



# North Idaho College

## **WRITER'S STYLE GUIDE**

**NIC/Education Specific Appendix**

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# A

## **advisor**

The *or* spelling is preferred over *adviser*. *Advisory* is correct. *Adviser* is preferred for media writing according to the Associated Press Stylebook.

## **alumna, alumnae, alumnus, alumni**

These are gender and number specific for describing people who once attended North Idaho College. *Alumna* is the feminine singular form. *Alumnae* is the feminine plural form. *Alumnus* is the masculine (or nongender) singular form. *Alumni* is the masculine or mixed-gender plural form. *Alum* is acceptable as the nongender, singular form.

*Example:* She is an NIC alumna. He is an NIC alumnus. Mary, Beth, and Sue are NIC alumnae. Everyone at the event was NIC alumni.

## **alumni (NIC)**

Individuals who have completed 12 or more credits at NIC are considered alumni. Graduation or degree completion is not a requirement to be noted as an alum. In publications in which alumni status is not obvious use the following forms to show class year: John Smith, a 1957 NIC graduate, received the award. The certificate was awarded to 1957 NIC graduate John Smith. When alumni status is obvious, such as in NIC Alumni Association publications, use the following format: Dean Harrison, '74, gave the keynote address. When two or more alumni are listed for the same honor, list the earliest graduate first. When two alumni are married, list the class year after each individual's name. Use parenthesis to denote a woman's maiden name.

*Example:* Tom White, '65; Bob Jones, '76; and Mary Smith, '80 participated in the event. Tom, '65, and Marge White, '66, were married in August. Mary (Cochran) Smith, '80, attended the event.

## **alumni association**

Use the NIC Alumni Association on first reference. Use the *alumni association* (lowercase) on all subsequent references.

## **ASNIC**

Use the Associated Students of North Idaho College on first reference and ASNIC on second reference.

## **associate's degree**

Always lowercase. Degrees conferred by NIC are the associate of arts degree, associate of applied science degree, and the associate of science degree.

See also **degrees** or **certificates**

# B

## **bachelor's degree (bachelor of arts degree, bachelor of science degree)**

Always lowercase.

See also **degrees**

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## **basketball**

Use these spellings for commonly used basketball terms: *backboard, baseline, field goal, foul line, foul shot, free throw, free-throw line, full-court press, goaltending, half-court pass, halftime, jump ball, jump shot, layup, man-to-man, midcourt, play off (v.), playoff (adj.), three-point shot, and three-pointers.*

*Example:* He scored 28 points in the second quarter. He hit eight three-pointers for 24 points. The 6-foot-3 center faced off against the 5-11 defender. The ballplayer was 6 foot 1 inches tall.

## **board of trustees**

Capitalize only when using the formal or full title of the organization and lowercase when referring to the board in general. The same applies to state boards.

*Example:* The North Idaho College Board of Trustees approved the minutes. The board of trustees met Monday. There are 10 board members. The board will discuss the issue. She serves on the Idaho State Board of Education.

## **booster club**

Use the *NIC Booster Club* on first reference. Use the *booster club* (lowercase) on all subsequent references.

## **box office**

The formal title is the *Boswell Hall Box Office*.

## **building names**

Formal building names should be spelled out and capitalized. Do not capitalize *the* before the name of the building. Some condensed forms are acceptable in internal publications, such as the *SUB*. The following names should be used in all college publications. Use the correct three-letter building abbreviations only in internal publications when the full name would be cumbersome, such as on campus maps.

**NIC Adult Education Center**

**NIC Bonners Ferry Center**

**Boswell Hall (Boswell Hall Schuler Performing Arts Center)** (BOS)

**Christianson Gymnasium or Christianson Gym** (GYM)

**Edminster Student Union Building** (SUB)

**Fort Sherman Museum** (FSM)

**Fort Sherman Officers' Quarters** (FSQ)

**Headwaters Complex A** (HWCA)

**Headwaters Complex B** (HWCB)

**Headwaters Complex C** (HWCC)

**Hedlund Building** (HED)

**Industrial Arts Building** (IND)

**NIC Lakeside Center** (LKC)

**Lee-Kildow Hall** (LKH)

**Lee Hall Annex** (LHA)

**McLain Hall** (MCL)

**Meyer Health and Sciences Building** (MHS)

**Molstead Library (Molstead Library's Todd Hall)** (MOL)

**NIC Ponderay Center**

**Post Hall** (PST)

**Ramsey Technical Building**

**NIC Residence Hall** (RES)

**River Building** (RVB)

**Seiter Hall** (STR)

*(Last updated January 2009)*

<b>Sherman Administration Building</b>	<b>(SHE)</b>
<b>Siebert Building</b>	<b>(SBT)</b>
<b>NIC Silver Valley Center</b>	
<b>Sunspot</b>	
<b>Timber Hall</b>	<b>(TMH)</b>
<b>Winton Hall</b>	<b>(WIN)</b>
<b>NIC Workforce Training Center</b>	<b>(WTC)</b>

# C

## **cabinet**

See **President's Cabinet**

## **campus**

Always lowercase.

## **campus wide**

Always two words.

## **catalog**

Never use *catalogue*.

## **certificates**

Always lowercase. Certificates conferred by NIC are the technical certificate and the advanced technical certificate.

See also **degrees** or **associate's degree**

## **chair**

*Chair* can be used as a verb and also as a noun with an adjective, such as *division*, for both males and females. *Chairman* and *chairwoman* are not preferred.

*Example:* She chaired the meeting. Stewart is the division chair. Committee chair Tom Adams will speak Wednesday.

## **class year**

*Freshman*, *sophomore*, *junior*, and *senior* are always lowercase. In general, the class year should be placed before the student's name. Place after the name when the description is cumbersome.

*Example:* Sophomore Julie Anderson is majoring in political science. Don Adamchak, freshman in the Diesel Technology program, earned first place at the event.

## **Coeur d'Alene**

The abbreviation is *Cd'A*.

See also **cities** in the main section

## **college**

Never capitalize when it stands alone, only when part of a formal title.

*(Last updated January 2009)*

*Example:* Many employees work at North Idaho College. He is a college employee.

### **College Senate**

Capitalize when using the entire name of the organization.

### **COMPASS Test**

This is NIC's most frequently used placement test. Use capital letters.

### **course names**

Avoid using course abbreviations and numbers unless necessary for the publication, such as the class schedule. In those instances, use the course abbreviation and number separated by a hyphen. Use only the course name in all other references. Spell out and capitalize the formal names of courses in general references. Do not capitalize the academic area if not part of a formal course name.

*Example:* He teaches Survey of Music. Survey of Music (MUS-101) is offered spring semester. They are both taking a music and history course.

### **course versus class**

Use the term *class* when referring to a group of students or the period during which such a group meets. Use *course* when referring to a body of prescribed studies constituting a curriculum or a unit of such a curriculum.

*Example:* Three members of the class were forced to retake the calculus course. The student was asked to stay after class. You can go to class, be in a class, and teach a class, but you take a course, complete a course, and drop a course.

### **coursework**

Always one word.

## **D**

### **Dean's List**

Capitalize when referring to the *NIC Dean's List*, presented at the end of each semester. Lowercase when speaking in general terms.

*Example:* He always makes the dean's list. She has been on the NIC Dean's List all four semesters.

### **degrees**

Degrees should always be lowercase and not abbreviated when used in text. When a list of personal names is used with academic degrees abbreviations can be used with no spaces between the letters. But do not use abbreviations or the full name of the degree in running text as it can be misunderstood or cumbersome. NIC confers three degrees - an associate of arts degree (A.A.), an associate of science degree (A.S.), and an associate of applied science degree (A.A.S). Refer to degrees as *a bachelor's degree* or *an associate's degree*; not as *his bachelor's degree* or *her associate's degree*. *Doctoral* is an adjective, *doctorate* is a noun. A doctoral degree isn't necessarily a Ph.D. Refer to someone as doctor only if he or she is a medical or dental doctor. Otherwise add *Ph.D.* after the person's name when relevant.

*Example:* She earned a master's degree in business administration. Most students can complete requirements for a bachelor's degree in four years. She has an associate's degree in journalism. He has a doctoral degree in physics. He earned a doctorate in 1989. Mary Wilson, Ed.D. Mike Smith, B.S.

*(Last updated January 2009)*

## **departments and offices**

The names of departments and offices should be capitalized. The word *office* and *department* should be capitalized if it is part of the formal title.

*Example:* Applications are available from the Admissions Office. She visited Admissions to get information about residency. The Math Department hosts an annual math contest each year.

*The proper names for NIC departments and offices are:*

**Admissions Office**  
**Adult Basic Education/GED**  
**Advising Services**  
**NIC Alumni Association**  
**Athletics Department**  
**Boswell Hall Box Office**  
**Business Office**  
**Campus Events and Conferencing**  
**Campus Security**  
**Career Services**  
**Center for Educational Access**  
**Center for New Directions**  
**Children's Center**  
**College Relations**  
**Community Education**  
**Computer and Office Technology**  
**Custodial Services**  
**Development Department**  
**Dining Services**  
**eLearning and Outreach**  
**Facilities Operations**  
**Financial Aid**  
**NIC Foundation Office**  
**Grounds Services**  
**Help Desk**  
**Human Resources**  
**Information Technology**  
**Institutional Effectiveness**  
**Learning Resources**  
**Mail and Copy Center**  
**Office of Instruction**  
**Outdoor Pursuits**  
**Parking Services**  
**Physical Plant**  
**President's Office**  
**Professional-Technical Education Office**  
**Recreational Sports**  
**Registrar's Office**  
**Student Activities**  
**Student Health Services**  
**Student Services**  
**Student Support Services (TRIO)**  
**Student Union/Auxiliary Services**  
**Therapeutic Counseling Services**  
**Transportation**

*(Last updated January 2009)*

**Veteran's Services  
Workforce Training Center**

See also **office, division, or program**

**divisions**

*The names of divisions as well as the word division should be capitalized. They are:*

**Business and Professional Programs Division**

**College Skills Division**

**Communications, Fine Arts, and Humanities Division**

**English and Modern Languages Division**

**Health Professions and Nursing Division**

**Math, Computer Science, and Engineering Division**

**Natural Sciences Division**

**Physical Education, Dance, and Resort Recreation Management Division**

**Social and Behavioral Sciences Division**

**Trades and Industry Division**

See also **office, department, or program**

**dorm**

*NIC Residence Hall* is the proper name of the on-campus student housing facility. Use it on first reference and the *Residence Hall* on second reference. Do not refer to it as the dorm.

**dual credit**

*Dual credit* is the general term referring to a program in which high school juniors and seniors can enroll for both high school and college credit. Not *dual enrollment*. NIC's program is called *WINGS*, an acronym for Win by Getting a Good Start. *The NIC WINGS dual credit program* is the preferred name for the NIC program.

# E

**English**

When referring to English as a language or nationality it is always capitalized, even as a course. The same rule applies to other languages, such as *French, Spanish, and Italian*.

**extensions (phone)**

Extensions should only be used when the publication is intended for an internal audience. When listing extensions, use the abbreviation *Ext*.

See also **phone numbers** in the main section

# F

## **Faculty Assembly**

Capitalize when using the entire name of the employee organization.

## **faculty**

See **staff, faculty**

## **fall**

See **seasons** in the main section

## **fall semester**

See **semesters**

## **foundation**

Use the *NIC Foundation* on first reference. Use the *foundation* (lowercase) on all subsequent references.

## **freshman**

The plural form is *freshmen*. *First-year student* may also be used.

See **class year**

# G

## **games**

Do not use a hyphen to separate teams. Hyphens are acceptable in sports publications.

*Example:* Saturday's game between NIC and the College of Southern Idaho was sold out.

See also the **sports appendix**

## **general studies programs**

General studies programs prepare students to transfer to a four-year college and may lead to an associate of arts or associate of science degree. NIC's general studies programs include:

**American Indian Studies**

**Anthropology**

**Art**

**Associate's Degree Nursing (RN)**

**Astronomy**

**Bacteriology**

**Biology/Botany/Zoology**

**Business Administration**

**Business Education**

**Chemistry**

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**Child Development**  
**Communications**  
**Computer Science**  
**Criminal Justice**  
**Education**  
**Emergency Medical Technician**  
**Engineering**  
**English**  
**Environmental Health**  
**Environmental Science**  
**Forestry/Wildlife/Range/Wildland Recreation Management**  
**Geology**  
**Graphic Design**  
**History**  
**Journalism**  
**Mathematics**  
**Medical Assistant**  
**Modern Languages**  
**Music**  
**Philosophy**  
**Physical Education**  
**Physics**  
**Political Science/Pre-Law**  
**Pre-Agriculture**  
**Pre-Medical Related Fields**  
**Pre-Physical Therapy**  
**Pre-Veterinary Medicine**  
**Psychology**  
**Social Work**  
**Sociology**  
**Theatre**

See also **professional-technical programs**

### **golf**

Use these spellings for commonly used golf terms: *birdie*, *birdies*, *bogey*, *bogeys*, *caddie*, *eagle*, *fairway*, *par*, *tee*, and *tee off*.

*Example:* He has a three handicap. The ninth hole was difficult. She won 3 and 2.

See also **sports numerals**

### **GPA**

Use this abbreviation on all references for *grade point average*. Use numerals to express GPA in publications with at least a tenth and no more than a hundredth. Be consistent in publications.

*Example:* His GPA was a 3.0 this semester. She finished the year with a 2.75 GPA.

### **graduate**

The verb *graduate* should be used in the active voice. The passive voice may be correct, but it is unnecessary. It is necessary to have *from* following the word.

*Example:* Correct—He graduated from NIC in 1975. Incorrect—He was graduated from NIC in 1975. He graduated NIC in 1975.

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# H

## **Help Desk**

List as two words, capitalized.

# I, J, K, L

## **letter grades**

Write letter grades without italics, quotation marks, or any other punctuation setting them off. Use an apostrophe after the letter for plurals.

*Example:* He earned an A in biology and B's in the rest of his classes.

## **Lewis-Clark State College**

Or *Lewis-Clark State College—Coeur d'Alene*. Use *LCSC* or *LCSC-Cd'A* on subsequent references.

# M

## **master's degree**

Always lowercase.

See also **degrees**

## **Mica Peak Exchange**

The formal title of NIC's bookstore. Do not capitalize the term *bookstore* when referring to the Mica Peak Exchange.

*Example:* That book is available at the Mica Peak Exchange. The bookstore is located on the main floor.

## **mission statement**

The phrase *mission statement* should not be capitalized unless used as a proper name, such as the *North Idaho College Mission Statement*.

The NIC Mission Statement is as follows: *North Idaho College is committed to student success, teaching excellence, and lifelong learning. As a comprehensive community college, North Idaho College provides educational opportunities that expand human potential and enhance the quality of life for the students and the communities it serves.*

*(Last updated January 2009)*

# N

## **NICAlerts**

NIC's emergency notification system based on wireless text messaging and email alerts.

## **NICMail**

NIC's free student email system. No spaces.

## **NICOnline**

No spaces.

## **NIC entities**

Always use the full formal name upon first reference. See below:

### **Associated Students of North Idaho College**

*ASNIC* is appropriate on second reference.

### **Center for New Directions**

*The center* is acceptable on second reference.

### **Emery's Restaurant**

*Emery's* is acceptable in all references.

### **Mica Peak Exchange**

*The bookstore* is acceptable on second reference. Avoid using the *NIC Bookstore*.

### **Northern Idaho Consortium for Higher Education**

*NICHE* is acceptable on second reference.

### **North Idaho College**

*NIC* is acceptable in subsequent references. Lowercase the term *college* in other references.

### **North Idaho College Adult Education Center**

Houses the NIC Adult Basic Education and GED services.

### **North Idaho College Alumni Association**

Use *NIC Alumni Association* or *alumni association* on second reference.

### **North Idaho College Booster Club**

Use *NIC Booster Club* or *booster club* on second reference.

### **North Idaho College Bonners Ferry Center**

The *NIC Bonners Ferry Center* or *the center* on second reference.

### **North Idaho College Children's Center**

The *Children's Center* on second reference.

### **North Idaho College Foundation**

*NIC Foundation* or the *foundation* in subsequent references.

### **North Idaho College Ponderay Center**

The *NIC Ponderay Center* or the *center* are acceptable on second reference.

### **North Idaho College Silver Valley Center**

The *NIC Silver Valley Center* or the *center* on second reference.

### **Outdoor Pursuits**

*Outdoor Pursuits* on every reference.

### **The Sentinel**

*The Sentinel* should not be italicized and *the* is always capitalized.

### **Workforce Training Center**

The *NIC Workforce Training Center* on first reference. The *Workforce Training Center* or the *center* are acceptable on second reference.

*(Last updated January 2009)*

## **NICHE**

Use the Northern Idaho Consortium for Higher Education on first reference and NICHE on second reference.

## **NICOnline**

Used in this format on all references.

## **Northwest Athletic Association of Community Colleges**

Write out on first reference. NWAACC is acceptable on second reference.

# **O**

## **offices**

Refer to an entity as an office only when the department itself has a formal office. The names of offices on campus are capitalized. Follow the following format:

**Admissions Office**

**Associated Students of North Idaho College Office (ASNIC Office)**

**Business Office**

**College Relations Office**

**eLearning and Outreach Office**

**Financial Aid Office**

**Human Resources Office**

**NIC Alumni Association Office**

**NIC Foundation Office**

**Office of Institutional Effectiveness**

**Office of Instruction**

**President's Office**

**Registrar's Office**

**Student Services Office**

See also **department, division, or program**

## **outreach centers**

Use *NIC Ponderay Center*, *NIC Bonners Ferry Center*, or *NIC Silver Valley Center* on first reference. The *center* is acceptable on all subsequent references.

# **P**

## **Ph.D.**

When referring to *Ph.D.* as a credit to one's title, write it in this abbreviated form. When referring to one's degree, it is preferred to use the term *doctorate* instead of *Ph.D.* Do not refer to someone with a doctorate as *Dr.* unless the person is a medical doctor.

*(Last updated January 2009)*

*Example:* He earned a doctorate in physical therapy from Yale University. Marcus White, Ph.D., was the guest lecturer for the event.

### **President's Cabinet**

Capitalize the name of this group of advisors to the president. Capitalizing the word *Cabinet* distinguishes it from the word meaning *cupboard*. However, do not use the *Cabinet* to avoid such confusion. This group typically includes the vice presidents and those who report directly to the president.

### **principal, principle**

*Principal* is an adjective or noun referring to the school district position or something of authority.  
*Principle* is a noun referring to a fundamental truth or belief.

*Example:* She is principal of Hayden Elementary. Infidelity and money are principal problems in many marriages. He decided to hold a rally to express his principles. The decision was made based on the principle of integrity.

### **professional-technical**

Always hyphenated. Capitalize professional-technical programs when referring to the official title. When referring to a general program of study or career field, it should be lowercase. *Professional-technical education* can be abbreviated *PTE*.

*Example:* She is in the NIC Welding program. He is in diesel technology.

### **professional-technical programs**

Professional-technical programs prepare students for immediate employment and may lead to an associate of applied science degree or a technical certificate. NIC's professional-technical programs include:

**Accounting Assistant**  
**Administration of Justice**  
**Administrative Assistant**  
**Automotive Technology**  
**Carpentry**  
**Carpentry Management Technology**  
**Collision Repair Technology**  
**Computer Information Technology**  
**Culinary Arts**  
**Diesel Technology**  
**Drafting and Design Technology**  
**Emergency Medical Services**  
**Heating, Ventilation, Air Conditioning, Refrigeration**  
**Law Enforcement**  
**Legal Administrative Assistant**  
**Machine Technology**  
**Maintenance Mechanic/Millwright**  
**Medical Administrative Assistant**  
**Medical Assistant**  
**Medical Billing Specialist**  
**Medical Receptionist**  
**Medical Transcriptionist**  
**Office Technology**  
**Outdoor Power/Recreational Vehicle Technology**  
**Paralegal**  
**Pharmacy Technology**

*(Last updated January 2009)*

**Practical Nursing (PN)**  
**Pre-Health Information Technology/Medical Office Transcriptionist**  
**Radiography Technology**  
**Receptionist/Office Specialist**  
**Resort/Recreation Management**  
**Welding Technology**

See also **general studies programs**

#### **programs**

Capitalize the formal titles of programs, but the word *program* should be lowercase.

See also **academic transfer programs** or **professional-technical programs**

## Q, R

#### **radiography technologists**

Graduates of the NIC Radiography Technology program become *radiography technologists*, not *radiography technicians* or *radiologists*.

#### **Really BIG Raffle**

The name of the annual fund-raiser held by the NIC Foundation. *BIG* is written in all caps.

#### **Riverbend Professional-Technical Academy**

Use on all references.

#### **room numbers and names**

Capitalize formal names of rooms on campus the same way building names are capitalized. Capitalize the word *room* only when it is part of a formal name or when it precedes a number. The room number should follow the building name.

*Example:* The group will meet at noon in the Edminster Student Union Building Lake Coeur d'Alene Room. The meeting is in Molstead Library's Todd Hall. English 102 is taught in Boswell Hall Room 166.

## S

#### **Scenic West Athletic Conference**

Write out on first reference. SWAC is acceptable on second reference.

#### **scholarship**

Capitalize only when it's part of a formal name.

*Example:* He was chosen as the recipient of the Phi Theta Kappa Scholarship. She applied for a scholarship.

*(Last updated January 2009)*

### **school names**

On first reference use the school's proper name. Abbreviations are acceptable on second reference.

*Example:* He was a student at Lake City High School and was competing against 12 other LCHS students.

### **Schuler Performing Arts Center**

The NIC Boswell Hall Schuler Performing Arts Center is the official title of the auditorium inside Boswell Hall. It should not be called the Schuler Auditorium.

See also **building names**

### **semesters**

References to semesters should be lowercase: fall semester, spring semester, and summer session.

Lowercase the names of the seasons unless they are part of a proper name or an issue of a periodical.

*Example:* Registration is now beginning for spring semester 2010. He will start at NIC in the fall.

See also **seasons** in the main section

### **The Sentinel**

The name of the NIC student newspaper. *The* should be capitalized as part of the proper name. Do not place in quotation marks or italicize.

See also **composition titles** in the main section

### **senior**

See **class year**

### **soccer**

Use these commonly used soccer terms: *exhibition game, forward, goalkeeper or goalie, midfielder, offside, penalty area or penalty box, and sideline.*

See also **sports numerals**

### **softball**

Use these spellings for commonly used softball or baseball terms: *baseline, bullpen, center field, center fielder, doubleheader, double play, fair ball, fastball, first baseman, foul ball line, foul tip, ground-rule double, home plate, home run, left-hander, line drive, line up (v.), lineup (n.), major league (n.), major-league (adj.), major-leaguer (n.), outfielder, passed ball, pinch hit (v.), pinchhit (n., adj.), pinch hitter (n.), pitchout, play off (v.), playoff (n., adj.), RBI, RBIs, rundown, shoestring catch, shortstop, slugger, squeeze play, strike, strike out, strike zone, struck out, and triple play.*

*Example:* It was the bottom of the first inning. He was out at third base. He hit 12 RBIs. The homerun in the bottom of the 10th inning led to the win. The final score was 3-7.

See also **sports numerals**

### **sophomore**

See **class year**

### **spring break**

The weeklong break in the spring should not be capitalized.

*Example:* The class was planning a trip over spring break.

**spring semester**  
See **semesters**

**sports numerals**

The same number rules that apply to general text also apply to sports writing. For numbers nine and below, spell the number out. For numbers 10 and above, use numerals. This rule applies to placings as well. The exception is scores, which should always be numerals separated by a hyphen. Also, if a statistic has a decimal, it should be represented as a numeral. Dimensions should be handled the same as in general text.

*Example:* It was the bottom of the first inning. She averaged 19 points, 11 rebounds, six assists, and 5.8 steals per game. He hit 12 RBIs. The homerun in the bottom of the 10th inning led to the win. The final score was 3-7.

See also **numerals** or **dimensions**

**staff, faculty**

Staff and faculty are both singular nouns that take singular verbs. Adding *members* to the statement makes it plural.

*Example:* The faculty met for its first time this year. Staff members must bring their ID cards to the event.

**Staff Assembly**

Capitalize when using the entire name of the employee organization.

**summer session**

See **semesters**

**syllabus**

*Syllabus* is the singular form. *Syllabi* is the plural form.

# T

**Theatre/theater**

NIC's Theatre department prefers the *-tre* spelling. Use *theater* in all other references.

# U, V

**University of Idaho**

Or *University of Idaho—Coeur d'Alene*. Use *UI* or *UI-Cd'A* on subsequent references.

**volleyball**

Use commas to separate match scores in a volleyball game.

*Example:* NIC won 15-10, 15-12, 16-14.

*(Last updated January 2009)*

See also **sports numerals**

# W

## **Week'sWorth**

Always one word when referring to NIC's weekly internal newsletter. Do not capitalize *the* if used before the title. Do not place in quotation marks or italicize.

## **work-study, Federal Work-Study program**

The adjective is always hyphenated. Lowercase unless used as a proper name.

*Example:* Work-study students must be enrolled in at least 12 credits. She was part of the Federal Work-Study program.

## **workforce**

Always one word.

## **Workforce Training Center**

Use *NIC Workforce Training Center* on first reference. The *Workforce Training Center* or *the center* are acceptable on second reference.

See also **NIC entities**

## **wrestling**

Events should be identified by weight division. It is unnecessary to include the word weight when stating a division. Dimension style applies to wrestlers and weights.

*Example:* He won in the 180-200 division. The 250-pound wrestler beat his opponent who weighed in at 275 pounds.

See also **sports numerals**

# X, Y, Z

## **XPLOR NIC**

The title of the campus visitation program for local sixth, eighth, and 10<sup>th</sup> graders is written in all capital letters.