St. John's College Editorial Style Guide
Quick Reference

In general, the St. John's College editorial style guide follows the *Chicago Manual of Style*. However, there are exceptions, anomalies, and "Johnnie-isms" that are used.

Here are some examples of the more common styles that we use:

Preferred spelling
When referring to St. John's: college, Program
(ex. The Program at the college is considered rigorous.)
a.m. / p.m.
website
e-mail
nonprofit
spring, summer, fall, winter
U.S. or spell out United States
African American
King William Players
Commencement
Convocation

Spacing
Place a single space between sentences.

Dates and times
August 7 at 4 p.m.

Phone numbers
410-626-1234

College website
www.stjohnscollege.edu <u>or</u> www.sjc.edu

State abbreviations
Unless a mailing address, spell out state name. If space is limited, use AP style abbreviations (ex. Ala., Colo., Md., N.M.).

Numbers
Spell out numbers one through nine. Use numerals for 10 and higher.

Academic degrees
BA, MA, PhD

Class years
Before 1968: Class years are denoted as (Class of 1954).
1968 and later: Class years are denoted as (A74), (SF11), (SFGI07), (EC97), (H89).

Professional titles
Titles are capitalized before a name but not after.
(Ex. Alex Smith, director / Director Alex Smith)

Department names
Names of departments are capitalized. (ex. Alex Smith, director of Media Services)

Titles of works
Book, newspaper, artwork, and play titles are written in italics.
Lecture, article, and exhibition titles have quotes around them.

The Mitchell Gallery (Annapolis campus)
To be referred to as the Mitchell Gallery at St. John's College.

Annapolis campus address (the P.O. Box address is no longer used)
St. John's College
60 College Avenue
Annapolis, MD 21401