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The Office Marketing & Communications and others in the University producing written materials should adhere to the guidelines outlined in this style guide, which are based, in part, on *The Associated Press Stylebook* (2020) but also use guidelines unique to the needs of Yeshiva University.

The *Webster's New World College Dictionary (5th Edition)* is the preferred reference for English spelling and punctuation. It can be searched online at <https://www.yourdictionary.com/about/websters-new-world-college-dictionary.html>

- 1) Bachelor's degree, master's degree, associate degree [no 's with associate degree]
 - a) She received a bachelor's degree in history. He received a master's degree in philosophy. He has an associate degree in management.
- 2) Bachelor of Arts, Master of Science [no 's when using initial capitals]
 - a) She received a Bachelor of Arts in Modern History. He received a Master of Science in Mathematics.
- 3) B.A., J.D., Ph.D., LL.M. [use periods; if a person has more than two, set apart by commas]. However, MBA does not use periods.
 - a) Joan Marcus, B.A., Ph.D., spoke last week...
- 4) Do not

- 2) The second reference and continuing references throughout the article will use the title and last name: Dr. Falluja
 - a) Dr. Oriana Falluja, professor of biology at Stern College for Women, has published a new article on genetics. The research that Dr. Falluja has pursued includes ...

- 1) Use the abbreviations Ave., Blvd. and St. only with a numbered address: 1600 Pennsylvania Ave.
 - a) Spell them out and capitalize when part of a formal street name without a number: Pennsylvania Avenue.
 - b) Lowercase and spell out when used alone or with more than one street name: Massachusetts and Pennsylvania avenues.
- 2) All similar words (alley, drive, road, terrace, etc.) always are spelled out.
- 3) Always use figures for an address number: 9 Morningside Circle.
- 4) Spell out and capitalize First through Ninth when used as street names; use figures for 10th and above.
 - a) 7 Fifth Ave.
 - b) 100 121st St.
- 5) Compass Points/Quadrants of a city
 - a) He lived at 222 E. 42nd St., He lived on East 42nd Street.
 - b) She resided at 600 K St. NW, She lost her phone in the vicinity of K Street Northwest.
 - c) No periods in compass points: NW, N.W.
- 6) Highway Designations
 - a) Use these forms, as appropriate in the context, for highways identified by number: U.S. Highway 1, U.S. Route 1, U.S. 1, state Route 34, Route 34, Interstate Highway 495, Interstate 495. On second reference only for Interstate: I-495.
 - b) When a letter is appended to a number, capitalize it but do not use a hyphen: Route 1A.
- 7) Post Office Boxes
 - a) Use periods: P.O. Box 7000, PO Box.
- 8) For envelope invitations, use New York, NY, not Manhattan.

Adviser, not advisor

- 1) All composition titles should use uppercase for primary words.
- 2) Books and periodicals (magazines, newspapers) are in italics and without quotes: *War and Peace*, *The New York Times*
- 3) Articles in journals or magazines are in quotes and don't use italics: "The Style of Stylishness" in *Tablet*.
- 4) Poems are in quotes and don't use italics. (The title of a book of poetry is treated like any other book.)
 "The Red Wheel"

1) Capitalize the first and last words in titles and subtitles (but see rule 7), and capitalize all other major

In general, use *fewer* for individual items (number) and *less* for indefinite amounts (volume).

- 1) Less money, fewer dollars
 - 2) More machines, fewer workers, less effort
 - 3) Fewer donuts, less sugar
-
- 1) Spell out numbers one to nine and use figures for 10 and up.
 - a) Eight, nine, 10, 11
 - 2) Ages always use figures and are hyphenated when expressed as adjectives before a noun or as a substitute for a noun, but no hyphen is used when dollar figures appear as an adjective.
 - a) She had a 5-year-old boy The boy is 5 years old.
 - b) The boy, 7, has a sister, 10.
 - c) The woman, 21, has a daughter 2 months old.
 - d) The law is 8 years old.
 - e) The race is for 3-year-olds.
 - f)

- d) A full-time job (He works full time)
 - e) A know-it-all attitude
- 2) Use hyphens to link all the words in the compound except the adverb *very*, all adverbs that end in *-ly* and when expressing a range.
- a) He had a very devil-may-

The graduation year is always listed first followed by the school abbreviation with no space in between. School and year come directly after the name and are NOT preceded by a comma.

Rabbi Herbert C. Dobrinsky '50YUHS, '54YC, '57R, '80F, vice president for institutional advancement, was honored today at...

- 1) Hebrew terms used in YU publications are spelled

conforms to the Jewish dietary regulations

M

tzitzit
garment worn by Jewish males

yahrzeit
anniversary of a person's death

yarmulke
male head covering – see