Academic degrees abbreviated and spelled out

B.A.  Bachelor of Arts
B.F.A.  Bachelor of Fine Arts
B.M.  Bachelor of Music
B.M.E.  Bachelor of Music Education
B.S.  Bachelor of Science
B.S.B.A.  Bachelor of Science in Business Administration
B.S.E.  Bachelor of Science in Education
B.S.N.  Bachelor of Science in Nursing
D.Min.  Doctor of Ministry
D.N.P.  Doctor of Nursing Practice
D.P.T.  Doctor of Physical Therapy
Ed.D.  Doctor of Education
Ed.S.  Educational Specialist
J.D.  Juris Doctor
M.Acc.  Master of Accountancy
M.A.T.  Master of Athletic Training
M.A.T.S.  Master of Arts in Theological Studies
M.B.A.  Master of Business Administration
M.C.L.  Master of Comparative Law
M.Div.  Master of Divinity
M.H.A.  Master of Healthcare Administration
M.H.I.A.  Master of Health Informatics and Analytics
M.M.  Master of Music
M.M.E.  Master of Music Education
M.P.A.  Master of Public Administration
M.P.H.  Master of Public Health
M.S.  Master of Science
M.S.E.  Master of Science in Education
M.S.E.M.  Master of Science in Environmental Management
M.S.N.  Master of Science in Nursing
M.S.W.  Master of Social Work
Pharm.D.  Doctor of Pharmacy
Ph.D.  Doctor of Philosophy

Lowercase informal references, such as master’s degree or bachelor’s degree, and academic disciplines following a degree listing that are not proper nouns, such as philosophy, religion, etc.

The discipline is capitalized if it is part of the degree title, such as Bachelor of Science in Nursing (B.S.N.) or Master of Science in Education (M.S.E.). Do not use the word “degree” after the listing of a degree title. It is Bachelor of Science not Bachelor of Science degree.
adviser
Although many use the word “advisor,” Webster’s dictionary and AP Stylebook say “adviser.”

Ampersand (&)
Use an ampersand when it is part of a company’s formal name. In other instances, spell out “and.”
CORRECT:
Howard College of Arts and Sciences
U.S. News & World Report

INCORRECT:
Howard College of Arts & Sciences
U.S. News and World Report

Breaks
Do not break “Samford University,” or any proper name, across two lines.

Capitalization
- Titles, before but not after names:
  President Andrew Westmoreland
  Andrew Westmoreland, president of Samford University
  Dean Timothy George
  Timothy George, dean of Beeson Divinity School
  Professor Stephen Chew
  Stephen Chew, professor of psychology

- Departments/offices/etc., proper, but not informal
  Department of Political Science; political science department
  Office of Admission; admission office
  Board of Trustees of Samford University
  the university’s board of trustees; Samford’s board of trustees

Do not capitalize university, school, center or college unless it is used as the formal title.
  CORRECT
  The university was founded in 1841.
  INCORRECT
  The University was founded in 1841.

When in doubt, leave the cap out.
Century
Lowercase, spelling out numbers less than 10: the first century, the 21st century.

check-in (noun); check in (verb)

Commas
   In a series:
   CORRECT
   Samford offers volleyball, soccer and basketball.
   INCORRECT
   Samford offers volleyball, soccer, and basketball.

   After city/state:
   CORRECT
   She lives in Birmingham, Alabama, and attends Samford.
   INCORRECT
   She lives in Birmingham, Alabama and attends Samford.

   After dates:
   CORRECT
   The concert is May 15, 2016, at Wright Center.
   INCORRECT
   The concert is May 15, 2016 at Wright Center.

   To set off information:
   CORRECT
   Eric Fournier, professor of geology, presented the information.
   INCORRECT
   Eric Fournier professor of geology presented the information.

   NOT with Inc., Jr. or II:
   CORRECT
   The ranking came from Forbes Inc.
   Harry Brock III is vice president for business and financial affairs.
   Martin Luther King Jr. was a civil rights leader.
   INCORRECT
   The ranking came from Forbes, Inc.
   Harry Brock, III is vice president for business and financial affairs.
   Martin Luther King, Jr., was a civil rights leader.

course work
Dashes
Hyphen - Use with compound words, line breaks or phone numbers.
  CORRECT
  726-444-5555
  INCORRECT
  (726) 444-5555 or 726.444.5555
En dash - Use this to separate dates and times. Examples: 1990–1995 or 8–9 p.m.
Em dash — Used to introduce an explanatory or emphatic element; to indicate a sudden break in thought or speech; to create a break in continuity greater than that suggested by the comma; and to set off multiple nouns, when the nouns are the referents of a pronoun that is the subject of a summarizing clause. Do not leave a space on either side of the dash. (This varies from AP style.)

Dates
When a month is used with a specific date, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov. and Dec. Spell out March, April, May, June and July. If desired, you can spell out any month in an invitation. Also, spell out the month when used alone or with a year alone.

Double-spacing between sentences
Don’t do it. Please. Double-spacing between sentences makes your writing look dated and takes up valuable space.

fundraising, fundraiser

health care
Exceptions include proper names of degrees or centers. For example: Master of Healthcare Administration, Center for Healthcare Innovation and Patient Outcomes Research or Healthcare Ethics and Law Institute.

Italics or quotation marks
Capitalize and set in italics the titles of the following:
  books; CD-ROMs; collections of poetry; long poems
  magazines and other periodicals; motion pictures; operas, oratorios, motets, tone poems and other long musical compositions; paintings, drawings, statues and other works of art; plays, regardless of length; television and radio series, including miniseries
Capitalize (but don’t italicize) the titles of the following:
book series; untitled musical compositions (e.g., Symphony in B Major); sharp, flat and natural are lowercased (e.g., Symphony in E-flat); computer software, languages and hardware

Capitalize and enclose in quotation marks the titles of the following:
articles and parts of books; short poems; short stories; songs; television and radio programs that are not continuing series and individual episodes within a series; theses and dissertations

kick off (verb); kickoff (noun)

Preprofessional programs
pre-architecture
prebusiness
predentistry
pre-engineering
prelaw
premedicine
pre-optometry
prepharmacy
preveterinary medicine

When you use the “pre” prefix, look first in Webster’s dictionary to see if your word is there. If so, go with the way Webster’s spells it. If it’s not in Webster’s, look at your AP Stylebook for special exceptions. If it’s not in AP, apply these rules: add a hyphen if the word following “pre” begins with a vowel. Leave it unhyphenated if the word starts with a consonant.

résumé or resume
Résumé is preferred to avoid confusion with the verb “resume.” Resume is also acceptable.

RSVP
Should not be accompanied by the word “please.” “Please RSVP” is the equivalent of “please, please reply.”
Samford publications (proper names and usage)
CORRECT
Seasons
Inside Samford
Cumberland Lawyer
Beeson
INCORRECT
Seasons Magazine
Beeson Magazine
The Lawyer

Seasons of the year
Lowercase spring, summer, fall and winter and derivatives such as springtime unless it is part of a formal name such as Winter Olympics.

School/center names
Do not use “the” before proper names of schools and centers. For example:
  CORRECT
  Brock School of Business
  Ida Moffett School of Nursing
  Wright Center
  INCORRECT
  the Brock School of Business
  the Ida Moffett School of Nursing
  the Wright Center

A good way to remember and apply this rule is to ask yourself: If I were to substitute “Samford University” for the school name, would “the” still make sense?

Exceptions to this rule are schools and centers that have not yet been named for donors. For example:
  the School of the Arts
  the College of Health Sciences
  the Center for Science and Religion

When not using the proper name of a school, use of “the” is appropriate.
  CORRECT
  the law school
  the education school
Avoid using “school of” construction, i.e., “school of education,” because it can confuse readers as to why we capitalize “School of Public Health” but not “school of education.” Once all schools have been named for donors, this confusion will eliminate itself.

When referring to a college, school or center of Samford University on first reference, use the following construction:

Samford University’s Cumberland School of Law

Do not use abbreviations. IVMSON, MSOP, BSOB, etc., are not meaningful monikers to the majority of outside audiences.

**theatre**
Because Harrison Theatre is literally written in stone on the building, Samford uses the British spelling to remain consistent throughout its written communication.

**Time**
a.m.
p.m.
Use an en dash between numerals –
Do not use :00 (Example: 8–9:30 a.m.)

**Titles of works**
*See Italics or quotation marks*

**URLs**
Use “go to” instead of “visit.” Delete www. and http:// if the website works without it.

**Year**
Use the single closing quotation mark for class year abbreviations. Do not spell out “Class of.”

**CORRECT**
’95
the ’80s
Laine Williams ’03

**INCORRECT**
‘95
the ‘80s
Laine Williams, Class of 2003