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**
stjohnscollege.edu or 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