-'70s, mid-October
military titles/abbreviations: Tricky! The Associated Press Stylebook is best resource.
Millennials
mini reunion
multidisciplinary, interdisciplinary
multimedia

need-blind admission
The Nest makerspace
nonfiction, nonprofit

non sibi (not for self)

over—acceptable to mean “more than"
OK (not okay)

percent (always use numeral: 6 percent or 6%)
postgraduate, postdoc, postdoctoral, postseason
premed

RSVP
reunion, 25th Reunion
resume (no accents)
Rev. Jessica Washington or the Reverend Jessica Washington

Sam Phil
schoolwide
start up (v.), startup (n. and adj.)

T-shirt
teammate
teenage, teenager (not teen-aged)
theatre (live entertainment venue); theater (movies, warfare venue)
toward
Trustee Weekend

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

vaxxed

web, website, web pages, webcast
well-being
white (lowercase when referring to race)
Wi-Fi
worldview

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