

Endicott College *Editorial Style Guide*

Schools

Undergraduate & Graduate Schools (7)

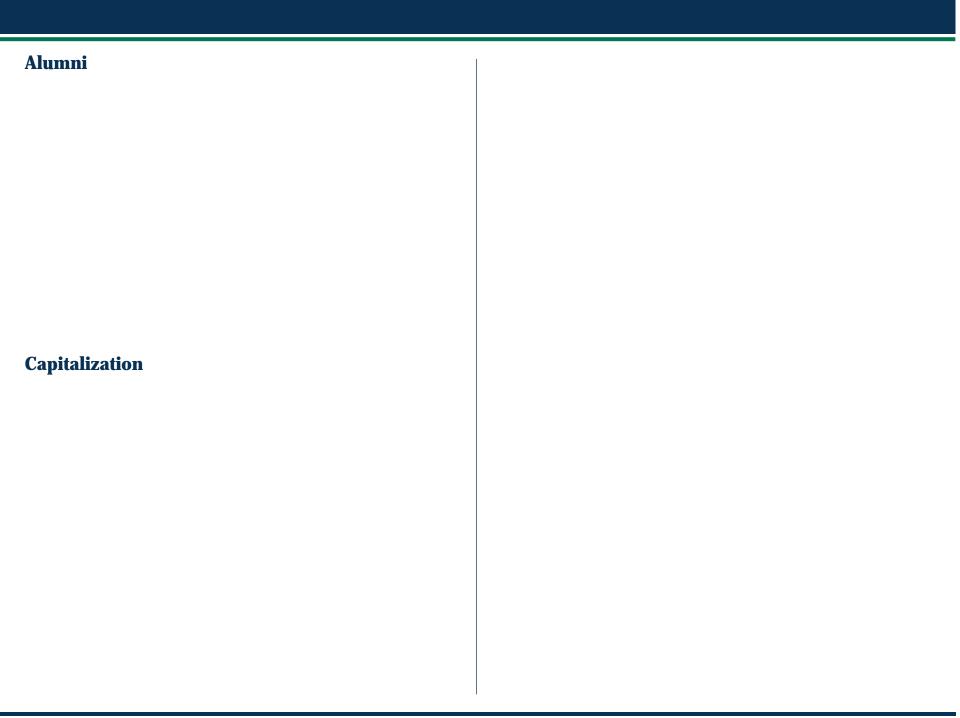
Campus Centers & Institutes

Acronyms

Academic Degrees

Capitalize an academic degree when it is given in full:

Capitalize a major f eld within a school, minors should be lowercase:	
When to use periods with degree abbreviations:	
Formal Use General Use General Use Abbreviated Use	
Nursing Program References Naming Conventions for Campus Locations	Do not use the acronym VPAC in any materials as this applies to an internal reference for the building name.



Classes	Inclusive Language
Colleges & Schools	Numbers When to use numerals:
Board of Trustees	Dates
Academic Standing	
Certif cate	Times
State Abbreviations	
	Centuries & Decades
	Percentage

