

Delaware Valley University Editorial Style Quick Guide

Attribution/Class Year

For students and alumni: Provide the name, graduation year (or anticipated) in two-digit format, and program name.

- *“DelVal has been a great place to get hands-on experience,” said Katie Smith ’23, a biology major.*
- *“I love the beautiful campus,” said Joe Smith ’22, an English major.*
- *“I enjoy coming back to campus for Homecoming,” said Jake Smith ’09,’20 (MBA), a biology alumnus who also earned his MBA through DelVal.*

*Please note the **direction of the apostrophe** before the class year should be consistent. Use ’20, not ‘20.

Dates and Times

- When listing dates use numbers, without st, nd, rd or th.
 - *The event will be held on March 1 at 5 p.m.*
- Capitalize the names of months in all uses.
- When a month is used with a specific date, abbreviate these months (Jan., Feb., Aug., Sept., Oct., Nov. and Dec.). Always spell out the others. Spell out months when using the month alone or with a year.
- When the phrase uses only a month and year, do not separate by a comma. When the phrase refers to a month, day and year, set off the year with commas.
 - *January 2020 was a cold month.*
 - *Jan. 2, 2020 was the coldest day of the month.*
 - *His birthday party is on May 8.*

- *Feb. 14, 2021, is the target date.*
- *The event will be held on Feb. 1 at 2 p.m. in the Life Sciences Building auditorium.*
- *The event will be held on June 2 from 3 to 5 p.m. in the Levin Dining Hall.*
- On Twitter or other character-constrained media, a shorter version of the date and time is acceptable.
 - *Join us 1/18 at 4 p.m. for...*

Departments, Schools and Academic Programs

With the exception of proper nouns (English), majors and minors are always lowercase unless you are spelling out the full name of the degree (Bachelor of Science in Biology). The majors should also be capitalized in bulleted lists and headings, but not in body copy.

- *He earned a B.A. in English.*
- *She earned a B.S. in biology.*
- *He has a bachelor's degree in media and communication.*
- *She has a master's degree in counseling psychology.*
- *Bachelor of Science in Chemistry*

Follow these examples for capitalizing departments and offices:

- *Department of Biology, biology department*
- *Office of Human Resources, human resources office*
- *Department of English, English department*

Commas

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

- *The horse eats apples, bananas and carrots.*
- *She had juice, peanut butter and jelly, and an apple.*



Degrees

- Use an apostrophe in *bachelor's degree* and *master's degree*; there is no apostrophe in *associate degree*. There is no possessive in *Bachelor of Arts* or *Master of Science*.
- If using the abbreviation of degree type, use Ed.D., Ph.D., M.A., M.S., B.A., B.S., but no periods in MBA or MPP.
- When using an informal usage, use lowercase for degree type and program, except for proper nouns.
 - *A bachelor's degree in biology and a master's degree in educational leadership*
- *She is pursuing a B.S. in environmental science.*
- The exception is any word that is a proper noun (e.g., English).
- On first reference when writing about students and alumni, use degree abbreviations to designate graduate degrees and honorary degrees, but not undergraduate degrees.
 - *Amanda Smith '14 (M.S.)*
 - *Jessica Park '12, '14 (MBA)*

Name (University)

- Spell out "Delaware Valley University" on first reference
- On second reference, use "DelVal" without a space or, DVU if there is a character limit. Do not use "DelVal University," "Del Val" or any other variation of the name.

Names and Titles (People)

- For titles: Provide the name followed by a comma, then the title (lowercase) if it is after the name. If the title is before the name capitalize it.
 - *Dr. Jane Doe, a DelVal professor of biology,*
 - *DelVal Professor of Biology Dr. Jane Doe...*

Numbers

- Spell out numbers one through nine.
- Use numerals for 10 and greater.
- Always use a comma when using four or more numbers
 - 1,000
 - 10,000

Plural or Singular

- alumnus (singular), alumna (singular female), alumni (plural)
- curriculum (singular), curricula (plural)
- emeritus (singular male), emerita (singular female), emeriti (plural)
- faculty member (singular person), faculty (plural of all faculty members)

Other Tips

- Ampersands (&) should be used sparingly and only when part of an official name
- Use the word “percent” instead of the symbol % (e.g., ... by more than 30 percent) in body copy. Use the % mark only in graphs, charts and calls-to-action.
- Place commas and periods inside of quotation marks.
- Email addresses should always be lowercase
 - june.doe@delval.edu
- When using an email address (or web address) in a printed piece, remove the underline/hyperlink and, do not include www.
 - delval.edu/grad