

Style Guide



St. Mary's University

S A N A N T O N I O , T E X A S

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This guide is provided as a reference to be used when writing for the various publications of St. Mary's University. The entries follow the style presented in The Associated Press Stylebook and Libel Manual. Please refer to this publication for more detailed information.

ABBREVIATIONS

Days of the Week:

- Capitalize and spell out days of the week. Do not abbreviate except when used in a tabular format.

EXAMPLES: The meeting is scheduled for Monday. Tabular: Sun, Mon, Tue, Wed, Thu, Fri, Sat (three letters, without periods, to facilitate tabular composition).

Time of Day:

- Use figures except for *noon* and *midnight*.

EXAMPLES: The event is scheduled for *noon* today. I will see him at 3:30 p.m. Guests are invited from 6 a.m. to 8 p.m. Note: The zeros in 8:00 are not used. The meeting was slated for 8 to 10 p.m. Note: Use 8 to 10 p.m., not 8-10 p.m.

Months:

- Capitalize the names of months in all uses. When month is used with a specific date, **abbreviate only** Jan., Feb., Aug., Sept., Oct., Nov. and Dec. **Spell out the rest.** When used in textual material, use abbreviations. When standing alone – as a letter heading, in posters, plaques or invitations, the months may be spelled out.



- When the month is used alone, or with a year alone, spell out. Also, when a month and a year are used together, **do not separate the two with a comma.**

EXAMPLES: Today is *June 9, 1992*. My birthday is *Jan. 3, February 1992* was a cold month. The date on the book is *Feb. 11, 1972*. He was born in *November 1991*. The conference is scheduled for late *September*. *Oct. 1, 1993*, is the wedding date. (Note: In this last example, it is correct to place a comma after the year.)

States:

- Spell out the names of the 50 states when they **stand** alone in textual material.
- In conjunction with the name of a city, town, village or military base in text or in most datelines, abbreviate the state according to the abbreviation listed in the AP entry for “state names.”
- Some major cities, and Texas cities, stand alone. Follow the list in the AP entry under “datelines.”
- The names of eight states are never abbreviated: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah. The **only** exception is on envelopes; the two-letter postal abbreviation is acceptable.
- Use *New York state* when necessary to distinguish the state from *New York City*; use *state of Washington* or *Washington state* when necessary to distinguish the state from the District of Columbia.
- District of Columbia – abbreviate as D.C. when the context requires that it be used in conjunction with *Washington*. Remember to place a comma before and after *D. C.* *The district*, rather than D.C., should be used in subsequent references.

- Be sure to place one comma between the city and the state name, and another comma after the state name, unless ending a sentence or indicating a dateline.

EXAMPLES: I want to visit *California* next year. Steve lives in *Portland, Maine*. She was traveling from *New Orleans, La., to San Antonio, Texas*, en route to her home in *Santa Fe, N.M.* *Washington, D.C.*, is a beautiful city.

Addresses:

- Abbreviate *avenue, boulevard and street* in numbered addresses. Do not abbreviate when used with the name of the street alone.

EXAMPLES: He lives on *Oak Avenue*. He lives at *702 Oak Ave*.

Company Names:

- Use *Co., Corp., Cos., Ltd. or Inc.* when a business uses these words at the end of its proper name. Do not use a comma before these abbreviations.

EXAMPLES: He works for *Ford Motor Co*. The logo is the symbol for *Dansk Factory Outlets Ltd*. *Gulf Oil Corp.* is moving.

- Spell out *corporation* or any of these other names when they occur elsewhere in the name.

EXAMPLE: *Aluminum Company of America*

After a Name:

- The use of *junior* or *senior* after a name should be abbreviated as *Jr.* and *Sr.* only with the full names of persons. Do not precede by a comma.

EXAMPLE: *John C. Smith Jr.* is his son.

- The notation *2nd* or *II* and *3rd* or *III* follow the same rule.

EXAMPLE: *John C. Smith II* is his son.

ACADEMIC DEPARTMENTS

- Use lowercase when referring to Academic departments, except when referring to formal names of departments.

EXAMPLES: the Department of English, the chemistry department, the Department of Entrepreneurial Studies, a political science major, etc.

SCHOOLS

- The formal names of schools should be capitalized.

EXAMPLES: The *School of Business and Administration* introduced the new program. The *School of Law* is home to the Sarita Kenedy East Law Library. NOTE: *St. Mary's Law School* is not the correct name. On first reference, it is the *St. Mary's University School of Law or School of Law*; on second reference, use *law school*.

SEQUENCE OF EVENTS

- The correct sequence of events (and punctuation) is time, day, date, place and room.

EXAMPLES: The meeting is scheduled for 3 *p.m. Friday, Oct. 23, in the Sarita Kenedy East Law Library, Room 201*. NOTE: Room is capitalized. Also, see the comma between each component **except** time and day.

BUILDINGS

- Capitalize and spell out the names of buildings on campus in all references. The Alumni Athletics & Convocation Center is the only building on campus that uses an ampersand in its official name.

EXAMPLES: *Albert B. Alkek Business Building, Sarita Kenedy East Law Library, John N. Reinbolt Hall, Moody Life Sciences Building, Our Lady of Lourdes Hall, the Center for Life Directions.*

COMPOSITION TITLES, HEADINGS, ETC.

- The following rules and examples apply to book titles, movie titles, play titles, poem titles, song titles, television programs and the titles of lectures, articles, speeches and works of art.
- 1. Capitalize the principal words including prepositions and conjunctions of four or more letters.
- 2. Capitalize an article - the, a, an - or words of fewer than four letters if it is the first or last word in a title.
- 3. Place quotation marks around the names of all such works except the Bible and books that are primarily catalogs of reference material, including dictionaries, almanacs, directories, journals, newsletters and handbooks. Lowercase *magazine* unless it is part of the publication's formal title.

EXAMPLES: "Gone With the Wind," "The Rise and Fall of the Third Reich,"

"The United States and Latin America: Sharing a Hemisphere,"
Webster's New World Dictionary,

St. Mary's University Community News, AlumNotes, Gold & Blue, St. Mary's University Law Journal, etc.

MORE EXAMPLES: *Harper's Magazine*, *Newsweek magazine* and *Time magazine*.

DEGREES

■ The degree, *Ph.D.*, is used after a name and set off with periods and commas on first reference. Avoid using Dr. as an abbreviation since it is reserved for physicians. The degrees, *B.A.*, *M.A.*, *J.D.*, *LL.D.*, should not follow a name; the only exceptions are *M.D.*, *S.T.D.* (doctorate of sacred theology), *Th.D.* (doctorate of theology), *D.Min.*, (doctorate of ministry) and *Ed.D.* (education doctorate) when it is necessary to distinguish from a *Ph.D.*

EXAMPLES: *Kenneth Pohlmann, Ph.D.*, spoke at the conference. *Elizabeth Bowen, M.D.*, will speak at the 1998 Lin Great Speakers Series. The Rev. *John Leies, S.M., S.T.D.*, will teach this year.

■ When using academic degrees in text, the preferred form is to avoid an abbreviation and use a phrase. Lowercase all degrees in all references.

EXAMPLES: She received her *bachelor's degree*. I will complete *my master of arts degree* in May. Mary, who has a *doctorate in counseling*, completed the proposal. John obtained a *doctoral degree* from St. Mary's University.

NUMERALS

Figures or Words:

- For ordinal numbers, spell out *first through ninth* when they indicate sequence or location. Starting with 10th use figures such as 10th and 11th.

EXAMPLES: *second base, the First Amendment, 10th place, etc.*

- Use *1st, 2nd, 3rd, 4th*, etc. when the sequence has been assigned in forming names.

EXAMPLES: *1st Ward, 7th Fleet, 1st Sgt.*, etc.

- For cardinal numbers, spell out *one through nine*; use figures for 10 and above.

EXAMPLE: She had *10* dogs, *three* cats and *30* birds.

- In regular correspondence, omit the decimal point and zeros from dollar amounts given in the sentence; round dollar amounts to the nearest dollar.

EXAMPLE: The charge for the repair is *\$125*.

Sentence Beginning:

- Spell out a numeral at the beginning of a sentence. The only exception is if the numeral identifies a calendar year. NOTE: It is better to rewrite a sentence than to begin it with a numerical expression.

EXAMPLES: Last year 4,000 students attended St. Mary's University. *Four thousand* students attend St. Mary's University. *1996* was a very good year.

Casual Uses:

- Spell out casual expressions.

EXAMPLES: Thanks a *million!* He walked a *quarter* of a mile.

ORGANIZATIONS AND INSTITUTIONS

- Capitalize the full names of proper organizations and institutions. On second reference, use lowercase.

EXAMPLES: *St. Mary's University, Center for Professional Ethics, Alumni Relations Office, St. Mary's University Faculty Senate, Board of Trustees, Student Government Association.* On second reference use the *University, the center* and the *office.*

EXCEPTIONS: A group, association or department which commissions a publication may capitalize *Association, Board or Center* on second reference when it refers to itself. Do NOT capitalize *department, office or program*.

PUNCTUATION



Ampersand:

- The ampersand (&) should be used when it is part of a company's formal name. Otherwise it should not be used in place of and, except when referring to the Alumni Athletics & Convocation Center.

Apostrophe:

- See AP entry for use with possessives.
- Plurals of letters, figures, etc. do not require an apostrophe unless needed for clarity.

EXAMPLE: Three *Bs*, two *10s*, no *ifs, ands* or *buts*. **Two exceptions:** three A's and I's (to distinguish from as and is)



Colon:

- Capitalize the first word after a colon (:) **only** if it is a proper noun or the start of a complete sentence. Colons are placed outside quotation marks unless they are part of the quotation itself



Comma:

- Use commas to separate elements in a series, but do not put a comma before the conjunction in a simple series.

EXAMPLE: The flag is red, white and blue.

- Put a comma before the concluding conjunction in a series, however, if an integral element of the series requires a conjunction.

EXAMPLE: I had orange juice, toast, and ham and eggs for breakfast.

- Always place commas inside quotation marks.



Exclamation Point:

- See AP entry for all uses.
- The exclamation point goes inside quotation marks when it is part of the quoted material; place outside when it is not part of the quoted material.



Hyphen:

- When two or more words are used to modify a noun, hyphens are used to link all the words in the compound except the adverb *very* and all adverbs that end in *ly*.

EXAMPLES: *a full-time job, a very good time, an easily remembered rule, a well-known man, a first-quarter touchdown, a fund-raising event, etc.*

- Use a hyphen to identify dual heritage for *Mexican-American, African-American and Italian-American*; do not use for *Latin American or French Canadian*.
- Use a hyphen to avoid tripled consonants and duplicated vowels.

EXAMPLES: *anti-intellectual, shell-like texture, pre-empt, etc.*

MORE EXAMPLES: He received a 10- to 20-year sentence in prison.
See the AP Stylebook for a list of anti hyphens.



Parentheses:

- Place a period outside a closing parenthesis if the material inside is not a sentence (*such as this one*).
- An independent parenthetical sentence takes a period before the closing parenthesis.

EXAMPLE: *(This material is confidential.)*

- When a phrase in parentheses might normally be a complete sentence but is dependent on the surrounding material, do not capitalize the first word or end with a period.

EXAMPLE: Style guides (*this one is an example*) are very helpful.



Quotation Marks:

- Direct quotes are used to surround the exact words of a speaker or writer when reported in a story. Commas introduce direct quotes and they also are used at the end of a direct quote when the source comes after.

EXAMPLES: “*I am not involved in the project,*” he replies. Bill said, “*She lost all my money at the casino.*” “*He believes*” she said, “*in the electoral process.*”

- Commas and periods appear inside quotation marks.
- Place question marks and exclamation marks inside the quotation marks if they belong to the quotation itself.

EXAMPLE: “*You won the game!*” cried Fred.

- Place question marks and exclamation marks outside the quotation marks if they do not belong to the quotation.

EXAMPLE: Wasn’t it you who cried “foul”?

- Use single quotes when quoting within a quote.

EXAMPLE: “And then she said, ‘*Stop*’ to the small boy.”



Semicolon:

- Semicolons tell the reader to pause more briefly than for a period but longer than for a comma.

EXAMPLES: Some teachers say that exams are harmful; but they don’t need to be.

SPORTS GUIDELINES AND STYLE

Use *All-American* when referring specifically to an individual and use *All-America* when referring to the team.

- Do not use a hyphen in *postseason and preseason*.
- Avoid the redundant *new record*.
- Use figures exclusively, placing a hyphen between the totals of the winning and losing teams.

EXAMPLES: The Reds defeated the Red Sox 4-3, the Giants scored a 12-6 football victory over the Cardinals, the golfer had a 5 on the first hole, but finished with a 2-under-par score.

TITLES

Religious Titles:

- S.M. stands for *Society of Mary (Marianists)*, which is used at the end of the name for all Marianist priests and brothers. Always separate S.M. from the name with a comma. An additional comma should come after the S.M. if the name is given in a sentence.

EXAMPLE: *Brother Charles Cummiskey, S.M., Ph.D.*

MORE EXAMPLES: *Brother Terry O'Connor, S.M.*, provided the information. He asked *Brother Charles Cummiskey, S.M., Ph.D.*, to attend the next meeting. I spoke with the *Rev. John A. Leies, S.M., S.T.D.*, yesterday.

- All other academic or religious designations should follow the S.M. and be separated with a comma.

Priests:

- Use *the* before *Rev.* for a name on first reference within a sentence. The abbreviation *Rev.* is used in textual material, but *Reverend* is acceptable when standing alone as in a letter heading/closing, in posters, plaques and invitations. When the name does not appear within a sentence, but rather by itself (as in a list), delete *the* before *Rev.*

- On second reference, use only the last name. Do not use the abbreviation *Fr.* in any reference to a priest.

EXAMPLES: *The Rev. Norbert Brockman, S.M, Ph.D.*, attended opening ceremonies. The homilist was *the Rev. Terry Weik, S.M.*
Second reference: Brockman announced the new program. List: *Rev. Norbert Brockman, S.M, Ph.D., Charles L. Cotrell, Ph.D.*

Brothers:

- Always spell out *Brother* before a name in all references. On first reference, use with the entire name; on second, use only the last name.

EXAMPLES: *Brother Terry O'Connor, S.M.*, provided the information. Second reference: I spoke with *O'Connor* this afternoon.

The abbreviations *Br.* or *Bro.* should not be used in any reference to a Brother.

Sisters:

- Always spell out *Sister* before a name in all references. On first reference, use with the entire name; on second use only the last name.

EXAMPLES: *Sister Grace Walle, F.M.I.*, visited with the students.
Second reference: I called *Walle* this morning.

- The abbreviations *Sr.* or *Sis.* should not be used in any reference to a sister.

Formal Titles:

- Capitalize formal titles when they are used immediately before one or more names. Lowercase and use commas when the title appears within a sentence.

EXAMPLES: *Vice President* Rebeckah McCoy released the financial statements. Louisa Avitua-Trevino, *registrar*, accepted my transcripts.

MORE EXAMPLES: *St. Mary's University President* Charles L. Cotrell, Ph.D., made the announcement. David P. Manuel, Ph.D., *vice president of Academic Affairs*, has visited with Dallas alumni. (NOTE: Use Cotrell's middle initial L in first reference.)

- Lowercase titles when they are used without a name.

EXAMPLE: The *dean* made the announcement.

- Formal titles that should be lowercase include titles that serve primarily as occupational descriptions.

EXAMPLES: The book was written by *astronaut* John Glenn. The honoree is *economist* Marguefite Berger, Ph.D.

Academic Titles:

- Titles such as *dean*, *professor*, *chairman*, etc. are lowercase unless they are placed before the name.

EXAMPLES: *Dean* Anthony J. Kaufmann, Ph.D., oversees the School of Science, Engineering and Technology. Anthony J. Kaufmann, Ph.D., *dean* of the School of Science, Engineering and Technology, is responsible for the engineering department.

OFFICES, CENTERS AND PROGRAMS

- Use uppercase for words that are proper nouns and adjectives.

EXAMPLES: *the Office of University Communications, the Center for Professional Ethics, the Multinational Organizational Studies Program.*

MISCELLANEOUS

Style Preferences:

administration Lowercase: the *administration, the president's administration, the governor's administration, the Bush administration.*

annual An event cannot be described as annual until it has been held in at least two successive years. **Do not use the term first annual.** Instead, note that sponsors plan to hold an event *annually.*

annual meeting Lowercase in all uses.

Army	Capitalize when referring to U.S. forces: the <i>U.S. Army</i> , <i>the Army</i> . Do not use abbreviation <i>USA</i> . Use lowercase for the forces of other nations: the <i>French army</i> .
author	A noun used for both men and women. Do not use it as a verb.
barbecue	Do not use barbeque or Bar-B-Q. The only exception is if a company uses it as its formal title, such as Bill Miller's Bar-B-Que.
broadcast	The past tense also is broadcast, not broadcasted.
call letters	Use all caps. Use hyphens to separate the type of station from the basic call letters: <i>WBZ-AM</i> , <i>WBZ-FM</i> , <i>KSAT-TV 12</i> , <i>KENS-TV 5</i> .
Catholic	<i>Use Roman Catholic Church, Roman Catholic or Roman Catholicism</i> in the first references to those who believe that the pope, as bishop of Rome, has the ultimate authority in administering an earthly organization founded by Jesus Christ. Subsequent references may be condensed to <i>Catholic Church, Catholic or Catholicism</i> .
cents	Spell out the word cents and lowercase, using numerals for amounts less than a dollar: <i>5 cents</i> , <i>12 cents</i> .

dangling modifiers Avoid modifiers that do not refer clearly and logically to some word in the sentence.

EXAMPLE: Taking our seats, the game started. (Taking does not refer to the subject, game or any other word in the sentence.)

Correct: Taking our seats, we watched the opening of the game.

directions/regions In general, lowercase north, south, northeast, northern, etc., when they indicate compass direction: Capitalize these words when they designate regions. For example: The floods in the *West* were more severe than in *the Southwest*.

each other/one another *Two people look at each other. More than two look at one another.* Either phrase may be used when the number is indefinite: *We help each other. We help one another.*

elect Always hyphenate and lowercase: President-elect Bush.

entitled Use it to mean a right to do or have something. Do not use it to mean titled. Correct: She was *entitled* to the promotion. The book was *titled*, “Gone With the Wind.”

punctuation Do not set an essential phrase off with commas.

fax	Acceptable as short version of facsimile. Avoid use as a verb.
full time/full-time	Hyphenate when used as a compound modifier: He works <i>full time</i> . She has a <i>full-time</i> job.
languages	Capitalize the proper names of languages and dialects.
local	Avoid the irrelevant use of the word: The injured were taken to a <i>local</i> hospital. Better: The injured were taken to a hospital.
long distance/long-distance	Always use a hyphen in reference to telephone calls. In other uses, hyphenate only when used as a compound modifier. For example: She traveled a <i>long distance</i> . She made a <i>long-distance</i> trip.
media	In the sense of mass communication, such as magazines, newspapers, the wire services, radio and television, the word is plural. For example: The news media are resisting attempts to limit their freedom.
miles per gallon/miles per hour	The abbreviations <i>mpg and mph</i> (no periods) are acceptable in all references.

music Capitalize, but do not use quotation marks on descriptive titles for orchestral works: *Bach's Suite No. 1 for Orchestra*; *Beethoven's Serenade for Flute, Violin and Viola*. If the instrumentation is not part of the title but is added for explanatory purposes, the names of the instruments are lowercase: *Mozart's Sinfonia Concertante in E flat major for violin and viola*. If in doubt, lowercase the names of the instruments. Use quotation marks for non-musical terms in a title: *Beethoven's "Eroica" Symphony*. If the work has a special full title, all of it is quoted: "*Symphonie Fantastique*," "*Rhapsody in Blue*."

newspaper names Capitalize *the* in a newspaper's name if that is the way the publication prefers to be known. Lowercase *the* before newspaper names if a story mentions several papers, some of which use *the* as part of the name and some of which do not. Where location is needed but is not part of the official name, use parentheses: *The Huntsville (Ala.) Times*.

page numbers Use figures and capitalize *page* when used with a figure. When a letter is appended to the figure, capitalize it, but do not use a hyphen: *Page 1*, *Page 10*, *Page 20A*. One exception: *It's a Page One* story.

percentages	Do not use the symbol %. Use numbers and spell out percent: <i>1 percent, 2.5 percent</i> (use decimals, not fractions). For amounts less than 1 percent, precede the decimal with a zero: The cost of living rose <i>0.6 percent</i> .
persons	Do not use coined words such as chairperson or spokesperson in regular text. Instead, use chairman or spokesman if referring to a man or the office in general. Use chairwoman or spokeswoman if referring to a woman.
ratios	Use figures and a hyphen: the ratio was <i>2-to-1</i> , a ratio of <i>2-to-1</i> , a <i>2-1</i> ratio. As illustrated, the word <i>to</i> should be omitted when the numbers precede the word <i>ratio</i> .
rooms	Use figures and capitalize room when used with a figure: <i>Room 2, Room 211</i> .
sizes	Use figures: <i>a size 9 dress, size 40 long, 10 -B shoes, a 34-sleeve</i> .
speeds	Use figures for amounts under 10: The car slowed to <i>7mph</i> , winds of <i>5 to 10 mph</i> , winds of <i>7 to 9 knots</i> . For distances, spell out figures below 10: <i>He drove four miles</i> .
teen, teen-ager/teen-age	Do not use teen-aged.

telephone numbers	Use figures: If extension numbers are given: <i>ext. 364</i> . For long distance numbers, use <i>(210) 436-3327</i> or <i>(800) I-LIVE-ON</i> with parentheses around the area code and a space separating it from the number.
temperatures	Use figures for all temperatures except zero. Use a word not a minus sign to indicate temperatures below zero.
theater	Use this spelling except in some proper names (Reinbolt <i>Theatre</i>).
TV	Use television instead; however, TV is acceptable as an adjective or in such constructions as cable TV. But do not normally use as a noun unless part of a quotation.
unique	It means one of a kind. Do not describe something as rather unique or most unique.
vice	Use two words: <i>vice admiral, vice chairman, vice president</i>
weights	Use figures: The baby weighed <i>9 pounds, 7 ounces</i> . She had a <i>9-pound, 7-ounce</i> boy.

years Use figures, without commas: 1986. Use an *s* without an apostrophe to indicate spans of decades or centuries: the *1890s*, the *1800s*. The use of '90s (Note: the apostrophe is needed to indicate omitted numbers) is acceptable if the century is understood.

Confusing Words:

adviser Not advisor.

already/all ready The note was *already* posted on the door. She was *all ready* to go to the party.

alright/all right *Alright* is not right (no such word): use *all right* in all cases.

alum The slang of alumna or alumnus.

alumna A girl or woman who has attended or is a graduate of a school; the plural form is alumnae.

alumnus A boy or man who has attended or is a graduate of a school; the plural form is alumni.

Alumni The plural form of alumnus, and the general term for all alumni, male and female.

assure/ensure/insure	He <i>assured</i> her that her hair looked fine. The company <i>ensures</i> your satisfaction. I want to <i>insure</i> my car.
appraise/apprise	I would like you to <i>appraise</i> this watch. He has not been <i>apprised</i> of the situation.
church	She belongs to the <i>Catholic Church</i> , but attends <i>Christ the King Church</i> .
Class of	Designation for a person who attended St. Mary's but did not receive a degree.
different	Your view is <i>different from</i> (not than) mine.
effect/affect	Summer hours had a positive <i>effect</i> on the employees. Her letter <i>affected</i> me.
farther (distance)/further	I ran <i>farther</i> than Mark. Mary was <i>further</i> ahead in her program than Steve.
fund raising (noun)/fund-raising	<i>Fund raising</i> is very important to the institution. I am working on next year's <i>fund-raising</i> campaign. <i>The fund-raising</i> banquet was a great success.

hopefully	Avoid using this word in business correspondence.
in regard to/	Incorrect expression; use <i>in regards to, as regards, concerning, etc.</i>
irregardless	Wrong. Use <i>regardless</i> .
it's/its	<i>It's</i> is a contraction for "it is" or "it has." <i>Its</i> is a possessive pronoun. <i>It's</i> the best restaurant in town. <i>Its</i> menu includes shrimp creole.
Mass	Always capitalize when referring to a church service.
more than/over	<i>More than</i> is preferred to <i>over</i> in most cases.
peruse	Avoid using this word if you mean "to read."
principal/principle	<i>The principal</i> scolded the young students. Her <i>principle</i> points were presented at the meeting.
prior to	Avoid this term if you can use "before."
site/cite	I drove him to the construction site. He will cite a verse from the poem.

stationary/stationery	The parked car was <i>stationary</i> . She drafted the love letter on scented <i>stationery</i> .
that/which	Use for references to inanimate objects and animals without a name.
who/whom	Use for references to human beings and to animals with a name.
who's/whose	<i>Who's</i> is a contraction for "who is" or "who has." <i>Whose</i> is a pronoun or a possessive pronoun adjective that means "belongs to whom." <i>Who's</i> in line for the application? <i>Whose</i> name is listed?

Computer/Internet Terms:

E-mail	Short for electronic mail. Hyphenate in all references.
HTML	An acronym for hypertext markup language.
HTTP	An acronym for hypertext transport protocol.
Home page	Two words

Internet	Capitalize in all references. The Internet is a decentralized network of host computers that are linked by high-speed lines. In later reference, <i>the Net</i> is acceptable. Internet addresses should be self-contained paragraphs at the end of a story.
online	Lowercase, one word in all uses for the computer connection term.
URL	Universal Resource Locator, the computer address of a World Wide Web page.
World Wide Web	In later references, <i>the Web</i> is acceptable. Also, <i>Web site</i> and <i>Web page</i> are two words when referring to a particular site or page. Web is always capitalized. Web addresses should be a self-contained paragraph at the end of a story.

Matching Subjects and Verbs:

- Parenthetical words coming between the subject and verb have no effect on the verb.

EXAMPLE: The *tenant*, not the landlords, *is* responsible.

- When *or* or *nor* comes between two subjects, the verb should match the subject closer to the verb.

EXAMPLE: Only one or *two* changes *are* to be made.

- The verb form should match the subject, not modifiers that come between the subject and the verb.

EXAMPLE: The *ideas* presented at the meeting *were* included in the report.

- He matches with *who*/him matches with *whom*.

EXAMPLE: *Who* shall I say is calling? Shall I say *he* is calling?
From *whom* did you get the watch? I got it from *him*.