

SGSC EDITORIAL STYLE QUICK REFERENCE GUIDE

South Georgia State Colleges follows the editorial style laid out by The Associated Press Stylebook, the basic journalistic style guide used by many college and university marketing/communication departments. Additional questions regarding basic style and usage for posters, flyers, media releases, marketing and communications purposes may be answered by logging into apstylebook.com.

1. Do not place an acronym in parenthesis after the name of an organization. Spell out the name of the organization on first reference, then use the acronym in subsequent references.
2. Do not use an apostrophe when referring to the word "associate" in the phrase "associate degree." Include an apostrophe when referring to a bachelor's degree or master's degree.
3. To form a plural of a single letter, use "s" and an apostrophe: "All the B's lined up to the right." To form a plural of multiple letters, add "s" with no apostrophe: "She mastered her ABCs in little time." To form the plural of words made of a group of letters, add the letter "s": CDs, ABCs.
4. Do not place a comma before the conjunction in a simple series. Ex. art, math and science.
5. Place periods after abbreviations Ph.D., Ed.D., M.A. or M.S.
6. Do not use courtesy titles Mr. Ms. or Mrs. except in direct quotes or in special cases. Include courtesy title Dr. when referring to a physician or other medical professional on first reference.
7. Use the full name of individuals who hold a Ph.D. or Ed.D., or any other doctoral designation. Use the last name only on second reference. Spell out titles with names used in direct quotes: The exceptions are Dr., Mr., and Mrs. Use the person's name followed by his/her degree (Ph.D., M.D., Ed.D., etc.) in text programs or posters.
8. Books, movies, recordings, television shows and similar works are set off in quotation marks, with all principal words capitalized: "Harry Potter and the Deathly Hallows," Titles of magazines, newspapers and reference works do not need quotation marks: Newsweek, The Washington Post.
9. Do not use a comma between a name and the designation Jr.: The event honors Martin Luther King Jr.
10. Capitalize formal job titles such as president, director and chair when they precede a name. Lower case the word when used as a noun after the person's name.: We heard from President Sellers yesterday. Dr. Ingrid Thompson-Sellers is the president of South Georgia State College.
11. Use lower case when referring to seasons (in the fall) except when the season is a title such as Fall Term.
12. Capitalize departments such as Mathematics Department.
13. Capitalize the word campus when speaking of individual campuses. Ex. Douglas Campus; Waycross Campus. Do not capitalize the word college when referring to the college as a common noun.
14. The hyphen is no longer necessary when referring to terms such as African American and Asian American. It is no longer necessary to use hyphens in double "e" combinations like reelect, preempt and reenactment.
15. Use a.m. and p.m. (lower case followed by a period) when referring to time of events.
16. Use single digits when referring to events taking place on the hour: 1 p.m. or 12 noon. Use a colon between the hour and minute to refer to events taking place at other times such as 12:15, 12:30 or 12:45 p.m.
17. Spell out fractions that are less than one. In text, spell out numbers one through nine. Use numerals 10 and higher for other numerical references. Do not include st., nd., rd. or th after numbers in dates. Separate the date from the year by commas when the year is not implied. Ex. April 12, 2020.
18. Use the % symbol when paring it with a numerical amount. It is no longer to use the word percent when referring to a percentage of amount.
19. Abbreviate months with six or more letters: Jan., Feb., Aug., Sept., Oct., Nov., and Dec. Spell out other months when used as dates.
20. Spell out names of all states when used alone: He lives in Montana. Abbreviate state names of seven or more letters when used with a city name. Put commas between and after the abbreviation; Douglas, Ga, is a great place to come to college. Be sure to use the stylebook abbreviations, and not the U.S. Postal Service abbreviations for states unless using the full address and zip code in the text.