

# DELTA UPSILON

## INTERNATIONAL FRATERNITY

STYLEBOOK

# Foreword

The purpose of this stylebook is to provide clear and simple rules, define exceptions to those rules and to provide uniformity to ensure that our communication is consistent and professional. In establishing these guidelines, we considered that we use terms that can be interpreted differently, especially by individuals with different background in colleges, fraternities, volunteer services or nonprofit organizations. We strive to eliminate inconsistencies and provide a valuable, encompassing tool that will help us reach that goal.

This stylebook should be referenced for correct usage of both typical and widely used terms. Even if a document is not to be officially published, this style should consistently still be used. Occasionally, terms and styles will change or become outdated; this document will remain updated regularly in order to maintain the most current, accepted standards of Delta Upsilon Fraternity. Entry words, in alphabetical order, are in boldface. They represent the accepted word forms unless otherwise indicated. Definitions and rules are outlined thereafter. Examples of correct and incorrect usage are indicated and italicized.

This stylebook is a supplement too to “The Associated Press Stylebook,” but should always take precedent over AP style. Additional standards may be determined as new words, phrases and acronyms are adopted by the organization. If questions arise that are not outlined in this stylebook, please refer to the current edition of “The Associated Press Stylebook.”

# Aa

## a/an

Use the article “a” before words beginning with a consonant. Use “an” before words beginning with a vowel. In acronyms, use “an” before those that begin with a vowel and any that begin with a consonant that makes a vowel sound (F, H, L, M, N, S).

## a lot

### academic courses and majors

Lowercase except languages: a *business major*, an *English major*.

### academic degrees

Degrees should be lowercase: a bachelor’s degree. When abbreviated, academic degrees are capitalized and when used after a name, they are set off by commas: *B.A., Ph.D.; Jack Smith, Ph.D.*

### academic departments

Use lowercase except for words that are proper nouns or adjectives: *the department of history, the department of English*.

### academic titles

Capitalize and spell out formal titles such as professor, dean, president, chancellor, chairman, etc., only when they precede a name. Lowercase elsewhere. Lowercase modifiers such as: *history Professor Oscar Smith or department Chairman Dave Doe*.

## accept

Accept is a verb meaning to receive.

## active

This word should not be used as a noun. All Fraternity members are expected to be active members. When referring to initiated men, use the terms members or brothers. Use undergraduates for collegians and alumni for graduated members.

## activate

Do not use the word *activate* when referring to Initiation.

### The Advancement of Justice

Capitalize in reference to DU’s Four Founding Principles. *Justice* is acceptable.

### adverse, averse

*Adverse* means unfavorable; *averse* means reluctant. *He predicted adverse weather. He is averse to change.*

### advice, advise

*Advice* is a noun, meaning suggestion; *advise* is a verb, meaning to suggest: *I advise you to follow Daniel’s advice.*

## addresses

Spell out and capitalize words like *Avenue, Boulevard, Drive, Road, and Street* when used in addresses in running text. Abbreviate such words when appearing at the top of a letter or on an envelope. The U.S. Postal Service two-letter abbreviation for street addresses and states should only be used on the envelope and the address appearing at the top of a letter. Otherwise, street type and state names should be fully spelled out.

## advisor

Capitalize only when using it as part of an official title: *Chapter Advisor Jake Smith. John Doe is an advisor.* Chapters can have a number of advisors, though DU recommends at these nine for a full Chapter Advisory Board:

- Advisory Board Chairman
- Chapter Advisor
- Advisory Board Secretary
- Advisory Board Treasurer
- Vice President of Membership Recruitment Advisor
- Campus/Faculty Advisor
- Vice President of Risk Management Advisor
- Vice President of Membership Education Advisor
- Vice President of External Relations Advisor

## affect

*Affect* as a verb means to influence: *This game will affect the standings.* *Affect* as a noun is best avoided. It occasionally is used in psychology.

## affective/effective

*Affective* means emotional: *Jerry’s affective speech reviewed many effective leadership styles.*

## alcohol free, alcohol-free

Hyphenate when used as a compound modifier. *The event will be alcohol free. The chapter is an alcohol-free chapter.*

## all-men’s average

Lowercase. This is the average GPA for all men on campus.

## all ready, already

*All ready* means completely prepared. *Already* means previously: *It was already too late.*

## all-time, all time

An all-time high, but the greatest runner of all time

## alumni, alumnus, alumnae, alumna

*alumni* – male, plural or male and female mixed, plural  
*alumnus* – male, singular (pronounced a-lum-nuhs)  
(pronounced a-lum-nigh)

*alumna* – female, singular (pronounced a-lum-nuh)  
*alumnae* – female, plural (pronounced a-lum-nee)

### **alumni chapter**

Capitalize only when referring to a specific chapter.  
Lowercase on other references. An alumni chapter is made up of alumni from a particular undergraduate chapter.  
*Hamilton Alumni Chapter. He is a member of the alumni chapter.*

### **alumni groups**

Capitalize only when referring to a specific group. An alumni group is made up of DU alumni living in the same geographic area. *St. Louis Alumni Group. There is an alumni group in St. Louis.*

### **alumni initiate**

Lowercase all references. A person initiated into Delta Upsilon who is not a current undergraduate student.

### **a.m.**

The preferred way to designate morning times.

### **Amplify DU: Recruitment Training Program**

The official name of DU's virtual recruitment training program. *Amplify DU* is acceptable upon second reference.

### **anniversary**

Lowercase in all references. *The Oregon State Chapter celebrated its 80th anniversary.*

### **Annual Loyalty Fund**

This is the DU Educational Foundation's general fund.  
Capitalize and spell out on all references.

### **Anti-Secret Confederation**

Delta Upsilon's name from 1847-1858. Capitalize.  
Spell out on first reference. ASC is acceptable on second reference.

### **ASC**

Acceptable second reference for the name Anti-Secret Confederation. It is also the name of the group joined once someone has attended their seventh Leadership Institute.

### **Assembly, Assembly of Trustees, Alumni Assembly of Trustees**

The alumni branch of Delta Upsilon's bicameral legislature.  
Use Assembly of Trustees on first reference.

### **associate chapter**

A group of unaffiliated men recruited to build a new group to be installed as a Delta Upsilon chapter. Capitalize only when referring to a specific associate chapter. *Our associate chapter had a meeting. The Nevada Associate Chapter was recognized at the banquet.*

"Associate chapter" is always singular. It must use singular pronouns, like "it," and follow subject/verb agreement for singular nouns.

### **Associate Chapter Ceremony**

Capitalize. The official title of the ceremony to make a group an official DU associate chapter. Do not use "Colonization Ceremony."

### **associate member**

Use in place of *pledge* or *new member* when referring to an undergraduate man who has completed the Pledging Ceremony.

### **Associate Member Pin**

Capitalize. The name of the pin given during the Pledging Ceremony. It is not to be called a Pledge Pin.

### **Associate Member Education Program**

Capitalize in reference to DU's official educational program.

### **Associate Member Educator**

Capitalize in all references.

### **awards**

Capitalize when referring to a formal or specific award.  
The International Fraternity's official awards include:

- + Awards of Merit
  - + Sloan-Kettering Award of Merit in Business
  - + James Conant Award of Merit in Education
  - + Edgar Bergen Award of Merit in Entertainment
  - + Charles Evans Hughes Award of Merit in Justice
  - + Stephen Crane Award of Merit in Literature
  - + Lester Pearson Award of Merit in Human Service
  - + Linus Pauling Award of Merit in Science
  - + James Garfield Award of Merit in Public Service
  - + Holtz-Munson Award of Merit in Sports
  - + Craig S. Sowell Award of Merit in History
- + Distinguished Delta Upsilon Award
- + Distinguished Undergraduate Award
- + Dr. Augustus White Award for Civic Engagement and Service
- + Founders Medal
- + Key Leader Award
- + Most Improved Chapter
- + William H.P. Faunce Interfraternalism Award
- + President's Award - Chapter President of the Year
- + Outstanding Alumni Chapter
- + The Chairman's Award - Outstanding Alumni Volunteer of the Year
- + The President's Award - Chapter Advisor of the Year
- + Alumni Engagement Award
- + Campus & Community Impact Award
- + Excellence in Virtual Brotherhood Award
- + Health, Safety & Prevention Award
- + Innovative Member Development Award

# Bb

## **bachelor's degree**

The generic reference for an undergraduate degree. Lowercase. The term *bachelor's* is also acceptable. If specific, a *Bachelor of Arts* or *Bachelor of Science*. These are capitalized and do not have an apostrophe. B.A. or B.S. are acceptable.

## **backward**

Not *backwards*.

## **badge, Badge**

Capitalize only when referring to the DU Badge. Lowercase on generic references. DU's Badge is not to be referred to as a "pin" or "shield."

## **biannual**

Means twice a year.

## **bid**

Lowercase on all references to an invitation to membership.

## **Bid Day**

Capitalize on all references.

## **Big Brother, Little Brother**

The terms *Big Brother* and *Little Brother* should be used instead of *pledge father*, *pledge dad* or *pledge son*.

## **bimonthly**

Means every other month

## **biweekly**

Means every other week.

## **black ball, blackball**

Do not use the term blackball, refer to depledge instead

## **Board of Directors, Board**

Capitalize in reference to Delta Upsilon's governing body. *The International Fraternity Board of Directors*. The term *Board* is acceptable on second reference. Lowercase *board member*. Positions on the Board of Directors should be capitalized in all instances.

- + President
- + Chairman of the Board
- + Secretary
- + Treasurer
- + Alumni Director
- + Undergraduate Director

## **Brother, brother**

Capitalize only when preceding a name: *Brother Craig Sowell*. *He is a brother*.

## **brotherhood**

Lowercase in all references.

## ***Building Better Men***

Delta Upsilon's mission. Capitalize and italicize when used in a paragraph or sentence. Does not necessarily need to be italicized when used graphically. When saying *build better men*, it needs to be neither capitalized or italicized.

## **Building Better Men Retreats**

A DU educational program where staff/volunteers facilitate a weekend-long chapter retreat. Capitalize and spell out on all references. Build Better Men does not need to be italicized. The abbreviation BBM should not be used on external documents.

## **By-laws, Bylaws**

The word bylaws is typically not hyphenated, however use a hyphen when referring to Delta Upsilon's *By-laws*.

# Cc

## canning

The activity of soliciting donations with a canister. Canning is typically done in high traffic areas such as shopping centers or tailgates.

## Canada

Delta Upsilon has been an International Fraternity since 1989 with its first Canadian chapter, McGill. Although they are no longer a chapter today Delta Upsilon still has chapters at the following colleges: Toronto, Guelph, Western Ontario and Alberta.

## cannot

Not *can not*.

## centennial

100-year anniversary, lowercase unless speaking specifically about Delta Upsilon International Fraternity's 100th anniversary.

## cents

Spell out *cents* using numerals for less than a dollar: 5 cents, 12 cents. Use the \$ sign and decimal system for larger amounts: \$1.01.

## chairman

Not *chair* or *chairperson* when referring to Delta Upsilon officers. Capitalize when used as a formal Fraternity title: *Scholarship Committee Chairman Linus Pauling; the event's chairman*.

## Chairman of the Board

Official title of a position on the Board of Directors. *Chairman* is acceptable.

## chapter

Capitalize when referring to a specific chapter. Lowercase on general reference. *Our chapter had a meeting. The Williams Chapter was recognized at the banquet.*

"Chapter" is always singular. It must use singular pronouns, like "it," and follow subject/verb agreement for singular nouns.

## Chapter Advisor

Capitalize only when using it as part of the official title. Lowercase on general references. *Chapter Advisor Tim Smith. He is a chapter advisor.*

## Chapter Excellence Plan, CEP

Spell out *Chapter Excellence Plan* on first reference. *CEP* is acceptable as second reference.

## chapter house

Lowercase on general reference. When used with a chapter name, capitalize "chapter," but not "house." *We met at the chapter house; Indiana Chapter house.*

## chapter officers

Capitalize official chapter officer titles on all references.

- President (Chapter President is acceptable)
- Vice President of Member Education (VP Membership Education)
- Vice President of Risk Management (VP Risk Management)
- Vice President of External Relations (VP External Relations)
- Vice President of Recruitment (VP Recruitment)
- Vice President of Academic Excellence (VP Academic Excellence)
- Vice President of Finance (VP Finance)
- Vice President of Administration (VP Administration)

## Charge

Use *The Charge*. Capitalize both words when referring to DU's initiation speech. If saying *The Charge Address*, capitalize *Address*.

## charter, chartering

Lowercase. As a noun, *charter* refers to the document signifying a chapter's status as an installed chapter. As a verb, a chapter can *charter*, meaning it the process of becoming an installed chapter.

*Charter/chartering* can be used interchangeably with *install/installation*. However, the official ceremony titles are *Installation Ceremony* and *Reinstallation Ceremony*.

## charter members

Those who were initiated when the chapter was chartered. Lowercase.

## class year

Lowercase freshman, sophomore, junior, senior.

## Coat of Arms

Capitalize in reference to DU's *Coat of Arms*. Lowercase on general references. DU does not refer to it as a crest.

## colony

Delta Upsilon no longer uses this term to refer to a group that has yet to be installed as a chapter.

See "associate chapter."

**colonization**

Delta Upsilon no longer uses this term. Refer to the process of opening a new chapter as expansion.

**collegian(s)**

A noun, meaning student. Undergraduate(s) is preferred.

**collegiate**

An adjective, meaning relating to college students.

**comma (see punctuation)****committee**

Capitalize only when part of a formal name: *the Heritage Committee*.

**CommunityEdu**

CommunityEdu is an online health and safety program that was once required for all members to take prior to Initiation. The program was replaced by Tightrope in 2024.

**Constitution & By-laws**

Official title of the International Fraternity's governing documents. Use ampersand and hyphenate *By-laws*. Capitalize in all uses.

**consultant**

Official title of the DU staff position is *Leadership Consultant*. Capitalize as part of the formal title. Lowercase on general reference.

**Convention, Undergraduate Convention**

The undergraduate branch of Delta Upsilon's bicameral legislature. Use *Undergraduate Convention* on first reference.

***The Cornerstone***

The official name of DU's membership manual. *The* is included in the official title. Capitalize and italicize on all references.

**co-sponsor**

Always hyphenated.

**crest**

*Coat of Arms* should be used rather than *crest*.

**criteria/criterion**

*Criteria* is plural; *criterion* is singular.

**crossing over**

Do not use instead of *initiate* or *initiation*

**cum laude**

Graduation honor equivalent to "with distinction."



# Dd

## dates

Use the Arabic figure without “th,” “st” and “nd.” Capitalize the names of months in all uses. When a month is used with a specific date, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov. and Dec. Spell out when using alone, or with a year alone.

When a phrase lists only a month and a year, do not separate the year with commas. When a phrase refers to a month, day and year, set off the year with commas.

*January 2016 was a cold month. Jan. 2 was the coldest day of the month. His birthday is May 8. Feb. 14, 2013, was the target date. The deadline was Friday, Dec. 3, for the report.*

## deactivate

Do not use; a man leaving the membership has either resigned or has been expelled, there is no “deactivation” status.

## dean's list

Lowercase and with an apostrophe.

## decades

Use figures to indicate decades of history. Use an apostrophe to indicate numerals that are left out; show plural by adding an “s” such as: *the 1890s, the '90s, the 1920s, the mid-1930s*. The apostrophe should face out toward the missing numbers.

## decision making

Always two words.

## deferred recruitment

Recruitment schedule that is mandated by a college or university that requires fraternities to delay extending bids for another time. Depending on the campus, the period could be weeks or a semester, but normally applies to first-year students.

## Delta Upsilon Educational Foundation

Spell out completely on first reference. *DU Educational Foundation, Educational Foundation, Foundation* or *DUEF* are acceptable on second reference.

## Delta Upsilon Emerging Leaders Experience

Spell out on first reference. *DUEL* is acceptable on second reference.

## Delta Upsilon International Fraternity

Spell out completely on first reference. *DU International Fraternity, DU, Delta U, International Fraternity, DUIF* or *Fraternity* are all acceptable on second reference.

## Delta Upsilon International Headquarters

Spell out on first reference. Do not need to include *Delta Upsilon* in the first reference if the name Delta Upsilon has already been used. *IHQ* is an acceptable second reference. Refer to it as the *International Headquarters* not just *Headquarters*.

## “Delta Upsilon Ode”

The official song title “Delta Upsilon Ode” should be used. Song titles should be placed in quotes and not italicized, the full song title should be used.

## The Development of Character

Capitalize in reference to DU's Four Founding Principles. *Character* is acceptable.

## The Diffusion of Liberal Culture

Capitalize in reference to DU's Four Founding Principles. *Culture* is acceptable.

## Dikaia Upotheke

Delta Upsilon's official motto. It is Greek meaning: Justice, Our Foundation. Capitalize. See also *Justice, Our Foundation*.  
Pronounced: Di-ki'-yah Hewp'-o-they-'kah

## director, Director

Capitalize when used as part of an official title. Lowercase on general reference. *Director of Advancement Colin Finn. One of the directors on staff.*

## directions

Lowercase directions but capitalize regions: *Drive south to the interstate. The South is humid during the summer.*

## dollars

For specific amounts of more than \$1 million, use the \$ sign and numerals up to two decimal places. *She is worth \$3.25 million.* If specifically talking about Canadian currency, place “(CA\$)” following the amount: *The registration fee is \$50 (CA\$).*

## DU, DU's

The plural does not take an apostrophe: *four DUs*. The possessive form has an apostrophe: *DU's Four Founding Principles*. Same applies to *Delta Upsilon's* and *Delta Upsilon's*.

## DU Portal

The official name of DU's online member management portal through ChapterSpot. Capitalize DU and Portal. Always use DU Portal, not just Portal.

## DU Quarterly

The official name of DU's magazine is *DU Quarterly*. Just *Quarterly* is acceptable on second reference. Italicize.



# Ee

## Educational Foundation

See entry for *Delta Upsilon Educational Foundation*.

## educational programs

Capitalize the official names of all DU educational programs.

## e.g.

*Exempli gratia* (e.g.) means *for example* (e.g., sugar, candy, cookies, etc.).

## em/en dash

An em dash denotes an abrupt change in thought in a sentence of emphatic pause. Do not use spaces on either side of an em dash. *Our recruitment philosophy is simple—make it fun for everyone.*

An en dash is to connect values or words that are related. *2002–2004; Monday–Friday.*

## email

No hyphen

## Educational Foundation

## effect

*Effect*, as a verb, means to cause: He will effect many changes in the office. *Effect*, as a noun, means results: *The effect was overwhelming. He miscalculated the effect of his actions.*

## effective

*Effective* means impressive or operative: *Jerry's affective speech reviewed many effective leadership styles.*

## Emcee, M.C., MC

Preferred is *Master of Ceremonies*.

## enclose

Not *inclose*.

## ensure

Use *ensure* to mean guarantee.

## etc.

*Et cetera* means and so forth.

## Executive Board

Capitalize in reference to the chapter officer board. In writing, do not refer to as Exec.

## Executive Director

Official title of the staff member who oversees the International Headquarters.

## Except

*Except* is a preposition meaning to omit or exclude.

## expansion

Lowercase on all references to the process for opening a new or closed DU chapter. *IHQ has an expansion planned at Seton Hall University. DU will expand at Seton Hall University.*

# Ff

## **501(c)(3), 501(c)(7)**

Internal Revenue Service classification. DU is a 501(c)(7) corporation while DUEF is a 501(c)(3) corporation

## **fewer, less**

*Fewer* generally refers to individual items, and used when determining how many; *less* refers to bulk quantities and in determining how much. *We had fewer than 50 attendees. The program costs less than last year.*

## **first come, first served**

Use comma, no hyphen.

## **flyer**

A flyer is the preferred term for a person flying in an aircraft, and for handbills: *He used his frequent flyer miles; they put up flyers announcing the show.*

## **formal**

Lowercase on all references to a formal dance that serves as a chapter social event.

## **forms**

Titles of forms should be capitalized and not italicized. *General Payment Form. You need to complete the form.*

## **former/past**

Use *past* instead of *former* preceding a title in reference to someone who has previously served in that role. *Matt is a past Alumni Director.* Capitalize *Past* only in reference to a *Past President* of the Delta Upsilon International Board of Directors.

## **Four Founding Principles**

Capitalize in reference to DU's founding beliefs. It is preferred to use *Four Founding Principles*. If using just *Principles* in reference to DU's founding beliefs, capitalize.

When referencing the specific Four Founding Principles, it is acceptable to shorten. Capitalize on all references to DU's beliefs.

- The Promotion of Friendship (Friendship)
- The Development of Character (Character)
- The Diffusion of Liberal Culture (Culture)
- The Advancement of Justice (Justice)

## **Foundation**

Acceptable replacement for *Educational Foundation*. Same capitalization rules that apply to Fraternity.

## **Founder(s)**

Capitalize when referring to one or all of our Fraternity Founders.

## **Founders Day**

No apostrophe, Nov. 4.

## **founding father, founding fathers**

Should only be capitalized in reference to a specific person group of individuals who have are associated with a chapter. *He was curious about becoming a founding father. Webster's Founding Fathers will all be attending the conference this year.*

## **fractions**

Spell out amounts less than one in articles, using hyphens between the words: *two-thirds, four-fifths*. Use figures for precise amounts larger than one, converting to decimals whenever practical.

## **frat, fraternity/Fraternity**

Do not use frat. Capitalize in reference to Delta Upsilon International Fraternity or any specific fraternity: *Sigma Chi Fraternity*. Or when the word *Fraternity* stands alone to mean Delta Upsilon. Lowercase to refer to *fraternities* in general: *Our Fraternity's purpose; not just another fraternity on campus.*

## **Fraternally**

Appropriate as an informal complimentary close.

## **formal recruitment**

A designated time when bids are allowed to be extended

## **Full-time/full time**

Hyphenate when used as an adjective (full-time student). Make two words as an adverb (He works full time.).

## **fundraising, fundraising, fundraiser**

One word in all cases.

## **Funeral Ceremony**

Capitalize in reference to the official DU Ritual.

# Gg

**general fraternity, General Fraternity**

Capitalize only when referring to Delta Upsilon.

**get-together**

Hyphenate when used as a noun.

**girl**

Do not use when referring to a college female. Use *woman*, *young woman* or *sorority woman*.

**Global Service Initiative**

Capitalize on all references to DU's international philanthropy and service project. Spell out on first reference. GSI is acceptable on second reference. Use "the" preceding the name when spelling out. *The money supports the Global Service Initiative. He went to GSI.*

**grade point average, GPA**

Can be abbreviated as GPA on first reference.

**graduation year with chapter**

*Tyson Vaughn, Miami '98, is the director of chapter services.*

Chapter and year should be italicized when text is plain.

Apostrophe should face toward the missing numbers.

**Greek, Greeks**

Always capitalized.

**Greek Advisor**

Always capitalized.

**Greek-letter, Greek letter**

Hyphenate if it precedes a noun; no hyphen if it follows a noun.

**Greek life**

The preferred term is *fraternity/sorority life*. Only capitalize "life" when it is used as part of the formal name of a campus office/department.

**Greek organizations**

Always capitalize organizations, nicknames are suggested against.

**Greek Week**

Capitalize in reference to the campus event.

**GreekLifeEdu™**

This is the name of a previous health and safety program taken by undergraduates. Members now take Tightrope.

**guides/manuals**

Capitalize formal names of the Fraternity's internal guides and manuals. Lowercase on general references.

# Hh

## **“Hail, Delta Upsilon”**

The official song title “Hail, Delta Upsilon” should be used. Song titles should be placed in quotes and not italicized. The full song title should be used.

## **handbook, manual**

Capitalize formal names of the Fraternity’s internal handbook, guides and manuals. Lowercase on general references.

## **Headquarters**

*International Headquarters* is preferred when referencing Delta Upsilon’s central office. Lowercase on general reference. *He visited DU’s International Headquarters. The company has a headquarters.*

## **Homecoming**

Capitalize in reference to the campus event.

## **hometown**

One word.

## **Honor Code**

Capitalize in reference to the code associate members sign during the Pledging Ceremony.

## **house**

Lowercase. The physical building. Not to be used to refer to the chapter or the brothers within the chapter. See also *chapter house*.

## **house corporation/association**

Capitalize only when a part of a formal name: *Kansas House Corporation*.

## **House Director**

Capitalize on all references to the employee of the collegiate chapter. Do not use term *house mom/mother*.

## **house mother**

The title *House Director* should be used as this position is not gender-specific.

## **hyphen**

When two adjectives are used in combination, hyphenate them: *a three-year-old girl, a first-place finish, an environmentally-sound idea*.

# Ii

## **i.e.**

*id est* (i.e.) means that is.

## **Ignite The Charge: A Campaign for DU's Future**

Official name of the DU Educational Foundation's capital campaign. Capitalize The in the name. Spell out on first reference. *Ignite The Charge* and *Ignite The Charge Campaign* are acceptable on second reference. Lowercase campaign when not used with rest of campaign name.

## **inactive membership**

Do not use; Delta Upsilon does not have an *inactive* status.

## **in-depth**

Hyphenate

## **indemnification**

Noun meaning the action or condition of being indemnified.

## **indemnify**

Verb meaning to secure against hurt, loss or damage.

## **indemnity**

Noun meaning security against hurt, loss or damage.

## **infer, imply**

*Infer* is to deduce; *imply* is to hint or suggest.

## **initials**

Use periods and no space when an individual uses initials instead of a first name: *W.E.B. Griffin's latest book has just been released.*

## **initiate**

Lowercase on all references as either a noun or verb.

## **Initiation**

Capitalize when referring to Delta Upsilon's ritual service. *Initiation Ceremony* is the official name of the ceremony per the DU Ritual Book. *He completed the program before Initiation. The initiation of the campaign began on Sept. 3.*

DU's Initiation Ceremony has two parts, *Rite I* and *Rite II*. Capitalize in all references and use Roman numerals.

## **installation, installed**

Should not be used in referring to the action of an individual member but instead a chapter. Brothers are *initiated*, chapters are *installed*. *The installation of the Bradley Chapter was held on December 8, 1951.*

*Install/installation* can be used interchangeably with *Charter/chartering*. However, the official ceremony titles are *Installation Ceremony* and *Reinstallation Ceremony*.

## **Installation Ceremony**

Official ceremony used when a chapter receives its charter.

## **Interfraternity Council**

Always capitalize. *IFC* is acceptable on second reference.

## **International Headquarters**

Abbreviated as *IHQ* after first reference. The terms *Internationals* and *Nationals* should not be used.

## **internet**

Lowercase. *World Wide Web* or *web* are not acceptable alternatives. The web, like email, is a subset of the internet.

## **intramural**

Lowercase

## **its, it's**

Use *its* for singular possessive, use *it's* as a contraction of "it is."

# Jj

## **Justice, Our Foundation**

Capitalize in reference to the meaning of DU's motto:

*Dikaia Upotheke*. A comma should be placed after  
"Justice."



# L1

**Leadership Institute**

Capitalize in reference to DU's educational program. Spell out on first reference. *LI* is acceptable second reference.

**Leadership Consultant**

Capitalize in all references.

**legacy**

Lowercase on all references.

**Little Brother**

See *Big Brother* entry

**log in/log on/login/logon**

The verb must stay detached from the preposition; the noun form is collapsed into one word.

**long term, long-term**

Hyphenate only when used as a compound modified: a *long-term assignment*.

**Loss Prevention**

Delta Upsilon's term from harm and risk reduction, prevention and management. Capitalize in all references.

# Mm

**magna cum laude**

Graduation honor equivalent to “with high distinction.”

**marathon, marathons**

Most marathon-type events are spelled without hyphens. Hyphens may be used to make the reading is easier: *bike-a-thon*, *walk-a-thon*, *telethon*.

**master’s degree**

See also academic degrees.

**maybe, may be**

*Maybe* is an adverb meaning possibility; *may be* is a verb phrase: *Maybe there will be good attendance. The event may be well-attended.*

**media, medium**

*Media* is the plural form of *medium*. *Television is a medium. The media covers the campaigns.*

**member**

Lowercase on all references. Refers to an initiated member of the Fraternity. *Brother* is also acceptable. Do not use *active*. Non-initiated members are *associate members*.

**Membership Outcomes Assessment**

Official title of DU’s assessment with Dyad Strategies. Capitalize and spell out on first reference. Using just *assessment* is acceptable on second reference.

**Memorial Ceremony**

Capitalize in reference to the official DU Ritual.

**men of merit**

Delta Upsilon looks for members who are men of merit. Lowercase.

**Men of Merit Chapter Standards Program**

Capitalize and spell out on first reference to the DU program. *Men of Merit* and *Men of Merit program* are acceptable second references.

**more than/over**

In reference to quantities, use *more than* not *over*. *They raised more than \$100.*

**Mr., Mrs., Ms., Miss**

Use *Miss* if never married, use *Mrs.* if married, widowed, or divorced. *Ms.* Is appropriate for all of the above situations. *Mr.* is appropriate for all males.

# Nn

## names

Identify members with full name. Follow with initiating chapter and graduation year in italics in this format: *David Sharp, Cornell '62, attended the conference.* Use last name upon second reference in articles: *Brother Sharp.*

## national, nationals, internationals

Do not use in reference to Delta Upsilon.

## National APIA Panhellenic Association

Abbreviated as NAPA.

## National Association of Latino Fraternal Organizations

Abbreviated as NALFO.

## National Multicultural Greek Council, Inc.

Abbreviated as NMGC.

## National Panhellenic Conference

Abbreviated as NPC.

## National Pan-Hellenic Council

Abbreviated as NPHC.

## neophyte

Should not be used in reference to an associate member

## new initiates

Lowercase on all references. Use when referencing members recently initiated into the Fraternity.

## new member

Use the term *associate member* for someone who has been pledged into DU but not yet initiated. Do not use *pledge*.

## new member class

Use *associate member class*. Do not use *pledge class*.

## nicknames

Put within quotation marks: Alvan "Ed" Porter.

## nonalcoholic

## non-Greek

## non-secret

## nonprofit, not-for-profit

## North-American Interfraternity Conference

Always capitalize and hyphenate "North-American."  
"NIC" is acceptable on second reference.

## numerals

Spell out numbers below 10. Use figures for 10 and above. (They had 10 dogs and six cats in a four-room house.) The only exception is to use figures for dates, sports scores and sports records.

Spell out first through ninth when they indicate sequence in time or location. Starting with 10th, use figures. Do not superscript "th," "nd" or "st." (first place; 12th grade)

Spell out all numbers at the beginning of a sentence unless it is a year.

For numbers higher than 999 use a comma after each the third digit (15,000).

Spell out amounts less than one, using hyphens between the words (two-thirds, four-fifths).

For price, use decimal points, only if it is not an even dollar amount (\$3; \$5.75).

**Oak Circle**

Capitalize in reference to the DU Educational Foundation's undergraduate giving program.

**Oath, Oath of Initiation**

Capitalize in all references to DU's Ritual. Use *Oath of Initiation* on first reference.

**Ode**

The official song title "Delta Upsilon Ode" should be used. Song titles should be placed in quotes and not italicized, the full song title should be used.

**officer titles**

Capitalize all official DU officer titles on all references.

**Officer Installation Ceremony**

Capitalize in reference to the DU ceremony.

**online, offline**

One word in all references.

**Ouden Adelon**

Delta Upsilon's motto from 1847-1858. Greek meaning: Nothing Secret.

**Oxford comma**

Per AP Style, a comma should not be used before the conjunction in a list. An exception is made when one portion of the list uses a conjunction. *The triathlete ran, biked and swam. He had an apple, a peanut butter and jelly sandwich, and cheese for lunch.* Exceptions are also made when not using the comma elicits confusion. *The officers, Tim, and Mike.* \*In this example, an Oxford comma shows the officers, Tim, and Mike are three separate entities. Without the Oxford comma, it would mean Tim and Mike are the officers.

If an item in your list includes a separate list, use semicolons as opposed to commas for the main list. Follow the normal Oxford comma rules for the list within the list. *Chapter members set up; cooked hotdogs, hamburgers and brats; and cleaned up.*

Also use semicolons for your main list if any item in the list uses a comma. *Martin Luther King, Jr.; Abraham Lincoln; and George Washington were visionary men.*

**over, more than**

In reference to quantities, use *more than* not *over*. *They raised more than \$100.*

# Pp

## party

The term *social event* is preferred.

## Parents' Day, Parents' Weekend

Make plural possessive with apostrophe after the s.

## past/former

Use *past* instead of *former* preceding a title in reference to someone who has previously served in that role. *Matt is a past Alumni Director.* Capitalize *Past* only in reference to a *Past President* of the Delta Upsilon International Board of Directors.

## percent

In articles, spell out *percent*. Only use % when part of a graphic or table. Always use figures, even if under 10. Use decimal points when needed, never fractions. For amounts less than zero, always precede with a "0" and decimal point. (6 percent; 0.6 percent)

Percent takes a singular verb standing alone or when singular words follow an "of" construction. The teacher said 60 percent was a failing grade. He said 50 percent of the membership was there. It takes a plural verb when a plural word follows an "of" construction: He said 50 percent of the members were there.

## periods

There should be just one space following a period.

## phone numbers

Use periods, not dashes: 317.875.8900

## play off, playoff(s)

As a verb, two words; as a noun one word.

## pledge

Appropriate in verb form but should not be used as a noun describing an associate member. *He pledged last fall.*

## pledge father, pledge son

Do not use. (See *big brothers*)

## pledge trainer

Do not use. (See *associate member educator*)

## Pledging Ceremony

Ceremony where associate members recite the pledge to Delta Upsilon.

## p.m.

The preferred way to designate evening times.

## potential new member

Lowercase on all references. PNM is acceptable on second reference. The term *rushee* should not be used.

## pre-/post-

When using the prefixes *pre-* and *post-*, include the hyphen. *Pre-test scores.* When uses both in the same sentence, both should still use the hyphen. *We compared pre- and post-test scores.*

## prefixes

Generally do not hyphenate when using a prefix with a word starting with a consonant. Except for *cooperate* and *coordinate*, use a hyphen if the prefix ends in a vowel and the word that follows begins with the same vowel. Use a hyphen if the word that follows is capitalized. Use a hyphen to join doubled prefixes.

## President

Capitalize in all references. *Chapter President* is acceptable for the undergraduate officer position.

## Presidents Academy

Capitalize in reference to DU's educational program. There is no apostrophe.

## President's Club

Capitalize in reference to the DU Educational Foundation's level of giving. This uses an apostrophe before the s.

## President's Task Force

Capitalize in reference to the task force DU created in 2009 to help develop a strategic plan.

## principle, principal

A principle is a guiding rule. Principal is either a person; a primary, first or dominant thing; or a monetary reference. *I live by my Fraternity's principles. The principal of the school addressed his students. I presented the principal finding. I received \$40 in principal interest.*

## print out, printout

Two words as a verb: He is going to print out the document. As a noun, one word: He took the financial printout to the meeting.

## problem-solve/problem-solving

Always hyphenate.

## The Promotion of Friendship

Capitalize in reference to DU's Four Founding Principles. *Friendship* is acceptable.

## pronouns

Make sure pronouns match the subject in terms of being plural or singular.

Because words like "chapter," "associate chapter," "fraternity,"

“organization,” “team,” “Board of Directors,” “Executive Board,” etc. are singular and genderless nouns, they must use the singular pronoun “it/its.” *The chapter held its philanthropy event.*

When referencing individual DU members, because Delta Upsilon is an organization for those who identify as male, the pronoun “he/his” is acceptable unless the subject has requested to use a gender-neutral pronoun. *Tom ate his lunch. Each member cast his vote.*

“They/them/their” is acceptable in limited cases as a singular and/or gender-neutral pronoun, when alternative wording is overly awkward or clumsy. However, rewording usually is possible and preferred. *Lottery officials said the winner could claim the prize Tuesday (instead of their or his or her prize).*

### **province, Province**

Capitalize only when identifying a specific province and is directly followed by that province. He will visit Province 3. He visited all the chapters in the province.

### **Province Governor**

Capitalize in all references to the DU’s officer position.

### **publication names**

- Book titles should be capitalized and placed in quotes, and not italicized.
- Magazine titles should be capitalized and not placed in quotes or italics. Only capitalize the word magazine if it is part of the publication’s official name. *W Magazine. TIME magazine.*
- Newspaper names should be capitalized and not in quotes or italics.
- Newspaper or magazine article titles should be capitalized and placed in quotes.
- Song titles should be capitalized and placed in quotes, and not italicized.
- Exceptions to this are with DU’s *The Cornerstone* and *DU Quarterly*, which are both italicized.



# Qq

## *Quarterly*

The official name of DU's magazine is *Delta Upsilon Quarterly*. Just *Quarterly* or *DU Quarterly* is acceptable on second reference. Italicize.

## **quotation marks**

Periods and commas always go within quotation marks. "I learned so much at Regional Leadership Academy," Scott said. "The general sessions were great."

Dashes, semicolons, question marks and exclamation points go within quotes when they apply to the quoted matter only. These punctuation marks go outside when they apply to the whole sentence. He said, "I can't believe it rained all weekend!" Have you ever read "The Red Badge of Courage"?

# Rr

## **recharter**

A chapter can recharter when it finishes the associate chapter period and becomes a chapter again through the Reinstallation Ceremony.

## **recruitment, rush**

The word *rush* is not an appropriate term for recruitment.

## **Recruitment Symposium**

Capitalize in reference to the DU educational program.

## **Regional Leadership Academy**

Capitalize in reference to the DU educational program. Spell out on first reference. *RLA* is acceptable on second reference. Refrain from using its former name, *Regional Leadership Seminar (RLS)*.

## **Reinstallation Ceremony**

The name of the ceremony when a closed chapter is reopened and installed as an active chapter again.

## **re:Members**

The name of the company that manages the DU Portal and the Fraternity's chapter finance platform. Use re:Members as name of parent company and re:Members Financials in specific reference to the finance platform. re:Members should have a lowercase *re:* in all references. re:Members Financials was formerly known as greekbill.

## **resume, résumé**

*Resume* is a verb meaning to continue; *résumé* is a noun.

## **ritual**

Capitalize when referring to a specific DU Ritual ceremony. General references are not capitalized. *Delta Upsilon's Rituals are non-secret. The ritual ceremonies of most Greek organizations are secret.*

## **Rite I/Rite II**

DU's Initiation Ceremony has two parts, *Rite I* and *Rite II*. Capitalize in all references and use Roman numerals.

## **Ritual Book**

Capitalize in reference to the book containing DU's Rituals.

## **Roll Book**

Capitalize in reference to the book signed during the Initiation Ceremony.

## **roommate**

One word.

## **RSVP**

Capitalize and do not use periods. The abbreviation for the French "repondez s'il vous plait," which means please "reply."

# Ss

## Seal

Capitalize when referring to the Seal of the Fraternity.

## seasons

All seasons are lowercase: spring, summer, fall, winter.

## semester

Lowercase in all references. Note that some schools are on quarter systems and do not use the term semester.

## semiannual

Twice a year. Synonym for biannual.

## semimonthly

Twice a month.

## semiweekly

Twice a week.

## series listing

A simple series should not include an Oxford comma before the last conjunction unless not using it elicits confusion or an item in the list uses a conjunction.  
*The collegiate chapter representatives, alumni chapter representatives, Board of Directors, UGAB representatives and alumni attend Leadership Institute. I had orange juice, toast, and ham and eggs for breakfast.*

If a list is used within a list, semicolons should be used to separate the items in the main list. Semicolons should also be used if an item in list needs a comma. *Chapter members set up; cooked hotdogs, hamburgers and brats; and cleaned up. Tom Jones, Hamilton '79; Tim Smith, Rutgers '75; and Joe Stewart, Indiana '83, attended the gala.*

## set up (verb), setup (noun/adj.)

The staff will set up the room for the meeting. The room setup is a conference configuration.

## Seven Stars

The seven Sweepstakes Finalists are referred to as the Seven Stars.

## shall, will

Use *shall* to express determination. Use *will* when not stressing determination. *The Jaguars shall win. We will have a staff meeting.*

## Shield of Arms

Also known as the *Little Arms* or *Small Arms*, the Shield of Arms represents the shield used in the Fraternity's Coat of Arms.

## Social Fraternity

Capitalize in reference to Delta Upsilon's original name from 1834-1847.

## sorority

Fewer than half of the NPC members use sorority in their official name; many use fraternity. Refer to the NIC Interfraternity Directory, FEA Directory, or the individual organizations website to properly reference all NPC member organizations.

## staff

Use in reference to IHQ staff. Official staff titles should be capitalized. *He serves on staff as Executive Director.*

## state/province names

Use the two-letter postal abbreviations only in addresses. In any other situation, spell out the name of the state.

# Tt

## **team building, teambuilding**

Two words when used as a noun or adjective. One word when used as a verb.

## **telephone numbers**

Follow AP Style which is to put the area code in parenthesis, with a space after. (317) 875-8900

## **television shows**

Put the names of television shows between quotation marks: "The Today Show."

## **than, then**

*Than* is a conjunction used in comparisons; *then* is an adverb denoting time.

## **thank-you**

Hyphenate when used as an adjective (thank-you letter). Two words as a noun or verb.

## **that, which**

Use *that* for essential clauses (clauses important to the meaning of a sentence) and without a comma. (I remember the day that we met.)

Use *which* for nonessential clauses (clauses that are not vital to understanding the sentence) and with a comma. (Hannah is a member of the German Club, which meets on Fridays.)

Tip: If you can drop the clause and not lose the meaning of the sentence, use *which*. Otherwise, use *that*. Sandwich a "which" clause with commas.

## **their, there, they're**

Their is a possessive pronoun. *They went to their house.*  
There is an adverb indicating direction. *We went there for dinner.* *There* also is used with the force of a pronoun for impersonal constructions in which the real subject follows the verb: *There is no food on the table.* *They're* is a contraction for "they are."

## **third party, third-party vendor**

When using the term *third-party* as a modifier, the two should be hyphenated. When referring to the group as a *third party*, no hyphen is used. *There was a third party involved. We're looking to include more third-party vendors.*

## **Tightrope**

The official name of the online health and safety course required for all associate members to take prior to Initiation.

## **times**

Use figures except for *noon* and *midnight*. Use a colon to separate hours from minutes: 11 a.m., 1 p.m., 3:30 p.m.  
Avoid redundancies: 10 a.m. *this morning*.

## **titles of people**

For DU officers/volunteers, capitalize their titles in all references. Generally, other titles should only be capitalized when used directly before an individual's full name: *The university president gave a speech. University President Mike Bradley.*

## **titles of publications**

See entry for *publication names*.

## **to, too, two**

To is a preposition; too is an adverb meaning also or a lot; two is a number.

## **toward**

Not towards.

## **T-shirt**

Always capitalize the "T" and hyphenate.

## **turnout**

As a noun, one word, no hyphen.

## **TV**

Spelling out *television* is preferable.

# Uu

## **undergraduate**

One word and lowercase in all references. Can be used as both a noun and adjective. (*Cody is an undergraduate. It is an undergraduate class.*)

## **Undergraduate Advisory Board**

Capitalize on all references. UGAB is acceptable on second reference.

## **Undergraduate Convention**

The undergraduate branch of Delta Upsilon's bicameral legislature. Use *Undergraduate Convention* on first reference. *Convention* is acceptable on second reference.

## **Undergraduate Convention crest**

Not a substitute for the coat of arms, the crest is the monogrammed letters delta and upsilon placed upon a knight's helmet with a raised visor.

## **United States, U.S.**

Spell out as a noun; Use U.S. only as an adjective.

## **university, college**

Capitalize only when used with the actual school name: *North Dakota State University, the university swim team, the college administration*. When abbreviating university or college names; Do not use periods: *UCLA, UT*.

Consult with university brand/style guides to determine their preferred name and second reference.

# Ww

## **website**

Lowercase the word *website*.

Website URLs should always be presented in lowercase format unless in the title of an article or section where formatted in all capital letters: *www.google.com*. DU style prefers use of *www* in articles. It may be removed in graphics for design purposes.

## **well-being**

### **who, whom**

Use *who* and *whom* in referring to persons and animals with a name. *Who* is the subject; *whom* is the object of the preposition. *Who said that? Whom did we say was going?*

### **who's, whose**

*Who's* is a contraction of *who is*. *Whose* is the possessive: *Find out who's there. Whose car is that?*

## **within**

Do not use as a substitute for *in*.

## **woman/women**

Never use "girl(s)."

## **workout /work out**

One word as a noun. Two words as a verb. *He enjoyed a workout. Things will work out.*

## **World Wide Web**

Capitalized, three words. Can be shortened to *Web*. The World Wide Web is a subset of the Internet and should not be used interchangeably with Internet.



# Yy

**year-end**

Always hyphenate.

**years**

Use figures, even when at the beginning of a sentence.

Use an “s” without an apostrophe to indicate decades or centuries (the 1970s; the 1800s). Use an apostrophe for omitted numbers. The bottom of the apostrophe always points to the left ('90s).

When showing a span of years, use an en dash and do not shorten the years. *2016–2017* *not* '16-'17 *or* 2016-17

**your, you're**

*Your* is a possessive case of you. *You're* is the contraction for you are.

# Punctuation

## ampersand (&)

Use the ampersand when it is part of a publication or company's formal name. It should not otherwise be used in place of "and."

## apostrophe (')

Possessive plural nouns not ending in *s* add *'s*: *men's clothing*. Possessive plural nouns ending in *s*: add only the apostrophe: *the brothers' needs*. Pronouns: no apostrophe for: *mine, ours, your, yours, his, hers, its, theirs, whose*. Always check to be certain the meaning calls for a contraction when using an apostrophe: *you're, it's, there's, who's*.

## brackets ([ ])

Brackets work like parentheses to set off inserted material, but usually function within quoted material: "Sometimes he [Tyson] will make the presentation in Power Point format."

## colon (:

The colon is used after the salutation of a business letter, in bibliographies, to separate titles from subtitles and hours from minutes, and as a mark of introduction. If used as a mark of introduction, a complete sentence, question, or quotation must always precede the colon. *The supply order included the following items: pencils, pens, and paper clips.*

## comma (,)

**In a series.** Use commas to separate elements in a series, but do not put a comma before the conjunction in most simple series: *The flag is red, white and blue. He would nominate Tom, Dick, Harry or Jeannette.*

Include a final comma in a simple series if omitting it could make the meaning unclear. *The governor convened his most trusted advisers, economist Olivia Schneider and polling expert Carlton Torres.* (If Schneider and Torres are his most trusted advisers, don't use the final comma.) *The governor convened his most trusted advisers, economist Olivia Schneider, and polling expert Carlton Torres.* (If the governor is convening unidentified advisers plus Schneider and Torres, the final comma is needed.)

Put a comma before the concluding conjunction in a series if an integral element of the series requires a conjunction: *I had orange juice, toast, and ham and eggs for breakfast.*

Use a comma also before the concluding conjunction in a complex series of phrases: *The main points to consider are whether the athletes are skillful enough to compete, whether they have the stamina to endure the training, and whether they have the proper mental attitude.*

See semicolon for cases when elements of a series contain internal commas.

**With equal adjectives.** Use commas to separate a series of adjectives equal in rank. If the commas could be replaced by the word *and* without changing the sense, the adjectives are equal: *a thoughtful, precise manner; a dark, dangerous street.*

Use no comma when the last adjective before a noun outranks its predecessors because it is an integral element of a noun phrase, which is the equivalent of a single noun: *a cheap fur coat (the noun phrase is fur coat).*

**With nonessential clauses or phrases.** A nonessential clause or phrases must be set off by commas. An essential clause must not be set off from the rest of a sentence by commas.

**With introductory clauses and phrases.** A comma is used to separate an introductory clause or phrase from the main clause: *When he had tired of the mad pace of New York, he moved to Dubuque.*

The comma may be omitted after short introductory phrases if no ambiguity would result: *During the night he heard many noises.*

But use the comma if its omission would slow comprehension: *On the street below, the curious gathered.*

**With conjunctions.** When a conjunction such as *and*, *but* or *for* links two clauses that could stand alone as separate sentences, use a comma before the conjunction in most cases: *She was glad she had looked, for a man was approaching the house.*

As a rule of thumb, use a comma if the subject of each clause is expressly stated: *We are visiting Washington, and we also plan a side trip to Williamsburg. We visited Washington, and our senator greeted us personally.* But no comma when the subject of the two clauses is the same and is not repeated in the second: *We are visiting Washington and plan to see the White House.*

The comma may be dropped if two clauses with expressly stated subjects are short. In general, however, favor use of a comma unless a particular literary effect is desired or if it would distort the sense of a sentence.

**Introducing direct quotes.** Use a comma to introduce a complete one-sentence quotation within a paragraph: *Wallace said, "She spent six months in Argentina and came back speaking English with a Spanish accent."* But use a colon to introduce quotations of more than one sentence.

Do not use a comma at the start of an indirect or partial quotation: *He said the victory put him "firmly on the road to a first-ballot nomination."*

Before attribution. Use a comma instead of a period at the end of a quote that is followed by attribution: *"Write clearly and concisely," she said.*

Do not use a comma, however, if the quoted statement ends with a question mark or exclamation point: *"Why should I?" he asked.*

**With hometowns and ages.** For DU use, this includes chapter and graduation year. Use a comma to set off an individual's hometown when it is placed in apposition to a name (whether of is used or not): *Mary Richards, Minneapolis, attended. Tom Jones, 48, received the award.*

**Names of states and nations used with city names.** *His journey will take him from Dublin, Ireland, to Fargo, North Dakota, and back. The Lima, Ohio, group saw the governor.*

Use parentheses, however, if a state name is inserted within a proper name: *The Huntsville (Alabama) Times.*

**With yes and no.** *Yes, I will be there.*

**In direct addresses.** *Mother, I will be home late. No, sir, I did not take it.*

**Separating similar words.** Use a comma to separate duplicated words that otherwise would be confusing: *What the problem is, is not clear.*

**In large figures.** Use a comma for most figures greater than 999. The major exceptions are street addresses, room numbers, serial numbers, telephone numbers, and years

**Placement with quotes.** Commas always go inside quotation marks.

With full dates. When a phrase refers to a month, day and year, set off the year with a comma: *Feb. 14, 2020, is the target date.*

**ellipsis (...)**

Treat an ellipsis as a three-letter word consisting of three periods between two spaces. Use to indicate the deletion of one or more words in condensing quotes, texts, and documents.

**em dash (—)**

Used to mark a sudden break or abrupt change in thought: *He offered a resolution—it was unforeseen—to modify the rules.* When a phrase that otherwise would be set off by commas contains a series of words that must be separated by commas, use the em dash: *He listed the qualities—intelligence, humor, independence—that he respected.* There should be no space on either side when used in a sentence.

**en dash**

An en dash is to connect values or words that are related. *2002–2004; Monday–Friday.*

**exclamation point (!)**

Use sparingly in business writing. Place within the quotation marks only if part of quoted material: *"Go Team!" I hated "Faerie Queene"!*

**parentheses ( )**

Used to set off matter not intended to be part of the main statement or not a grammatical element of the sentence, yet is important enough to be included.

**period (.)**

Periods always go inside quotation marks.

**question mark (?)**

Place inside or outside quotation marks depending on the meaning.

**quotation marks (" ")**

If a paragraph continued a quotation that began in the previous paragraph, do not put ending quotes at the end of the first paragraph, but do put beginning quotes at the start of the continuing paragraph. Use to enclose articles titles, captions, chapters of books, headlines, television programs, etc. When using quotes within quotes, alternate the double and single marks. The period and comma go within the quotation marks. The dash, semicolon, question mark, and exclamation point go within the quotation marks only when they apply to the quoted matter only. They go outside when they apply to the whole sentence.

**semicolon (;)**

Use to separate clauses containing commas and statements that are too closely related in meaning to be written as separate sentences. Generally, it indicates a greater separation of thought and information than a comma, but less than a period. Place semicolons outside quotation marks.

