



Endicott College

Editorial Style Guide

Schools

Undergraduate & Graduate Schools (7)

Campus Centers & Institutes

Acronyms

Academic Degrees

Capitalize an academic degree when it is given in full:

Capitalize a major field within a school, minors should be lowercase:

When to use periods with degree abbreviations:

Formal Use

General Use

General Use

Abbreviated Use

Do not use the acronym VPAC in any materials as this applies to an internal reference for the building name.

Nursing Program References

Naming Conventions for Campus Locations

Alumni

Capitalization

Classes

Colleges & Schools

Board of Trustees

Academic Standing

Certificate

State Abbreviations

Inclusive Language

Numbers

When to use numerals:

Dates

Times

Centuries & Decades

Percentage

Money

Temperature





ENDICOTT