

# NORTH IDAHO COLLEGE

*Writer's Style Guide* **Writer's Style Guide** *Writer's Style*



October 2011



**North Idaho College**



# North Idaho College

# **WRITER'S STYLE GUIDE**

(Updated October 2011)

**If you have questions that are not addressed in this style guide, contact:**

**Stacy Hudson  
(208) 769-7819  
stacy\_hudson@nic.edu**

# Using the Writer's Style Guide

The North Idaho College Writer's Style Guide was created by the NIC Communications and Marketing Department to create and maintain consistency in the college's communications. Consistency of style and the style itself reflect on the institution and help to promote consistent, effective communication.

This style guide contains guidelines formulated by the Associated Press Stylebook as well as Webster's Dictionary. Other entries are specific to NIC and were devised by the Communications and Marketing Department.

All publications of the college are subject to these guidelines. Publications include brochures, fliers, posters, webpages, and postcards as well as newsletters including the Week'sWorth, annual reports, departmental newsletters, and all other publications produced by North Idaho College. All advertisements, news releases, and other media writing including The Sentinel should adhere to the Associated Press Stylebook. If a specific topic is not covered, refer to the Associated Press Stylebook for further reference.

**If you have questions that are not addressed in this style guide, contact Public Information Coordinator Stacy Hudson in the NIC Communications and Marketing Office at (208) 769-7819 or [stacy\\_hudson@nic.edu](mailto:stacy_hudson@nic.edu).**

# A

## **academic transfer programs**

See **programs**

## **accreditation**

North Idaho College is accredited by the Northwest Commission on Colleges and Universities, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the Secretary of the U.S. Department of Education.

## **addresses**

Spell out and capitalize *avenue, boulevard, building, street, terrace*, etc. when part of an address or proper name. Don't capitalize when they stand alone or are used collectively following two or more proper names. Abbreviate *St., Ave., and Blvd.* when part of a numbered address. All similar words, *alley, drive, road*, etc., are always spelled out. Spell out and capitalize *First* through *Ninth* when used as street names and use numerals for street names *10th* and above. Capitalize and abbreviate compass directions when part of a numbered address.

*Example:* The event will be held at Edminster Student Union Building. The two students entered the building. The accident took place at the corner of First and Wall streets. She lives at 1800 N. 10th Ave. He lives on Coeur d'Alene Road.

## **Adult Basic Education**

Use *Adult Basic Education* (capitalized) on first reference. *ABE* is acceptable on second reference.

## **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**

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

**a.m.**

See **time**

**Angel**

See **MyNIC Courses**

**application for admission**

Always lowercase.

**ASNIC**

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

**associate's degree (associate of arts degree, associate of science degree, associate of applied science 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**

**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.

See also **sports numerals**

**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.

## NIC Bonners Ferry Center

See **outreach centers**

## bookstore

Always one word.

See also **Mica Peak Exchange bookstore**

## 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)

**Fort Sherman Powder Magazine** (FPM)

**Headwaters Complex A** (HWCA)

**Headwaters Complex B** (HWCB)

**Headwaters Complex D** (HWCD)

**Headwaters Complex E** (HWCE)

**Headwaters Complex F** (HWCF)

**Hedlund Building** (HED)

**Industrial Arts Building** (IND)

**Kaniksu Building**

**Lakeside Center** (LKC)

**Lee-Kildow Hall** (LKH)

**Lee Hall Annex** (LHA)

**McLain Hall** (MCL)

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

**Molstead Library** (MOL)

**NIC Ponderay Center**

**Post Hall** (PST)

**Ramsey Technical Building**

**Residence Hall** (RES)

**River Building** (RVB)

**Seiter Hall** (STR)

**Sherman Building** (SHE)

**Siebert Building** (SBT)

*(continued on Page 5)*

(building names continued from Page 4)

**NIC Silver Valley Center**

**Sunspot**

**Timber Hall**

**(TMH)**

**Welding Shop** (in Coeur d'Alene Industrial Park)

**(WEL)**

**Winton Hall**

**(WIN)**

**NIC Workforce Training Center**

**(WTC)**

**bulkhead**

The bulkhead at NIC's Yap-Keehn-Um Beach is always one word and lowercase.

# C

**cabinet**

See **President's Cabinet**

**campus**

Always lowercase.

**campus wide**

Always two words.

**NIC Catalog**

*NIC Catalog* is capitalized when used as the formal name of the publication. Lowercase when referring to *the catalog*. Never use *catalogue*.

**Center for New Directions**

*The center* is acceptable on second reference.

**certificates**

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

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

**Challenge Course**

The name of the high ropes course behind the Edminster Student Union Building.

**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.

**class schedule**

Always lowercase.

**Coeur d'Alene**

The abbreviation is *Cd'A*.

**college**

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

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

See also **North Idaho College**

**College Senate**

Capitalize when using the entire name of the organization.

**committees**

Capitalize when part of the formal name of the committee. Lowercase on other references.

*Example:* The Long Range Visioning and Planning Committee is charged with developing a new mission for the college. The committee will meet Saturday, Oct. 1.

**COMPASS Test**

This is the computerized reading, writing and math placement exam used for placement at NIC. Use capital letters.

**composition titles**

Place in quotation marks the titles of books, art exhibits, plays, concerts, movie titles, events, etc.

Quotation marks should also be used around works within those compositions. Do not use italics.

Capitalize articles in proper names only when they are the first word of the title or if they are four or more letters. Capitalize but do not place in quotes or use italics on magazines or newspapers.

*Example:* "The Dog Whisperer" is on the bestseller list. Read aloud "Act III" of "A Midsummer Night's Dream." The piece "Imagine" will be on display in Robin Davis' "Perspectives on a Plain" exhibit. The concert "A Mother's Day Tribute" will feature "The Star Spangled Banner." The Sentinel is North Idaho College's award-winning student newspaper.

**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 music and history courses.

### **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**

### **dates**

Always use numerals for dates without *-st*, *-nd*, *-rd*, or *-th*. Use the following abbreviations for months when it is accompanied with a date: *Jan.*, *Feb.*, *March*, *April*, *May*, *June*, *July*, *Aug.*, *Sept.*, *Nov.*, and *Dec.* Spell out the month when it stands alone. Always separate the date from the year with a comma and follow the year with a comma in running text. Avoid using the year unless it's needed for clarification. Always spell out the day of the week. The day of the week should come before the date and should be separated from the date with a comma. Times should come before the date and before the day of the week without comma separation. If a date consists of only a month and year, do not use a comma between them. Because of the millennium change, use *1999-2000* or *2010-2020* not *99-00* or *10-20*.

*Example:* The event will be held at 9 a.m. Saturday, Dec. 29, 2001. After the grand opening at noon Thursday, Jan. 3, 2002, students can move in. Construction will begin March 2002. He went to California in August. She attended North Idaho College from 1999-2001.

See also **time**

### **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.

### **decades**

Always use numerals to write decades in one of two styles. Either the *1980s* or the *'80s*. There is never an apostrophe before the *s* in decades.

### **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

*(continued on Page 8)*

(degrees continued from Page 7)

someone as doctor only if he or she is a doctor of medicine or dentistry. 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.

### **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. On the instructional side, *program* is typically used to denote content areas inside divisions, but some are *departments*.

*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 some NIC departments and offices include:*

<b>Admissions Office</b>	<b>Human Resources Department</b>
<b>Adult Basic Education/GED</b>	<b>Information Technology Department</b>
<b>Advising Services</b>	<b>Office of Institutional Effectiveness</b>
<b>Alumni Office</b>	<b>Office of Instruction</b>
<b>Art-Design Department</b>	<b>Journalism Department</b>
<b>Associated Students of North Idaho College</b>	<b>Mail /Copy Center</b>
<b>Athletics Department</b>	<b>Mica Peak Exchange</b>
<b>Boswell Hall Box Office</b>	<b>Molstead Computer Lab</b>
<b>Business Office</b>	<b>Molstead Library</b>
<b>Campus Events and Conferencing</b>	<b>Music Department</b>
<b>Campus Security</b>	<b>Outdoor Pursuits</b>
<b>Career Services</b>	<b>Parking Services</b>
<b>Center for Educational Access</b>	<b>Peer Tutoring Department</b>
<b>Center for New Directions</b>	<b>Physical Plant Department</b>
<b>Children's Center</b>	<b>President's Office</b>
<b>College Skills Center</b>	<b>Professional, Technical, and Workforce Education</b>
<b>Communications and Marketing Department</b>	<b>Recreational Sports Department</b>
<b>Community Relations and Marketing Department</b>	<b>Registrar's Office</b>
<b>Computer Applications and Office Technology Department</b>	<b>Sentinel Office</b>
<b>Custodial Services</b>	<b>Student Activities</b>
<b>Customized Training Department</b>	<b>Student Development Department</b>
<b>Dean of Students Office</b>	<b>Student Health Services</b>
<b>Development Department</b>	<b>Student Services Office</b>
<b>Dining Services</b>	<b>Student Support Services (TRIO)</b>
<b>eLearning and Outreach Department</b>	<b>Student Union/Auxiliary Services</b>
<b>Facilities Operations</b>	<b>Testing Center</b>
<b>Financial Aid Department</b>	<b>Theatre Department</b>
<b>Foundation Office</b>	<b>Therapeutic Counseling Services</b>
<b>Grants Office</b>	<b>Transportation Department</b>
<b>Grounds Services</b>	<b>Veterans Services</b>
<b>Help Desk</b>	<b>Workforce Development Department</b>
	<b>Workforce Training and Community Education</b>

See also **offices, divisions, or programs**

### **dimensions**

Always use numerals to express dimensions. Spell out *inches, feet, yards*, etc. Hyphenate dimensions when used as adjectives. Spell out amounts less than one in publications and use hyphens between the elements of the fraction. Convert to decimals whenever practical.

*Example:* He is 6 feet 2 inches tall. The 5-foot-11-inch man signed with the team. The screen was 18 and two-thirds inches across. The desk was 1 and one-sixth feet tall. The doorway was 7.5 feet.

See also **numerals** or **sports numerals**

### **divisions**

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

**Business and Professional Programs Division**

**College Skills Division**

**Communication, Fine Arts, and Humanities Division**

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

**English and Modern Languages Division**

**Health Professions and Nursing Division**

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

**Natural Sciences Division**

**Social and Behavioral Sciences Division**

**Trades and Industry Division**

See also **offices, departments, or programs**

### **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.

See also **building names**

### **Dr.**

Do not use *Dr.* to denote that a person holds a Ph.D. Use only on first reference before the name of medical/dental doctors.

See also **degrees** and **Ph.D.**

### **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.

See also **dual enrollment**

### **dual enrollment**

*Dual enrollment* or (*concurrent enrollment*) is the term used for students enrolled at two higher education institutions at the same time.

See also **dual credit**

# E

## **Education Corridor**

The Education Corridor was created from a partnership between the City of Coeur d'Alene, Lake City Development Corporation, North Idaho College, the University of Idaho, and Lewis-Clark State College, all with a shared vision to create a collaborative higher education environment that provides academic opportunities and a positive economic impact for residents of North Idaho. Always capitalized.

## **Eisenwinter Field**

The soccer field on NIC's main Coeur d'Alene campus where the men's and women's soccer teams play their home matches.

## **email**

The proper spelling is with the *e* in lowercase and not hyphenated. When in publications, email addresses should be lowercase and should not be italicized.

## **Emery's Waterfront Restaurant**

Located in the Hedlund Building. *Emery's* is acceptable on all references.

## **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*.

## **English as a Second Language**

Use *English as a Second Language* on first reference. *ESL* is acceptable on second reference.

## **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**

# F

## **Faculty Assembly**

Capitalize when using the entire name of the employee organization.

## **faculty**

See **staff, faculty**

## **fall semester**

See **semesters**

## **financial aid**

Lowercase on all references, except when referring to the Financial Aid Office.

**flier, flyer**

*Flier* is the preferred term for both a handbill and an aviator. However, *flyer* is sometimes in the proper name of some transportation companies.

**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**

**fundraising, fundraiser**

The noun, verb, and adverb forms are always written with no spaces or hyphens.

*Example:* Fundraising is important to the NIC Foundation. She will soon begin her fundraising campaign. The fundraiser was successful.

# 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.

**GED**

GED is acceptable on all references for general education development.

**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.

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.

**grade/grader**

Hyphenate both the noun and adjective forms.

*Example:* He is a first-grader. The fifth-grade student was studying. The students were in the 10th grade.

**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.

# H

**healthcare**

Always one word.

**Help Desk**

List as two words, capitalized.

**homepage**

Always one word.

# I

**Idaho Goes**

The consortium of five colleges and universities that offer courses and programs in North Idaho, including North Idaho College, Lewis-Clark State College—Coeur d'Alene, University of Idaho—Coeur d'Alene, Boise State University, and Idaho State University.

**Idaho Small Business Development Center**

The NIC Idaho Small Business Development Center provides low- and no-cost coaching and education to small businesses offered through the NIC Workforce Training Center.

**Idaho State Board of Education**

Use *ISBOE* or *the board* on second reference.

**Internet**

Always spelled as one word and always capitalized.

# J, K

**K-12**

Acceptable for every use without having to spell out.

## **KTEC**

The Kootenai Technical Education Campus. Partners include North Idaho College; the Coeur d'Alene, Post Falls, and Lakeland school districts; the city of Rathdrum; and the local manufacturers' consortium.

# **L**

## **legislative titles**

Abbreviate *senator*, *representative*, and *governor* when used as a title directly before the person's name. Lowercase everywhere else. Use party affiliation only when necessary and follow the guidelines used in the Associated Press Stylebook.

*Example:* Sen. Larry Craig will visit campus Tuesday. Rep. Bob Thomas will speak at the event. Sen. Terry Smith, R-Idaho, supports the initiative. Rep. Tom Johnson, D-Hawaii, is traveling abroad. Gov. Jim Risch toured the new building.

## **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.

## **log in/login**

*Log in* is a verb used for the action of logging in. A *login* is a noun used as a personal identification.

# **M**

## **master's degree**

Always lowercase.

See also **degrees**

## **Mica Peak Exchange bookstore**

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 bookstore. 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.*

**money**

Refer to money with figures and a dollar sign. Spell out the word *cents* when referring to an amount less than a dollar. Omit the decimal and zeros in whole dollar amounts. Spell out *million*, *billion*, and *trillion* after the numeral and dollar sign. Use a decimal to denote hundred thousands in large amounts.

*Example:* Cost of admission is \$3. He paid \$16.99 for the shirt. He had only 10 cents in his pocket. The \$8.7 million project.

**months**

See **dates**

**MyNIC portal**

Online services for students, faculty, and staff, including registration, payment, news, events, and general communication. Can be referred to as *the portal* on second reference.

**MyNIC Courses**

The online location for delivering NIC's online courses. Also known by its platform name of Angel.

**MyNIC Student Mail**

NIC's free student email system, which is used for all official communication to students.

# N

**National Junior College Athletic Association**

*NJCAA* is acceptable on second reference.

**NICAlerts**

NIC's emergency notification system based on wireless text messaging and email alerts. Faculty, staff, and students must opt in to participate.

**NICToday**

The name of NIC's internal daily communication for news and announcements delivered via email.

See also **Week'sWorth**

**No. 1**

When using the phrase *No. 1*, it is written like this.

*Example:* Our No. 1 goal is to build a new dormitory by the end of the year. Number one, two, and three are now being served. The team was ranked No. 1 in the country.

## **North Idaho College**

Use *North Idaho College* on first reference. *NIC* is acceptable on second reference and in all written communications developed for an internal audience.

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

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

## **numerals**

Spell out numbers *one* through *nine* and *first* through *ninth*. Use numerals for numbers *10* and higher. The same rule applies for round numbers in millions and billions. When the numbers are not round use numerals and decimals. Always use numerals in ages, scores, court decisions, and votes. Always spell out numbers at the beginning of sentences, but try to rearrange the sentence to avoid having to spell out cumbersome numbers. Always separate sets within numbers with commas.

*Example:* He had four brothers. This year NIC graduated 247 students. He earned ninth place and she placed 12th. More than 4.5 million people were affected. About one million people participated in the study. He is 7 years old. The board passed the initiative with a 7-2 vote. The Cardinals won 59-54. There were 123,456 total votes. Incorrect—Two hundred eighty-seven people attended the event. Correct—The event drew a crowd of 287 people.

# O

## **offices**

See **departments and offices**

## **online**

Always one word.

## **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 unless more than one center is listed, in which case full names should be used.

## **Outdoor Pursuits**

The name of the outdoor recreation program at NIC. Use on all references.

# P

## **percent**

Always spell out the word *percent* instead of using the sign (%). Use the percent sign only in lists of statistical data where the word *percent* would be too cumbersome. Always use numerals, even when the figure is fewer than 10.

*Example:* The budget was cut by 8 percent. Once again, 100 percent of NIC's nursing graduates passed their board exams.

**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 doctor of medicine or dentistry.

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

**phone numbers**

Phone numbers should be listed with the area code in parentheses and a hyphen in the main number. Extensions should follow the number, separated by commas. NIC extensions should only be used alone when the publication is intended for an internal audience. When listing extensions, use the abbreviation *Ext.*

*Example:* For more information, contact Sherry Smith at (208) 555-5555, Ext. 213.

See also **extensions**

**p.m.**

See **time**

**NIC Policy Manual**

*NIC Policy Manual* is capitalized when used as the formal name of the publication. Lowercase when referring to *the manual*.

**NIC Ponderay Center**

See **outreach centers**

**portal**

See **MyNIC portal**

**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*. However, the division it falls under is called *Professional, Technical, and Workforce Education*.

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

## **programs**

Academic transfer programs prepare students to transfer to a four-year college and may lead to an associate of arts or associate of science degree. Professional-technical programs prepare students for immediate employment and may lead to an associate of applied science degree, a technical certificate, or an advanced technical certificate. NIC has 42 transfer programs and 41 professional-technical programs for a total of 83 programs. Capitalize the formal titles of programs, but the word *program* should be lowercase. NIC's programs include:

<b>Accounting Assistant</b>	<b>Industrial Technology</b>
<b>Administration of Justice</b>	<b>Interdisciplinary Studies</b>
<b>Administrative Assistant</b>	<b>Journalism</b>
<b>American Indian Studies</b>	<b>Law Enforcement</b>
<b>Anthropology</b>	<b>Legal Administrative Assistant</b>
<b>Art</b>	<b>Machining and CNC Technology</b>
<b>Astronomy</b>	<b>Maintenance Mechanic/Millwright</b>
<b>Automotive Technology</b>	<b>Mathematics</b>
<b>Biology/Botany/Zoology</b>	<b>Medical Administrative Assistant</b>
<b>Business Administration</b>	<b>Medical Assistant</b>
<b>Business Education</b>	<b>Medical Billing Specialist</b>
<b>Business Leadership</b>	<b>Medical Office Transcriptionist/Pre-Health</b>
<b>Carpentry</b>	<b>Information Technology</b>
<b>Carpentry Management Technology</b>	<b>Medical Receptionist</b>
<b>Certified Nursing Assistant</b>	<b>Medical Transcriptionist</b>
<b>Chemistry</b>	<b>Modern Languages</b>
<b>Child Development</b>	<b>Music</b>
<b>Collision Repair Technology</b>	<b>Nursing (RN)</b>
<b>Communications</b>	<b>Office Specialist/Receptionist</b>
<b>Computer Aided Design Technology—</b> Architecture, Civil, or Mechanical options	<b>Office Technology</b>
<b>Computer Applications</b>	<b>Outdoor Leadership</b>
<b>Computer Information Technology</b>	<b>Outdoor Power/Recreational Vehicle Technology</b>
<b>Computer Science</b>	<b>Paralegal</b>
<b>Criminal Justice</b>	<b>Pharmacy Technology</b>
<b>Culinary Arts</b>	<b>Philosophy</b>
<b>Diesel Technology</b>	<b>Photography</b>
<b>Education</b>	<b>Physical Education</b>
<b>Electronic Medical Records Adoption for</b> Healthcare Practices	<b>Physics</b>
<b>Electronic Medical Records Adoption—</b> Information Technology Support	<b>Political Science/Pre-Law</b>
<b>Emergency Medical Services</b>	<b>Practical Nursing (PN)</b>
<b>Engineering</b>	<b>Pre-Medical Related Fields</b>
<b>English</b>	<b>Pre-Microbiology/Medical Technology</b>
<b>Environmental Science</b>	<b>Pre-Nutrition</b>
<b>Fire Service Technology</b>	<b>Pre-Physical Therapy</b>
<b>Forestry/Wildlife/Range Management</b>	<b>Pre-Veterinary Medicine</b>
<b>General Studies</b>	<b>Psychology</b>
<b>Geology</b>	<b>Radiography Technology</b>
<b>Graphic Design</b>	<b>Resort/Recreation Management</b>
<b>Heating, Ventilation, Air</b> Conditioning/Refrigeration	<b>Social Work</b>
<b>History</b>	<b>Sociology</b>
	<b>Theatre</b>
	<b>Virtual Administrative Assistant</b>
	<b>Web Design</b>
	<b>Welding Technology</b>

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

# 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.

## **Rolly Williams Court**

The court inside Christianson Gym named for longtime NIC coach and trustee Rolly Williams.

## **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. Commonly misused names at NIC include *Lake Coeur d'Alene Room*, *Ts'elusm Dining Room*, *Blue Creek/Echo Bay Room*, *Boswell Hall Schuler Performing Arts Center*, and *Molstead Library Todd Hall*.

*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.

## **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.

**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**

**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**

**NIC Silver Valley Center**

See **outreach centers**

**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*, *RBI's*, *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

*(continued on Page 20)*

(**sports numerals** continued from Page 19)

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.

### **student government**

See **Associated Students of North Idaho College**

### **NIC Student Handbook**

*NIC Student Handbook* is capitalized when used as the formal name of the publication. Lowercase when referring to *the handbook*.

### **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.

### **time**

Use numerals to express time except for noon and midnight, which should be lowercase. Use a colon to separate hours from minutes in times that aren't on the hour. Do not use a colon and zeros in times that are on the hour and never use o'clock, half past, quarter after, etc. Always use a.m. or p.m.

Always include the word to when using the phrase from (the class will be offered from 7 to 8 a.m. rather than a hyphen). When the two times being separated are both a.m. or p.m., it is only necessary to state it once. Place the time before the date to avoid having to use at before the time, therefore cutting wordiness.

(continued on Page 21)

(**time** continued from Page 20)

*Example:* The ribbon-cutting ceremony will begin at 3 p.m. followed by tours at 3:30 p.m. The luncheon begins at noon after a short meeting at 11 a.m. We will meet at 10 a.m. Thursday. The dinner will be from 5 to 7 p.m. Wednesday. Incorrect—The dinner will be from 5-7 p.m.

See also **dates**

## **titles**

Capitalize and spell out formal titles when they precede a name and lowercase everywhere else. Place titles after the person's name and separate with commas when the title is cumbersome. Do not capitalize titles that are merely job descriptions.

*Example:* President Priscilla Bell spoke at the meeting. Chairman Tim Christie headed the committee. Tony Stewart, political science instructor, spearheaded the event. Wrestling coach Pat Whitcomb told his assistant coach to cancel practice. Lead actress Susan Anthony stars in the play. The president will announce his decision Tuesday.

# U

## **University of Idaho**

Or *University of Idaho—Coeur d'Alene*. Use *UI* or *UI-Cd'A* (not *UofI*) on subsequent references.

# V

## **voicemail**

Always one word.

## **volleyball**

Use commas to separate match scores in a volleyball game.

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

See also **sports numerals**

# W

## **web addresses**

Use italics to distinguish a web address from text.

*Example:* The NIC homepage is at *www.nic.edu*

**webpage, website, webmaster**

Always one word.

**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.

**wellness program**

The name of the NIC wellness program sponsored by Human Resources for NIC employees is *Wellness Your Way*. The general reference the *wellness program* should be lowercase.

**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 **building names**

**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

**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.

# Y, Z

**Yap-Keehn-Um Beach**

The formal title of the North Idaho College beach.