The McKay School Editing and Usage Guide is designed for print and web publications such as McKay Today Magazine, McKay School websites, newsletters, blogs, posters, and other media designed for general, non-scientific use.

This editing and usage guide answers questions and addresses issues specific to the McKay School. However, it does not answer all editing and grammar questions. For items not covered here, consult the latest edition of the BYU Style Guide and The Chicago Manual of Style (17th Edition). The McKay School Editing and Usage Guide highlights rules in these two guides that are most pertinent to the McKay School or that are the most often misunderstood. This guide also gives direction about concepts not discussed in either of the previous guides mentioned. Other useful guides include Merriam-Webster’s Collegiate Dictionary and The Church of Jesus Christ of Latter-day Saints Name Style Guide.

For news releases, consult the Associated Press Stylebook. For scientific writing, such as research papers intended to be presented in the fields of psychology, education, and other social and behavioral sciences, use the Publication Manual of the American Psychological Association.
## Contents

To go to a section, click on its section heading on this page (if that doesn’t work, press the Control button and click). Once you’re in a section, simply click on the number in the section heading to return to this page.

<table>
<thead>
<tr>
<th>1 Names and Terms</th>
<th>2 Punctuation</th>
<th>3 Numbers</th>
<th>4 Citing Sources</th>
<th>5 McKay School–Specific</th>
<th>6 Writing</th>
<th>7 Alphabetical</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 academic degrees and honors</td>
<td>2.1 rules of capitalization</td>
<td>3.1 general rules for numbers</td>
<td>4.1 citing sources in text</td>
<td>5.1 McKay Building</td>
<td>6.1 parallel structure</td>
<td>alumna, alumnae, alumnus, alumni</td>
</tr>
<tr>
<td>1.2 majors</td>
<td>2.2 commas</td>
<td>3.2 time</td>
<td>4.2 faculty publications</td>
<td>5.2 McKay School of Education</td>
<td></td>
<td>a.m., p.m.</td>
</tr>
<tr>
<td>1.3 titles and offices</td>
<td>2.3 dashes</td>
<td>3.3 room numbers</td>
<td>4.3 grants</td>
<td>5.3 abbreviations of the McKay School’s department names</td>
<td></td>
<td>ARTS Partnership</td>
</tr>
<tr>
<td>1.4 departments, degrees, and programs</td>
<td>2.4 ellipses</td>
<td>3.4 ordinal numbers</td>
<td>4.4 quotations</td>
<td></td>
<td></td>
<td>Aspiring Principals Academy</td>
</tr>
<tr>
<td>1.5 awards</td>
<td>2.5 dates</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>autism spectrum disorder</td>
</tr>
<tr>
<td>1.6 buildings</td>
<td>2.6 email addresses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Brigham Young University</td>
</tr>
<tr>
<td>1.7 Brigham Young University abbreviations</td>
<td>2.7 title within a title</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>BYU Founders Day</td>
</tr>
<tr>
<td>1.8 seasons/semesters</td>
<td>2.8 italics</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>BYU–Idaho, BYU–Hawaii</td>
</tr>
<tr>
<td>1.9 class/course titles</td>
<td>2.9 JPEG, GIF, PDF</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>BYU–NSSLHA</td>
</tr>
<tr>
<td>1.10 references to people</td>
<td>2.10 possessives</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
BYU–Pathway Worldwide
BYU–Public School Partnership
center(s)
Clinical Faculty Associates (CFA)
cohort
Common Core
districts
e.g. vs. i.e.
email
emerita/emeritae, emeritus/emeriti
faculty
gospel
GPA
internet
JPEG, GIF, PDF
junior high school
K–12
login, log in
mYlink system
office
on-campus vs. on campus
online
part-time vs. part time
Prader–Willi syndrome
Pre-K and preschool
professor vs. doctor
project, thesis, dissertation
résumé
speech-language pathology
Spirit, spiritual
standard works
STEM and STEAM
student teacher, student teaching
study abroad
teachers guide
Theatre Arts Education
university
web
website
Top 20 Frequently Asked Questions

1. Do I use a comma after the second-to-last item in a series?
2. When do I have to spell out a number?
3. Do I capitalize academic majors?
4. Should I put spaces around dashes?
5. When and how do I use a.m. and p.m.?
6. What dash do I use between a range of numbers?
7. What is the correct way to write specific dates?
8. When do I capitalize “department”?
9. Are there periods in “PhD” or not?
10. How do you make “alumni” singular?
11. When do I capitalize a person’s title?
12. How do I properly use an ellipsis?
13. How do I use commas when I refer to a city and a state?
14. Which dash do I use to set off phrases?
15. Which words in a headline get capitalized and which don’t?
16. Where do you put a person’s credentials in relation to their name?
17. Where should I use commas in a sentence?
18. Is faculty singular or plural?
19. What kind of dash goes in “BYU–Public School Partnership”?
20. How do I treat a book title in running text?
1 Names and Terms

1.1 academic degrees and honors

ABBREVIATIONS:

Here is a list of academic degrees and professional and honorary designations. Make sure to lowercase spelled-out terms in normal prose. Do not use periods in degree abbreviations.

Examples:
- BS bachelor of science
- BA bachelor of arts
- MS master of science
- MA master of arts
- MEd master of education
- EdS education specialist
- PhD doctor of philosophy
- EdD doctor of education
- JD juris doctor; doctor of law

minor in dual-language immersion K–12 teaching
minor in physical education teaching/coaching
minor in TESOL K–12
BS in communication disorders
BS in early childhood education
BS in elementary education
BS in physical education teaching/coaching (K–12)
MA in teacher education
MEd in educational leadership
MS in instructional psychology and technology
MS in special education
EdS in school psychology
EdD in educational leadership
PhD in counseling psychology
PhD in instructional psychology and technology

CAPITALIZATION:

Lowercase the names of academic degrees when referring to them generally.

Examples:
- She earned her bachelor's degree in special education.
- but
- She studied in the Department of Counseling Psychology and Special Education.
He later obtained a master's degree in the same field.
a bachelor's degree
a master's degree
a doctorate
a fellowship

Lowercase honors such as cum laude, magna cum laude, and summa cum laude.

Example:
She graduated summa cum laude in 2009.

PUNCTUATION:

Omit periods in abbreviations that include two or more capital letters.

Example:
He earned his Ph.D in counseling psychology at Brigham Young University.

Include periods in abbreviations that end in a lowercase letter. See Chicago 10.4.

Example:
Ms. Johnson received a scholarship (i.e. financial scholarship).

However, an exception is made for the few academic degrees which end in a lowercase letter. See Chicago 10.21.

Set off designations of academic degrees and honors with commas when they follow a personal name.

Example:
Karl H. Withers, Ph.D, attended BYU–Hawaii.
Judy Montgomery, Ph.D, CCC, is speaking at the Cluff Lecture Series.

1.2 majors

Lowercase the names of majors except for those that are already proper nouns, form part of a department name, or form part of an official course name.

Examples:
English
European studies

but
She's an elementary education major.
He is studying communication disorders.
She went to the Communication Disorders Department.

See also 1.1.

1.3 titles and offices

CAPITALIZATION:

Capitalize civil, military, religious, and professional titles when they come right before a personal name, being used as part of the name itself (and typically
replacing the titleholder’s first name in that instance).

*Examples:*
President Lincoln; the president
General Bradley; the general
Dean Prater; the dean; dean of the McKay School
Governors Quinn and Paterson; the governors
Principal Bailey; the principal
Professor Perry; the professor

Once you have given a title, you do not need to repeat it each time you mention the person’s name (see section 1.10 for the exception regarding Church leaders).

*Example:*
John F. Kerry, senator from Massachusetts; Senator Kerry; Kerry
ifers

but
Elder Dieter F. Uchtdorf; Elder Uchtdorf

not
Uchtdorf

Lowercase titles when they follow a name, give an explanatory equivalent, or are used in place of a name.

*Examples:*
Last month the dean announced the change.
Last month the McKay School dean announced the change.
Last month McKay School dean Mary Anne Prater announced the change.
Last month Mary Anne Prater, dean of the McKay School, announced the change.
the chair; Pam Hallam, chair of the School Leadership Program, was there.
the director; Steve Baugh, director of CITES, brought new ideas to share.
the head of the program; Mike Pratt, head of the Aspiring Principals Academy, was also present.

but

Last month Dean Prater announced the change.

Lowercase terms that denote student status.

*Examples:*
freshman Bob Smith
Bob Smith, a first-year student
graduate student

In general, capitalize named academic professorships and fellowships wherever they appear, especially if they are accompanied by a personal name.

*Examples:*
C. Riley Nelson, recipient of the General Education Professorship
Carol Cornwall Madsen, professor emerita of history at Brigham Young University

but
recipient of a Guggenheim grant

**PUNCTUATION:**
Use commas to set off words identifying a title or position following a person’s name.

Example:
Lisa Miller, professor and director of clinical psychology at Columbia University, spoke at BYU on spirituality and psychology.

1.4 **departments, degrees, and programs**
Capitalize the full names of institutions, groups, companies, and departments. If the word *department* comes after the name of the department, capitalize it anyway (e.g., *the Communication Disorders Department*). When a department is referred to simply as *department*, it should not be capitalized.

Examples:
Next year the Department of Teacher Education will be moving its office next door.
The Teacher Education Department has several new faculty members this year.
Pamela Hallam replaced Sterling Hilton as the chair of the department in January 2016.

However, do not capitalize the word *program* unless the term is used as part of a proper noun. Programs that include *program* in their name include the School Leadership Program and its tracks (the Executive School Leadership Program and the Leadership Preparation Program).

Examples:
The part-time program allowed her to keep her job.
The McKay School’s Teacher Education program is highly ranked.
but
She enrolled in the Executive School Leadership Program.
The ExSL Program strengthened her in many ways.

Lowercase the word *the* preceding a name, unless it is part of the official title (e.g. The Church of Jesus Christ of Latter-day Saints, *The Chicago Manual of Style*).

Look up specific titles before deciding to capitalize or not.

Examples:
He is a member of the Educational Leadership and Foundations Department.
Brigham Young University is sponsored by The Church of Jesus Christ of Latter-day Saints.
not
He is a member of The Educational Leadership and Foundations Department.

Where an ampersand is normally used in a department’s title, use *and* when the title is in running text. See *Chicago 10.24*.

Example:
She presented it to the Instructional Psychology and Technology Department.
not
She presented it to the Instructional Psychology & Technology Department.

Many of the departments found in the McKay School of Education have abbreviations associated with them that have entered common speech; avoid
these in formal writing. Give preference to writing out the full department name during first reference and then using the appropriate reference such as “the department” or “the center” in subsequent references. If the abbreviation is necessary for clarification, include the abbreviation in parentheses after the first reference, then use the abbreviation thereafter.

Example:
She presented at the conference, which was hosted by the Department of Teacher Education (TEd).

1.5 awards
Capitalize names of awards and prizes, except for certain general terms which should not be capitalized (e.g., Rhodes scholar). See the BYU Style Guide and Chicago 8.83 for details.

Examples:
Nobel Prize
Pulitzer Prize
Rhodes Scholarship
but
Rhodes scholar
BYU awards: Excellence in Teaching Award
Alumni Service to Family Award
David O. McKay Fellowship
Distinguished Service Award
Honorary Alumni Award
Karl G. Maeser Excellence in Teaching Award

1.6 buildings
Capitalize the names of buildings and monuments, but lowercase the generic term (i.e., building) when using it outside of the official building title. Do the same with similar words such as avenue, boulevard, bridge, church, fountain, hotel, park, room, square, street, or theater. Avoid the abbreviation bldg.

Examples:
The David O. McKay Building is the coolest building on campus.
The Power of Teaching lecture will be held in room 181 of the McKay Building.
The N. Eldon Tanner and David O. McKay Buildings are frequented by thousands of students each year.
the Pyramids (but the Egyptian pyramids)

1.7 Brigham Young University abbreviations
BYU is an acceptable abbreviation; BYU–Provo is not (see BYU Style Guide entry.
“Brigham Young University” for additional usage).

1.8 seasons/semesters
Lowercase all seasons when referring to them generically.

*Examples:*
- winter 2011
- spring term 2014
- He will graduate in the fall 2016 semester.
- *but*
- The Winter Carnival is our biggest event of the year.
- We advise that all students attend Fall Orientation.

1.9 class/course titles
Capitalize official names of courses of study.

*Examples:*
- I am enrolled in Principles of Teaching 317 this year.
- I am really struggling with my new class, Classroom Management.
- *but*
- I'm taking a teaching principles class as well.
- I am struggling in my classroom management class.

Do not capitalize academic subjects unless they form part of a department or course name or are proper nouns themselves (e.g., French, English, Japanese).

*Examples:*
- He is studying instructional psychology and technology.
- She majored in communication disorders.
- *but*
- Martin Fujiki was appointed as chair of the Communication Disorders Department.

1.10 references to people
In formal writing, introduce an individual by using his or her full name. For following references, use the person’s last name only or use personal pronouns (e.g., *he, she, his, her*). The exception to this rule would be for Church leaders, who retain their titles in subsequent references and are never referred to by last name only. See also 1.3.

When referring to students in a particular program, do not call them by their degree. Refer to them as graduates or as students.

*Examples:*
- Bethany Graham decided to study communication disorders after she finished her second year at BYU. According to Graham, the biggest factor in picking the major was an interaction with a former high school friend.
- To prepare PhD students who are aware of their opportunities after graduation, we
organize several special events.

To prepare PhDs who are aware of their opportunities after graduation, we organize several special events.

1.11 church name and references

*The Church of Jesus Christ of Latter-day Saints* is the correct spelling and capitalization of the church that sponsors BYU. For additional information regarding preferred usage consult *The Church of Jesus Christ of Latter-day Saints Name Style Guide*.

**CAPITALIZATION:**

Capitalize *church* when it replaces the full name of the Church or when it is used as an adjective in reference to the Church, but lowercase it when it is used to describe a service, location, or ecclesiastical role.

*Examples:*

The Church does humanitarian work.
He gained a testimony that the Church is true.
All Church members have an opportunity to serve.

*but*

We go to church on Sundays.
The church is really close to our house.
She prayed for her church leaders.

When using the Church’s full name, capitalize the *t* in “the.”

*Example:*

We are members of The Church of Jesus Christ of Latter-day Saints.

**USAGE:**

Use the complete name of the Church in the first reference. After that, the full name or the contractions “the Church of Jesus Christ” or “the Church” are appropriate. Use the term *Latter-day Saints* to refer to Church members.

It is correct to use *Mormon* in reference to such things as *the Book of Mormon* or *Mormon Trail*.

1.12 lectures

Capitalize the names of lecture series but lowercase the word *lecture* when describing an individual lecture from the series. Capitalize the names of individual lectures and enclose them in quotation marks.

*Examples:*

Since its inception in 2008, the Power of Teaching Lecture Series has had presentations
by powerful educational leaders. Students and faculty were wowed by physics demonstrations at January's Power of Teaching lecture. Tina Dyches discussed the origin and the meaning of this phrase in the latest Power of Teaching lecture, “A Teacher Affects Eternity.”

### 1.13 centuries
Lowercase names of centuries and spell them out. Put a hyphen before *century* when it is used as an adjective. See *Chicago 9.32*.

*Examples:*
- The twentieth century seems so long ago.
- Nineteenth-century America had different views about teaching children.
- She wrote her paper about differences between eighteenth-century and nineteenth-century teaching methods.

### 1.14 website titles
Set titles of websites in roman type without quotation marks and capitalize them in headline style (see 2.1). For titles that are analogous to books or other types of publications, you may style them accordingly. For titled sections or pages in a website, use quotation marks as in *Chicago 14.206*.

*Examples:*
- Google; Google Maps; the “Google Maps Help Center”
- the *Oxford English Dictionary Online*; the *OED Online*; the online version of the *Oxford English Dictionary*
- More information can be found on the MSE Employee Portal under “Research Support.”

### 1.15 cities, states, and countries
In running text, spell out the name of the state when it stands alone and when it follows the name of a city—be sure to set off the state name with commas.

In bibliographies, tabular matter, lists, and mailing addresses, use states’ two-letter postal codes (capitalized and no periods used between letters). For a complete list of these, see *Chicago 10.27*. Follow this same pattern for abbreviating names of countries; a list of these abbreviations is found on the ISO website: [www.iso.org](http://www.iso.org).

Use the abbreviation *U.S.* to describe the United States only when using it as an adjective. Otherwise, spell out *United States*. See the *BYU Style Guide*.

*Example:*
- The U.S. government has implemented new policies regarding secondary education.
- but
- One of the universities in the United States has developed a new teaching procedure.
1.16 medical terms
Do not capitalize names of disorders, diseases, and syndromes, except for proper names that may be contained within them.

Examples:
aphasia, cochlear implant, cleft palate, autism spectrum disorder, hearing impairment, articulation difficulty, stuttering, Down syndrome, Alzheimer disease

1.17 racial/ethnic terms
As the McKay School follows the U.S. Department of Education mandates, use these terms to report racial and ethnic data:

American Indian*
Asian
black or African American
Hispanic
Native Hawaiian or Pacific Islander
white (not capitalized)

*McKay School representatives and local groups agreed on several terms. While American Indian is used in government publications, some tribes do not like this term. When appropriate, call someone by their specific tribe, such as member of the Navajo Nation. It is okay to use American Indian and Native American interchangeably. Collectively, the best term is sometimes indigenous people of Utah. We have agreed on the name BYU ARTS Partnership Native American Curriculum Initiative. Rule of thumb: call them what they want to be called.

2 Punctuation

2.1 rules of capitalization
Use sentence-style capitalization for running text. Use headline-style capitalization for headlines and titles of articles, unless specified otherwise. For additional information see BYU Style Guide or The Chicago Manual of Style 8.

SENTENCE-STYLE CAPITALIZATION:

In sentence-style capitalization, capitalize only the first word in a title or a subtitle. Proper names are always capitalized (e.g., Sarah, English, etc.).

HEADLINE-STYLE CAPITALIZATION:

Use Chicago’s seven basic rules for ensuring appropriate capitalization for headlines. The following rules are an excerpt from Chicago 8.159:
1. Capitalize the first and last words in titles and subtitles (but see rule 7), and capitalize all other major words (nouns, pronouns, verbs, adjectives, adverbs, and some conjunctions—but see rule 4).

   Examples:
   Mnemonics That Work Are Better Than Rules That Do Not
   Singing While You Work

2. Lowercase the articles the, a, and an.

   Example:
   A Little Learning Is a Dangerous Thing

3. Lowercase prepositions, regardless of length, except when they are used adverbially or adjectivally (up in Look Up, down in Turn Down, on in The On Button, to in Come To, etc.) or when they compose part of a Latin expression used adjectivally or adverbially (De Facto, In Vitro, etc.).

   Example:
   Ten Hectares per Capita
   but
   Landownership and Per Capita Income

4. Lowercase the common coordinating conjunctions and, but, for, or, and nor.

   Example:
   Tired but Happy

5. Lowercase to not only as a preposition (rule 3) but also as part of an infinitive (to Run, to Hide, etc.), and lowercase as in any grammatical function.

   Example:
   The Editor as Anonymous Assistant

6. Lowercase the part of a proper name that would be lowercased in text, such as de or von.

   Example:
   Defenders of da Vinci Fail the Test: The Name Is Leonardo

7. Lowercase the second part of a species name, such as fulvescens in Acipenser fulvescens, even if it is the last word in a title or subtitle.

   Example:
   From Homo erectus to Homo sapiens: A Brief History

See Chicago 8.161 for information about hyphenated compounds in headline-style text.

**2.2 commas**

A few instances of comma usage are given below. See Chicago 6.16–55 for a more complete explanation of comma usage.
IN A SERIES:

Use commas between items in a series with three or more elements, including before the *and* (This is sometimes referred to as the serial or series comma, or the Oxford comma). In a series within a title that uses an ampersand before the last element, do not include a comma; however, see 2.14. In a complex series (that includes commas within the structure of any of the elements of the series), use a semicolon to separate the elements of the series and distinguish between the levels of punctuation.

*Examples:*
- Her service as an educator included fulfilling the roles of mother, teacher, and administrator.
- The research group includes Tina Taylor Dyches, EdD; Terisa Gabrielsen, PhD; and Steven Luke, PhD.

TO SEPARATE CLAUSES:

Use a comma to separate independent clauses from each other except when the clauses are short.

*Examples:*
- She graduated and then she became a student teacher.
- “I’ve been able to teach in informal and formal ways, and I’ve been so grateful to see what wonderful people there are here and throughout the world that want to be teachers,” said Cutler.

TO SET OFF ELEMENTS:

Use commas to set off parenthetical elements—clauses or phrases that could be placed in parentheses or taken out of the sentence altogether without changing the meaning of the sentence.

*Examples:*
- Monica T. Billen, a McKay School alumna, was honored with the 2016 AACTE Outstanding Dissertation Award.
- Tianna Freeman, a second-year graduate student in the McKay School of Education, was honored with the National Association of School Psychologists-Education and Research Trust Minority Scholarship.

2.3 dashes

*EM DASH (—):*

Use an em dash as an alternative to parentheses, commas, or a colon,
especially when you want to create an abrupt break in thought. However, use the em dash judiciously; using it to set apart phrases in back-to-back sentences or excessively in one paragraph can detract from its nuance. Do not put spaces around the dash. See *Chicago* 6.85–6.94.

*Examples:*
Adams honored Jane Richardson and Daniel Jones—both former professors—by showing them appreciation with words and gifts.
Billen had noticed that preservice teachers struggled with reflection—the ability to recognize and make meaning of the significance of experiences and concepts being learned.

**EN DASH (–):**

Use the en dash between continuing or inclusive numbers. Do not put spaces around the dash. When the word *from* precedes the inclusive numbers, use *to* rather than an en dash to complete the phrase. Similarly, if *between* precedes the numeric range, use *and* rather than an en dash. See *Chicago* 6.78 for further discussion.

*Examples:*
1968–72
pp. 38–45
10 a.m.–5 p.m.
John 4:3–6:2
May–June 1967
May 13, 1965–June 9, 1966
from 1968 to 1972
from May to June 1967
between 1968 and 1970
between 10 a.m. and 5 p.m.
not
from 1968–1972
from May–June 1967
between 1968–70

En dashes can also be used for a range of letters or grades.

*Examples:*
grades K–12
last names that start with letters A–K; letters L–Z

Use the en dash in place of a hyphen in a compound adjective when one of the elements is an open compound or when two or more of its elements contain hyphenated compounds. See *Chicago* 6.76, 6.80, 7.82 for more information and for definitions of terms used.

*Examples:*
BYU–Public School Partnership
the post–Civil War years
a hospital–nursing home connection
but
non-English-speaking peoples (example from Chicago 6.80)

The en dash is also used to link the name of a university that has more than one campus to its various campuses.

*Examples:*
Brigham Young University–Idaho
Brigham Young University–Hawaii

**HYPHEN (-):**

Use the hyphen to separate telephone numbers and social security numbers. Do not use parentheses around the area code in a telephone number. Do not put spaces around the dash. See section 3.4.

*Example:*
He can be reached at 801-387-3224.

Use the hyphen in compound words and word division. In most cases, if multiple words are used to function as one adjective that comes before the noun being described (compound modifier), hyphenate them. However, if the first word ends in *-ly*, don’t hyphenate the words.

*Examples:*
He was once a three-term governor.
We must look ahead as we move into the twenty-first century.
She was a sixth-grade teacher.
early childhood education
elementary-grade education
up-to-date prescriptions
the well-trained athlete
but
She taught sixth grade at Alpine Elementary.
Are your prescriptions up to date?
The athlete was well trained.

NOTE: Not all descriptive words before the noun need to be hyphenated; hyphens change the meaning of the modifier (e.g., *physical-education professor* vs. *physical education professor—an education professor who is physical*). When in doubt, look up the word in *Merriam-Webster’s Collegiate Dictionary.*

Place a hyphen before a noun that is modified by the following compound adjectives: *all-, full-, upper-, self-, century*.

*Examples:*
We believe in an all-knowing God.
He rejected the upper-class education offered by his great-uncle. Students are required to take five 3-credit hour classes.

*but*

We believe that God is all knowing. Students are required to take five classes that are 3 credit hours each.

When using multiple hyphenated expressions and the second part of each expression is identical, you may omit the second part in the first hyphenated unit, keeping the hyphen and following it with a space.

*Example:*
The atrium is both over- and underused by the students.

See also *Chicago* 5.92, 6.80, 7.36–47, 7.81–89.

### 2.4 Ellipses

When omitting anything from an original source (whether it’s a phrase or just one word), use an ellipsis (... ) to show that some of the original text has been left out. Be careful to stay as close to the author’s intended meaning as possible. Avoid using the … character. Use spaces in between all periods in an ellipsis (...).

Use this text: “The wise understand and apply the lessons of tree rings and air turbulence. They resist the temptation to get caught up in the frantic rush of everyday life. They follow the advice ‘There is more to life than increasing its speed.’ In short, they focus on the things that matter most” (Dieter F. Uchtdorf, “Of Things That Matter Most,” *Ensign*, November 2010).

*Examples:*

“The wise . . . apply the lessons of tree rings and air turbulence.”

*not*

“The wise...apply the lessons of tree rings and air turbulence.”

When an ellipsis separates phrases that form complete sentences, start with a normal period right after the last word with no space in between; the ellipsis then follows. The text following the ellipsis should act as a separate sentence by having a subject and predicate, with the first word capitalized.

*Examples* (from the excerpt in previous example):

“The wise understand and apply the lessons. . . . They focus on the things that matter most.”

*not*

“The wise understand and apply the lessons . . . they focus on the things that matter most.”

“The wise understand and apply the lessons... they focus on the things that matter most.”

### 2.5 Dates

Use the month-day-year style, setting off the year with commas.

*Examples:*
March 25, 2013  
December 24, 1999  
January 1, 2017  

The conference will begin on August 28, 2016, in the Marriott Center.  

Use cardinal form to express specific dates (even if the day of the month is a number less than 10). These dates may be pronounced as ordinals. Do not use superscripted letters in ordinals. See *Chicago 9.31* for more details.  

*Examples:*  
On May 5, we will set up for the activity. The activity will be on the sixth.  
Students participated from April 27 to June 5.  
The student job fair will be on March 23.  

You do not need a comma when only a month and year are given.  

*Example:*  
The next translational research workshop will be in January 2017.  

When only the day is mentioned, spell out the number in ordinal form.  

*Example:*  
By the fifth, everyone had left town.  
*not*  
By the 5th, everyone had left town.  

If a year is abbreviated, replace the first two digits with an apostrophe.  

*Example:*  
The McKay School is proud to present the class of ’16.  

**2.6 email addresses**  

Usually no caps are necessary, although Unix machines are case-sensitive.  

*Chicago 7.46* says, “To avoid confusion, an address that contains a hyphen should be broken before the hyphen rather than after (so that the hyphen begins a new line); by a similar logic, a hyphen never be added to break an email address or URL.” See *BYU Style Guide* and *Chicago 6.8*.  

*Example:*  
Please send responses to mckayprteam@byu.edu.  
(If the email contains a hyphen): Please send responses to mckay-prteam@byu.edu.  
*not*  
Please send responses to mckay-prteam@byu.edu  

**2.7 title within a title**  

In running text, set terms (e.g., words from other languages, genus names, names of ships) that would normally be italicized inside a title in roman type. But if a title of a work is within a title, enclose it in quotation marks, rather than setting it
in roman type.

Example:

*From Tyrannosaurus rex to King Kong: Large Creatures in Fact and Fiction*

Lew Wallace’s “Ben Hur: A Story of Christ”

NOTE: the first example is taken from Chicago 8.173, while the second example is the actual title of a book review on BYU’s alumni page.

For capitalization of headlines, see 2.1.

### 2.8 italics

In addition to the following categories about titles, italicize words that refer to themselves and words or phrases you want to emphasize (but do so sparingly). Do not set text in all caps for emphasis. See *Chicago* 8.156–8.201.

Examples:

- The word *ain’t* isn’t a word.
- Leon *was* sad. He has since gotten over it.

**BOOKS AND PERIODICALS:**

When mentioned in text, set titles of books and periodicals in italics and capitalized headline-style. See *Chicago* 8.168.

Examples:

- In his book *Choosing Civility: The Twenty-Five Rules of Considerate Conduct* (2002), P. M. Forni intends to help us deliberately and consciously choose to be civil in our relationships with one another.

**ARTICLES, CHAPTERS, AND OTHER SHORTER WORKS**

Set titles of articles, chapters, and other shorter works in roman and enclose them in quotation marks.

Examples:

- In his chapter titled “What is Civility?” Forni highlights several points that are helpful in defining civility.

**MULTIVOLUME WORKS:**

Capitalize and italicize as you would with a single-volume book. See *Chicago* 8.175.

Examples:

- He had always loved *The Lord of the Rings*, especially the last volume.
POEMS:

Titles of most poems are set in roman type and enclosed in quotation marks. However, a very long poetic work, especially one constituting a book, is italicized and not enclosed in quotation marks.

*Examples:*
- Robert Frost’s poem “The Housekeeper” in his collection North of Boston
- Dante’s *Inferno*

PLAYS:

Italicize titles, regardless of the length of the play.

*Example:*
- Shaw’s *Arms and the Man*, in volume 2 of his *Plays: Pleasant and Unpleasant*

MOVIES, TELEVISION SHOWS, RADIO PROGRAMS, AND SERIES:

Italicize titles. A single episode in a television or radio series is set in roman type and enclosed in quotation marks.

*Examples:*
- NPR’s *All Things Considered*
- *Gone with the Wind*
- PBS’s *Sesame Street*
- “Casualties,” an episode in *The Fortunes of War*, a Masterpiece Theatre series

MAGAZINES AND JOURNALS:

Words like *magazine, journal, or review* should be italicized only when they form part of the official name of a particular periodical. When such words function as added descriptive terms, they are treated as part of the surrounding text.

*Examples:*
- The magazine featured an article about autism spectrum disorder (ASD).
- The *McKay Today Magazine* will be releasing its new issue soon.

2.9 JPEG, GIF, PDF

Always capitalize these file types unless using them as file extensions.

*Examples:*
- Please submit photos as JPEG or GIF files and send text in PDF format. The photo I have attached, vacation.gif, is in color.
2.10 possessives

To create a possessive, add an apostrophe and an s to the end of the noun.

*Example:*
The doctor’s orders (orders of the doctor)

With proper nouns ending in s, simply add an apostrophe at the end. See *BYU Style Guide*.

*Example:*
Elder Oaks’ talk (the talk by Elder Oaks)

With common nouns that are plural in meaning and end in s, simply add an apostrophe at the end.

*Examples:*
Six hours’ work
The teachers’ meeting

With common nouns that are singular in meaning and end in s, use both the apostrophe and the s.

*Example:*
The witness’s story

2.11 URLs

Do not always include *http://* or *www.* in a URL. This is particularly true in regards to promotional products. When used with other contact information (phone, fax, and email), *web* is preferred.

*Example:*
Public Relations Office
Phone: 801-422-1257
Web: education.byu.edu

LINE BREAKS:

If you need to break a URL at the end of a line, make the break after a punctuation mark that is already part of the URL. Do not add any extra punctuation to indicate a line break. See *Chicago* 6.8, 7.46, 14.18.

*Examples:*
http://
www.chicagomanualofstyle.org/
or
http://www.chicagomanualofstyle.org/
or
http://www.chicago manualofstyle.org/
**PUNCTUATION:**

If a URL ends a sentence, include a period after the URL.

*Example:*
Visit us on the web at education.byu.edu.

### 2.12 spacing between sentences

Follow the rule in *Chicago 2.9* of using only one space, not two, between sentences—regardless of which punctuation is at the end of a sentence (period, question mark, exclamation point, closing quotation mark, parenthesis, etc.).

*Examples:*
Harper said, “Their award was well deserved.” Her support allowed the group’s project to accomplish more than was expected.

*not*
Harper said, “Their award was well deserved.” Her support allowed the group’s project to accomplish more than was expected.

### 2.13 colons

Colons are generally used to convey the sense of “as follows.” They can be used to introduce a list or to connect related independent clauses (similar to a semicolon). However, avoid using a colon after a verb or when the sentence structure doesn’t necessarily require it—even when using a bulleted or numbered list.

*Examples:*
The steps are as follows: first, submit an application; second, schedule an appointment; and third, prepare for the exam.
She considered her options: skiing, tennis, or badminton.

*not*
On Saturday, we will be going swimming, biking, and hiking.
We will be evaluating many factors, including language spoken, child-care practices, and expectations of parents.

We will use many tools, including

1. current statistics
2. different research practices
3. experts in each field

*not*
We will use many tools, including:

1. current statistics
2. different research practices
3. experts in each field

Also, don’t use colons too often or too close together. Colons should be used sparingly and carefully.
Examples:
Wednesday: Jennifer A. Nielsen
Talking about Priorities
not
Wednesday: Jennifer A. Nielsen: Talking about Priorities

2.14 ampersands
Do not use ampersands in titles or running text unless they form part of an official title of a department or program.

Examples:
We try to help our students teach and learn in the classroom setting.
not
We try to help our students teach & learn in the classroom setting.
For a special project, IP&T and CPSE teamed up to research technology in counseling.

3 Numbers

3.1 general rules for numbers
Spell out numerals one through nine and use Arabic numerals for 10 and above (even within the same paragraph), unless directed otherwise.

Exception: In catalogs and class schedules, which are quite numeral-dense, spell out numerals one through ninety-nine, unless they’re credit hours, which are always written as numerals in running text (even just 1 credit hour).

Note: The following categories are based on the BYU Style Guide entry “numbers.” Refer to Chicago 9.1–67 for detailed guidelines on these same rules.

AGES:
Follow the above rule.

Examples:
She is three years old.
He turned 26 yesterday.

ARABIC NUMERALS VS. ROMAN NUMERALS:
For course titles and items in the BYU Undergraduate Catalog, use Arabic numerals, not Roman numerals.

Examples:
Biology 210
Real-Time Computer Systems 1
MONEY:
Treat money as whole numbers; use decimals only when you specify cent values.

*Example:*
$20 (not $20.00)
The price increased from $19.99 to $25.00.

PERCENTAGES:
Use the symbol % for percentages in scientific and statistical copy, but in
humanistic copy or running text, use the word *percent*. Whether the word or the
symbol is used, express the quantity with a numeral.

*Examples:*
Only 1 percent of participants responded positively. (*humanistic copy*)
Positive: 32% (*scientific or statistical copy*)

QUANTITIES:
Express quantities that contain both whole numbers and fractions in numerals.

*Example:*
8 1/2-by-11-inch paper

SYMBOLS:
Write *no.* instead of using the # symbol.

3.2 time
In running text, spell out times of day in even, half, and quarter hours. Always
spell out numbers combined with *o’clock*.

*Examples:*
She wakes up every morning at six o’clock.
The meeting starts at half past seven.
We will resume at one thirty.

Use numerals (with zeros for even hours) to emphasize exact times.

*Examples:*
The bus leaves promptly at 5:47 a.m.
He took the 7:40 p.m. train.

Never use *12 a.m. or 12 p.m.* since they can be misinterpreted; use midnight or
noon instead.

*Examples:*
The class began at 10:45 a.m. and concluded at noon.
The library closes at midnight on weekdays.
Professor Jones will speak from 11:00 a.m.–noon.

See also a.m., p.m.
3.3 room numbers
List the room number and then the building abbreviation, but do not include the word room.

Examples:
228 MCKB
332D MCKB
not
Room 228 MCKB

3.4 ordinal numbers
Spell out ordinal numbers (second, third, fourth) zero through nine. For 10 and above, you may use numerals to express an ordinal; however, do not use superscripts or just one letter; use both letters right next to the numeral.

Examples:
The 123rd annual conference is happening this month.
not
The 123rd annual conference is happening this month.
The 123d annual conference is happening this month.

4 Citing Sources

4.1 citing sources in text
When you use a direct quotation from a published work, make sure to give the writer attribution correctly. An author-date citation in running text or at the end of a block quotation uses the author’s last name followed by the work’s year of publication. No punctuation appears between author and date. Omit abbreviations such as ed. or trans. Place the citation between the ending quotation mark and the closing punctuation if the closing punctuation is a comma or period.

Examples:
(Smith 1986)
(Dawson 2003)
Generally, the author thinks that education can be more powerful with this technology (Riley 2012).

To give a specific page number in the text, put it behind the year of publication, separated by a comma.

Examples:
(Smith 1986, 57)
(Dawson 2003, 189)
“Education can be more powerful with this technology” (Riley 2012, 49).
If you’re using a motto anywhere, identify the speaker after the quote by using an em dash. Use quotation marks only when quoting a specific person; if it is more of a common saying, don’t use quotation marks and capitalize it according to headline style.

Examples:
“Harvesting Joyful Learning”—Person who said it
or
Harvesting Joyful Learning (if it isn’t a direct quote)
not
“Harvesting Joyful Learning”

For more details on citing sources, see Chicago chapter 15.

4.2 faculty publications
Follow the Chicago citation directions to cite faculty publications, except in McKay Matters, for which we use APA style. For most electronic journal articles, include the URL or a DOI at the end of the citation. If you have a choice between the two, use the DOI. See Chicago 14.7–8, 14.187.

4.3 grants
When you cite a grant, put the name of the person in charge of the grant in boldface, with the last name given first, followed by their first initial and then a period. Then place the years for the grant in parentheses (with an en dash between inclusive years), followed by a period. Then write the name of the grant in headline style and in italics, followed by a period. Finally, write the name of the department or office receiving the grant in roman type, followed by a colon, and then include the amount of money in the grant (use the dollar symbol), with no period at the end. When there are more than two people accepting the grant, use an ampersand between their names. Give the citation a hanging indent.

Examples:


4.4 quotations
You may adjust the capitalization of beginnings of quoted sentences, change any incorrect dashes to the correct dashes, and minimally adjust the ending
punctuation of quotations (e.g., periods and commas). However, use brackets to indicate any larger changes. See *Chicago* 13.7.

- **Text:**
  “Watching Monica receive this award felt so validating,” said Rhett Billen, Monica’s husband.

- **Example:**
  Rhett Billen, Monica’s husband, said that “watching Monica receive this award felt so validating.”

# 5 McKay School—Specific

## 5.1 McKay Building

In first references, use *McKay Building* or the full name, *David O. McKay Building*. In general references to the building without its name, lowercase *building*. *MCKB* may be used when attached with a specific room number. Avoid the abbreviation *McKay Bldg*.

- **Examples:**
  - Please submit your application to 175 MCKB by 5 p.m.
  - The reception will be held in the McKay Building this evening.

## 5.2 McKay School of Education

In first references, use *David O. McKay School of Education* or *McKay School of Education*. In secondary references, use *the McKay School* or simply *the school*. The acronym *MSE* is not appropriate in published texts.

**CAPITALIZATION:**

Do not capitalize the definite article *the* before *McKay School* or *school*. When used as a secondary reference without *McKay* or *Brigham Young, school (or the school)* and *university (or the university)* should not be capitalized.

- **Example:**
  Jones graduated in 1998 with a master of arts from the McKay School. He was one of the school’s top students.

**TITLES:**

Official letterhead, envelopes, etc., should read *David O. McKay School of Education, Brigham Young University*. If the title appears on separate lines of text, the words *David O. McKay School of Education* should appear on the first line, with *Brigham Young University* on the line below.
5.3 abbreviations of McKay School department/program names

Abbreviations of the departments and programs in the McKay School of Education should be treated as follows:

Departments:
- CITES  Center for the Improvement of Teacher Education and Schooling
- ComD   Communication Disorders
- CPSE   Counseling Psychology and Special Education
- EAC    Education Advisement Center*
- EdLF   Educational Leadership and Foundations
- IP&T   Instructional Psychology and Technology
- TEd    Teacher Education

Programs:
- EIME   Educational Inquiry, Measurement, and Evaluation
- PETE   Physical Education Teacher Education
- SpEd   Special Education program
- TELL   Minor in Teaching English Language Learners

Tracks:
- LPP    Leadership Preparation Program
- ExSL   Executive School Leadership Program
- LO     Licensure Only

*This used to be called Education Student Services (ESS), so if you find either of these references, replace them with the current title and its abbreviation.

When you’re describing a major or program generically, do not capitalize the name of the major, unless it has a proper noun or adjective in the title (e.g., English teaching, Russian studies).

Examples:
- He earned a master’s degree from the McKay School in instructional psychology and technology.
- not
- He earned a master’s degree from the McKay School in Instructional Psychology and Technology.

See also 1.4.
6 Writing

6.1 parallel structure

Parallel structure can combine many parts of speech—adverbs, noun phrases, prepositional phrases, dependent clauses, etc. Make sure that all elements of a parallel structure have the same function (e.g., if the first two elements are prepositional phrases, the last element should be, too).

*Examples:*

- government of the people, by the people, for the people (prepositional phrases)
- She soon found herself studying text books, writing essays, and attending lectures. (all progressive verbs)

If you’re using prepositional phrases in parallel structure, repeat the preposition with every element unless all elements use the same preposition.

*Examples:*

- She taught children in the home, in the classroom, and at church.
- He went to the store, the school, and the office.

See *Chicago 5.242–245.*
7 Alphabetical

alumna, alumnae, alumnus, alumni

alumna/alumnae (female singular/female plural); alumnus/alumni (male singular/male plural); note that the male plural form is used for any plural group that includes both men and women.

Examples:
She is a BYU alumna.
BYU alumni are widely respected.
He is a BYU alumnus.

a.m., p.m.

Lowercase these terms and use periods but no space between the elements. However, include a space between the hour and “a.m.” or “p.m.” Avoid the redundant “10 a.m. in the morning” or “12 noon” (noon or midnight alone are sufficient). See Chicago 9.37, 10.41.

Examples:
Devotional will be held at 11:05 a.m.
Come at 4 p.m. for free food!

ARTS Partnership

Full name: Arts Reaching and Teaching in Schools Partnership
Abbreviate the name as seen above, and do not use periods between “ARTS.” Note the capitalization used in both the full and abbreviated versions.

Aspiring Principals Academy

Use no apostrophe in principals. Avoid writing just “Principals Academy”; always use the full title.

Examples:
A representative from the Aspiring Principals Academy will be there.
not
A representative from the Aspiring Principals' Academy will be there.
A representative from the Principals Academy will be there.

autism spectrum disorder

Note capitalization. Avoid calling someone autistic, even in a third-person reference; instead, refer to the person as an individual with autism or an individual with autism spectrum disorder. Follow this same rule for all disorders. The abbreviation ASD is acceptable as a second reference.
Brigham Young University
BYU is an acceptable abbreviation; BYU–Provo is not. Lowercase university when used by itself. When referencing BYU’s relation with the Church, state that BYU is affiliated with The Church of Jesus Christ of Latter-day Saints. See the BYU Style Guide.

BYU Founders Day
Note capitalization and punctuation.

BYU–Idaho, BYU–Hawaii
Use an en dash.

BYU–NSSLHA
Full name: National Student Speech-Language-Hearing Association
When discussing BYU’s involvement in this organization, refer to it as “the BYU chapter of the National Student Speech-Language-Hearing Association.” Note treatment of the abbreviation used above, including the en dash.

Examples:
We evaluated the influence of BYU–NSSLHA in the last two years.
The BYU chapter of the National Student Speech-Language-Hearing Association held a meeting last Thursday.

BYU–Pathway Worldwide
Use an en dash when it is spelled out, as in “BYU–Pathway Worldwide.” Use a hyphen when it is abbreviated: BYU-PW.

BYU–Public School Partnership
Use an en dash when it is spelled out, as in “BYU–Public School Partnership,” or “Brigham Young University–Public School Partnership.” Use a hyphen when it is abbreviated: BYU-PSP.

center(s)
Capitalize center in official titles but not in secondary references.

Example:
The BYU Student Health Center will be sponsoring the event. The center has sponsored five events this year.

Clinical Faculty Associate (CFA)
Students in practicum and student teaching are advised by a CFA. It is appropriate to abbreviate, after spelling out the title.
cohort
Many of the departments of the McKay School, including the Department of Educational Leadership and Foundations, use the word cohort to refer to a group of students—not a friend or companion.

Common Core
Common Core and Common Core State Standards. Note capitalization.

districts
The McKay School works with the following school districts (note their spelling): Alpine, Jordan, Nebo, Provo City, and Wasatch County.

Example:
Provo City School District published its district improvement plan online.
not
The Provo City School District published the plan online.
Provo School District published the plan online.

e.g. vs. i.e.
e.g. is a Latin expression (exempli gratia) that means “for example.” i.e. (id est) is the Latin expression for “that is.” Use these terms sparingly, and always lowercase them and use a comma after them before introducing other material.

email
email. See Chicago 7.89.

Examples:
The McKay School of Education sends out emails to update the faculty on the latest school news every semester or term.

emerita/emeritae, emeritus/emeriti
Emerita/emeritae (feminine singular/ feminine plural), emeritus (masculine singular), emeriti (masculine/feminine plural or masculine plural); note that emeritus and emerita do not just mean “retired”; they are “honorary designations” (Chicago 8.28).

faculty
Faculty can be used as a plural or singular noun, depending on the context. If you’re treating faculty as a single unit, use a singular verb with it. If you want to refer to each member of the group individually, use faculty with a plural verb. If you’re unsure, you may say faculty members to clarify your meaning.

Examples:
At BYU the faculty are respected for their research projects.
The faculty collaborate in their teaching to highlight key concepts that bridge multiple
disciplines and streamline the learning process.
but
The McKay School faculty is known for being hardworking.
All the faculty is invited to attend the luncheon.

gospel
Lowercase gospel, unless you’re referring to a specific book of scripture.
Examples:
That parable can be found in the Gospel of Luke.
The gospel of Jesus Christ taught me that God wants us to learn and grow.
not
The Gospel of Jesus Christ taught me that God wants us to learn and grow.

GPA
Don’t use periods between the letters and always capitalize this acronym.

internet
internet. Note that Chicago prefers to lowercase the word and any terms related
to it, unless the other terms are trademarked capitalized. See Chicago 7.80.

JPEG, GIF, PDF
Always capitalize these file type acronyms unless you’re using them as file
extensions.
Examples:
Please submit photos as JPEG or GIF files. You may send the documents in PDF format.
The files art.jpg, math.gif, and science.jpg will need to be printed on larger paper.

junior high school
When referring to a junior high school, spell out the word junior.
Example:
Lakeridge Junior High School
Orem Junior High School

K–12
“K–12,” not “K to 12” or “K-12.” The term takes an en dash, as it is part of a
continuous series. Always capitalize the K.

login, log in
Use login as a closed compound (no space) when using it as a noun, but split into
two words when using it as a verb.

Example:
The login box is in the upper right corner of the screen.
Log in on the Alumni Society web page to register today.

myYlink system
Note capitalization.

office
Do not capitalize unless part of an official title.

Examples:
public relations office
dean’s office
but
the Office of the Dean
the BYU Office of First-Year Experience

on-campus vs. on campus
Hyphenate the term only when it’s used as an adjective. The same rule applies for off-campus and off campus. See also 2.3.

Examples:
You should check out on-campus housing for your first year of college.
but
He lived on campus for a while, and then he lived off campus with his friends.

online
Do not capitalize, and use as one word with no hyphen (Merriam-Webster 2019).

Example:
Candidates can apply online for admission to the Physical Education Teacher Education program.

part-time vs. part time
Hyphenate the term only when it’s used as an adjective. The same rule applies for full-time and full time.

Examples:
He’s been working there part time.
She got a part-time job as a research assistant.

Prader-Willi syndrome
Abbreviation: PWS
Use a hyphen and note capitalization used above.
Pre-K and preschool
Note spelling, hyphenation, and capitalization.

professor vs. doctor (Dr.)
Use doctor when referring to a medical specialist. For instructors who have a doctorate degree, use professor. When first introducing the names of lecturers, visiting professors, or other academic figures, reference their degree(s) by inserting the appropriate abbreviation in commas after his or her name.

Example:
George Sugai, PhD, presented at the McKay School’s Benjamin Cluff Jr. Annual Lecture on March 22, 2018.

project, thesis, dissertation
Do not capitalize these words when referring to them generically.

résumé
Use résumé or resumé. Using accent marks above both e’s is preferred.

speech-language pathology
Note spelling, hyphenation, and capitalization.

Spirit, spiritual
Capitalize the word spirit when referring to the Holy Ghost, but lowercase it when referring to anyone’s personal spirit or soul. Lowercase spiritual.

Examples:
She felt the Spirit when she attended BYU.
Moroni taught the Saints about spiritual gifts.

standard works
The standard works of The Church of Jesus Christ of Latter-day Saints include the Bible, the Book of Mormon, the Doctrine and Covenants, and the Pearl of Great Price. Note capitalization and punctuation. Although book titles are generally italicized, the titles of a standard work or a book in a standard work are always set in roman type. See Chicago 8.103 and 14.241.

Examples:
He’s taking a Book of Mormon class this semester.
We discussed 2 Nephi 2:25 in the lesson.
She enjoys reading the Bible, specifically the New Testament.

STEM and STEAM
STEM and STEAM, not S.T.E.M. or S.T.E.A.M. [science, technology, engineering,
(art,) and mathematics.]

**student teacher, student teaching**
Don’t hyphenate unless the phrase is used descriptively.

*Examples:*
- Student teachers are able to learn from real-life classroom situations.
- Click here to learn more about student-teacher experiences.
- She fulfilled the student-teaching requirement.
- Student-teaching experiences are varied but informative.

*not*
- She decided to become a student-teacher.
- He did student-teaching during his senior year.

**study abroad**
Always two words; don’t hyphenate.

**teachers guide**
Note capitalization and punctuation.

**Theatre Arts Education**
Note spelling and capitalization.

**university**
Do not capitalize unless part of BYU’s official title, Brigham Young University.

*Examples:*
- Brigham Young University is expanding westward.
- The university helps students locate on-campus jobs.

**web**
Lowercase *web* in all references, except when using it as a proper noun and at the beginning of sentences.

*Examples:*
- I like to surf the web in my spare time.
- He was hired to be a web developer in the McKay School.
- The creation of the World Wide Web is attributed to Tim Berners-Lee.

**website**
Treat as *website, Web site, or web page.*