



Kenyon Brand User Guide

Written Style

AP Style Quick Tips

For most publications and other written material, Kenyon College's Office of Communications follows the Associated Press Stylebook, preferred by many media outlets. For questions of spelling, we use the American Heritage Dictionary of the English Language.

In some cases, we have created "Kenyon rules" that depart from the sources listed above. We will modify this guide as language and common usage change, and as unforeseen questions arise. We welcome questions about usage and grammar, as well as suggestions for new listings and for making this guide more helpful. [The guide is available here.](#)

In these pages, we answer the most frequent questions about written style.

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Academic departments, Divisions and Programs

(see also [administrative departments and offices](#))

Capitalize when using the official names of departments, concentrations and programs. The official names of departments begin with “Department of ... ,” as in “Department of Biology.” The official names of interdisciplinary programs (whether majors or concentrations) begin with the name of the discipline.

EXAMPLES

Asian Studies Concentration, Neuroscience Program.

In second reference or informal uses, we often say “biology department” instead of “Department of Biology.” It is acceptable to lowercase here. Do not capitalize “the department.”

EXAMPLE

For more information, see the chair of the Department of Biology.

The biology department is located in Higley Hall. For more information, visit the department’s website.

When listing multiple departments, capitalize if “departments” precedes the discipline, but not if it follows.

EXAMPLE

The Departments of Physics, Chemistry and Biology are hosting a reception for summer researchers.

The chemistry and biology departments share some administrative staff.

Lowercase the names of disciplines.

RIGHT

I came to Kenyon intending to major in art history, but I became fascinated by political science as well. Ultimately, I combined these interests by majoring in American studies.

WRONG

I took two courses in Physics and one in Sociology.

Capitalize academic divisions: the Fine Arts Division, the Humanities Division, the Natural Sciences Division and the Social Sciences Division. Lowercase “the division” as well in terms like “the natural sciences.”

Similar rules apply to the names of administrative departments and offices.

In limited cases, such as the course catalog, it is acceptable to abbreviate departments with their four-letter codes (e.g., ANTH, HIST, PHYS). In general, spell out.

View a [complete list](#) of academic departments and programs.

Addresses

Always use figures for an address number. Spell out “first” through “ninth” when used as street names, and use figures for “10th” and above in street names.

Spell out alley, road, drive, terrace, etc., in an address. Exceptions to this rule are avenue, boulevard and street — they may be abbreviated with a numbered address, but should be spelled out when part of a formal street name without a number. (A good way to remember these exceptions: Work on your “ABS.”)

Use periods in the abbreviation “P.O.” for P.O. Box numbers.

In a numbered address, abbreviate compass points used to indicate directional ends of a street or quadrants of a city, but do not abbreviate in a non-numbered address.

EXAMPLES:

221 N. Acland St., North Acland Street

101 College-Park Drive

1500 L St. NW, L Street Northwest

100 E. 34th Blvd., East 34th Boulevard

15 N. Third Ave., North Third Avenue

Administrative Departments and Offices

(see also [academic departments, divisions and programs](#))

Capitalize when using the official titles of departments and offices.

EXAMPLES

Office of Admissions, Office of the Provost, Office of the Registrar.

In second reference or informal uses, it is acceptable to lowercase terms like admissions office, provost’s office and registrar’s office.

When listing multiple offices, capitalize if “offices” falls before the description of the office, but not if it follows.

EXAMPLES

The Offices of Admissions and Advancement met for a special celebration of new Kenyon parents.

Representatives from the accounting and financial aid offices hold regular meetings.

Terms like “the provost,” “the registrar” and “the dean of admissions and financial aid” should be lowercased, unless they precede the name of the person. See [titles: people](#).

Advisor

Not adviser. This is a departure from AP Style.

Ampersand (&)

Refrain from using in place of “and,” unless it is part of a composition title or an organization’s formal name.

Board of Trustees

Capitalize when referring to the Kenyon Board of Trustees, but lowercase “board” on second reference. Lowercase “trustee.”

EXAMPLE

The Board of Trustees approved funding for a new residence hall. The board also discussed existing residences, with many trustees advocating a comprehensive schedule for renovations.

Buildings

In formal and official documents (e.g., grant applications), use the complete names of buildings.

EXAMPLE

The physics and mathematics departments are located in Rutherford B. Hayes Hall.

Public sculpture on the Kenyon campus includes Henry Moore’s “Large Spindle Piece,” located in the Philip R. Mather Courtyard.

In posters, email announcements and other informal uses, it is not necessary to use the complete name.

EXAMPLE

The tour begins in the Science Quad, at the doors of Hayes Hall. Participants will get to see laboratories in both Hayes and Tomsich halls, as well as in the Fischman Wing of Higley Hall.

Note: When two (or more) buildings are mentioned, the word referring to the building (such as “halls”) is lowercased.

Use abbreviations and acronyms (e.g., RBH for Hayes Hall) only when you are sure that the intended audience will understand the reference. It’s always a good idea to provide a key explaining abbreviations and acronyms.

A complete list of buildings may be found in the College’s [online](#) directory.

Buildings: Rooms

All of the following are acceptable (but be consistent in usage within a single document):

Ascension Hall 126

Ascension 126

Ascension Hall, room 126

WRONG

126 Ascension

Note that some rooms have specific names.

EXAMPLE

Hayes 109 is the Franklin Miller Jr. Lecture Hall.

In deciding whether to use the room number or the name, consider what will be most easily understood by the intended audience. A poster advertising a campuswide event might use Hayes Hall 109, while an email to physics majors might use Franklin Miller Lecture Hall.

Here is a partial list of rooms that usually go by their names:

- Bemis Music Room. (Note: It may be helpful, especially for external audiences, to specify that it is located on the second floor of Peirce Hall.)
- Beulah Kahler Theater
- Brandi Recital Hall in Storer Hall (cumbersome but clear)
- Campbell-Meeker Room
- Nu Pi Kappa (may need more explanation)
- Philomathesian Hall, or Philomathesian

Campuswide

Spelled as one word, no hyphen.

Capitalization: Titles

Professional titles are capitalized when they immediately precede a personal name. Titles are normally lowercased when following a name or used in place of a name. Titles also are lowercased when used alone. Note that this rule applies to civil, military and religious titles as well as academic titles.

The examples here entail academic titles.

Assistant Professor of History Richard Smith has designed a new seminar.

Sheila Jones, professor of biology, has received a grant from the National Science Foundation.

Tom Edwards served as dean of students for many years.

They consulted with the assistant dean of students for housing and residential life.

Exceptions to this rule: A named professorship (chair) should always be capitalized, regardless of whether it precedes or follows the name. The title may also be capitalized after the name when used in a headline, directory or listing.

Ceremonies and Celebrations

Capitalize the College's major ceremonies: Opening Convocation, Founders' Day, Honors Day and Commencement. Also capitalize Homecoming and Homecoming Weekend.

Class Capitalization

When referring to classes in a general context, lowercase: first-year class, sophomore class, junior class, senior class.

For formal names of events, groups or committees involving a class, capitalize: the Senior Class Committee.

Co-author, Co-chair, Co-director

Hyphenate, per AP style. (Retain the hyphen in uses of “co-” when forming nouns, adjectives and verbs that indicate occupation or status.)

College vs. college

Capitalize “College” when referring specifically to Kenyon.

EXAMPLE

Kenyon College is located in Gambier. The College enrolls nearly 1,750 students.

Do not capitalize “college” when not referring specifically to Kenyon.

EXAMPLE

At Kenyon, students enjoy a multi-faceted college experience.

Collegewide

Spelled as one word, no hyphen.

Commas

For detailed guidance, consult the AP Stylebook.

Per the Stylebook: “Use commas to separate elements in a series, but do not put a comma before the conjunction in most simple series. Include a final comma in a simple series if omitting it could make the meaning unclear. Put a comma before the concluding conjunction in a series if an integral element of the series requires a conjunction. Use a comma also before the concluding conjunction in a complex series of phrases.”

EXAMPLES:

The first-year students moved into McBride, Mather and Lewis halls.

The Friday Cafe menu featured pumpkin soup, macaroni and cheese, and green salad.

For her senior exercise, she wrote two essays, an autobiographical piece, and a book analysis. (If total of four pieces)

For her senior exercise, she wrote two essays, an autobiographical piece and a book analysis. (If total of two pieces)

Committee Names

Capitalize the names of Board of Trustee committees, faculty committees, Campus Senate committees, Student Council committees and so on.

Dash (–, —)

Per AP style, put a space on both sides of an em dash in all uses except the start of a paragraph and sports agate summaries. A thin space character can be used in typeset works. An em dash (—) typically is used in place of commas, parentheses or colons. An en dash (–) typically is used to denote a time span, a range of numbers, or scores.

EXAMPLES:

The Chicago Cubs narrowly defeated the Cleveland Indians 8–7 in Game 7 of the 2016 World Series.

The Chicago Cubs — undeniably the best baseball team in 2016 — celebrated their win with a well-deserved parade.

Dates

Always use figures. Avoid ordinals (-st, -nd, -rd, etc.). Spell out months when using alone or with a year, but abbreviate certain months if used with a specific date: Jan., Feb., Aug., Sept., Oct., Nov., Dec. Use a comma before and after the year in full dates within sentences. A comma is not necessary to set off a year if it is not part of a full date.

EXAMPLES:

The lecture will be held Dec. 10, 2020, via Zoom.

First-years and sophomores were on campus from their August 2020 move-in date to the start of Thanksgiving break on Nov. 25.

The next incoming class will arrive in August 2021 and graduate in May 2025.

Datelines

When mentioning cities in a story, also list the state in which the city is located. Consult the AP Stylebook for exceptions to this rule (such as Chicago, Cincinnati and Cleveland). If the context of the story makes it clear that the city is in a particular state, listing the state is not necessary. Include “Ohio” after “Columbus” unless context makes clear that the location is or is in Columbus, Ohio, not Columbus, Indiana; Columbus, Wisconsin; Columbus, Georgia; etc.

EXAMPLES:

Much of the produce served in Peirce Hall comes from a farm in Danville, Ohio. The meat often is from nearby Mount Vernon.

Students have plenty of opportunities for internships in Columbus, just an hour’s drive away.

Professional artists from Columbus, Ohio, were invited to critique the students’ work.

An international city should be listed with the country in which it is located. The AP Stylebook provides a list of exceptions to this rule (such as London and Paris).

Email

Not e-mail.

Founders’ Day

Note placement of the apostrophe.

Honors

Capitalize “Honors Program,” but not “honors.”

EXAMPLE

The Honors Program in anthropology requires independent research. Students intending to read for honors should contact the chair of the department.

Capitalize departmental honors.

EXAMPLE

Students may receive no honors, Honors, High Honors or Highest Honors.

Lowercase college honors: cum laude, magna cum laude, summa cum laude. (Note: These terms are not italicized.)

Internet

Lowercase this term.

Jr., Sr. and III

Do not use a comma before or after these elements.

EXAMPLE

Robert A. Oden Jr. served as Kenyon’s president during the construction of the new science buildings.

Lectures

Capitalize the name of a lecture series. The titles of individual lectures go in quotation marks.

EXAMPLES

Pierce Scranton spoke on campus as part of the Burton Morgan Lecture Series.

Higley Hall Auditorium was packed for Jane Goodall’s lecture, “The Chimps of Gombe.”

Numbers

In general, spell out one through nine, and use figures for 10 or above. Do the same with ordinals (first-ninth, then 10th and so on.)

Also use figures for academic course numbers, ages, vehicle designations (except for “Air Force One”), court decisions and votes (“the Supreme Court ruled 5–4”), dates and decades, decimals, fractions with numbers larger than 1, golf clubs, highway designations, mathematical usage, military ranks, monetary units, odds and ratios, percentages, political districts, ranks, sequential designations (“size 6,” “chapter 7”), speeds, sports scores, times, and units of measurement (dimensions, distances, recipes, temperatures).

Use figures for address numbers, but spell out “First” through “Ninth” when used as street names. (Example: 8 Sixth Ave., 221 81st St.)

Spell out numbers at the start of a sentence, unless it is a year. Spell out in casual uses (“thanks a million”) and in proper names (“the Final Four.”)

Use numerals and decimal points for course credit. (Example: A typical semester-long course carries .5 unit of credit.)

For more detailed examples, consult the AP Stylebook.

Nonprofit

One word; do not hyphenate.

Orientation

Capitalize Orientation when referring to the Orientation Program. (Also capitalize Orientation Program.) Keep lowercase when not referring to the program.

Phone Numbers

Use hyphens between the elements of a phone number.

EXAMPLE

740-427-5158

WRONG

740/427-5158

740.427.5158

(740) 427-5158

Reunion

Capitalize the event Reunion Weekend, as well as Reunion when it is used as shorthand for Reunion Weekend. Lowercase the term when used generically.

Science Quad

Capitalize this term.

Senior Staff

Capitalize this term when it refers to Kenyon's administrative leadership team, consisting of the president, division heads and so on.

Time

Use figures except for noon and midnight. Use lowercase a.m./p.m., with periods. No colon is needed to separate hours from minutes if the hour is exact.

EXAMPLES:

5 p.m., 5:30 p.m., 8 a.m. to 4 p.m.,
8-11 a.m., 8-11:30 a.m.

Avoid redundancies: 8:30 this morning or 8:30 a.m., not 8:30 a.m. this morning.

Titles: Works

Following AP style, put quotations around the names of books, movies, operas, plays, poems, albums, songs, radio programs, television shows, lectures, speeches and works of art. Capitalize the principal words, including prepositions and conjunctions of four or more letters, and articles (the, a, an) or words of fewer than four letters if it is the first or last word in a title. Do not italicize titles.

For newspapers and magazine titles, no quotes are necessary. When newspapers and periodicals are mentioned in text, an initial “the,” even if part of the official title, is lowercased (unless it begins a sentence) and not italicized.

EXAMPLES:

They distributed issues of the *Kenyon Review*.

The *Kenyon Collegian* published an in-depth interview with the visiting lecturer.

Books that are primarily catalogs of reference material or the Bible also should not be italicized and do not need quotation marks. Names of most websites and apps do not need quotes. Consult the AP Stylebook for additional guidance.