

The Editorial Style Guide

Durham Technical Community College

Introduction

The Durham Technical Community College
standard guide for all College faculty and

is the

General, common Durham Tech usage

A1. Academic degrees

a1.1. When referring to diplomas, degrees, and certificates awarded by Durham Tech, use the following styles including capitalization.

The following list includes frequently used abbreviations for academic degrees, boards, and organizations. No spaces or periods are needed between letters. If a publication has a mix of styles, use the College style as seen below.

Also refer to the list when needing to list the full name of the degree, board, or organization.

AA	Associate in Arts
ABOC	American Board of Opticianry
AND	Associate Degree in Nursing
AE	Associate in Engineering
AFA	Associate of Fine Arts
AGE	Associate in General Education
AS	Associate in Science
AAS	Associate in Applied Science
BA	Bachelor of Arts
BSN	Baccalaureate Degree in Nursing
BS	Bachelor of Science
CDA	Certified Dental Assistant
CDO	Certified Dispensing Optician
CDT	Certified Dental Technician
CAN	Certified Nurse Assistant
CNM	Certified Nurse Midwife (RN with advanced training)
CNOR	Certified Nurse Operating Room
CO	Certified Optician
COTA	Certified Occupational Therapy Assistant
COTA/L	Certified Occupational Therapy Assistant/Licensed

CPhT	Certified Pharmacy Technician
CRT	Certified Respiratory Therapist
CRTT	Certified Respiratory Therapy Technician
CST	Certified Surgical Technologist
DDS	Doctor of Dental Surgery
DMD	Doctor of Medical Dentistry
EdD	Doctor of Education
JD	Juris Doctor (Doctor of Law)
LDO	Licensed Dispensing Optician (what we actually are in NC)
LO	Licensed Optician (what we tend to use in NC)
LPN	Licensed Practical Nurse
MA	Master of Arts
MBA	Master of Business Administration
MD	Medicine Doctor (Doctor of Medicine)
MEd	Master of Education
MLS	Master of Library Science
MLIS	Master of Library and Information Studies
MS	Master of Science
MSN	Master of Science in Nursing
NP	Nurse Practitioner (RN with advanced training)
OTR	Occupational Therapist Registered
OTR/L	Occupational Therapist Registered/Licensed
PharmD	Doctor of Pharmacy
PhD	Philosophiae Doctor (Doctor of Philosophy)
RA	Restorative Aide
RDH	Registered Dental Hygienist
RN	Registered Nurse

a1.2. Graduation honors.

When writing the following honors, lowercase each word:

cum laude

database (not data base)

day care (not daycare and not day-care)

daytime (not day time)

decision-making

dropout (as a noun); drop out (as a verb)

email (not e-mail or Email)

ensure (preferred to insure except when the reference is insurance-related)

extracurricular (not extra-curricular)

fieldwork (not field work)

first-come, first-served (not first come, first served)

fliers (not flyers)

fundraiser, fundraising

grant writing (as a noun): grant-writing (as an adjective, grant-writing experience)

health care (not healthcare)

intercultural (not inter-cultural)

international (not inter-national)

lifelong (not life-long)

microcomputer (not micro-computer)

Mini-Session (not mini-session, minisession, or Minisession)

multicultural (not multi-cultural)

Multi-Purpose Room (not Multipurpose Room and not Multi-purpose room)

multipurpose (all other uses)

non-credit (not noncredit)

nonprofit (not non-profit)

online (not on line and not on-line)

paraprofessional (not para-professional)

postsecondary (not post-secondary)

preregistration (not pre-registration)
prerequisite (not pre-requisite)
preschool (not pre-school)
recordkeeping (not record keeping and not record-keeping)
résumé (not resume)
statewide (not state-wide)
syllabi (not syllabuses)
textbooks (not text books)
timeline (not time line and not time-line)
webpage (not web page)
website (not web site)
workforce (not work force)
work-study (when referring to the federal financial aid program)

Other Durham Tech wording preferences:

college (not school)
course
class (when referring to the group of people in a course or the actual class section meeting)
faculty member or instructor (not teacher or professor) (Note, some staff members can also be instructors.)
first-year, second-year (etc.) student (not freshman, sophomore, etc. This only applies to a student's status at Durham Tech, not other schools or colleges.)

For the College's specifications pertaining to its name, see [a4.4](#).

A3. College buildings and locat BMC 0.7 (ur)1besFor.1 (so-1.1 3 (w22)11.9 (i)30 (.2

First Mention

Subsequent Mentions

American Tobacco Campus	ATC
Building 6	Building 6
Center for Academic Excellence	CAE
Center for the Global Learner	CGL
Duke Street North	DSN
GlaxoSmithKline Technology Center (Building 9)	Tech Center
Educational Resources Center (Building 5)	ERC
Edward L. Phillips Building (Building 3)	Phillips Building
Facility Services Building (Building 7)	Facility Services
George W. Newton Industrial Newton Center and Engineering Technologies Center (Building 4)	Newton Center
Harold K. Collins Building (Building 2)	Collins Building
Northern Durham Center	NDC
Main Campus	Main Campus
Orange County Campus	OCC
Phail Wynn, Jr. Student Services Center (Building 10)	Wynn Center
Small Business Center	SBC
Teaching-Learning Center	TLC
The Chesterfield	The Chesterfield
Nathaniel B. White Building (Building 1)	White Building
William G. Ingram Center for Applied Learning and Technology	Ingram Center

Use the full name on first reference. If needing to refer to the location again in the document, put the acronym in parentheses after the full name. This may be modified to fit editorial standards for media publications.

The exhibit is housed in the Educational Resources Center (ERC). The ERC also contains the Library.

When referring to a specific room, list the building name, building number, and the room number. If a room has a specific name, capitalize the name of the room.

That course is offered in Collins 2-311 this semester.

The Center for the Global Learner is in the Nathaniel B. White Building (Building 1). The Multi-Purpose Room is in the Phail Wynn, Jr. Student Services Center (Building 10). The College Café is always in the Wynn Center.

The Student Government Association will meet in the Barbara Baker Activities Room inside the Wynn Center.

a4.8. The following are always capitalized:

First-Year Experience
The College Success course (ACA 122)
President's Lecture Series
Teaching-Learning Center
The Testing Center
Durham Tech Library
ConnectSession
ConnectCenter
ConnectMail
Self-Service
Eagle Connect program

a4.9. Headings, headlines, and subheadings take an initial cap only.

Correct: Students receive scholarship to local university
Incorrect: Foundation Granted \$150,000 For Scholarship Funds

a4.10. Honorific titles.

When used in text without a specific name, all honorifics should be lowercase. Refer to [A6](#) for more rules on titles.

The general disagreed violently with the senator, and only the chaplain could prevent them from coming to blows.

a4.11. Majors and minors.

Majors and minors are not capitalized in text except in the case of proper nouns. The in is not capitalized.

psychology major
history minor
French major
Jewish studies minor

a4.12. President's List.

The term is capitalized.

Annie made the President's List first semester.

a6.2. Academic titles.

The honorific **Dr.** should only be used on first reference to a medical doctor or an academic who has earned a doctorate. An exception is when the title is used in a direct quote.

Dr. Jim Mulligan gave the opening speech. Mulligan reflected on his time at Durham Tech.

Abbreviations such as **AB** or **PhD** (for **Bachelor of Arts** or **Doctor of Philosophy**) should not appear with any other title or with abbreviations indicating scholastic degrees.

Note, when referring to the College's president, use only their **name** title.

Correct: Ford Maddux, AB, PhD

Incorrect: Dr. Ford Maddux, AB, PhD

Correct: John L. Smith, Esq.

James A. Jones, Jr., Esq.

Incorrect: John L. Smith Esq., AM

Correct: President Bill Ingram

Incorrect: President Dr. Bill Ingram

a6.3. Mr., Mrs., Ms.

The titles of **Mr.**, **Mrs.**, and **Ms.** are never to be used.

a6.4. Jr., Sr., numbers.

Abbreviations such as **Jr.**, **Sr.**, and **III** are applied only when a person's full name is given. The abbreviations **Jr.** and **Sr.** are the only ones set off by commas.

Mr. James Jefferson, Jr., was once governor.

Dexter Harrison III spoke at the commencement.

Exception: Dr. Phail Wynn Jr. and the Phail Wynn, Jr. Student Services Center don't take a comma after

a6.5

Common title abbreviations include _____, _____, _____, and _____, and can be used before a person's first name on first reference. Proceed with the person's state abbreviation or _____. If referring to a member of Congress, specify the state they represent.

N.C. Gov. Roy Cooper

U.S. Sens. Richard Burr and Thom Tillis, of North Carolina

When using a title in a general sense, spell out and lowercase the word.

The senator spoke to the students.

a6.6. Military.

Military titles should always precede the name with the branch of service following. Titles are usually abbreviated but do not take the same _____ (er)d[(a)-11jEMC per1 (a)-12.tc (.)]C 1TT2 1 TJ-T

a7.6. Decimals and fractions.

Numerals are generally acceptable when needing to include decimals and fractions for statistics, data, recipes, and similar purposes. Avoid using them when possible, mainly when writing long-form items such as blog entries, stories, or articles.

1/4 cup of sugar

He read half his book last night. [Rather than: He read 1/2 his book last night.]

a7.7. Percentages.

In text, refer to the rules outlined in [a7.1](#) for numerals and in a7.6 for decimals, and use the word instead of the symbol unless you are writing a scientific or statistical piece. Numbers and the symbol can be used in tables.

A grade point average of 3.8 is the equivalent of 95 percent.

Enrollment in the program was up five percent from last semester.

40% (used in a table)

a7.8. Measurements and temperatures.

When including any measurement unit in text, spell out the abbreviation. Refer to rule [a7.1](#) for

--

She runs two miles each day.

Numerals and symbols are appropriate when referring to a specific temperature in text.

--	--	--

A8. Times and dates

a8.1. Months.

Generally, it is acceptable to spell out the month when referring to a specific date. When you are listing several dates or are limited on space, abbreviate all the months that have more than five letters. Accepted abbreviations are , , , , , , . If the list of dates

a8.7. Date and time ranges.

Shorten a range of years to eliminate the initial repeated digits, unless three or more digits will change in which case you would include both years.

1962–81

1999–2003 [not 1999–03]

Do not use or back-to-back when giving a range of times.

7–9 p.m. [Not: 7 p.m. –

Hawaii	Mississippi – Miss.	Oklahoma – Okla.	West Virginia – W.Va.
Idaho	Missouri – Mo.	Oregon – Ore.	Wisconsin – Wis.
Illinois – Ill.			Wyoming – Wyo.

Apart from addresses, it is not necessary to add a state name or abbreviation behind a large, well-known city. Smaller cities and towns that border the College may also omit the state abbreviation.

Nancy moved to Denver. [Colorado]

Nancy moved to Denver, N.C.

a11.1. Capitalizations, proper names.

home page
internet
logon, log on – is used as a noun or modifier; is a verb.
online
Website, webcam, webcast, webmaster, web page, webfeed, the web.

See [A2](#) for more preferred spellings.

Grammar, punctuation

B1. Active/passive voice, verbs

b1.1. Definitions.

Active voice is when the actor is the subject of the sentence. The actor is the object of sentences written in the passive voice, meaning the actor receives the action. Active sentences are preferred because using the active voice makes the sentence clearer and more concise.

Active: Susan went to the store to get some milk.

Passive: Milk was gotten from the store by Susan.

Active: Jack climbed the beanstalk

Passive: The beanstalk was climbed by Jack.

b1.2. Headlines, active verbs.

Article headlines should use active verbs. Keep headlines as concise as possible while being accurate. Please refrain from a question-and-answer format in your documents. For more about headline writing, see [a4.9](#).

Durham Tech students partner with NASA

B2. Pronouns

b2.1. Collective nouns

Collective nouns are words that indicate a group of people or objects: board, committee, chorus, class, etc.

Generally these nouns are seen as singular entities, so they would be replaced with a singular pronoun.

The group voted on its proposal. [refers to . The group is collectively voting on the same proposal.]

An exception would be if members of the group are acting individually.

The group gathered their belongings. [refers to . The group's members would be getting their own belongings instead of other people's belongings.]

Specifying who is in the group could help avoid confusion as to which pronoun to use.

Members of the board closed their meeting. [is a plural noun, so it would receive a plural pronoun.]

For more on the College's guidelines with pronouns, see [C2](#).

B3. Possessives

b3.1. Singular common nouns.

When a singular common noun ends in add an . An exception is when the noun is followed

B4. Commas

Do not use a hyphen in a compound modifier beginning with the word **very** or any adverb ending in **-ly**.

very green complexion

poorly planned wedding

Always use a hyphen (in any situation) in compounds beginning with **all-**, **knocked on**, **pro-**, and **anti-** and ending with **-ness**. Other common prefixes include **co-**, **contra-**, **sub-**, **super-**, **sub-**, and **super-** when it is used to denote a position.

all-encompassing wisdom

knocked on 20-odd doors

pro-environment

Fractions and measurements also are hyphenated when used as a modifier:

Words that are often hyphenated, minus exceptions in usage:

mothers-in-law, father-in-law, etc.

BAND-AID

cure-all

drive-in

far-flung

go-between

grant-in-aid (grants-in-aid)

in-house

quick-witted

second-rate, third

Use the following as a general guide, but if unsure, ask the individual their preference. Only address a person's race when appropriate, such as talking about international students, for applicable reports, etc.

c1.1. No general usage guide allows for capitalization of skin color when used in reference to race, except in the name of an organization. Use African American (no hyphen) when possible and appropriate.

c1.2. Use Asian American.

c1.3. Use Native American, not American Indian.

c1.4. Latino/Latina, Latinx, Hispanic.

Each term carries a different meaning. Latino, Latina, and Latinx refer to someone of a Latin American origin, with Latino referring to a person with a male identity, Latina to someone with a female identity, and Latinx as a gender-neutral option. Hispanics are people from Spanish-speaking countries.

Latinx/Latina/Latino and Hispanic American all can refer to a person of Latin American descent living in the United States. Latinx is preferred for use as a collective noun or adjective form. Use regional designations and nationalities, such as Latin American, Peruvian, Bolivian, Mexican, Cuban, Puerto Rican, and Columbian, when they are more accurate and specific than a general designation might be.

C2. Gender Use

Use the following as a general guide, but if unsure, ask the individual their preference. Only address a person's sexual orientation when appropriate.

c2.1. General use, pronouns.

When you are unsure of the identity of a person, use the singular or .

Someone left their laptop.

When discussing a group of people, use as a group is considered a single entity.

The group decided where it wanted to eat lunch.

For a singular person, or is generally appropriate. However, a person may wish you to use or another pronoun instead, so consult the subject if you are unsure.

C2.2. LGBTQIA+ designations.

LGBTQIA+ stands for and and . The "+" acknowledges that the community expands beyond these labels.

A person's identity is always lowercased, unless used in an organization's name.

Only address a person's disability or illness should it be relevant and with the person's permission.

As a general rule, you should try to emphasize the person not the disability or illness. However, it is recommended to check with the individual about their preference.