

EDITING checklist

Before sending anything to print or posting it on the web, run through this short checklist to eliminate the most commonly made style errors at Hamline.

Avoid acronyms and jargon. Spell out acronyms upon first reference. Use the proper and full name of schools, programs, and buildings.

Capitalization. Hamline, in accordance with the *Chicago Manual of Style*, uses capitals sparingly. Although proper names are capitalized (such as Piper Athletic Association and Dispute Resolution Institute), many words derived from or associated with proper names (board of trustees, history department) should be lower-cased. Words that are not capitalized: “university” and “college” when used alone; degrees such as bachelor’s degree; and majors except for those containing a proper noun (English and biology).

Commas. Always use serial commas to avoid confusion: *apples, oranges, and bananas*.

Dates. In most instances, spell out the name of the month and year in full. *January 7, 2008*. Don’t add “th” or “st,” etc. in dates, such as 2nd or 3rd.

Hyphens. In general, most compound phrases require a hyphen if used before a noun but don’t require a hyphen if they stand alone. *Third-floor apartment; the team is in first place*.

Numbers. Whole numbers one through ninety-nine are spelled out in text. For all other numbers, numerals are used. These rules apply to ordinal numbers (such as first, ninety-ninth, etc.) as well. Exceptions to this rule include web copy, in which case spell out whole numbers one through nine and use numerals for ten and greater.

Percent. The correct format is: 50 percent, with the number listed in numeral form and percent spelled out (do not use %).

Phone numbers. Don’t use parentheses. Separate the numbers with hyphens. *651-523-2800*.

Place names. Use the full name and check that you have it correct. It’s the Kay Fredericks Room (check spelling, and not a ballroom).

Saint Paul. The city of Saint Paul is named “Saint Paul,” not “St. Paul,” so spell out Saint when referring to the city. Other cities (such as St. Cloud and St. Louis Park) do not spell out “Saint,” so use the abbreviation “St.” for these cities.

Single spacing, please. Use only one space after colons and sentences endings (periods and question and exclamation marks). This is the industry standard for publications. Microsoft Word’s find-and-replace feature can help you check for and eliminate extra spaces.

Technology. Use email, online, Internet, web, and website.

Time. Use numerals with a.m. and p.m. abbreviations, but not with o'clock: *5:40 a.m.*; *Five o'clock*. Omit :00 for even hours unless special emphasis is required. When indicating a span of time, a.m. and p.m. are included when the time spans both divisions, (6 a.m.–8 p.m., hyphen, no space), but if both the starting and end time are in the same division, indicate a.m. or p.m. after the end time only (5–7 p.m.). “Noon” and “midnight” are lowercased and stand alone.

Titles. Capitalize the title if it appears before the person's name, but do not set the title off with a comma: *Vice President for University Relations Dan Loritz*. Do not capitalize titles if they appear after the person's name, but do set the title off with commas: *Shirleen Hoffman, director of safety and security*. Avoid abbreviation of formal titles. Generic, lower-cased forms of the title may be used in subsequent references.

Websites. When referring to websites in publication, <http://> is usually not needed. If the website you want to reference is long, contact Web Services and ask them to create a shortcut for you.