



# 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.