

# Kennesaw State University Editorial Style and Usage Guide

## About this guide

*The Editorial Style and Usage Guide is a reference for issues of style that are commonly encountered in publications produced for Kennesaw State University. The guidelines are meant for general use to ensure consistency across written and printed communications prepared on behalf of Kennesaw State.*

*The Office of Strategic Communications and Marketing follows the Associated Press Stylebook on matters of style and Merriam-Webster's Collegiate Dictionary on questions of spelling. This style and usage guide is not intended as a substitute for more comprehensive guides. Specific academic disciplines are governed by their own style guides, such as Chicago Manual of Style and APA style, that are not applicable here.*

*The style and usage guide is intended to evolve in order to reflect current usage and to embrace new terms as they come into common use.*

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## A

**abbreviations and acronyms** – Spell out the full name and put the acronym in parentheses on first reference. Example: *Center for Teaching and Learning (CETL)*.

**ABD** – *all but dissertation*; all caps, no periods

**academic degrees** – Capitalize the proper names of academic degrees. Do not capitalize incomplete names of academic degrees. When abbreviating the degree name, list in all caps with no periods, except where noted below. Examples: *Bachelor of Science in Chemistry, Bachelor of Arts in English, Doctor of Philosophy in International Conflict Management, master's in business, BBA in Accounting, BARCH*.

*Kennesaw State offers the following undergraduate degrees:*

Accounting (BBA)	Entrepreneurship (BBA)	Middle Grades Education (BS)
African and African Diaspora Studies (BA)	Environmental Engineering (BS)	Modern Language and Culture (BA)
Anthropology (BS)	Environmental Science (BS)	Music (BA)
Apparel and Textiles (BAT)	Exercise Science (BS)	Music Education (BM)
Applied Computer Science (BA)	Finance (BBA)	Music Performance (BM)
Applied Science in Information Technology (BAS)	Geography (BA)	Nursing (BSN)
Architecture (BARCH)	Geospatial Sciences (BS)	Organizational and Professional Communication (BS)
Art (BFA)	Health and Physical Education (BS)	Philosophy (BA)
Art Education (BS)	History (BA)	Physics (BS)
Art History (BA)	History Education (BS)	Political Science (BS)
Asian Studies (BA)	Human Services (BS)	Professional Sales (BBA)
Biochemistry (BS)	Industrial and Systems Engineering (BS)	Psychology (BS)
Biology (BS)	Industrial Engineering Technology (BS)	Public Health Education (BS)
Chemistry (BS)	Information Security and Assurance (BBA)	Public Relations (BS)
Civil Engineering (BS)	Information Systems (BBA)	Science Education (BSEd)
Computational and Applied Mathematics (BS)	Information Technology (BAS)	Secondary Education (BSED)
Computer Engineering (BS)	Information Technology (BS)	Sociology (BS)
Computer Game Design & Development (BS)	Integrated Health Science (BS)	Software Engineering (BS)
Computer Science (BS)		Sport Management (BS)
		Supply Chain Logistics (BAS)
		Surveying and Mapping (BS)

Construction Engineering (BS)	Interactive Design (BS)	Technical Communication (BS)
Construction Management (BS)	International Affairs (BA)	Textile and Surface Design (BFA)
Criminal Justice (BS)	International Business (BBA)	Theatre & Performance Studies (BA)
Cybersecurity (BS)	Journalism and Emerging Media (BS)	
Dance (BA)	Management (BBA)	
Digital Animation (BFA)	Manufacturing Operations (BAS)	
Early Childhood Education (BS)	Marketing (BBA)	
Economics (BBA)	Mathematics (BS)	
Electrical Engineering (BS)	Mathematics Education (BSEd)	
Electrical Engineering Technology (BS)	Mechanical Engineering (BS)	
Elementary Education (BS)	Mechanical Engineering Technology (BS)	
English (BA)	Mechatronics Engineering (BS)	
English Education (BS)	Media and Entertainment (BS)	

*Kennesaw State offers the following master's and doctoral degrees:*

Accounting (MAcc)	Elementary Education (Ed.D.)	Quality Assurance (MS)
American Studies (MA)	Elementary Education (Ed.S.)	

Analytics and Data Science (Ph.D.)	Engineering Management (MSEM)	Reading Education (MED)
Applied Engineering (MS)	English Education (MAT)	Science Education (MAT)
Applied Exercise and Health Science (MS)	Healthcare Management and Informatics (MS)	Secondary Education (Ed.D.)
Applied Statistics and Analytics (MS)	Information Systems (MSIS)	Secondary Education (Ed.S.)
Architecture (MS)	Information Technology (MS)	Secondary Education (MEd)
Art Education (MAT)	Instructional Technology (Ed.D.)	Secondary Education English (Ed.D.)
Business Administration (Executive MBA)	Instructional Technology (Ed.S.)	Secondary English (MAT)
Business Administration (MBA)	Instructional Technology (MED)	Secondary Mathematics (MAT)
Business Administration (MBA)	Integrated Global Communication (MA)	Secondary Science (MAT)
Business Administration (Ph.D.)	Integrative Biology (MS)	Social Work (MSW)
Business Administration (WebMBA)	International Conflict Management (Ph.D.)	Software Engineering (MS)
Business Administration / Conflict Management (MSCM/MBA)	International Policy Management (MS)	Special Education (Ed.D.)
Chemical Sciences (MS)	Nurse Practitioner - Primary Care (MSN)	Special Education (EDS)
Civil Engineering (MS)	Nursing (MSN)	Special Education (MAT)
Computer Science (MS)	Mathematics Education (MAT)	Special Education (MED)
Computer Science (Ph.D.)	Mechanical Engineering (MS)	Systems Engineering (MS)
Conflict Management (MS)	Middle Grades Education (Ed.D.)	
Construction Management (MS)	Middle Grades Education (Ed.S.)	
Criminal Justice (MS)	Middle Grades Education (MED)	
Cybersecurity (MS)	Professional Writing (MA)	

Curriculum and Instruction (Ed.S.)	Public Administration (MPA)
Educational Leadership (Ed.D.)	Public Administration / Integrated Global Communication (MPA/MAIGC)
Educational Leadership (Ed.S.)	
Educational Leadership (MED)	
Elementary Education (MED)	

**academic departments, schools, and colleges** – Capitalize the complete formal names of academic departments but lowercase informal or incomplete references. Examples: *the College of the Arts*; *the School of Music*; *the music school*.

*Kennesaw State has the following colleges and academic departments:*

**Leland and Clarice C. Bagwell College of Education**

Department of Elementary and Early Childhood Education

Department of Secondary and Middle Grades Education

Department of Inclusive Education

Department of Educational Leadership

Department of Instructional Technology

**Michael J. Coles College of Business**

School of Accountancy

Michael A. Leven School of Management, Entrepreneurship and Hospitality

Department of Economics, Finance and Quantitative Analysis

Department of Information Systems

Department of Marketing and Professional Sales

**College of Architecture and Construction Management**

Department of Architecture

Department of Construction Management

## **College of Computing and Software Engineering**

Department of Computer Science

Department of Information Technology

Department of Software Engineering and Game Development

## **College of the Arts**

School of Art and Design

School of Music

Department of Dance

Department of Theatre and Performance Studies

## **Wellstar College of Health and Human Services**

Wellstar School of Nursing

Department of Exercise Science and Sport Management

Department of Health Promotion and Physical Education

Department of Social Work and Human Services

## **Norman J. Radow College of Humanities and Social Sciences**

School of Communication and Media

School of Conflict Management, Peacebuilding and Development

School of Government and International Affairs

Department of English

Department of Foreign Languages

Department of Geography and Anthropology

Department of History and Philosophy

Interdisciplinary Studies Department

Department of Psychological Science

Department of Sociology and Criminal Justice

Department of Technical Communication and Interactive Design

**College of Science and Mathematics**

Department of Chemistry and Biochemistry

Department of Ecology, Evolution and Organismal Biology

Department of Mathematics

Department of Molecular and Cellular Biology

Department of Physics

Department of Statistics and Analytical Sciences

**Southern Polytechnic College of Engineering and Engineering Technology**

Department of Civil and Construction Engineering

Department of Computer Engineering

Department of Electrical Engineering

Department of Engineering Technology

Department of Mechanical Engineering

Department of Mechatronics Engineering

Department of Systems and Industrial Engineering

**Graduate College**

**KSU Journey Honors College**

**Community and Professional Education**

Osher Lifelong Learning Institute

**academic programs** – Capitalize the names of formal programs of study; lowercase informal and generic references to programs and courses of study. Examples: *He was enrolled in the geology program. He was enrolled in courses offered by the Department of Geology.*

**academic terms** – Lowercase generic terms. Examples: *The fall term begins on Monday. Classes for the Coles College of Business begin in the fall semester.* But when referring to a specific term, capitalize. *He started at KSU in Fall 2019.*

**academic titles and names** – Capitalize formal titles when they precede a name.

Capitalize formal titles, such as dean, president, director, vice president or chancellor, when they precede a name. The description professor is lowercase except in the case of Professor Emeritus before a name or for named professorships, fellowships and chairs. Otherwise, lowercase such titles when they stand alone or when they follow a name. Examples: *Dean Jeff Smith; Jeff Smith, dean of the Johnson School of Journalism; professor Jeff Smith; Jeff Smith, Cal H. Fullerton Professor of Journalism; Regents' Professor of Journalism Jeff Smith.*

**academic units** – Capitalize the formal name of an academic unit. Lowercase partial or informal unit names. Examples: *The Center for Excellence in Teaching and Learning is located on the campus. The center is located on the campus.*

**academic year** – Use a hyphen for academic year. Example: *The 2020-21 academic year.*

**acronyms, abbreviations** – Spell the full name and put the acronym in parentheses on first reference. Example: *Center for Excellence in Teaching and Learning (CETL)*

**addresses** – Use the abbreviations *Ave.*, *Blvd.* and *St.* with a numbered address. Spell out and capitalize when part of a formal street name without a number. All similar words are spelled out.

**advisor** – The preferred spelling for academic *advisor*.

**ages** – Use figures for ages. Example: *The 5-year-old girl participated in the event. The boy is 7 years old.*

**alumni association** – Capitalize only when part of a formal name. Examples: *She is a member of the Kennesaw State Alumni Association. She is a member of the alumni association.*

**alumnus, alumna, alumni, alumnae, alum** – An *alumnus* (plural *alumni*) is the generic term for an individual who attended a school. An *alumna* (plural *alumnae*) refers specifically to women. *Alum* is colloquial for either a male or female attendee. *Alumni* refers to a group of men and women attendees.

**alumni class year** – Spell out the class year in running text unless the alumnus status is obvious from the context. Examples: *Joe Smith, a 2005 KSU graduate; 2005 graduate Joe Smith; Joe Smith, Political Science '05.* (Note: the reverse apostrophe is used with class years, not single quotation mark: '97).



**a.m., p.m.** – Lowercase with periods.

**ampersand** – Do not use & in place of *and* unless it is part of a formal name.

**annual** – The first occurrence of an event is the *first* or *inaugural*, not *first annual*. Upon the second occurrence, *second annual* may be used.

**artist-in-residence** – use hyphens

**athletic director** – Capitalize when preceding the name. Example: *Athletic Director John Doe*.

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## B

**bachelor's degree** – use apostrophe

**Board of Trustees** – References to the Kennesaw State University Board of Trustees are always capitalized. Example: *The Board of Trustees approves the budget*.

**building names** – Never abbreviate. Capitalize the proper names of buildings.

*Buildings on the Kennesaw Campus include:*

Academic Learning Center	English Building	Music Building
A.L. Burruss Building	Horace W. Sturgis Library	Music and Entertainment Business Program
Alumni House	Howard Logan Stillwell Theater	Nursing Building
Ann and John Clendenin Computer Science Building	Humanities Building	Office Annex
ATOMS Center and GYSTC	International House	Prillaman Hall
Auxiliary Services & Programs	James V. Carmichael Student Center	Public Safety Building
Bobbie Bailey Athletic Complex		Science Laboratory Building

Campus Services Building	Joe Mack Wilson Performing Arts Building	Science Building
C.A.S.A. and Center for Elections	Kennesaw Hall	Social Sciences Building
CETL	KSU Convocation Center	Student Health Services
Chastain Pointe	KSU Center	Technology Annex
Chet and Hazel Austin Student Residence Complex	KSU Place	The Commons
Cox Family Enterprise Center	Legacy Gazebo	Town Point
Distance Learning Center	LeoDelle and Lex Jolley Lodge	University College
Dr. Betty L. Siegel Student Recreation and Activities Center	Mathematics and Statistics Building	University Village
Dr. Bobbie Bailey and Family Performance Center		Visual and Commercial Arts Building
		Willingham Hall
		Wyman Pilcher Public Service Building

*Buildings on the Marietta Campus include:*

Academic Building	Design Building	Norton Hall
Administration Building	Engineering Lab Building	Recreation and Wellness Center
Architecture Building	Engineering Technology Center	Student Competition Team Building
Atrium Building	Gymnasium	Walter Kelly Sr. Memorial Field
Civil Engineering Tech Building	Hornet Village	University Columns
Clarence Arntson MET Building Complex	Howell Hall	

Commons	Joe Mack Wilson Student Center	Clair Harris Textile Center
Courtyard	Lawrence V. Johnson Library	Wilder Communications Center
Crawford Lab Building	Mathematics Building	Stingers Restaurant

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## C

**cabinet** – lowercase the generic term *cabinet*. *President's Cabinet* is uppercase.

**campus** – lowercase the generic term *campus*. Capitalize when referring to *Kennesaw Campus* or *Marietta Campus*.

**campuswide** – One word

**center** – Capitalize only when it is part of a formal name. Example: *The event is at the KSU Center. The center is hosting the event.*

**century** – Lowercase. Example: *the 21<sup>st</sup> century*.

**chair** – Preferred title of presiding officer, instead of *chairman*, *chairwoman* or *chairperson*.

**chancellor** – Lowercase unless preceding a name.

**class** – Capitalize a specific class. Example: *the Class of '12*.

**coach** – Lowercase *coach* as a job description, not a formal title. Examples: *Kennesaw State coach John Smith*.

**college** – Capitalize formal references to colleges; lowercase otherwise. Examples: *He studies at the Coles College of Business. The college is next to the residence hall.*

Kennesaw State has 11 colleges:

- **College of Architecture and Construction Management**
- **College of Computing and Software Engineering**
- **Norman J. Radow College of Humanities and Social Sciences**
- **College of Science and Mathematics**

- **College of the Arts**
- **Graduate College**
- **KSU Journey Honors College**
- **Leland and Clarice C. Bagwell College of Education**
- **Michael J. Coles College of Business**
- **Southern Polytechnic College of Engineering and Engineering Technology**
- **Wellstar College of Health and Human Services**

**Commas** – Oxford commas (comma before the “and” in a list) are not used in simple lists, but if there is a longer list that could be confusing, the comma is appropriate.

**Commencement** – Capitalize when referring to the Kennesaw State event; lowercase otherwise.

**The Commons** – Capitalize full formal name.

**comprise, compose** – *Comprise* means “to contain” (the whole comprises the parts). “Comprised of” is incorrect. *Compose* means “to make up” (the parts make up the whole). Examples: *Kennesaw State comprises 13 colleges. Kennesaw State is composed of 13 colleges. Thirteen colleges compose Kennesaw State.*

**conference** – Capitalize formal conference titles; lowercase informal references. Examples: *the KSU Social Networking Conference; the social networking conference.*

**core curriculum** – Lowercase all references to the generic term.

**course titles** – Capitalize official course titles.

**coursework** – One word.

**courtesy titles** – Courtesy titles such as *Mr.*, *Mrs.*, or *Ms.* are not used, except in formal documents, such as invitations.

**cum laude** – Signifies graduation with honors; lowercase, do not italicize.

**curriculum vitae** – *Vita, vitae* refer to a short biography or autobiography. A *curriculum vitae* is a summary of academic and work history.

## D

**dates** – Use figures, without *st*, *nd*, *rd* or *th*. Some months are abbreviated when used in exact dates (Jan., Feb., Aug., Sept., Oct., Nov., Dec.). Some months are never abbreviated (March, April, May, June, July). All months are spelled out when alone or with year only. Examples: *The*

*game was on Jan. 15, 2012, in Kennesaw. The event will be on Tuesday, Feb. 14, in the theater. The program begins April 22. He took the job in November 1998.*

**Dean** – Capitalize when used a formal title before a name. Lowercase otherwise.

**dean's list** – Lowercase.

**decades** – When listing the full decade, add an “s” without apostrophe. Use an apostrophe to denote missing numbers only. *Examples: 1970s, '90s.*

**degrees** – See **academic degrees**.

**departments** – Capitalize the formal names of departments and other divisions or offices. Lowercase informal references. See **academic departments**.

**dimensions** – Use figures and spell out measurements such as inches, feet, yards. *Examples: He is 6 feet 3 inches tall. The 6-foot-3-inch man left on foot. They dropped the 8-by-12 painting.*

## **Division of Diverse and Inclusive Excellence**

**dissertation** – Capitalize titles of dissertations and set with quotation marks; do not italicize.

**doctor** – Use *Dr.* in first reference as a formal title for a medical doctor on first reference. Do not use *Dr.* before names of individuals who hold other types of doctoral degrees, except in formal documents such as invitations.

**doctoral, doctorate** – *Doctoral* is an adjective; *doctorate* is a noun. A person with a doctorate has earned a doctoral degree.

**dorm** – Use *residence hall* instead of dorm or dormitory.

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## **E**

**email** – No hyphen

**emeritus, emerita** – The title represents a special status conferred on some faculty members at retirement. Place emeritus after the formal title. *Examples: President Emeritus John Johnson spoke at the luncheon. The group met with the president emeritus.*

**ex officio** – Do not hyphenate or italicize this term, which means by virtue of one's office or position.

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## F

**faculty** – Teachers in an educational unit are known as *faculty*. In references to unit members as a whole – *the faculty* – the term is singular. In references to members of the group, the term is plural. Examples: *The chemistry faculty meets regularly on Wednesdays. Some faculty always miss this meeting.*

**farther, further** – *Farther* refers to physical difference. *Further* refers to time or degree. Examples: *The workers moved farther along the road. The committee members decided to investigate the issue further before making a decision.*

**fall semester** – Lowercase.

**fellow** – Lowercase this word in references to members of learned societies, holders of fellowships and members of governing bodies.

**fellowship** – Capitalize as part of a formal name; lowercase otherwise. Example: *The professor won a Wilson Fellowship.*

**fewer, less** – Use *fewer* to describe numbers and *less* to describe quantity. Examples: *Fewer than 20 students were absent last semester. There is less time to study these days.*

**first-year student** – Use instead of *freshman*.

**fiscal year** – The fiscal year is July 1 through June 30 and carries the numerical designation of the latter year. Spell out on first reference; FY is acceptable on second reference.

**FLIGHT** – Capitalize name of first-year program, FLIGHT: First Year Connections. When referring to specific class, add year to end of word. Example: FLIGHT26

**Foundation** – Capitalize when referring to KSU Foundation.

**fractions** – Spell out amounts less than one, using hyphens. Convert amounts greater than one to decimals. Examples: *He said four-fifths of the class took the test. The students ran 1.3 miles.*

**Fulbright scholar, Fulbright Scholarship** – Lowercase *scholar*; capitalize *Scholarship*.

**full-time, full time** – Hyphenate as an adjective. Otherwise, use two words without hyphen. Examples: *He is a full-time employee. He works full time.*

**fundraiser, fundraising** – one word

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## G

### Global Education

**grade point average** – Spell out, without hyphens, or abbreviate as GPA.

**grades** – Capitalize letter grades; not in quotation marks or italicized. Use apostrophe for plurals.  
*Examples:* He received two A's, a B and three C's.

**graduate** – Schools graduate students, but students graduate from schools.

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## H

**health care** – two words

**high school** – no hyphen

**historic, historical** – A historic event is an important one, while a historical event is one that simply happened in the past.

**honors** – cum laude, magna cum laude, summa cum laude. Lowercase, not italicized.

**hyperlinks** – Hyperlinks are generally noted with a common blue coloring to distinguish them from regular text.

**hyphens** – Use hyphens between the parts of compound modifiers when preceding a noun, except when one of the words is the adverb “very” or an adverb ending in “-ly.” *Examples:* a part-time position; a do-it-yourself project. But: a perfectly tuned piano.

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## I

**ID** – Capitalize, do not use periods for the abbreviation to identification. Do not use apostrophe with plural form. Examples: He lost his ID. The students lost their IDs.

**include** – Include denotes partial listing, not the full list.

**initials** – No space between initials in names. Example: *W.E.B. Du Bois*.

**international student** – Use instead of foreign student.

**it's, its** – The contraction it's means it is. The possessive of it is its. *Examples: It's not nice to fool Mother Nature. The dog lost its collar.*

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## **J**

**Jr., Sr.** – Abbreviate Jr. and Sr. with no comma after the name. Example: *The event celebrated Martin Luther King Jr.*

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## **K**

**Kennesaw State University** – The official name is **Kennesaw State University**. The full name **Kennesaw State University** must be used as a first reference in all news releases, feature articles, publications and on the web. **Kennesaw State** is acceptable on second reference once the full name has been used. The abbreviation **KSU** is acceptable on second reference, but it should be used sparingly. The capitalized term, **the University**, may also be used on subsequent references.

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## **L**

**lecture titles** – Capitalize and set within quotation marks. Do not italicize.

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## **M**



**magazine titles** – Italicize the proper names of magazines. Only italicize the word “magazine” when it is part of the formal name. Examples: *Time* magazine; *Kennesaw State University Magazine*.

**magna cum laude** – lowercase

**majors, minors, concentrations** – Lowercase the names of academic majors, minors, concentrations, areas and fields of study unless it is a proper noun. Example: *She majored in art history with a minor in English.*

**master’s degree** – use apostrophe

**MBA** – no periods

**medical terms** – Lowercase diseases, conditions, symptoms, tests and treatments except for proper names. Examples: *He had tests for cancer. The doctor said he had Crohn’s disease.*

**midnight** – Do not add 12 before it.

**military titles** – Abbreviate military titles when they are used with full names. Examples: *Brig. Gen. Joe Josephson; Sgt. Maj. John Johnston.*

**months** – see **Dates**

**more than, over** – More than is used with figures. Over is used to describe spatial relationships. Examples: *There are more than 100 students in the class. The helicopter is over the field.*

**movie titles** – italicize movie titles.

**music composition titles** – Capitalize and italicize the titles of ballets, motets, operas, oratorios, song cycles, tone poems and similar long compositions. Capitalize and set within quotation marks the titles of individual arias, choruses, dances, ensembles, songs and similar short compositions.

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## N

**names** – Use person’s full name and title upon first reference. Do not use courtesy titles, such as *Mr.* and *Mrs.*, except for medical doctors, which take *Dr.* on first reference. Use last name only on second reference. In formal documents, such as invitations, courtesy titles may be used.

## NetID

**non-degree** – Two words, hyphenated.

**noon** – Do not add a 12 before it.

**numbers** – Spell out whole numbers less than 10 or when the number begins a sentence; use figures for 10 and above. Use figures for academic course numbers, addresses, ages, percentages, and dimensions. Examples: *There were nine courses available. Thirty-six students took the class. He saw 36 students. About 300 students ages 8-18 visited 5 Main St.*

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## O

**office** – Capitalize when office is part of the formal name. Upon second reference, the shortened form that drops “Office of” is capitalized. Informal references are lowercase. Examples: *The Office of Undergraduate Admissions is open tomorrow. Staff from Undergraduate Admissions will present a report. He filed the application in the admissions office.*

**online** – One word

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## P

**part-time, part time** – Hyphenate as an adjective. Otherwise, use two words without hyphen. Examples: *He is a part-time employee. He works part time.*

**percent** – The symbol or the word is acceptable. Example: *They took a 15 percent loss. It’s 14% of what it was last year.*

**Ph.D.** – Use periods; do not use an apostrophe in forming the plural Ph.D.s.

**photograph titles** – Use quotation marks.

**play titles** – Italicize

**p.m., a.m.** – Lowercase with periods.

**poem titles** – Use quotation marks for the titles of short poems. Italicize titles of long poems or poem collections.

**postsecondary** – one word

**president** – When referring to KSU’s president, always spell out. Capitalize when used before a name; lowercase otherwise. Use last name on second reference. Examples: *Kennesaw State President Pamela Whitten. The mayor met with the president. Whitten said the program would begin in May.*

**professor** – Lowercase as a job description, not a formal title, except in the case of Professor Emeritus before a name or for named professorships, fellowships and chairs. See **academic titles**.

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## R

**residence halls** – Use residence hall instead of dorm or dormitory.

**room and board** – Use housing and meals.

**room numbers** – College, hall, building may be omitted when the name of the building is known. Examples: *121 Prillaman; 4-206 Convocation Center.*

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## S

**school** – Capitalize only as part of a formal name; lowercase informal and incomplete references. Examples: *She attends the Wellstar School of Nursing. Classes will begin in the nursing school.*

**seasons** – Lowercase names of seasons unless they are part of a formal name or designate an issue of a periodical. Examples: *He graduated in the spring semester. She was on campus in Fall 2012. The article was in the Winter 2010 issue of Poetry.*

**semester** – Lowercase academic semesters. Examples: *Courses begin fall semester. She will graduate spring semester 2024.*

**spacing** – Place one space after a period at the end of a sentence.

**spring semester** – lowercase

**street** – Use abbreviation only with numbered addresses. Examples: *She lives at 101 Main St. He lives on Broad Street.*

**student-athlete** – hyphenate

**student classifications** – lowercase freshman, sophomore, junior, senior, graduate, undergraduate

**student groups** – Capitalize formal names of officially organized groups. Examples: *the Student Government Association; the Biology Club*

**summa cum laude** – lowercase, not italicized

**summer semester** – lowercase

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## T

**telephone numbers** – Complete phone numbers should be provided in written copy. Use parentheses to separate the area code from the seven-digit number. Example: *(770) 423-6000*.

**theater, theatre** – Use theatre in reference to the Department of Theatre and Performance Studies or as part of a proper name. Use theater for general purposes. Examples: *She is a student in the theatre department. The performance was in Stillwell Theater. After the performance, the theater was empty.*

**theses** – Set off the titles of theses and dissertations with quotation marks. Do not italicize.

**time** – Use figures except for noon and midnight. Omit the :00 following the hour. Examples: *The event begins at 5 p.m., and the dinner begins at 6:30 p.m. The festival is from 3 to 4:30 p.m. The meeting will be Wednesday, March 3, 8-9 a.m.* Exceptions: In formal documents, such as invitations, the :00 may be used. The alternate abbreviations AM and PM are acceptable.

**titles of works** – In general, use italics for titles of entire works, such as books, long works and compositions, works of art and art exhibitions, legal cases, magazines, pamphlets, long poems, plays, movies, television series, television programs, symphonies and operas. Titles of works that are part of a whole, such as book chapters, articles, columns, blog entries, short poems, short stories, comic strips, lectures, individual works of art, songs and individual episodes of television series, should be in quotation marks. Examples: The article “Painting by Numbers” appeared in *Kennesaw State University Magazine*. The song “Here Comes the Sun” is on *Abbey Road*. The episode “Running” in the show *The Walking Dead* inspired the movie *Zombies*.

**trustee** – Trustee is the generic term for a person or group appointed to manage the affairs or property of another person or organization. Capitalize when used as a formal title.

**T-shirt** – Use capital T and hyphenate.

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## U

**University** – Capitalize as part of a complete formal name or as informal reference to Kennesaw State University. Lowercase otherwise. Examples: *The University started a football program in 2015. She went to a different university before attending KSU.*

**URL** – Punctuation is used after URLs when they are part of complete sentences.

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## V

**Vita, vitae, curriculum vitae** – Vita, vitae refers to a short biography or autobiography. A curriculum vitae is a summary of academic and work history.

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## W

**Web** – Capitalize the proper noun World Wide Web, but lowercase other forms. Examples: *The information is on the web. The information about his webcast is on the website.*