

When referencing the Harvard community

All faculty, staff, students and other members of the Harvard community

...

Seems grad students, postdocs and researchers feel left out.

Larry Bacow, incoming president to start July 1, 2018.

Larry Bacow is his preference.

Drew Faust we do not use Gilpin

President *Emerita* Drew Faust

***New changes**

First years ... our reference for freshmen.

First-year move-in day

Names and Titles

<https://www.harvard.edu/about-harvard/harvards-leadership/officers-and-deans>

Harvard Graduate School of Design **School**

Mohsen Mostafavi, Alexander and Victoria Wiley Professor of Design,

Harvard Graduate School of Education

Bridget Terry Long

Harvard John A. Paulson School of Engineering and Applied Sciences

[Frank J. Doyle](#) III, John A. Paulson Dean, Harvard John A. Paulson School of Engineering and Applied Sciences; John A. & Elizabeth S. Armstrong Professor of Engineering & Applied Sciences

SEAS in second reference until they decide otherwise.

Harvard College

Rakesh Khurana, Danoff Dean of Harvard College, Marvin Bower Professor of Leadership Development, professor of sociology and faculty dean of Cabot House

Faculty of Arts and Sciences

Claudine Gay, Edgerley Family Dean of the Faculty of Arts and Sciences, is the founding chair of [Harvard's Inequality in America Initiative](#))

(former FAS Dean) Michael D. Smith, John H. Finley Jr. Professor of Engineering and Applied Sciences.

Harvard Business School

Dean [Nitin Nohria](#)

Harvard T.H. Chan School of Public Health

Dean [Michelle A. Williams](#), S.M. '88, Sc.D. '91, Since 2011, Williams has been the Stephen B. Kay Family Professor of Public Health and chair of the Epidemiology Department at the Harvard Chan School.

Harvard School of Dental Medicine

R. Bruce Donoff, dean of the School of Dental Medicine and Walter C. Guralnick Distinguished Professor of Oral and Maxillofacial Surgery

Harvard Medical School

Dean **George Q. Daley**

Harvard Kennedy School

Dean **Douglas W. Elmendorf**, A.M. '85, Ph.D. '89, a leading economist and former Harvard faculty member who recently concluded his service as the highly regarded director of the [U.S. Congressional Budget Office](#) (CBO), will become the

next dean of Harvard's [John F. Kennedy School of Government](#), starting in January.

Harvard Law School

John F. Manning, the Bruce Bromley Professor of Law and deputy dean at [Harvard Law School](#) (HLS),

Radcliffe Institute for Advanced Study

Dean Tomika Brown-Nagin

Brown-Nagin is the Daniel P.S. Paul Professor of Constitutional Law at [Harvard Law School](#) (HLS), a history professor in [Harvard's Faculty of Arts and Sciences](#) (FAS), and faculty director of the [Charles Hamilton Houston Institute for Race and Justice](#).

Graduate School of Arts and Sciences

Emma Dench

McLean Professor of Ancient and Modern History and of the Classics at Harvard

Harvard Continuing Education and Extension School

Dean Huntington D. Lambert

Diane Paulus, the A.R.T.'s Terrie and Bradley Bloom Artistic Director

Muhammad Islam's prophet.

A

academic degrees See degrees.

academic degrees (when thinking GSAS)

1. Students get an M.A., M.S., Ph.D., or a joint M.D./Ph.D. or J.D./Ph.D.
2. Students are either in a master's program or in a Ph.D. program at GSAS. (GSAS is

the only School to issue a Ph.D., although it could be a joint degree, so check.)

We also have Dr.P.H., which is a doctorate in public health,

Examples:

Jim Smith '22 (this denotes he is a graduate of Harvard College Class of 2022); Jim Smith, Ph.D. '22 (not comma after his name -- 99.9 percent of Ph.D. students are graduates of the Graduate School of Arts and Sciences ...)

“Sally, an M.D/Ph.D. student at the Graduate School of Arts and Sciences and Harvard Medical School, loves muffins.”

“Ann is an applied physics student in the master’s program at Harvard’s Graduate School of Arts and Sciences.”

“As a student in the Ph.D. program at the Graduate School of Arts and Sciences, Philomena utilizes the tools of chemistry to change lead into gold.”

“...Harvard Schools have introduced three new master’s degree programs: biomedical informatics at Harvard Medical School (**which also offers a Ph.D. program**)...”

highlighted my changes – does your style use MA instead of AM? Because we offer AM, SM, and ME for the master’s programs.

Here are the interfaculty programs (they are not JOINT degrees, students are enrolled in and receive their degrees from GSAS, but work with faculty at those Schools). I may have missed one, but good god I’ve been at work too long today...

Thanks for your patience with me...

Ann.

Architecture, Landscape Architecture, and Urban Planning	GSD
Biological Sciences in Dental Medicine	HSDM
Biological Sciences in Public Health	HSPH
Biophysics	HMS

Biostatistics	SPH	
Business Administration		HBS
Business Economics		HBS
Chemical Biology	HMS	
Education	GSE	
Health Policy	HMS, SPH, HKS, HBS, HLS	
Organizational Behavior		HBS
Political Economy and Government		HKS
Population Health Sciences		HSPH
Public Policy	HKS	
Religion	HDS	
Social Policy	HKS	
Systems Biology	HMS	

Medical Sciences HMS through DMS

Bioinformatics and Integrative Genomics

Biological and Biomedical Sciences

Immunology

Neuroscience

Speech and Hearing Bioscience and Technology

Virology

academic departments The English Department, the History Department. Contrary to AP style, we uppercase departments: Professor Sherry Marker works in the Physics Department. Professor Sherry Marker works in the Physics and Music departments. But she prefers the former department.

act Capitalize when part of the name for pending or implemented legislation: the Taft-Hartley Act.

act numbers Use Arabic figures and capitalize act: Act 1; Act 2, Scene 2. But the first act, the second act.

addresses 77 Ave. Louis Pasteur; abbreviate Ave., St., Blvd. if a street number precedes the name of the street. Otherwise you'd spell it out. (Sometimes Mass Avenue becomes a local

exception.)

ad-lib (n., v., adj.)

administrator Never abbreviate. Capitalize when used as a formal title before a name: Web Administrator Jane Doe has a busy workday.

Admissions Office Uppercase.

admitted, accepted Means the same thing as far as the Admissions Office is concerned.

advanced placement courses No caps, no hyphen.

adverse, averse Adverse means unfavorable: Jane predicted adverse weather. Averse means reluctant: Cindy is averse to change.

adviser Not advisor.

affiliated housing Lowercase, this was changed in 2011 -- but 10 to 1, you'll still see it uppercase.

African-American Use a hyphen in all instances unless a department or center does not. (Note: Department of African and African American Studies does NOT use a hyphen.)

after No hyphen after this prefix when it forms a noun: aftereffect, afterthought. Follow it with a hyphen when it forms a compound modifier: after-dinner drink, after-school program (but preschool).

after-school (adj.) Use hyphen.

afterward Not afterwards.

A.D., B.C. AP and Gazette style use these as opposed to C.E. or B.C.E.

ages Always use figures: Carol is 47 years old. She has a 4-year-old cat.

aka No spacing; is an exception to Webster's.

al-Qaida This has been adopted as AP style and noted for future 9/11 coverage. In the past we used al-Qaeda. (So this spelling will be needed when searching for tags in older stories.)

a historic -- Not an historic

Ann Radcliffe Trust Uppercase.

approximately Not "about": Cathy had come up with approximately 2,000 excuses for why the clown wasn't smiling in the photo.

archaeology Note "ae" unless it is a formal name or title that spells it archeology ... and even then you need to triple check it.

area codes Include them with all telephone numbers: Call 617.495.2222.

Arnold Arboretum Uppercase Arboretum in second reference.

Arts First Capitalize only the first letters: Jessica and Dave performed at Arts First. There is a new logo as of 2011.

Athletics director -- The named titled after the director's name is -- John D. Nichols '53
Family Director of Athletics

average of The phrase takes a plural verb: An average of 100 new jobs are created daily.

B

Baccalaureate Service - Caps.

backyard: One word in all uses.

Bauer Laboratory The Bauer Laboratory, built in 2002 as the home of the Bauer Center for Genomics Research, links the Naito Laboratory and the Sherman Fairchild Biochemistry building on Harvard's Cambridge campus.

BC May use on second reference to Boston College. Boston College doesn't use periods on its website.

Berkman Center for Internet & Society Use the & as it appears on their website and not "and."

Beth Israel Deaconess Medical Center (BIDMC) Harvard affiliate.

best-seller Hyphenate in all references. (updated AP)

Bill & Melinda Gates Foundation They use the & instead of and.

black-and-blue

black-and-white (adj.); **black and white** It was a black-and-white photograph. The movie was in black and white.

bi In general no hyphen: bifocal, bimonthly, biannual.

Bible Belt Birmingham, Ala., is in the Bible Belt.

blog as in weblog

board of directors, board of trustees Always lowercase.

Board of Overseers Uppercase. Overseers also uppercase -- per Harvard style.

book signing Two words, no hyphen.

Boston Children's Hospital -- (name changed in 2012 from Children's Hospital Boston)
Second reference is Boston Children's Harvard affiliate.

Boston mayor -- First reference Boston Mayor Martin J. Walsh, second Walsh

Brigham and Women's Hospital (BWH)

brothers Abbreviate as Bros. in formal company names: Warner Bros.

BU May use on second reference to Boston University. No periods, which is how it appears on their website.

bylines Online I think we can usually spell out the affiliation without it running over to two lines. If not, use the appropriate abbreviation. Include Communications unless otherwise requested, such as:

Director and editor: Ned Brown/Harvard file video

Video by SEAS

Director and editor: Ned Brown; cinematographer: Kai-Jae Wang/Harvard Staff

Sue McGreevey prefers Massachusetts General Hospital Public Affairs

We are still wrestling with HPAC Harvard Public Affairs and Communications
Or using the &

Doug Gavel

Harvard Kennedy School Communications

Doug Gavel

HKS Communications

IN WORDPRESS: Please include the word “Writer” after Harvard Staff

Alvin Powell
Harvard Staff Writer

C

Cambridge Does not need to be followed by Mass., unless it’s confusing to the reader, such as if we’re writing about Oxford University, University of Cambridge, Cambridge University.

campuswide no hyphen

Canada goose Not Canadian goose.

cancel, canceled, canceling, cancellation How a certain editor’s credit cards are handled:
The Visa was canceled. The company is canceling it.

caregiver, caretaker

case study, case-study method

capitalization In general, capitalize the names of buildings, institutes, and departments: The Barker Center, the Du Bois Institute. But don’t capitalize it in second reference, when calling it the center, the department, etc. (See AP Stylebook). Also, capitalize titles BEFORE names: President Drew Faust is a Civil War scholar. “Go Crimson!” the president said.

catalog cataloged, cataloger, cataloging

cellphone Lowercase the “c” and make it one word.

cement Cement is the powder mixed with water and sand to make concrete.

Centers for Disease Control and Prevention (CDC) (see AP Stylebook)

century Lowercase, spelling out numbers less than 10: the first century, the 20th century; hyphenate when used as a compound modifier: 15th-century art.

CEO No periods.

Center for Astrophysics (CfA) Formal title is Harvard-Smithsonian Center for Astrophysics

Ceramics Studio Gets initial caps.

cha-cha, cha-chaed

chain saw Two words.

Chile The nation.

chili, chilies The peppers.

child care (n.) **child-care** (adj.) Hyphenate when used as an adjective before a noun. The child-care center needs help.

Christmas Day Init cap on Day.

city Lowercase when used in front of a city's name. The city of Boston will offer free bicycles.

city council: The Cambridge City Council talked to the reporter. The city council did not make a decision. (See AP Stylebook)

citywide

Civil Rights Movement Uppercase. When referring to the 1960s (predominately) black movement in the United States.

classics Lowercase unless the official name of the class.

class titles Uppercase name of class, and use quotation marks. June teaches “Literature 101.” (See course titles)

class year Use an apostrophe and the student’s projected graduation year: John Smith ’08 scored 13 points and had eight rebounds. The sophomore also collected three blocked shots. John Smith ’08 (left) is pictured with his teammates. Also, it’s init cap Class of 2018, etc.

CS50 – David Malan’s class. There is no space and it can be called this in first reference. David Malan’s title is Gordon McKay Professor of the Practice of Computer Science. He is no longer referred to as a senior lecturer.

co- Use a hyphen when forming nouns, adjectives, and verbs that indicate occupation or status (co-authored/ co-founder). Otherwise, no hyphen (coexist/coed).

co-chair, co-faculty dean Exception is co-Faculty Dean John and Amy Doe of Adams House. Use Faculty Dean when referencing a single Faculty Dean. Use Faculty Dean (formerly House Master) when referencing a single faculty dean. When noting a pair of faculty deans it would be Co-Faculty Deans Jane and Jim Smith of Adams House.

coach Is lowercase. It is a job description and not a title: Helping Harvard to its winning season was football coach Tim Murphy. Head coach Bill Herzog takes Notre Dame seriously.

colons When used in a headline, capitalize the word after the colon. Whitbeck: Writer, student, runway model.

commas Use the serial comma: She rides planes, trains, airplanes, and boats. Don’t use a comma before Jr. even in a named professorship: Henry Louis Gates Jr.

Commencement Uppercase specific references to Harvard's Commencement. The 367th Commencement will be held. Other related words include:

- **honorary degrees** Lowercase, but uppercase the actual degree: Doctor of Science, Doctor of Letters — even AFTER a name.
 - **Class of 1951** Uppercase Class.
 - **Class Day** Uppercase.
 - **75th Class Reunion** Uppercase (but lower case nonspecific reunions. The class reunion).
 - **procession** Lowercase. The alumni procession.
 - **Morning Exercises** Uppercase.
 - **Afternoon Program** (no longer called Afternoon Exercises -- this is when main speaker for Commencement Day gives his/her address
 - **Baccalaureate, Baccalaureate Service, Baccalaureate Address** Init caps.
 - **Class Marshals** Uppercase as a title before name. Senior Class Marshal Jim Smith.
- According to AP class's takes an apostrophe 's when a possessive. **SINGULAR COMMON NOUNS ENDING IN S: Do add "s" unless the next word begins with s: the hostess's invitation, the hostess' seat; the witness's answer, the witness' story.**

commonwealth Massachusetts is a commonwealth. The commonwealth of Massachusetts is used in formal instances. Otherwise it can be referred to as a state.

Community Gifts Through Harvard

CommuterChoice Program Note CommuterChoice is one word.

concentration We do not capitalize a concentration (Harvard's equivalent to what other colleges term a "major"): He has a concentration in economics.

conference titles In quotes: Professor Mike Jones is attending "Drawing on the Right Side of the Brain," an all-day conference at the Design School.

Core Curriculum: Uppercase when referring to the curriculum for undergrads. (Now [Harvard College](#)'s [Program in General Education](#), also referred to as Gen Ed)

Courtesy titles: Don't use Mr. Mrs. Dr. unless in a direct quote. If two people have the same last name as in Barack Obama and Michelle Obama use her first name to avoid confusion. Do not use Mrs. Page 69 of AP Stylebook

course and lecture titles Uppercase course and lecture titles and put in quotes. Professor John Doe is teaching "The Art of Guitar Playing" this semester; "Drawings in the Clouds: The Art of Palpa, Peru" will be held in Lowell House.

course pack Two words, lowercase.

course work Two words.

credits: video credits should read Video: Ned Brown and Joe Sherman/Harvard Staff; photo credits Photos (1) by Stephanie Mitchell, (2, 3) by Kris Snibbe/Harvard Staff Photographers; Photos by XXXX; Video still by XXXX

Crimson sports teams When "Crimson" is used as a name, use plural verb, and when Crimson is an adjective (Crimson basketball [team]), use singular verb. The Crimson beat BC 10 to 2. The Crimson basketball team beats BC 10 to 2.

Cum laude Italicize.

cutlines Write complete sentences. Use double quotes within a cutline: "This is a crazy caption," said Judy Smith. Smith is the lead researcher in the Physics Department.

D

Dana-Farber Cancer Institute

Danoff Dean of Harvard College New name for the Harvard College Dean.

dashes Please use — the longer dash with space before and after. Do not use – or – one.

data The data have been carefully collected. (Individual items) The data is sound. (A unit)

data set / data sets -- two words at this point (7/2014)

dates Use days of the week within a seven-day period. If the story isn't posted/published until seven days after the event has occurred the date is used. (*Note: This is up for a review over the summer 2016*)

Example: Use "today" sparingly. If it's a news announcement and the timeliness is key or it's an early-morning posting.

It was announced today that the new Gazette stylebook is to go into effect Thursday. If it is in quoted material [bracket in the day or date].

Example: And you are to assume this is posted a week after the printing.

The stylebook was printed July 23, but will not be available online until Aug. 1.

Because the daily has stories that have occurred after it comes out that morning, readers could be confused as it is probably the first time they are reading the story, hence the attention to days and dates.

For years: 1999-2000, 2011-12, from 2000 to 2001, or mid-1960s.

For full calendar years, hyphenated 2015-16 is acceptable.

datelines (See AP Stylebook, there have been updates since 2011)

day-and-a-half effort

daylight-saving time Not *savings*. Note hyphen.

dead end (n.); **dead-end** (adj.) Sally reached a dead end. Sue has a dead-end job.

dean Capitalize when used as a formal title before a name. Dean Jonathan Doe, Deans Catherine Toomey and Linda Clark. Dean of Admissions Larry King. Lowercase after the name: Jane Doe, dean of Harvard Law School, ate at Casablanca.

decades Use Arabic figures to indicate decades of history. Use an apostrophe to indicate numerals that are left out; show plurals by adding the letter “s”: the 1890s, the '90s, the mid-1930s.

decision-making, decision-maker Hyphenated.

Deep South Capitalize when referring to the region that consists of Alabama, Georgia, Louisiana, Mississippi, and South Carolina.

deet Lowercase. Name of an insect repellant, diethyltoluamide. Do not use DEET.

degrees See **academic degrees in AP Stylebook**. Basically, master’s degree, bachelor’s degree, master of science degree, bachelor of arts degree in languages. To abbreviate, use initials with periods: B.A., M.A., LL.D., M.B.A., *Ph.D., Ph.D.s, Dr.P.H. At Harvard it is A.B., S.B., A.M., S.M.

degrees C.S.S. certificate of special studies; M.Div. master of divinity; Th.M. master of theology; LL.M. bachelor of liberal arts; A.L.M. master of liberal arts; S.M. master of science; J.D. juris doctor (three-year degree); LL.M. master of laws (one-year program); LL.B. (bachelor of laws, but I don’t think it is used today); M.T.S. master of theological studies (Divinity School); doctor of theology Th.D., architecture M.Arch., M.U.P. master in urban planning; Dr.P.H. (Chan School gives this) doctorate in public health

NOTE: GSAS is the only School at Harvard to offer a Ph.D. It is inaccurate to call her “a Harvard Business School Ph.D. candidate.” There may be an interfaculty program in

business economics offered jointly by the FAS Department of Economics and HBS ... that's what you check on.

GSAS: Students get an M.A., M.S., Ph.D., or a joint tor J.D./Ph.D.; students are either in a master's program or in a Ph.D. program at GSAS.

EXAMPLES

Ann, an M.D./Ph.D. student at the Graduate School of Arts and Sciences and Harvard Medical School, loves muffins.

Ann is an applied physics student in the master's program at Harvard's Graduate School of Arts and Sciences who plans to launch her research company next summer.

As a student in the Ph.D. program at the Graduate School of Arts and Sciences, Philomena utilizes the tools of chemistry to change lead into gold.

Example of use with a name: Dana Meador, Ph.D. '05, has donated to the University. We use **Harvard-earned degrees** after names in specific incidences — such as denoting Board of Overseers election candidates; in obituaries; if it is relevant to a story's content (President Barack Obama, J.D. '91; Natalie Portman '10).

Students get an M.A., M.S., Ph.D., or a joint M.D./Ph.D. or J.D./Ph.D.

2. Students are either in a master's program or in a Ph.D. program at GSAS.

departments (See academic departments.) Uppercase. History Department.

detective Do not abbreviate. Capitalize before a name only if it is a formal rank: police Detective Frank Serpico, private detective Max Gee.

dialogue (n.)

dietitian Not dietician.

different Takes the preposition from, not than.

differ from, differ with To differ from means to be unlike. To differ with means to disagree.

dimensions Use figures and spell out inches, feet, yards, etc. Example: Justin is 5 feet 6 inches tall. The 5-foot-6-inch man. The basketball team signed a 7-footer. The rug is 9-by-12 feet or the rug is 9 feet by 12 feet, 8½-by-11-inch structure.

dining hall Lowercase. The Dunster House dining hall.

disk Use this spelling, not “disc,” for the thin, flat plate on which computer data can be stored.

dissociate Not disassociate.

distances Use figures for 10 and above and spell out one through nine. June walked four miles. June walked 10 miles. June ran 10.5 miles.

district Always spell out: The 2nd District, but identify the actual district by a numeral.

dollars Always lowercase. Use figures and the \$ sign in all except casual references or amounts without a figure. The book cost \$4. (See AP Stylebook). In headlines you may say: Donors gave a \$10M gift.

Dostoevsky One Y.

dot-com An informal description of companies that do business mainly on the internet. (per AP Style)

Douglas Melton --- Douglas Melton, who's now the Xander University Professor at Harvard University.

Down syndrome Not Down's.

Dumpster Trademark for a large metal trash bin.

E

Earth Uppercase when referring to the planet only: He hopes to move heaven and earth. The astronauts returned to Earth.

E. coli is in italics per AP and Gazette style.

edition vs. issue: When referencing a research paper being published in a journal it is “the July **issue** of Cancer Discovery, and not the July **edition**.” *see I for issue

editor in chief In general no hyphen: Editor in Chief Jim Smith.

Edmond J. Safra Center for Ethics or Harvard's Edmond J. Safra Center for Ethics
Never just Safra Center or in first reference. Lowercase center when it stands alone. In a headline you may have to shorten it, but avoid it.

-elect Always hyphenate: President-elect James Albert Smith.

ellipsis In general, treat an ellipsis as a three-letter word, constructed with three periods and two spaces (...): Good evening. ...

email Hyphen has been removed by AP

emeritus Set off in italics, no commas, capitalize when part of a professor's title. E.O. Wilson, the Pellegrino University Professor *Emeritus* at Harvard.

emerita Also italicize for female.

Evelynn M. Hammonds Use her middle initial and her full academic title if possible (the College requests it so we try). Evelynn M. Hammonds, Barbara Gutmann Rosenkrantz Professor of the History of Science and of African and African American Studies. Hammonds is the former dean of the college.

ex- Use no hyphen for words that use ex- in the sense of “out of”: excommunicate, expropriate. Hyphenate when using in the sense of former: ex-convict, ex-president.

exhibitions The name of an exhibition should appear in quotes: “City of Stone: Aleppo’s Rehabilitations.”

extra- Do not use a hyphen when extra means “outside of” unless the prefix is followed by a word beginning with “a” or a capitalized word: extralegal, extramarital. Use a hyphen when extra means more, additional: extra-base hit, extra-dry martini.

F

face to face No hyphens: Candy chose to handle the situation face to face. (see AP Stylebook)

faculty Singular. Lowercase in all instances unless referring to the Faculty Club, the Faculty of Arts and Sciences — otherwise it is Harvard College faculty chose to vote for ...

Faculty Dean - Use Faculty Dean (formerly House Master) when referencing a single faculty dean. When noting a pair of faculty deans it would be Co-Faculty Deans Jane and Jim Smith of Adams House.

fall Lowercase when referring to the season.

Fannie Mae The federal mortgages.

farmers market We use the the s’ as in Harvard Farmers’ Market, but in general use it is farmers market. (Generally, the farmers do not own the market.)

Farsi (use Persian). Farsi is the native name for Persian when referencing this particular Iranian language.

Faust Identify her as President Drew Faust in first reference. Faust in second reference. Include her named chair whenever appropriate and possible: President Drew Faust, Lincoln Professor of History in the Faculty of Arts and Sciences. Do not use Drew Gilpin Faust.

fellowship/fellows Fellows is lowercase by itself or if you are not identifying a specific fellowship. He is a fellow. Uppercase with a proper name in front of it. Mary Wozniak is a Radcliffe Fellow. Maggie is a Nieman Fellow. NOTE: Reporters should identify the specific fellowship in their stories.

The same rules apply to fellowship, as well. “There were 32 recipients of the Harvard Traveling Fellowship for 2016–17. The fellowship is an opportunity to combine advocacy, activism, and research in order to make the biggest possible impact.”

Festschrift Italic and uppercase. Collection of articles by the colleagues, former students of a noted scholar published in his or her honor.

fewer/less In general, use fewer for individual items and less for bulk or quantity.

field trip

fieldwork

first family, first lady Always lowercase.

fiscal, monetary Fiscal applies to budgetary matters. Monetary applies to money supply.

flier, flyer Flier is the preferred term for an aviator or a handbill.
Flyer is the proper name of some trains and buses: The Western Flyer.

follow up (v.); **follow-up** (n. and adj.)

foreign words Should appear in italic unless they are proper names of buildings or titles: “Some of these shantytowns, or *favelas*, are more than 100 years old.”

former Is always lowercase. But retain capitalization for a formal title used immediately before a name: former President Nixon.

Founding Fathers The members of the convention that drafted the U.S. Constitution in 1787, and/or the framers of the U.S. Constitution.

founding fathers Men who founded anything else.

fractions Spell out fractions less than 1. Two-thirds. Use the figures for 1 ½. Set up on Quark in proper font, etc. (See AP Stylebook)

Freshman Dean’s Office

full- Hyphenate when used to form compound modifiers.

full time, full-time Hyphenate when used as a compound modifier: Sally works full time. Karen has a full-time job.

fundraiser, fundraising It is one word in all references.

G

General Education courses Also call Gen Ed without periods. We have called it Harvard’s General Education curriculum, General Education courses.

genes We do not italicize gene names.

glamour Note the “u” in the noun. It was not a surprise that someone who prized glamour as

much as Sally did was a glamorous bride.

Glass Flowers Uppercase.

good will (n.); **goodwill** (adj.)

GOP, Grand Old Party First reference Republican Party, second reference GOP.

grades Spell out first through ninth: first grade, second grade. Girls in grades nine and 12 were admitted to the dance. Use a hyphen when it is “grader”: ninth-grader and 12th-grader (preschool).

graduate schools Uppercase. **NOTE: Most Schools prefer to have Harvard included ...**

Graduate School of Arts and Sciences: GSAS (an exception -- see their degree programs)

Harvard Business School: HBS

School of Dental Medicine: Dental School

Harvard Graduate School of Design: GSD; the Design School

Harvard Divinity School: HDS

Harvard Graduate School of Education: HGSE

Harvard Kennedy School (HKS)

Harvard Law School: HLS

Harvard Medical School: HMS

**** Harvard T.H. Chan School of Public Health -- Harvard Chan School, the School**

Harvard University Extension School: commonly referred to as the Extension School.

Harvard John A. Paulson School of Engineering and Applied Sciences

*In writing, speaking or other uses, first reference to the School’s name should be “Harvard T.H. Chan School of Public Health.” Subsequent, shorter references to the School’s name in a document or formal speech should be “Harvard Chan School” or “the School.” The word “the” can be used in front of the longer form of the name or not, as you choose.

groundbreaking

grown-up (n. and adj.) Per AP style, but contrary to what we did in the past.

H

Harvard-affiliated hospitals and research institutes (*make sure you note the Harvard connection in all stories*)

Beth Israel Deaconess Medical Center (BIDMC)

Brigham and Women's Hospital (BWH)

Broad Institute of Harvard and MIT

Cambridge Health Alliance

CBR Institute for Biomedical Research

Children's Hospital Boston

Dana-Farber Cancer Institute

Forsyth Institute

Harvard Pilgrim Health Care

Joslin Diabetes Center

Judge Baker Children's Center

Massachusetts Eye and Ear Infirmary

Massachusetts General Hospital (MGH)

Massachusetts Mental Health Center

McLean Hospital

Mount Auburn Hospital

The Rowland Institute at Harvard

Schepens Eye Research Institute

Spaulding Rehabilitation Hospital

Veterans Affairs Boston Healthcare System

Harvard Band Has three divisions: Wind Ensemble, Marching Band, and Jazz Band.

Harvard Corporation In all references capitalize Corporation when referring to the Harvard

Corporation ... *(again this is a Harvard rule, not traditional newspaper style.)*

Harvard Board of Overseers Ditto on this as in Corporation ... another Harvard tradition. The Overseers voted to keep Harvard Yard free of squirrels.

Harvard Campaign, The Note uppercase on The, even in running text; the campaign, lowercase, acceptable on second reference.

Harvard Innovation Labs (there is now more than one -- the Harvard Launch Lab is for alums; and the less well-known + HackLab). Despite their website, they call themselves Harvard Innovation Labs (note s); but it is still referred to i-lab in second reference.

Harvard-MIT Division of Health Sciences and Technology (HST)

Harvard Schools: Uppercase S even in second reference. The School allowed students to enter. Note that Harvard should be included in first reference if possible.

Graduate School of Arts and Sciences (GSAS) (an exception)

Harvard Business School (HBS)

Harvard School of Dental Medicine (Dental School)

Harvard Graduate School of Design (GSD), the Design School

Harvard Divinity School (HDS)

Harvard Graduate School of Education (HGSE)

Harvard Kennedy School (HKS)

Harvard Law School (HLS)

Harvard Medical School (HMS)

***Harvard School of Public Health** see below

Harvard University Extension School Commonly referred to as the Extension School

Harvard School of Engineering and Applied Sciences Note the use of Harvard, although it is often referred to as Harvard's School of Engineering and Applied Sciences (SEAS). Also note "s" in Sciences.

Harvard Art Museums (HAM) Use singular verb.

Harvard Museums of Science & Culture (note ampersand is official part of name).

<http://hmsc.harvard.edu/> The participating museums are the Harvard Museum of Natural History, Collection of Historical Scientific Instruments, the Mineralogical and Geological Museum, the Harvard Semitic Museum, the Harvard University Herbaria, the Museum of Comparative Zoology, and the Peabody Museum of Archaeology & Ethnology (they too insist on ampersand).

Harvard T.H. Chan School of Public Health: In writing, speaking or other uses, first reference to the School's name should be "Harvard T.H. Chan School of Public Health." Subsequent, shorter references to the School's name in a document or formal speech should be "Harvard Chan School" or "the School." The word "the" can be used in front of the longer form of the name or not, as you choose. FOR BYLINES: "Name, Harvard Chan Communications."

health care (n.); **health care** (adj.) No hyphen.

hearsay

hell But capitalize Hades.

high school Don't hyphenate: Did Karen graduate from high school? Jane is a high school graduate. The best high school football players are inclined to attend state universities.

high schoolers Two words, no hyphen.

high-tech Hyphenated.

Holyoke Center is now referred to as the Richard A. and Susan F. Smith Campus Center in first reference and Smith Campus Center or Smith Center in second reference.

honors thesis Lowercase.

Hourlong, hourslong Not hyphenated. Ignore Webster's.

Houses As we do Schools, we uppercase Houses. The Harvard residential Houses are: (note Faculty Dean is lowercase unless before a name)

Adams

Cabot

Currier

Dunster

Eliot

Kirkland

Leverett

Lowell

Mather

Pforzheimer

Quincy

Winthrop -- has new addition Robert M. Beren Hall

House faculty dean Uppercase before a name. House Faculty Dean John Doe, otherwise it's "The House faculty dean was rewarded for his attitude."

Hutchins Center for African and African American Research (the W.E.B Du Bois Center is a part of this ...) second reference Hutchins Center.

Humanities Center now referred to as Mahindra Humanities Center at Harvard or the Mahindra Humanities Center.

I

ID card, Harvard ID

i-lab — Harvard Innovation Labs (there is now more than one -- the Harvard Launch Lab is for alums; and the less well-known HackLab). Despite their website, they call themselves Harvard Innovation Labs (note s); but it is still referred to i-lab in second reference.

initials Use periods and no spaces. W.E.B. Du Bois Institute

initiatives If it is a named initiative, such as the South Asia Initiative (SAI), it is uppercase. If it stands alone, “the initiative was a success,” it is lowercase.

ins and outs

interim Not uppercased when used as part of a title: Harvard College interim Dean Donald Pfister.

internet Now we use lowercase and avoid “the” in front of it internet.

intranet A private network inside a company or organization.

information To tag at the end of a story. Use with all arts reviews, previews, and profile stories in which an event is open to the public: *“Beauty on the Wing: The Double Lives of Butterflies” runs through March 4 at Harvard Museum of Natural History, 26 Oxford St., Cambridge. Admission: \$6.50 adults; \$5 senior citizens and students; \$4 children 3-18; free Sundays, 9 a.m.-noon, and Wednesdays, 3-5 p.m. Call 617.496.8204.*

ISIL -- (vs. ISIS) The standard English term for this broad territory is “the Levant.” Therefore, AP’s translation of the group’s name is the Islamic State of Iraq and the Levant, or ISIL. “We believe this is the most accurate translation of the group’s name and reflects its aspirations to rule over a broad swath of the Middle East,” says John Daniszewski, AP vice president and senior managing editor for international news. 9/11/2014

issue vs. edition When referencing a research paper being published in a journal it is “the July **issue** of Cancer Discovery, and not the July **edition**.” *see E for edition

italic Use for foreign words and *emeritus*. Do NOT use for titles of TV shows, movies, newspapers, magazines, classes, lectures, etc. But DO use for end-of-story paragraphs crediting funding sources or other authors on a scientific paper.

J

jihad Per AP style.

John F. Kennedy Jr. Forum at the Harvard Kennedy School of Government. In second reference, JFK Jr. Forum. Forum would be lowercase in other references: The speech was at the forum.

John Harvard Statue Uppercase.

Johns Hopkins University No apostrophes.

Jr. Do not precede by a comma: John Doe Jr. is correct. (Same with Sr.).

judgment Not judgement.

JDRF-Juvenile Diabetes Research Foundation should NOT be spelled out – it must always be JDRF.

K

Kansas City Must use Kan., or Mo., in datelines.

Kirby William C. Kirby, T.M. Chang Professor of China Studies; Spangler Family Professor of Business Administration; director, Fairbank Center for Chinese Studies.

Knafel Center As of 2013, the name for the former Radcliffe Gymnasium.

Kriss Kringle Not Kris.

L

Lakshmi Mittal South Asia Institute Formerly the South Asia Institute.

last Use past when saying ... “in the past five years ...”

Lavietes Pavilion (Note spelling of “Pavilion”) At the Briggs Athletic Center in Allston, where the Harvard Crimson basketball team plays its home games.

Law School (HLS) Harvard Law School. Can be referred to as Law School within a story.

laws Capitalize legislative acts, but not bills: the Taft-Hartley Act, the Kennedy bill.

Learning From Performers Note the uppercase F in From.

Le Corbusier Harvard’s Carpenter Center for the Visual Arts is the only Le Corbusier-designed building in North America, completed in 1963.

LEED Leadership in Energy and Environmental Design. We have been referring to LEED in first reference with no definition.

LEED Platinum, LEED Gold Note uppercase.

letter grades A,B,C: two A’s, three B’s.

library Harvard Library, note change to singular — Library and not Libraries.

-like Do not precede this suffix by a hyphen unless the letter “l” would be tripled or the main element is a proper noun: bill-like, businesslike, lifelike, shell-like, Cambridge-like. An exception is flu-like.

Loker Commons The pub in the Loker Commons, NOT the Loker Pub. Formal reference is Cambridge Queen's Head Pub at Loker Commons.

Longwood Medical Area Includes Harvard Medical School and Harvard School of Public Health and the A is uppercase.

-ly Do not use a hyphen between adverbs ending in -ly and adjectives they modify: an easily remembered rule, a badly damaged island.

M

MacArthur Fellowship

MAC Quad Located at the Malkin Athletic Center. (See Malkin Athletic Center below)

maker One word: filmmaker, peacemaker, filmmaker, policymaker.

-making (adj.) Hyphenate: Policy-making decision, decision-making policy. (but policymaker, policymaking for nouns)

Malan, David -- David Malan's title is Gordon McKay Professor of the Practice of Computer Science. He is no longer referred to as a senior lecturer.

Malkin Athletic Center On second reference MAC, uppercase, no periods.

magazine names Capitalize the name but no quotes or ital.

Martin Luther King Jr. No comma.

Massachusetts Institute of Technology (MIT) Spell out in first reference. Use initials and no periods in second reference: MIT.

Massachusetts Use “Mass.” after names of area cities for the sake of online readers. In addresses it would be Cambridge, MA 02138.

Massachusetts Avenue Spell out in first reference. Abbreviate Ave. if a street number precedes it. If you need to use Mass. Ave. use periods (again this may vary).

Massachusetts General Hospital Can be referred to as MGH in second reference or Mass General with no period. (per MGH’s agreement)

Mass Hall Period not necessary when referring (in headline or second reference or direct quote) to Massachusetts Hall.

master’s degree, master of arts, master of science, master in public administration

Maya unless referencing the language – then it is **Mayan**

MCAS Spell out in first reference: Massachusetts Comprehensive Assessment System test.

Melton, Douglas --- Douglas Melton, who's now the Xander University Professor at Harvard University.

Michael D. Smith Include the middle initial in first reference.

middle schoolers Two words, no hyphen.

mid- No hyphen unless a capitalized word follows: mid-America, mid-Atlantic, midsemester, midterm, midsize.

midnight Do NOT use a “12” in front of it. It is part of the day that is ending, not beginning: He left at midnight.

miles per hour No periods in abbreviation: mph.

miles per gallon No periods in abbreviation: mpg.

military titles (See AP Stylebook)

million In headline use \$10M. Uppercase M for million; otherwise spell out \$10 million (you do not need to use dollars).

months Abbreviate when a date is included, otherwise spell out: Nov. 30, Feb. 14, February 2012, February is a cold month. etc. Do not abbreviate March, April, May, June, July ... ever.

movie titles Do not put in italics. Use quotation marks. Capitalize words including prepositions and conjunctions of four or more letters: "Gone With the Wind."

Mount Auburn Hospital

Mount Auburn Cemetery

Mrs. : Don't use Mr. Mrs. Dr. unless in a direct quote. If two people have the same last name as in Barack Obama and Michelle Obama use her first name to avoid confusion. Do not use Mrs. Page 69 of AP Stylebook

Mt. Auburn Street

multi- Generally one word, no hyphen (multiethnic, multifith). Multi-day is referenced in AP.

N

Naval Reserve Officers Training Corps (NROTC) Note there is no apostrophe after Officers' as there is in ROTC.

net ?? As in internet. Capitalize it until further notice. But to be honest, I wouldn't use Net as it puts you in the Aqua Net era ... as in hairspray.

Net Price Calculator -- uppercase no hyphen, no "quote marks"

<https://college.harvard.edu/financial-aid/net-price-calculator>

newspaper names Capitalize "the" in a newspaper's name if that is the way the publication prefers to be known. The New York Times. Do NOT italicize newspaper names. Do NOT put within quotation marks: I often read The New York Times.

Nieman Fellow (See fellows, fellowships)

No. Use as the abbreviation for "number" in conjunction with a figure to indicate position or rank. No. 1 man, No. 3 choice, No. 1 ranked player.

Nobel laureate Lowercase the laureate.

Nobel Prize A Nobel Prize-winning scientist. He is a Nobel Prize winner. Do not capitalize the category: Nobel Prize in chemistry (for example).

non- In general no hyphen: nonprofit, noncontroversial, nontraditional. Catherine prefers a noncontroversial approach to being the chairwoman. Exceptions: non-nuclear, non-governmental organization, non-exempt (as used by Harvard).

numerals Spell out numbers one through nine and anything 10 and above gets a numeral. Ages are always in numerals. He is 21 years old. He is 4 years old. Inanimate objects that are under 10 years old are spelled out. The school is seven years old.

O

Office of Sexual Assault Prevention and Response

offline One word in all uses.

off-site

office Capitalize when it is part of an agency's formal name, otherwise lowercase. Office of Admissions. Lowercase: the office of the attorney general, the U.S. attorney's office.

Official offices at Harvard

Office of the President or President's Office (note alternative)

Office of the Assistant to the President

Office of the Provost or Provost's Office (note alternative)

Office of the University Marshal or Marshal's Office (note alternative)

Commencement Office

Harvard Public Affairs and Communications (formerly known as the Harvard News Office)

Harvard International Office (HIO)

Harvard University Library

Harvard University Health Services (HUHS – note they started including Harvard)

Office of Budget and Financial Planning

Office of Financial Services

Office for Sustainability (note “for” and not of)

Office of the Recording Secretary

Harvard Alumni Association (HAA)

University Development Office (UDO)

Office of Treasury Management

Office of the General Counsel

Office for Information Systems (OIS), Harvard University Library

Office for Sponsored Programs (OSP)

Office for Technology and Trademark Licensing

Office for the Arts at Harvard (OFA) (We started uppercasing the F.)

Office of Admissions and Financial Aid (undergraduate)

Office of Budget and Financial Planning
Office of Career Services (OCS)
Office of the Controller
Office of Cost Analysis
Office of Financial Services (HKS)
Office of Human Resources
Office of Human Resources (HKS)
Office of International Education (HGSE)
Office of the General Counsel
Office of the Secretary of FAS (FAS)
Office of Work and Family
University Information Systems (UIS)

off of The “of” is unnecessary. Karen fell off the stool.

oft Because adverb, no hyphen with following word.

OK Not okay or O.K. or o.k.

Olympics Capitalize all references to the international athletic contests. An Olympic-size pool. The Winter Olympics. The Olympic Games.

on Do not use on before a date or day of the week when its absence would not lead to confusion: The meeting will be held Monday. (See AP Stylebook)

online One word in all uses.

on-site

onstage AP has it as one word and we should do likewise.

our Don’t use.

over Generally refers to spatial relationships: The plane flew over Harvard Yard. Over “can,” at times, be used with numerals. Emily is over 12. But “more than” is better: Their salaries went up more than \$200 a week.

P

paintings In general simply capitalize and put in quote marks. Do NOT italicize. “Mona Lisa.” (See AP stylebook, composition titles)

Partners In Health Note uppercase In. This is a Harvard affiliate.

Partners HealthCare Note uppercase C and one word.

passer-by, passers-by Per AP style.

past Use past as in “the past five years” and do not use “last.”

PeopleSoft Harvard online employee program. Note uppercase “S.”

percent One word, use figures. The loan program was set at 9 percent. Do not hyphenate even as an adj. He received a 3 percent raise.

phase As in clinical trials, lowercase and use Arabic, not Roman numerals, e.g., in phase 2 of the trial; the phase-3 clinical trial.

Ph.D. Plural is Ph.D.s. Only GSAS can issue a Ph.D. ... seriously, check degrees if you don’t believe me.

Phillips Brooks House Association (PBHA) is now called Phillips Brooks House Center for Public Service and Engaged Scholarship

p.m., a.m. Avoid the redundant “10 p.m. tonight.”

police department Use Harvard University Police Department (HUPD) but do not capitalize police department in second reference. (See AP stylebook)

policymaker/policyholder/policymaking One word as noun (but policy-making with hyphen as adj.).

possessives Singular proper names ending in “s” — add apostrophe to show possessive: Kris’ dog, President Mark Francis’ program.

post- Follow Webster’s (postwar but post-mortem, but then again it’s postdoc, postdoctoral).

pre- A hyphen is used if a prefix ends in a vowel and the word that follows begins with the same vowel: pre-election, pre-eminent. Otherwise: prearrange, precook, predate, preheat, prewar.

pre-med An exception.

prize winner, prize-winning Prize winner is two words: Mary Smith was a prize winner in the Physics Department. Bill Cromie is a prize-winning science writer. Nobel Prize-winning physicist. As an aside, lowercase prize when not linked to Nobel: The peace prize was awarded Monday (Aug. 15).

Provost Treat as a title before a name, upper-case P.

punctuation (See AP stylebook punctuation chapter)

Use serial commas

Spaces on either side of dash — dash, and ellipsis ... ellipsis.

president Capitalize only as a formal title before one or more names: President Drew Faust. Presidents Washington and Lincoln. Drew Faust, president of Harvard.

Presidents Day No apostrophe.

principal investigator Term often used in science research stories. This is lowercase.

Professor Never abbreviate. Uppercase before a name. Lowercase after a name unless it is a named professorship: When Professor Lisa Smith speaks, the students listen. John Smith, professor of Tibetan studies, teaches Wednesdays. E.O. Wilson, the Pellegrino University Professor *Emeritus*, is giving a talk on ants. Do not uppercase if it is “professor of economics Jim Smith” or “economics professor Jim Smith.” (quote marks for emphasis only).

Q

Q&A, and Q&A format for the Gazette Q&A with ampersand; GAZETTE and the person’s name HYMAN — all caps.

quotations in the news Use [brackets when inserting content into a quote].

Quran is the preferred spelling. Use Koran only if preferred by a specific organization.

R

Radcliffe Institute for Advanced Study Not Studies.

race When is identification of race pertinent? (See AP Stylebook)

racket Not racquet.

rainforest One word.

raised, reared Only humans may be reared.

ranges The form: \$12 million to \$14 million. Not: \$12 to \$14 million. Also: A pay increase of 12-15 percent. Or: A pay increase of between 12 and 15 percent.

ratios Use figures and hyphens: The ratio was 2-to-1, a ratio of 2-1.

re- In general no hyphen. Exception would be if the word following it begins with the same vowel: re-elect, re-emerge, re-enact, re-engage, re-enlist. Other cases are based on meaning: recover (regain) and re-cover (cover again); reform (improve), re-create (to create again, refresh) and re-form (form again).

recision The preferred spelling is rescission.

reference works Capitalize their proper names.

résumé With accent marks. Option e and then hit the e key again.

reverend Use in place of father, minister etc. Abbreviate and uppercase before the name: The Rev. William Sloane Coffin; the Rev. Professor Peter J. Gomes. (Note: Walton prefers Professor Jonathan Walton and not the Rev.

Richard A. and Susan F. Smith Campus Center in first reference and Smith Campus Center or Smith Center in second reference.

rock 'n' roll

ROTC Acceptable in all references. Reserve Officers' Training Corps, note apostrophe. The s' is military practice. Coming first to Harvard, however, is the Naval Reserve Officers Training Corps (NROTC); note there is no apostrophe after Officers' as there is in ROTC.

S

saint Abbreviate as St. in the names of saints, cities, and other places: St. Jude; St. Paul,

Minn.; St. John's, Newfoundland; St. Lawrence Seaway.

Sanders Theatre

Satan Capitalize, but lowercase “devil.”

Scene numbers Capitalize scene when used with a figure: Scene 2; Act 2, Scene 4.

Schools Uppercase S even in second reference. The School allowed students to enter. After first mention, use acronym in parentheses: *(note some variations regarding the use of H)*

Graduate School of Arts and Sciences (GSAS)

Harvard Business School (HBS)

Harvard School of Dental Medicine (Dental School)

Harvard Graduate School of Design (GSD), the Design School

Harvard Divinity School (HDS), the Divinity School

Harvard Graduate School of Education (HGSE)

Harvard Kennedy School (HKS)

Harvard Law School (HLS)

Harvard Medical School (HMS)

Harvard School of Public Health (HSPH)

Harvard University Extension School Commonly referred to as the Extension School

Harvard John A. Paulson School of Engineering and Applied Sciences Note the use of Harvard, although it is often referred to as Harvard's School of Engineering and Applied Sciences (SEAS). Also note “s” in Sciences.

Science Center In first reference is OK.

Science Center Plaza Note init cap on plaza.

secretary of the treasury Lowercase unless before name: Robert Rubin was secretary of the treasury. Secretary of Treasury George Smith.

senior citizen Don't say "seniors" unless you mean senior in college. Stewart wants to marry a senior citizen with an AARP card.

sewage, sewerage Sewage is waste matter. Sewerage is the drainage system.

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

shuttle bus service

Silkroad Project: The Silkroad Project has rebranded and is now one word for the project only. Please continue using Silk Road Ensemble as before when referring to the performing ensemble.

sizes Use a figure. Robyn is a size 4.

Smith Center (formerly Holyoke Center) Richard A. and Susan F. Smith Campus Center in first reference and Smith Campus Center or Smith Center in second reference.

Smithsonian Institute Not Institution.

speeches Use quotation marks for their formal titles, as described in composition titles. (See AP Stylebook)

stadium Harvard Stadium, the stadium.

state names Do not spell out in text when following a city or state name, but abbreviate according to AP Stylebook, not Post Office: Al is from Fort Myers, Fla. Use the ZIP code abbreviations when doing a full address: Al Smith, 32 Green St., Fort Myers, FL 03333.

Sync One is in sync, not in synch.

T

The Forum at Harvard School of Public Health In second reference it is just the forum. Note the uppercase The.

teaching hospitals Please identify Harvard's teaching hospitals in stories. Harvard-affiliated Massachusetts General Hospital or Harvard researchers at Massachusetts General Hospital

teaching hospitals include: Dana-Farber Cancer Institute, Massachusetts General Hospital, Beth Israel Deaconess Medical Center, Brigham and Women's Hospital, Children's Hospital Boston, Forsyth Institute, Joslin Diabetes Center, Judge Baker Children's Center, Massachusetts Eye and Ear Infirmary, McLean Hospital, Mount Auburn Hospital, Schepens Eye Research Institute, Spaulding Rehabilitation Hospital, Veterans Affairs Boston Healthcare System.

tea party Lowercase when referring to the conservative political party. This is the accepted style in mainstream media.

teenager Don't use teenaged.

telephone numbers 617.495.1585. Always include the area code. If phone number is noted in parenthetical: (617.495.1585).

television stations Ch. 4, WBZ (CBS); Ch. 5, WCVB (ABC); Ch. 7, WHDH (NBC); Ch. 25, WFXT (Fox); Ch. 38, WSBK (UPN); Ch. 56, WLVI (WB); Ch. 2, WGBH (PBS).

Tercentenary Theatre Until we hear otherwise, all theaters on campus are "re" except the American Repertory Theater and Zero Arrow Theater.

tenfold, twofold, threefold

theater spell “er” unless a proper name that requires “re.”

The Harvard Campaign Note uppercase on The, even in running text; the campaign, lowercase, acceptable on second reference.

The Inn at Harvard

then-president Uppercase before a name: During the speech then-President Neil L. Rudenstine said hello to all.

3-D Use this and not 3D, three-D, or three-dimensional unless otherwise noted. **But** two-dimensional.

till For until not ’til.

time, date, place 3 p.m., Wednesday (Aug. 23), Sanders Theatre.

titled NOT entitled. You are entitled to a fair trial. The book is titled “Gone With the Wind.”

titles See composition in AP Stylebook, but in general ...

Museum exhibits in quotes.

Song titles, CD/album names in quotes.

Titles of symposiums and conferences in quotes.

Book titles in quotes: “Edward Steichen: A Biography” (Harvard University Press, 2000).

People’s titles:

Capitalize titles before a name, but lowercase after (Professor of Pediatrics Jonathan Joseph is researching kidney failure; Jonathan Joseph, professor of pediatrics, is researching kidney failure; “We are closing in on a cure,” the professor said.

Make sure the title is in fact a title and NOT a job description, i.e. Harvard baseball coach Ryan Murphy.

Named professorships are capped even following the person's name: Barbara Grosz, Higgins Professor of Natural Sciences, has stepped down as dean of the Radcliffe Institute for Advanced Study.

In subsequent citations, use the individual's last name only (i.e. Grosz said; NOT Professor Grosz said).

Don't use Dr. or M.D. before or after a name.

tomorrow Do not use tomorrow nor yesterday (although this has become loose as we publish daily).

toward Not "towards."

trans- transcontinental, transmigrate, trans-Atlantic.

Type 1 diabetes and Type 2 note uppercase T ... a 2016 AP change

T-shirt Uppercase T

U

underway Contrary to AP style, we have succumbed to general use and made it one word.

university Capitalize when referring to Harvard University. The University accepts students from around the world.

University-wide Hyphenate.

universities with branch Set off branch city with commas: The University of California, Santa Barbara, has many students.

United Nations Use periods: U.N.

United States You can now abbreviate as noun or adjective – U.S.

unions Harvard Union of Clerical and Technical Workers (HUCTW).

upperclassmen One word, lowercase.

upstate Always lowercase: upstate New York.

V

verb agreements One of five girls experiences an illness. Twenty percent of the population experiences an illness. Twenty percent of populations experience the measles at some point.

Percents take a singular verb when standing alone or when a singular word follows an *of* construction (of the population); they take a plural verb when a plural word follows an *of* construction (of populations).

versus Spell out in ordinary speech. Abbreviate in short expressions: The issue of overtime vs. no overtime is ongoing. For court cases, use v: Roe v. Wade.

Veterans Day No apostrophe.

vice president Do not hyphenate.

Vietnam

W

Walsh -- Boston mayor First reference Boston Mayor Martin J. Walsh, second reference

Walsh

Washington, D.C., Use commas around D.C.

W.E.B. Du Bois Institute for African and African American Research Note that Du Bois is two words. Commonly referred to as Du Bois Institute. (See Hutchins Center)

web is now lowercase per AP Style. short form of World Wide Web, which is a service or set of standards that enables the publishing of multimedia documents on the internet.

website A location on the web. Lowercase, one word.

web page Two words, web is lowercase.

webcam Lowercase, one word.

webcast Lowercase, one word.

webmaster Lowercase, one word.

web scraping (also termed Screen Scraping, web Data Extraction, web Harvesting etc.) is a technique employed to extract large amounts of data from websites whereby the data is extracted and saved to a local file in your computer or to a database in table (spreadsheet) format.

western Capitalize for the film or book genre and in reference to the continents of North and South America and Europe (Western diet, Western-style school). She watched a Western in western Massachusetts. Otherwise, lowercase (western winds, country western music).

wide- Usually hyphenated: wide-angle, wide-awake, wide-brimmed.

-wide No hyphen: citywide, countrywide, industrywide, statewide, but University-wide when

the “u” is uppercase.

-wise No hyphen: clockwise, lengthwise, otherwise.

work study Two words.

workday One word.

workforce One word, per AP.

workout (training session).

World Wide Web

worship, worshipped, worshipper

X, Y, Z

X-ray

Yard As in Harvard Yard: The Yard is full of students today.

years Use an “s” without an apostrophe: the 1900s. Class years, Class of ’44, we still assume it is 1944. Gets trickier when you say Class of ’10 as one assumes it is 2010 and not 1910.

zebrafish Harvard style is one word.

Zero Arrow Theater Another exception to the “re” rule (see Tercentenary Theatre).

ZIP code All caps on ZIP.

9/11

Today the Associated Press released the following Sept. 11 Style and Reference Guide, as the 10th anniversary of the 9/11 attacks is only weeks away.

airline, airlines: Capitalize airlines and airways when used as part of a proper airline name. American Airlines, United Airlines.

airport: The first name of an individual and the word international may be deleted from a formal airport name while the remainder is capitalized: John F. Kennedy International Airport, Kennedy International Airport, or Kennedy Airport.

LaGuardia Airport, O'Hare International Airport, Logan International Airport

Newark International Airport *was renamed Newark Liberty International Airport after Sept. 11.*

al-Qaida: Headed by Osama bin Laden until his death by U.S. forces in Pakistan in May 2011.

bin Laden, Osama: Use bin Laden in all second references except at the start of a sentence. It is the family preference for the last name, which is an exception to the general rule on Arabic names. He founded al-Qaida and was killed by U.S. forces in Pakistan in May 2011.

Flight 93: Acceptable in first reference for United Airlines Flight 93, which crashed near Shanksville, Pa. Include airline name and context of crash in subsequent references. Flight 93 memorial is acceptable in all references for the Flight 93 National Memorial at the crash site.

ground zero: Acceptable term for the World Trade Center site.

hijackers: The flights they hijacked, where the planes crashed, their full names, their names on second reference, and their pronunciation. Note that in Arabic, stressed syllables don't tend to be stressed hard.

American Airlines Flight 11 (World Trade Center's north tower): Mohamed Atta (Atta), moh-HAM'-ad AT'-ta; Wail Alshehri (Alshehri), WAH'-eyel ahl SHEH'-ree; Waleed M. Alshehri (Alshehri), WAH'-leed ahl SHEH'-ree; Abdulaziz Alomari (Alomari), ab-dool-ah-ZEEZ' ahl ohm-AR'-ee; Satam al-Suqami (al-Suqami), sah-TAHM' ahl soo-KAHM'-ee.

United Flight 175 (World Trade Center's south tower): Marwan al-Shehhi (al-Shehhi), mar-WAHN' ahl SHEH'-hee; Fayez Ahmed (Ahmed), FEYE'-ez AH'-med; Ahmed Alghamdi (Alghamdi), AH'-med ahl HAHM'-ed-ee; Hamza Alghamdi (Alghamdi), HAHM'-zeh ahl HAHM'-ed-ee; Mohand Alshehri (Alshehri); moh-HAHN'-ed ahl SHE'-ree.

American Airlines Flight 77 (Pentagon): Hani Hanjour (Hanjour); hah-nee han-joor; Khalid Almihdhar (Almihdhar), KHAL'-led al-meh-DAHR'; Majed Moqed (Moqed), MAH'-jed moo-KED'; Nawaf Alhamzi (Alhamzi) nuh-WEHF' ahl ham-ZEE'; Salem Alhamzi (Alhamzi), sah-LEEM' ahl ham-ZEE'.

United Airlines Flight 93 (Pennsylvania): Ziad Samir Jarrah (Jarrah), ZEYE'-ed suh-MEER' jer-RAH'; Saeed Alghamdi (Alghamdi); SAH'-eed ahl HAHM'-ed-ee; Ahmed Alhaznawi (Alhaznawi); AH'-med ahl HAS'-nuh-wee; Ahmed Alnami (Alnami), AH'-med ahl NAH'-mee.

Lower Manhattan Development Corp.: Use in first reference for the agency created to help New York recover from the Sept. 11 attacks. Rebuilding agency or the agency are acceptable in subsequent references.

9/11: Acceptable in all references to describe the attacks in the United States on Sept. 11, 2001. Not 9-11 or 911.

9/11 Commission: Acceptable in all references for the National Commission on Terrorist

Attacks Upon the United States.

1 World Trade Center: The official name of the skyscraper being built on the World Trade Center site. Formerly known as the Freedom Tower.

Pentagon: The headquarters of the Department of Defense, struck by American Airlines Flight 77. Located in Arlington, Va.

Sept. 11: The term for describing the attacks in the United States on Sept. 11, 2001. Use 2001 if needed for clarity. Also acceptable is 9/11.

Sept. 11 memorial: Acceptable in all references to the National September 11 Memorial & Museum at ground zero. Add location for clarity if story references other memorials with similar names.

twin towers: Lowercase this popular term for referring to the two tallest buildings in the World Trade Center complex. Also lowercase north tower and south tower.

victims

The Sept. 11 attacks killed nearly 3,000 people:

- 2,753 in New York. Includes three later deaths from respiratory disease that have since been linked to illnesses caused by the towers' collapse.
- 40 in Pennsylvania.
- 184 at the Pentagon.
- Total: 2,977 as of July 25, 2011.
- 2,983 names will be listed on the Sept. 11 memorial, including six who died in the 1993 World Trade Center truck bombing.

World Trade Center: Name of the seven-building complex in lower Manhattan destroyed on Sept. 11; trade center and trade center site (lowercase) are acceptable in later references. WTC or WTC site are acceptable shorthand in headlines.

A timeline of the events of Sept. 11:

8 a.m. EDT — American Airlines Flight 11, a Boeing 767 with 92 people on board, takes off from Boston's Logan International Airport for Los Angeles.

8:14 a.m. — United Airlines Flight 175, a Boeing 767 with 65 people on board, takes off from Logan for Los Angeles.

8:21 a.m. — American Airlines Flight 77, a Boeing 757 with 64 people on board, takes off from Washington Dulles International Airport for Los Angeles.

8:40 a.m. — Federal Aviation Administration notifies North American Aerospace Defense Command's Northeast Air Defense Sector about suspected hijacking of American Flight 11.

8:41 a.m. — United Airlines Flight 93, a Boeing 757 with 44 people on board, takes off from Newark International Airport for San Francisco.

8:43 a.m. — FAA notifies NORAD about suspected hijacking of United Flight 175.

8:46 a.m. — American Flight 11 crashes into north tower of World Trade Center.

9:03 a.m. — United Flight 175 crashes into south tower.

9:08 a.m. — FAA bans all takeoffs nationwide for flights going to or through its New York Center airspace.

9:21 a.m. — All bridges and tunnels into Manhattan are closed.

9:24 a.m. — FAA notifies NORAD about suspected hijacking of American Flight 77.

9:26 a.m. — FAA bans takeoffs of all civilian aircraft.

9:31 a.m. — President Bush, in Florida, calls crashes an "apparent terrorist attack on our country."

9:40 a.m. — American Flight 77 crashes into Pentagon.

9:45 a.m. — FAA orders all aircraft to land at nearest airport as soon as practical. More than 4,500 aircraft are in air at the time.

9:48 a.m. — U.S. Capitol and White House's West Wing evacuated.

9:59 a.m. — South tower of trade center collapses.

10:07 a.m. (approx.) — United Flight 93 crashes in Pennsylvania field.

10:28 a.m. — North tower of trade center collapses.

11:00 a.m. — New York Mayor Rudolph Giuliani orders evacuation of lower Manhattan.

1:04 p.m. — Bush, at Barksdale Air Force base in Louisiana, announces U.S. military on high alert worldwide.

2:51 p.m. — Navy dispatches missile destroyers to New York, Washington.

3:07 p.m. — Bush arrives at Strategic Command at Offutt Air Force Base in Nebraska.

5:25 p.m. — Empty 47-story 7 World Trade Center collapses.

