



Website Governance

November 2024

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Website Purpose and Oversight

LaGuardia.edu is a primary source of information for students, prospective students, faculty, staff, alumni, and community members to obtain information about the college.

LaGuardia.edu is maintained by the Division of Communications and External Affairs (CEA) and the Department of Information Technology (DoIT). CEA and DoIT are responsible for the quality, design and layout, branding, content, accessibility, and overall user experience. CEA and DoIT work with personnel throughout the college to update and maintain the accuracy of information on the site.

Divisions, departments, programs and others with content published to the website must designate a content expert who is responsible for providing information updates to CEA.

In maintaining the overall quality of the website and consistency of LaGuardia's brand, the Communications Department determines site design; monitors analytics; provides web writing resources and content development for top-level website content; and direction for web strategy, accessibility, and search engine optimization. In consort with the Marketing Department, photography and video elements are selected.

By clearly and consistently managing content, streamlining workflow procedures and maintaining brand/style standards, Communications and DoIT work with designated program and unit staff to produce and maintain relevant, contemporary, and meaningful website resources for the LaGuardia community.

Roles and Responsibilities

Web Team: Comprised of primarily of Communications staff, responsible for day-to-day strategic direction and management of the site, and DoIT staff, responsible for the back-end functionality of the site.

Content Expert: Serve as subject-matter experts to provide and review information and content presented on the website and related portals. Content Experts do not work within the CMS. Every aspect of the institution must designate a Content Expert who will coordinate with the Communications team in a timely manner to ensure that content remains current.

Note: Additional access may be implemented in the future.

Standards

LaGuardia's website is pivotal in how the college is presented to prospective and current students, alumni, faculty, staff and community members. The LaGuardia website pages therein are owned by the college and intended solely for college-related purposes. The Web Team is responsible for the website and maintains the college's content management system (CMS) consisting of various approved standard templates/layouts, which are mandated for use on most webpages.

All LaGuardia webpages must comply with college policies and guidelines, and those of the City University of New York. They must be consistent with applicable federal, state, and local laws and regulations, including copyright laws, WCAG, obscenity laws, laws relating to defamation, and laws relating to piracy of software.

- Websites should be well organized, clear, and up to date. Content must be reviewed regularly to ensure continued accuracy. A regular review by the Content Expert is the best method to ensure timeliness and accuracy. The Communications Department will perform periodic audits and, if necessary, remove or modify content.
 - Websites on the college's network should not contain content solely for personal purposes or unrelated to professional responsibilities. They should not be used for private purposes, including non-college commercial or not-for-profit purposes.
 - The college website is for public access and use. No confidentiality of material should be implied.
 - LaGuardia assumes no responsibility for content on non-LaGuardia websites and pages.
 - Utilization of [Plain Language](#) to ease use of understanding among audiences.
 - Department and office webpages will feature a minimum of two methods of contact on the upper left. Whenever possible, hours of service will also be posted.
 - Avoid duplication of content by linking to the content rather than repeating it.
 - For example, instead of repeating resources for students a link to existing resources will be utilized.
 - Similarly, information maintained on other websites (i.e. CUNY.edu) will be linked and not repeated on LaGuardia.edu.
 - The use of PDF files will be limited in order to maintain a positive user experience. Rather the content of the file will be on page.
 - Introductory paragraphs seldom need a heading; focus instead on optimizing the text.
 - LaGuardia's logo appears prominently across all website pages. Departmental logo lock ups are not displayed online. See [brand and palette guidance](#).
 - Photos and video are incorporated throughout the website and must be owned/original works produced by the college. See *Features* below for more information. CEA has authority over the contents of image/visual asset galleries associated with the website and may remove any assets that do not meet size and/or quality standards.
 - The Web Team is solely responsible for maintaining the site taxonomy, governing content tagging, organization and re-use sitewide, as well as complementary taxonomy in use for events, news, or other content types.
-

Processes and Workflows

Requests for content changes should be made in writing via [project request](#) by the designated Content Expert for a particular area. In some cases, additional approval may be required.

Edit Requests

Be sure to include the following information:

- URL of the page upon which an edit is requested, for each requested edit.
- Specific guidance, i.e. remove and replace first paragraph with the following..., update table, change hours of service, etc.
- For longer text edits, please provide a Word document with the current content edited with Track Changes enabled. Instructions should be provided in Comments.

Requests for New Webpages or Content Sections

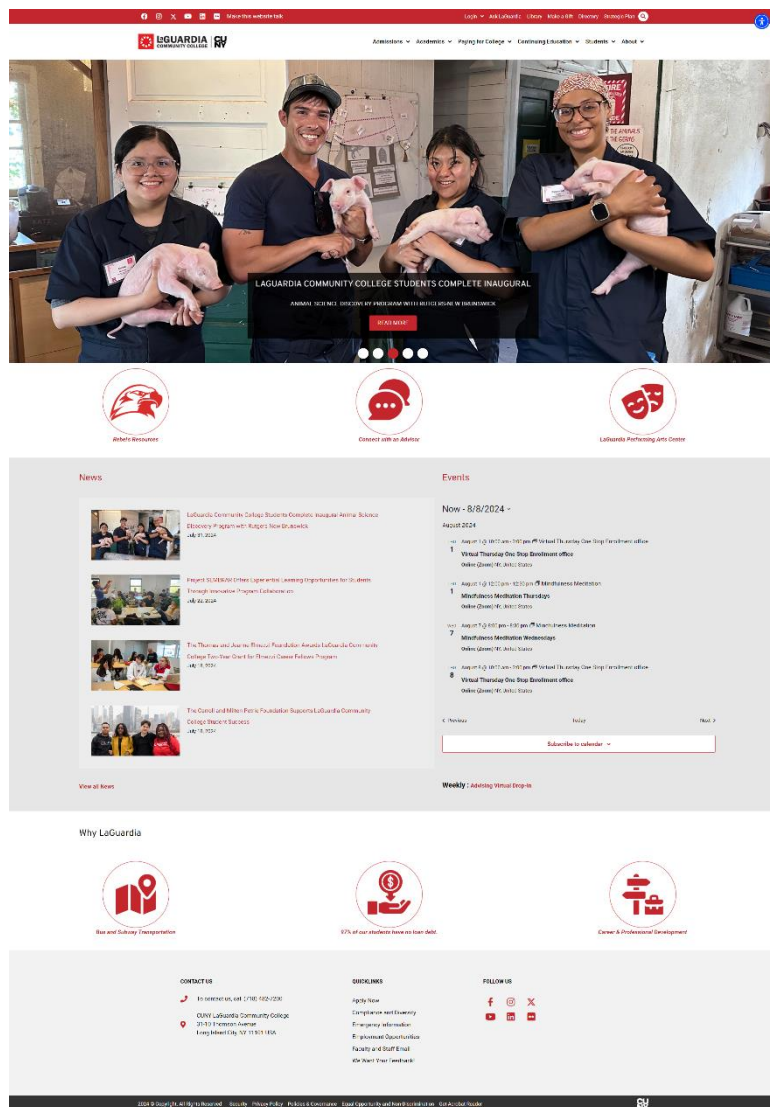
Requests for new webpages or content sections should be thorough and detailed. Requests may warrant a meeting or call to review in advance of any site development. A timeline will be provided once the request has been reviewed.

Guidelines for Layouts and Features

Page Layouts

The Web Team is responsible for developing and implementing various templates for use on LaGuardia's website.

Homepage: As the name suggests, only the homepage utilize this layout.



Carousel displays are at the discretion of the CEA Division. Requests may be sent to CEA-Division@lagcc.cuny.edu.

The Events feed is driven by the website calendar. Events must be submitted via the online [form](#).

Events: Events submitted through the online form appear in the full calendar and their own page, generated through this process. Event descriptions should be 150 words or less. Events submitted without required information will not be published.

LaGuardia
COMMUNITY COLLEGE

Admissions

Academics

Paying for College

Continuing Education

Students

About

Make this website talk

Log inAsk LaGuardiaLibraryMake a GiftDirectoryStrategic Plan

All Events

Event Series: Virtual Thursday One Stop Enrollment office

Virtual Thursday One Stop Enrollment office

August 1 @ 10:00 am - 3:00 pm

Get help with admissions, financial aid, international students services, testing, registrar/registration and general information, assistance and referrals on Thursdays by a single zoom link.

Virtual Office Zoom Link

For more information, visit www.laguardia.edu/enrollment-management or email the Enrollment Management Division at laguardianews@lagcc.cuny.edu.

Add to calendar

DETAILS

VENUE

ORGANIZER

Date:
August 1

Time:
10:00 am - 3:00 pm

Series:
Virtual Thursday One Stop Enrollment office

Event Categories:
admissions, all calendars, student events

Event Tags:
Admissions Events, Campus Life,
Enrollment Management

Website:
<https://us02web.zoom.us/j/884165336897?pwd=RVQxZWVlTm9kdz09>

Online (Zoom)

NY United States

Enrollment Management Division

Phone
(718) 482-5186

Email
laguardianews@lagcc.cuny.edu

< Mindfulness Meditation Wednesdays

Mindfulness Meditation Thursdays >

CONTACT US

QUICKLINKS

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To contact us, call (718) 482-7200

CUNY LaGuardia Community College
31-10 Thomson Avenue
Long Island City, NY 11101 USA

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Compliance and Diversity

Emergency Information

Employment Opportunities

Faculty and Staff Email

We Want Your Feedback!

f

@

X



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Academic Departments: These pages include Resources, Degrees & Programs, and Department Contacts for each Academic Department, as well as primary contact information. Faculty & Staff listings for the Department are accessed here. Additional custom content is added by request.

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Education and Language Acquisition

Contact Us

Phone: (718) 482-0101
Fax: (718) 482-0101
Email: info@laguardia.edu
Address: 3301 111th St., Flushing, NY 11355

Education and Language Acquisition

Education and Language Acquisition

The Department of Education and Language Acquisition is a multi-disciplinary department that focuses on the study of language acquisition and the teaching of languages to non-native speakers. The department is committed to providing students with a high-quality education that prepares them for careers in education, language acquisition, and language teaching. The department offers a variety of programs and courses that are designed to meet the needs of students with diverse backgrounds and interests. The department is also committed to providing students with a supportive and challenging learning environment. The department is located in the heart of the city and is easily accessible by public transportation. The department is also committed to providing students with a variety of extracurricular activities and opportunities for community service. The department is a member of the American Association of Colleges and Universities (AACU) and the National Association of Language Acquisition (NALA). The department is also a member of the New York State Association of Colleges and Universities (NYSACU) and the New York State Association of Language Acquisition (NYSALA). The department is also a member of the New York State Association of Language Acquisition (NYSALA) and the New York State Association of Language Acquisition (NYSALA).

Resources

- [All Courses](#)
- [All Faculty and Staff](#)
- [Academic Resources](#)
- [Departmental Events and Deadlines](#)
- [Contact Us](#)
- [FAQs](#)

Degrees & Programs

Education-Chinese Teaching (JL)

The Chinese Education Teaching program is designed to prepare students to teach Chinese as a second language. The program is a four-year program that includes a major in Chinese Education and a minor in Chinese Language Acquisition. The program is designed to provide students with a strong foundation in Chinese language and culture, as well as the skills and knowledge necessary to teach Chinese as a second language. The program is also designed to provide students with a variety of extracurricular activities and opportunities for community service. The program is a member of the American Association of Colleges and Universities (AACU) and the National Association of Language Acquisition (NALA). The program is also a member of the New York State Association of Colleges and Universities (NYSACU) and the New York State Association of Language Acquisition (NYSALA). The program is also a member of the New York State Association of Language Acquisition (NYSALA) and the New York State Association of Language Acquisition (NYSALA).

Education-Bangladesh Teaching (JL)

The Bangladesh Education Teaching program is designed to prepare students to teach Bangladesh as a second language. The program is a four-year program that includes a major in Bangladesh Education and a minor in Bangladesh Language Acquisition. The program is designed to provide students with a strong foundation in Bangladesh language and culture, as well as the skills and knowledge necessary to teach Bangladesh as a second language. The program is also designed to provide students with a variety of extracurricular activities and opportunities for community service. The program is a member of the American Association of Colleges and Universities (AACU) and the National Association of Language Acquisition (NALA). The program is also a member of the New York State Association of Colleges and Universities (NYSACU) and the New York State Association of Language Acquisition (NYSALA). The program is also a member of the New York State Association of Language Acquisition (NYSALA) and the New York State Association of Language Acquisition (NYSALA).

Education-Indonesian Teaching (JL)

The Indonesian Education Teaching program is designed to prepare students to teach Indonesian as a second language. The program is a four-year program that includes a major in Indonesian Education and a minor in Indonesian Language Acquisition. The program is designed to provide students with a strong foundation in Indonesian language and culture, as well as the skills and knowledge necessary to teach Indonesian as a second language. The program is also designed to provide students with a variety of extracurricular activities and opportunities for community service. The program is a member of the American Association of Colleges and Universities (AACU) and the National Association of Language Acquisition (NALA). The program is also a member of the New York State Association of Colleges and Universities (NYSACU) and the New York State Association of Language Acquisition (NYSALA). The program is also a member of the New York State Association of Language Acquisition (NYSALA) and the New York State Association of Language Acquisition (NYSALA).

Education-Japanese Teaching (JL)

The Japanese Education Teaching program is designed to prepare students to teach Japanese as a second language. The program is a four-year program that includes a major in Japanese Education and a minor in Japanese Language Acquisition. The program is designed to provide students with a strong foundation in Japanese language and culture, as well as the skills and knowledge necessary to teach Japanese as a second language. The program is also designed to provide students with a variety of extracurricular activities and opportunities for community service. The program is a member of the American Association of Colleges and Universities (AACU) and the National Association of Language Acquisition (NALA). The program is also a member of the New York State Association of Colleges and Universities (NYSACU) and the New York State Association of Language Acquisition (NYSALA). The program is also a member of the New York State Association of Language Acquisition (NYSALA) and the New York State Association of Language Acquisition (NYSALA).

Education-Korean Teaching (JL)

The Korean Education Teaching program is designed to prepare students to teach Korean as a second language. The program is a four-year program that includes a major in Korean Education and a minor in Korean Language Acquisition. The program is designed to provide students with a strong foundation in Korean language and culture, as well as the skills and knowledge necessary to teach Korean as a second language. The program is also designed to provide students with a variety of extracurricular activities and opportunities for community service. The program is a member of the American Association of Colleges and Universities (AACU) and the National Association of Language Acquisition (NALA). The program is also a member of the New York State Association of Colleges and Universities (NYSACU) and the New York State Association of Language Acquisition (NYSALA). The program is also a member of the New York State Association of Language Acquisition (NYSALA) and the New York State Association of Language Acquisition (NYSALA).

Education-Persian Teaching (JL)

The Persian Education Teaching program is designed to prepare students to teach Persian as a second language. The program is a four-year program that includes a major in Persian Education and a minor in Persian Language Acquisition. The program is designed to provide students with a strong foundation in Persian language and culture, as well as the skills and knowledge necessary to teach Persian as a second language. The program is also designed to provide students with a variety of extracurricular activities and opportunities for community service. The program is a member of the American Association of Colleges and Universities (AACU) and the National Association of Language Acquisition (NALA). The program is also a member of the New York State Association of Colleges and Universities (NYSACU) and the New York State Association of Language Acquisition (NYSALA). The program is also a member of the New York State Association of Language Acquisition (NYSALA) and the New York State Association of Language Acquisition (NYSALA).

Education-Russian Teaching (JL)

The Russian Education Teaching program is designed to prepare students to teach Russian as a second language. The program is a four-year program that includes a major in Russian Education and a minor in Russian Language Acquisition. The program is designed to provide students with a strong foundation in Russian language and culture, as well as the skills and knowledge necessary to teach Russian as a second language. The program is also designed to provide students with a variety of extracurricular activities and opportunities for community service. The program is a member of the American Association of Colleges and Universities (AACU) and the National Association of Language Acquisition (NALA). The program is also a member of the New York State Association of Colleges and Universities (NYSACU) and the New York State Association of Language Acquisition (NYSALA). The program is also a member of the New York State Association of Language Acquisition (NYSALA) and the New York State Association of Language Acquisition (NYSALA).

Education-Ukrainian Teaching (JL)

The Ukrainian Education Teaching program is designed to prepare students to teach Ukrainian as a second language. The program is a four-year program that includes a major in Ukrainian Education and a minor in Ukrainian Language Acquisition. The program is designed to provide students with a strong foundation in Ukrainian language and culture, as well as the skills and knowledge necessary to teach Ukrainian as a second language. The program is also designed to provide students with a variety of extracurricular activities and opportunities for community service. The program is a member of the American Association of Colleges and Universities (AACU) and the National Association of Language Acquisition (NALA). The program is also a member of the New York State Association of Colleges and Universities (NYSACU) and the New York State Association of Language Acquisition (NYSALA). The program is also a member of the New York State Association of Language Acquisition (NYSALA) and the New York State Association of Language Acquisition (NYSALA).

Education-Vietnamese Teaching (JL)

The Vietnamese Education Teaching program is designed to prepare students to teach Vietnamese as a second language. The program is a four-year program that includes a major in Vietnamese Education and a minor in Vietnamese Language Acquisition. The program is designed to provide students with a strong foundation in Vietnamese language and culture, as well as the skills and knowledge necessary to teach Vietnamese as a second language. The program is also designed to provide students with a variety of extracurricular activities and opportunities for community service. The program is a member of the American Association of Colleges and Universities (AACU) and the National Association of Language Acquisition (NALA). The program is also a member of the New York State Association of Colleges and Universities (NYSACU) and the New York State Association of Language Acquisition (NYSALA). The program is also a member of the New York State Association of Language Acquisition (NYSALA) and the New York State Association of Language Acquisition (NYSALA).

Department Contacts

Department	Office Phone
Chinese Language Acquisition	800-482-0101
Indonesian Language Acquisition	800-482-0101
Japanese Language Acquisition	800-482-0101
Korean Language Acquisition	800-482-0101
Persian Language Acquisition	800-482-0101
Russian Language Acquisition	800-482-0101
Ukrainian Language Acquisition	800-482-0101
Vietnamese Language Acquisition	800-482-0101

Contact Us

Phone: (718) 482-0101
Fax: (718) 482-0101
Email: info@laguardia.edu
Address: 3301 111th St., Flushing, NY 11355

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Faculty Profile: Housed within each Academic Department, faculty profiles are submitted online by each member of the faculty.

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Rochelle Spencer

Contact Us

Room: E-Building, E-103
Phone: (718) 482-5656
EnglishDept@lagcc.cuny.edu

Monday – Thursday 9 a.m. – 5 p.m.
Friday 9 a.m. – 4 p.m.

Academic Affairs

Majors & Resources

Advising

Academic Programs

Pre-College Programs

Faculty Resources

Rochelle Spencer

Lecturer
English
rspencer@lagcc.cuny.edu

Education

- Ph.D., University of Indiana at Pennsylvania
- M.F.A., New York University
- B.A., Spelman College

Areas of Expertise or Research

- AfroSurrealism

About

Rochelle is author of *AfroSurrealism* (Routledge) and *The Ret People* (The Fantastist and The Coll), and with Jina Ortiz, co-editor of *All About Skin: Short Fiction by Women of Color* (University of Wisconsin). She is represented by the writer and agent Kimia Jones.

Rochelle Spencer

CONTACT US

To contact us, call (718) 482-7200

CUNY LaGuardia Community College
31-10 Thomson Avenue
Long Island City, NY 11101 USA

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Major or Academic Program: These pages require contact information, introductory text, related interests, skills, unique qualities, career possibilities, transfer information, and a degree map. Content for academic degrees and certificates require the approval of Academic Affairs.

[illegible]

Offices: Content for these webpages include contact information and custom components, created based on individual department needs.

[Home / Students / The Wellness Center](#)

The Wellness Center

Contact Us

Room: C-Building, C-249
Phone: (718) 482-5471
WellnessCenter@lagcc.cuny.edu

Schedule:
Monday-Wednesday 9 a.m. - 6 p.m.
Thursday 9 a.m. - 7 p.m.
Friday 9 a.m. - 5 p.m.

Schedule a Counseling Appointment:
English Intake Form
Spanish Intake Form

Upcoming Events

12:00 pm - 12:30 pm	Mindfulness Meditation Mondays
12:00 pm - 12:30 pm	Mindfulness Meditation Tuesdays (In-Person)
12:00 pm - 12:30 pm	Mindfulness Meditation Wednesdays (In-Person)
8:00 pm - 8:30 pm	Mindfulness Meditation Wednesdays

View Calendar

Rebel's Resources

- Campus Life
- Athletics and Recreation
- Peer Programs
- LaGuardia CARES
- Health Center
- Wellness Center**
- Responsibilities, Policies and More
- Student Help
- Academic Help

Accredited by the International Association of Counseling Services, the Wellness Center provides counseling and wellness services that support and assist you in your intellectual, emotional, psychological, and social development while coping with the challenges of college and life stressors. The Wellness Center offers free and confidential counseling in a safe environment where individual and cultural differences are valued and respected. Our services include short-term individual counseling, crisis intervention, workshops, outreach and referrals to off-campus community resources.

Services

- Short-Term Individual Counseling:** Our team of experienced and licensed counselors is available to provide confidential sessions to address a variety of concerns including anxiety, depression and more.
- Crisis Support:** In times of crisis, counselors are available to ensure that students have immediate access to professional support.
- Mental Health Workshops:** Workshops on topics such as stress management, mindfulness and managing anxiety are available to help students develop valuable coping skills.
- Mental Health Training:** Various trainings are available to student groups/classes (and faculty and staff). Some of the trainings include Mental Health First Aid, Question, Persuade, and Refer (QPR) and others. Request can be submitted [here](#).

Reasons to Visit

We are here to help you address the following concerns:

- Adjusting to college life
- Depression
- Diversity and cultural differences
- Family difficulties
- Grief and loss
- Lesbian, gay, bisexual and transgender (LGBTQIA) concerns
- Recovering from trauma
- Relationship problems
- Stress and anxiety

How to Reach Us

If you need to speak with someone outside of office hours, call 1-888-NYC-WELL (1-888-692-9355), text WELL to 65173 or visit NYC Well to chat with a counselor.

If you are in danger, in need of immediate medical attention or having thoughts of harming yourself, please call 911.

Resources

- Complete the intake form in English or Spanish to access Wellness Center counseling services, and contact us at 718-482-5471 (option 2) or WellnessCenter@lagcc.cuny.edu.
- Please refer to the Campus Services page for current hours.
- Text "CUNY" to 741741 for 24/7, confidential, free crisis counseling.
- Visit NYCWell or the NYS Office of Mental Health to receive help with stress and anxiety about COVID-19.
- Contact Health Services at 718-482-5780 or Health-Center@lagcc.cuny.edu for COVID-19 or other health questions.

Crisis Resources

Campus Resources

Off-campus & Virtual Resources

Mental Health Screenings

Helping Others

Lactation Room

Meet Our Staff

Name	Phone	Role
Frank LaTerna-Sellitto	(718) 482-5078	Director-Wellness Center
Rogina Vasin-Migraño	(718) 482-5286	Manager –Health and Wellness Education and Grant Development, Director –Neurodiversity Program
Catherine Lim-Fernandez	(718) 482-5471	Care Manager
Jean Buckley-Lockhart	(718) 482-5258	Counselor
Brittany Arnele	(718) 730-7953	Counselor
Ana Mora	(718) 730-7993	Counselor
Jennifer McIntireMayer	(718) 482-5471	Counselor
Amy Hossain	(718) 482-5471	Counselor
Desiree Rodriguez	(718) 482-5471	SAMHSA MHAT Coordinator
Andrea Bellusciano	(718) 482-5471	Counselor
Choden Tenzin	(718) 482-5278	Counselor

CONTACT US

To contact us, call (718) 482-7290

CUNY LaGuardia Community College
31-10 Thomson Avenue
Long Island City, NY 11101 USA

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Features

In-Page and Sub-Page Navigation appears as a list below the contact information on the left

Buttons appear as red rounded-rectangles with white lettering and are utilized to jump to related sections.

Photos: The Division of Communications and External Affairs produces photo content for LaGuardia Community College. Requests for video can be made online. Only images produced and owned by LaGuardia Community College will be utilized on laguardia.edu, with the exception of student work published in virtual galleries produced in coordination with the Humanities Department.

Video: The Division of Communications and External Affairs produces video content for LaGuardia Community College. Requests for video can be made online. LaGuardia's Official YouTube Channel is the only acceptable host site for videos embedded on laguardia.edu. Videos produced by other entities must be hosted elsewhere.

Editorial Guidelines

Acronyms and Abbreviations

- Avoid using abbreviations unless they are universally recognized.
- If an abbreviation is not universally recognized, spell out the organization's name on first use, followed by the abbreviation in parentheses if you intend to use the abbreviation later in the document.
- The proper abbreviation for LaGuardia Community College is LAGCC.

Academic Degrees

- There is no apostrophe in "associate degree" when spelled out in general reference.
- Correct degrees offered at LaGuardia:
 - Associate of Applied Science
 - Associate of Arts
 - Associate of Science
- Abbreviations for degrees should be written without periods and spaces between letters (AAS, AA, AS).

Academic Years and Semesters

- Graduated classes should be referred to as, for example, the "Class of 2024," where "Class" is capitalized and the year is not abbreviated. Abbreviations like '24 are acceptable where space is limited (such as in article titles, photo captions and social media).
- Semesters should be referred to as, for example, "fall 2024" or "spring 2025"; the season should not be capitalized and the year should not be abbreviated.

Administrative and Academic Titles

- The titles Mr., Ms., Mrs., Miss, and Dr. should only be used in direct quotes, letters and donor lists. Do not use these titles in running text or faculty/staff listings.
- Do not abbreviate Professor to "Prof."
- When names and academic titles appear in article titles and headlines, AP title case rules apply, which require that all major words in the title, except articles and prepositions, unless an article or preposition appears at the beginning or end of the title, use initial caps.

- In general, titles are capitalized when they appear *before* a person's name, but are lowercase if they are informal, appear without a name, follow a person's name, or are offset by commas.
 - Correct:
 - President Kenneth Adams...
 - LaGuardia's president, Kenneth Adams, ...
 - Kenneth Adams, president of LaGuardia, ...

Ampersand

- An ampersand (&) should not be used to replace "and" unless it is part of an official title, place or organization name.

Dates

- When possible, write out the names of the days of the week. When abbreviation is necessary, use the following: Mon., Tue., Wed., Thu., Fri., Sat. and Sun.
- Spell out the name of the month when it is used with a date, alone or with a year.
- Avoid using numerals such as 08/06/24 to indicate dates.
- On first reference, specific dates should be preceded by the day of the week in running text.
- When referring to a specific date, use cardinal rather than ordinal numbers. On subsequent references to the same date, ordinal numbers are acceptable.
 - Correct: Wednesday, July 31, 2024
 - Correct (2nd use): On the 31st, ...
- Commas should be used before and after the year designation, unless referring to only the month and year.
 - Correct: September 3, 2024
 - Correct: September 2024

Geography

- Spell out a state's name when it is used without the name of a town, county, or other official area. When the name of a state is used with the name of a town, use the standard abbreviation for the state's name, not the two-character postal code.
- "United States" is spelled out when used as a noun, but abbreviated to U.S. when used as an adjective.

Latin Abbreviations

- i.e. is short for id est and means "that is" or "in other words."
- e.g. is short for exempli gratia and means "for example."
- etc. is short for et cetera and should be used at the end of a list of items when two or more items have been omitted.
- et al. is short for et alii and should be used at the end of a list of names when two or more people have been omitted.

Times

- Times should be written with a space between the number and the a.m./p.m. designation.
 - Do not include :00 for times that are on the hours.
 - Correct: 11:40 a.m. - 2:48 p.m.
 - Correct: 10 a.m. - 1 p.m.
 - Correct: 1 - 3 p.m.
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