ANDOVER EDITORIAL STYLE GUIDE

Prepared by the Office of Communication

Revised September 2026

A few recent updates are noted in red.

Some of the general style guide standards are based on Andover-specific preferences; most are determined by the latest versions of these references:

- *Merriam-Webster's Collegiate Dictionary* (www.merriam-webster.com)
- *The Associated Press Stylebook* (http://www.apstylebook.com/online)
- *The Chicago Manual of Style* (www.chicagomanualofstyle.org/home.html)
- *The Diversity Style Guide* (http://www.diversitystyleguide.com/)

Another great online resource for writing tips, grammar, and punctuation:

- Grammar Girl: Quick Tips for Better Writing (https://www.quickanddirtytips.com/grammar-girl/)

Above all, aim for consistency within your document or project.

Questions? Contact Jill Clerkin (jclerkin@andover.edu) or Nancy Hitchcock (nhitchcock@andover.edu). We are happy to help.

Many names used in this style guide are fictitious!

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ANDOVER EDITORIAL STYLE GUIDE

PHILLIPS ACADEMY AND ABBOT ACADEMY STYLE PARTICULARS

Institutional

- Ideally, spell out Phillips Academy (official name of the school) on first reference. PA, Andover, or the Academy can be used in subsequent references. Do not use just "Phillips." Do not use "Phillips Academy Andover."
- Use Abbot Academy on first reference. Abbot alone should be used sparingly.
  Acceptable: Abbot alumnae, Abbot women. "The Abbots" can be used informally.
- When speaking of both schools: Phillips and Abbot academies (note lowercase) became a singular school in 1973.
- Be clear about Andover versus "the town of Andover."
- The phrase is need-blind admission (not admissions).

Motto and Phrases

- Our Latin motto *non sibi* (not for self)—found on the Academy seal—is an Academy **core value** and is usually lowercase and italicized when used in a sentence. Exceptions (initial caps but no italics): Non Sibi Weekend; Non Sibi Association; a Non Sibi–level donor
- Youth from every quarter is an Academy **core value**. The phrase "youth from every quarter"—from PA's constitution—needs no special punctuation in most narrative text, but it can be in quotes for emphasis. Depending on the document or context, the punctuation/capitalization for this phrase can vary. If in doubt, contact the Office of Communication.
- Knowledge and goodness—from PA's constitution—is an Academy **core value**.
- The Latin phrase *Finis origine pendet* (The end depends on the beginning)—also found on the Academy seal—is always italicized.

Andover Leadership

In most writing, capitalize formal titles before a name; lowercase after a name. (In lists and headlines and on invitations, the use of initial caps for titles becomes more flexible.) Be consistent within a given publication or project. First reference should include the person's title and first and last names (sometimes middle initial too). Second and subsequent references are usually last name only.

Heads of School:

- Dr. Raynard S. Kington P'24, '27, Andover's 16th head of school, moved to Phelps House with his family in August 2020. (Inclusion of P depends on situation.) The alumni were delighted to meet Dr. Raynard Kington P'24, '27, head of school. Head of School Raynard S. Kington, MD, PhD, P'24, '27, presented to faculty in August. His husband is Peter T. Daniolos, MD, P'24, '27. Sons are Emerson '24 and Basil '27 (Bah-SEEL). Family dog is Ares.
- Avoid this double title: Head of School Dr. Raynard S. Kington P'24, '27, spoke at the event. Better option: Head of School Raynard S. Kington, MD, PhD, P'24, '27, spoke at the event.

- Dr. Kington's business card reads: Raynard S. Kington, MD, PhD, P'24, '27
  Head of School on the Foundation Honoring John P. Stevens Jr., Class of 1915
- Former head of school John Palfrey P'21: Students applauded when former head of school John Palfrey P'21 returned to campus in October. (No initial caps for former head of school, which is a description, not a title.) John G. Palfrey P'21, Andover's former head of school, spoke at the parent gathering.
- The guest of honor was former head of school Barbara Landis Chase.
- Option: Palfrey, Andover's 15th head of school, reported … Similarly: There was a warm greeting for 14th head of school Barbara Landis Chase.

Board of Trustees:

Phillips Academy Board of Trustees, the Board of Trustees (always initial caps); lowercase trustees, the board on second reference. When the trustee title follows the name, it is lowercase.

The distinctions charter trustee (appointed by the board) or alumni trustee (selected by alumni vote) are sometimes used, but "trustee" will often suffice.

- Board of Trustees president: Eric Zinterhofer '89, P'18, '19, became president of the Board of Trustees on July 1, 2026. Board President Eric Zinterhofer '89, P'18, '19, addressed the faculty. The alumni were greeted by Board of Trustees President Eric Zinterhofer '89, P'18, '19. Parent years are sometimes not needed.
- Board of Trustees vice president: Chris Auguste '89, P'18, '19, became vice president of the Board of Trustees on July 1, 2026. Board Vice President Chris Auguste '89, P'18, '19, addressed the faculty. The alumni were greeted by Board of Trustees Vice President Eric Chris Auguste '89, P'18, '19.
- Former Board of Trustees president: Alumni were met by Board President Emerita Amy C. Falls '82, P'19, '21. Amy C. Falls '82, P'19, '21, board president emerita, spoke at the event. (Also acceptable: Trustee President Emerita Amy C. Falls '82, P'19, '21.)
- Trustee President Emeritus Peter L.S. Currie '74. Currie was cochair of *Knowledge & Goodness: The Andover Campaign*.
- Board President Emeritus Oscar L. Tang '56 (Also acceptable: Trustee President Emeritus Oscar Tang '56)
- Charter Trustee Cristin Holloway Myers '82 returned to campus.
- Trustee Emerita Elizabeth Curtis '76 arrived early. Allan B. Taylor '52, trustee emeritus, stood to speak.
- He met with former alumni trustee Marcus W. Abugov '77. Alumni Trustee Jillian Flagg '78 was also present.
- For a full **Board of Trustees** list, visit andover.edu/about/trustees.

Student Leaders:

- The two main elected student leaders are called school co-presidents.

Faculty, Staff, and Administrators

Check *The Directory* for names and proper titles.

- Andover faculty are generally referred to as instructor or instructor in (not instructor of).

- Note lowercase: They were taught by instructor in history and social science Robin Emerson. The English class was led by instructor Mark Payne.
- Instructor in Spanish Javier López is a member of the Department of Word Languages.

Most other campus titles are capitalized only when they precede a name. A few examples using real names:

- Deputy Head of School for Academics and Student Affairs Merrilee Mardon will have a wide array of responsibilities. The Academy's deputy head of school is Merrilee Mardon.
- Associate Head of School for Equity, Inclusion, and Wellness Linda Carter Griffith announced the project.
- Secretary of the Academy Thomas P. Lockerby, but Thomas P. Lockerby, secretary of the Academy
- Rev. Gina Finocchiaro or the Reverend Gina Finocchiaro
- Director of Athletics Lisa Joel shared news of the win. Lisa Joel, athletics director, was interviewed after the game.

Grade Levels, Terms, and Vacations

- Grade levels: junior (9th grader), lower (10th grader), upper (11th grader), senior (12th grader). They are 9th grade students. Note lowercase and that "th" is not superscript.
- Term 1, Term 2, and Term 3 are the official names. Fall term, winter term, and spring term can be used casually or as second reference but should be lower case.
- Thanksgiving Break, Winter Break, Spring Break (initial caps)

DEI GUIDELINES: WRITING WITH AWARENESS

General Advice

- Assume a varied audience with a wide range of viewpoints and experiences.
- Strive to choose words that are accurate, respectful, and inclusive.
- Avoid terms that evaluate or might imply inferiority (or superiority), such as "low class" and "minority."
- Use "underserved" only when talking about services, not as a blanket term for impoverished communities. "Under-resourced" is a more accurate way to frame larger issues.
- Focus on people rather than on a method of categorization. Example: "a student who has epilepsy" instead of a student who's an epileptic.
- Avoid terms such as inmates and convicts; instead use phrases such as incarcerated people, imprisoned people, or people in prison.
- Avoid expressions like "tone-deaf" and using terms like "powwow" and "spirit animal" casually.
- When in doubt, check the resources below.

Resources

- The Diversity Style Guide—created for journalists
- Diversity/Inclusivity Style Guide—created by the California State University system
- AP Stylebook—Associated Press guidelines

Race and Ethnicity

- Minority—avoid the term; it signifies inferiority.
- Black, Asian, Native American (initial cap)
- white is lower case (per current AP style)
- Black, white: Do not use either as a singular noun. For plurals, phrasing such as Black people, white people, Black teachers, white students are preferable when clearly relevant.
- African American, Asian American—no hyphen, even when used as an adjective. Many African Americans migrated to northern cities. She enjoys Asian American literature.
- enslaved people (not slaves)
- Indigenous: Capitalize when used to refer to original inhabitants of a place. Indigenous Peoples (but Indigenous people, an Indigenous person). Indigenous Peoples Day
- Latinx is a preferred gender-neutral plural, but a different choice is sometimes warranted.
- Be specific when possible: People of Korean descent rather than Asians; Dominicans rather than Hispanics.
- BIPOC—typically spell out on first reference (Black, Indigenous, and people of color)
- People of color: The term is generally acceptable in broad references to multiple races other than white: We will hire more people of color. However, many people of various races object to the term for assorted reasons, including that it lumps together into one monolithic group anyone who isn't white. People of color is preferred over the initialism POC.

Resources

- Conscious Style Guide—Race, Ethnicity and Nationality
- National Association of Black Journalists
- Native Governance Center Style Guide
- Athabasca University Indigenous Peoples language

Gender and Gender Identity

- Gender refers to one's social identity; sex refers to biological characteristics.
- Nonbinary: an umbrella term for gender identities that are neither male nor female
- Cisgender: a person whose identity and gender corresponds with the sex they were assigned at birth
- Don't hesitate to ask individuals their preferred pronouns.
- In general, avoid he/she or son/daughter when referring to PA students. "They" or "their" have become acceptable in usage: *Your student should check in for registration before they return to their dorm*.
- Choose gender-neutral terms, e.g., chair or chairperson instead of chairman.

Resources

- Genderspectrum.org
- Students and Gender Identity: A Toolkit for Schools—USC Rossier

LGBTQIA+

- LGBTQIA+ refers to a person's sexual orientation.
- The LGBTQIA+ initialism, typically used by the Academy at this point in time, stands for Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, Intersex, Asexual or Ally. The plus sign encompasses inclusivity.

Resources

- GLAAD Media Reference Guide
- NLGJA—The Association of LGBTQ Journalists Stylebook

Neurodiversity

- Neurodiversity is the concept that differences in brain functioning such as autism, dyslexia, Asperger's syndrome, or ADHD (attention-deficit/hyperactivity disorder) are natural variations, with strengths and weaknesses. Individuals or groups that exhibit those variations are considered neurodivergent or neurodiverse.
- The larger population is said to be neurotypical. (Don't use the term "normal" to distinguish from someone who is neurodiverse.)

Resources

- The Diversity Style Guide—created for journalists

People with Disabilities

- Person-first language is generally preferred:
    - "People with intellectual/physical/developmental disabilities" rather than disabled people
    - "Individuals with mental illness" rather than the mentally ill
    - Don't use the term "normal" to distinguish from someone who has a disability.
- Avoid negatively charged language:
    - "Uses a wheelchair" rather than confined to a wheelchair
    - "A person with a physical disability" rather than physically challenged
- Accessible vs. handicapped accessible: The Academy prefers to use "accessible," which addresses the need for accessibility rather than the presence of a disability. The Addison Gallery is accessible. Samuel Phillips Hall has accessible parking. *The term "accessible" means in compliance with Federal accessibility guidelines; an accessible facility has no barriers. The term "handicapped" is a legal term widely used in documents and on signs; some find the term to be insensitive. "Handi-capable" and "special needs" are still used but are considered condescending.*

Resources

- The Diversity Style Guide
- National Center on Disability and Journalism's Style Guide
- ADA National Network—Guidelines for Writing About People with Disabilities
- National Center on Disability and Journalism (NCDJ), Arizona State University

ACADEMIC AND MEDICAL DEGREES

When using degree abbreviations, do not use periods. In most narrative text, the word "degree" does not need to follow the degree abbreviation. Do not use an initial cap for the field of the degree unless it includes a proper noun (such as English or French). Also, one earns a degree—not his or her degree.

Academic degrees are capitalized only when the full name of the degree is used, such as Bachelor of Arts or Master of Science. General references—such as bachelor's, master's, or doctoral degree—are not capitalized.

- She earned a BA from Grinnell College.
- He earned an MA in U.S. history from the University of Virginia.
- She earned a PhD in English literature.
- She has a bachelor's degree in chemistry.
- He earned a master's degree in engineering from Northeastern University.

Options for two or more degrees:

- He earned BA and MEd degrees from the University of Chicago.
- She earned a BA from Howard University and an MBA from Babson College.

PhD and MD

In general, on first mention of someone with a PhD, put the degree after the name or explain it in the text.

- Elena Thorndike '88, PhD, spoke to the Alumni Council.
- Elena Thorndike '88, who has a doctorate in economics, predicted a market downturn.

On second and subsequent mentions, use just the last name.

- Thorndike answered questions from the audience.

In general, on first mention of someone with an MD, use Dr. or put the degree after the name.

- Dr. Amy Patel recommended the treatment. (not Dr. Amy Patel, MD)
- Lindsay Brubaker '03, MD, spoke at Reunion Weekend about the future of medicine.

On second and subsequent mentions, use just the last name (without Dr.).

ALUMNI, PARENTS, AND GRANDPARENTS

Graduates can be referenced in several ways. Choose the option that works best for your audience and specific communication.

- alumni—preferred when referencing graduates of all genders
- alumnae—refers to female graduates; often used when referring to Abbot Academy graduates
- alumni/ae—used selectively to recognize PA's coed graduates
- alumna—a single female graduate
- alumnus—a single male graduate (or if gender is unknown)
- alum—use this casual reference sparingly

When including a class year after a person's name, use an apostrophe (which looks like a single closing quote).

- Eric Newbury '50

Capitalize each alumni class. The Andover Inn hosted a reception for the Class of 1978. He was a member of the Class of '64.

When referring to married alumnae, include the alumna's maiden name unless otherwise requested.

- Gail Alden Hansen '56

If spouses are same-year graduates, put each person's class year after their name.

- Sue '75 and Bill O'Brien '75 live in Lawrence.

When referring to alumni whose year of graduation may be confusing, use the full class year. (Use "Class of" for classes 1939 and earlier.)

- Bruce Wheeler, Class of 1939, broke a world record in track.

When using a nickname, include it in quotes (note placement near last name).

- Margaret Savard "Kitty" Crosby '83

Possessive with a class year:

- It was George Dunstable '44's yearbook.

Summer Session and Outreach Programs—Alumni Abbreviations

Note commas on both sides and space after program name.

- Summer Session: Susan Mulvey, SMR '08, said...
- Andover Bread Loaf: Yasmine Lopez, ABL '03, said...
- PALS: Lila Lizano, PALS '14, said…
- $(MS)^2$: John Smith, $(MS)^2$ '99, said…
- Institute for Recruitment of Teachers: David Bennett, IRT '06, said…

Parent and Grandparent Designations

When designating a parent or a grandparent year, do not use commas before or after the "P" or "GP" if there is only one parent or grandparent year. (*Do* use commas if there are multiple years.)

- Danielle Lawlor P'21 was delighted to be on campus for Family Weekend.
- Jeffrey Dreyfus GP'05 attended classes on Grandparents' Day.

Variations:

- Alicia Jenkins P'20, '22, was also on campus (note comma after '22).
- Marla Ramirez GP'05, '11, was late for registration.
- Marcus Allen P'79, GP'06, raved about the event.

When referencing two parents of a PA student/alumnus, place the year at the end of the second name.

- Noemi and Juan Hernandez P'18 visited campus.

Use the P and GP designations at your discretion—but the Office of Communication and *Andover* magazine generally attempt to use them as much as possible as well as equitably. Choose the option that works best for your audience. Be consistent with all names.

Parents Who Are Also Alumni

When only one parent is an alum, put their class year before any P or GP years.

- Paula and Raymond Egler '92, P'18, visited campus
- Elizabeth Grant Marshall '90 and Lucas Marshall '92, P'18, visited campus.
  (*Note: When a "P" year follows the graduation year, a comma is needed on both sides*.)

CAMPUS LOCATIONS (SELECTED)

Note: All dorms are referred to as "house"—even if it says "hall" on the building. (House indicates a dormitory, while hall indicates an administrative building.)

Abbot Academy Dance Suite, Cristina A. Rubio Dance Studio
Abbot campus
Abbot Circle
Addison Gallery of American Art, the Addison Gallery
Archives and Special Collections (in the OWHL)
Bartlet House/Bartlet Street
Brace Center for Gender Studies, the Brace Center; He is a Brace Student Fellow.
Brothers' Field; Phelps Park is on Brothers' Field
Brown Boathouse, William H. Brown 1934 Boathouse (rarely used/formal)
Bulfinch Hall
Chandler-Wormley Vista
Cochran Chapel, the chapel
Cochran Sanctuary, Moncrieff Cochran Sanctuary (formal)
Cristina A. Rubio Dance Studio
Davis Hall is a large room inside McKeen Hall on the Abbot campus
Doran Innovation Center (formal name of The Nest makerspace)
Elm Arch

Elson Art Center (not Elson Arts Center); Elson Courtyard
Falls Music Center
Gelb Gallery (interior connection between G.W. and the Elson Art Center)
Gelb Science Center
George Washington Hall, G.W. (casual)
Great Elm
Richard T. Greener Quadrangle; the Greener Quad
Gurry Ice Rink
Harrison Ice Rink
the Hill (when referring to Andover Hill; lower case "the")
John Barry Performance Hall (in Falls Music Center)
Log Cabin
Memorial Bell Tower, the bell tower
Merrill Gate—Formal/historical: Merrill Memorial Gateway
The Nest. Students call PA's makerspace The Nest.
Oliver Wendell Holmes Library, the library, the OWHL (casual)
Pan Athletic Center
Paresky Commons, Paresky, the dining hall
Peabody Institute of Archaeology, the Peabody Institute
Phelps Park (baseball)
Phelps Stadium (football and other sports)
Polk-Lillard Electronic Imaging Center
Rebecca M. Sykes Wellness Center (first reference), then Sykes Wellness Center or the wellness center
Samuel Phillips Hall, Sam Phil (very casual)
School Room (in Abbot Hall)
Shuman Admission Center
The Smith Center and Case Memorial Cage were razed in 2020.
Stephen S. Sorota Track; Sorota Track
Snyder Center (not Snyder Athletic Center)
Susie's

EVENTS AND AWARDS

Events

All-School Meeting
Andover-Exeter Weekend
Commencement
Commencement Weekend
Community Convocation
Family Weekend
Reunion Weekend, Fifth Reunion, 25th Reunion (I'm looking forward to our reunion. We had a great time at our 10th Reunion.) Note that "th" is not superscript.
Trustee Weekend

Alumni Awards

Andover Alumni Award of Distinction
Andover Athletics Hall of Honor
Claude Moore Fuess Award
Distinguished Service Award

OFFICES, DEPARTMENTS, AND GROUPS (SELECTED)

Offices

College Counseling Office (CCO)
Dean of Students Office (no apostrophe)
Dean of Faculty Office
Dean of Studies Office (no apostrophe)
Office of the Head of School
Office of Admission (formal), admissions office
Office of Communication, communications office
Office of Community Engagement, community engagement office
Office of Community and Multicultural Development, CAMD, the CAMD office
Office of Academy Resources, OAR
Office of Alumni Engagement, alumni engagement office, OAE

Departments

Department of Art (formal), the art department (casual)
Department of Athletics, the athletics department
Department of English (formal), the English department
Department of History and Social Science, the history and social science department
Department of Interdisciplinary Studies, the interdisciplinary studies department
Department of Mathematics, Statistics, and Computer Science; the math department
Department of Music, the music department
Division of Natural Sciences; the biology department, the chemistry department, the physics department
Department of Philosophy and Religious Studies, the philosophy and religious studies department
Department of Physical Education
Department of Theatre and Dance, the theatre and dance department
Division of World Languages, the world languages division; Chinese Department, Classics Department, French Department, German Department, Russian Department, Spanish Department (not Department of…)

Groups

Abbot Academy Fund (AAF)
Andover Bread Loaf (ABL)—a PA outreach program
Af-Lat-Am Society (African Latinx American Society)
Alumni Council (She is president of the Alumni Council.)
Andover Abbot Regional Association of Southern California (no hyphen)
Andover and the Military (affinity group) (AATM)
Andover Anti-Racism Task Force (AATF) (*not* Andover's Anti-Racism Task Force)
The Andover Anti-Racism Task Force met on Friday. The AATF report is available.
Andover White Anti-Racist Education (AWARE)
Black Student Union (BSU)
Brace Center for Gender Studies / He is a Brace Student Fellow.
Office of Community and Multicultural Development (CAMD)
CAMD Scholar Program (no "s") / She is a CAMD Scholar.
Choreo Lab, Drama Lab, Dance Lab
Gender and Sexuality Alliance (GSA) (formerly the Gay-Straight Alliance)

Inclusivity, Diversity, Equity, and Action (IDEA) committee
Institute for Recruitment of Teachers (IRT)—a PA outreach program
$(MS)^2$—a PA outreach program. Superscript the 2. (Do not spell out Mathematics and Science for Minority Students—or check with director.)
PALS—a PA outreach program (Do not spell out, but PALS stands for Phillips Academy and Lawrence Schools.)

PUNCTUATION

Acronyms and Initialisms

Definitions

An acronym is a word formed from the initial letter of each of the parts of a compound term (NATO is an acronym for North Atlantic Treaty Organization). An initialism is an abbreviation formed from initial letters (PSPA, AATF, AATM, IRT). If there's a chance the reader won't recognize an acronym or initialism, spell it out the first time it's mentioned.

Usage

First use: The students in Andover Bread Loaf (ABL) put on a play. Later, the ABL actors celebrated with pizza.

Rules

An initialism requires "the" because it is pronounced letter by letter. For example: The PSPA supports our school. NO "the" when PSPA is used as an adjective. PSPA board members met at the Andover Inn.

An acronym, pronounced like a word, is the opposite. Do not use "the" when the acronym is a noun. UNICEF is an important organization. Use "the" when the acronym is used as an adjective. The UNICEF fundraiser was successful.

Apostrophes and Quotes

An apostrophe (’)—a single closing quote—is used with class years.

- Class of ’96

Single and double quotes (‘ ’ and “ ”)

Single quotes are used for quotes within quotes.

- “When I was younger, my mother said, ‘Rise and shine!’ every morning,” said the athlete.

Nicknames use double quotes, not parentheses, and come **after** the middle initial or middle name.

- Rebecca Savard “Kitty” Crosby ’83
- Henry L. “Hammerin’ Hank” Aaron

Artificial Intelligence

- Use artificial intelligence with AI in parentheses on first reference; use AI thereafter.

- Avoid language that anthropomorphizes AI or attributes human characteristics, thoughts, feelings or intentions to AI systems. For example, avoid "ChatGPT thinks …" or "AI understands …" Instead, use "ChatGPT generated …" or "the AI system produced …"

Capitalization

- No initial cap for junior, lower, upper, or senior. Exception: *Course of Study*
- Lists: In bulleted text introduced by a colon, capitalize the first word of each entry.
- Compound words: In **titles and headlines** that contain hyphenated compound words, all component words should be capitalized. *Example*: Student Well-Being Prioritized

Do *not* capitalize:

- The names of academic subjects such as history, music, chemical engineering, biology, physical education; see ITALICS for course titles
- Names of seasons

Cities, States, and Countries

When city and state names are paired **in text**, either spell out the state or use the more formal (longer) abbreviations.

- Methuen, Mass.
- Sonoma, Calif.

Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas, and Utah are never abbreviated in text.

In lists and when used as part of mailing instructions with a zip code, use the two-letter postal abbreviation. For a list, visit www.stateabbreviations.us.

- Methuen, MA
- Sonoma, CA

No state name is needed with well-known U.S. cities, such as:

Atlanta	Detroit	Minneapolis	San Antonio
Baltimore	Honolulu	New Orleans	San Diego
Boston	Houston	New York	San Francisco
Chicago	Indianapolis	Oklahoma City	Seattle
Cincinnati	Las Vegas	Philadelphia	St. Louis
Cleveland	Los Angeles	Phoenix	
Dallas	Miami	Pittsburgh	
Denver	Milwaukee	Salt Lake City	

No country name is needed with well-known international cities, such as:

Beijing	Hong Kong	Monaco	Rome
Berlin	Jerusalem	Montreal	San Marino
Djibouti	Kuwait City	Moscow	Singapore
Geneva	London	New Delhi	Tokyo
Gibraltar	Luxembourg	Ottawa	Toronto
Guatemala City	Macau	Paris	Vatican City
Havana	Mexico City	Quebec City	

Use of country name often depends upon context.

Commas

Use the extra “Oxford comma” before the word “and” for serial listings.

- The baby ate peas, carrots, and beans.

Use commas in city-state pairs and in dates.

- She has lived in Andover, Mass., for six years.
- I met him on April 7, 1992, when we were juniors.

Do not use a comma before Jr., II, III, or the like.

Ellipses

The Office of Communication suggests AP Style: three dots, no inner spacing, but space before and after (...) if in the middle of a sentence. We do not use the glyph (…) keyboard shortcut:

Example 1: Omitting part of a quote (within a sentence):

- Original: “I knew we were going to face phenomenal challenges, but I believed in the strength of our team and the power of resilience.”
- **With AP Style ellipsis:** “I knew we were going to face phenomenal challenges, but I believed in ... the power of resilience.”

Example 2: Ellipsis used to signal a pause, hesitation, or suspense in narrative

- She opened the door, peeked inside ... and gasped.

Example 3: Ellipsis when the sentence ends and then resumes with omitted content

- Original: “These issues require thoughtful debate. We must not rush to judgment, but rather listen, learn, and act.”
- **With AP Style ellipsis:** “These issues require thoughtful debate. ... Listen, learn, and act.”

En and Em Dashes

En Dash (–)

This dash is longer than a hyphen but shorter than an em dash.

En dashes can be used as a substitute for the word “to.” Do not use a space before or after an en dash.

- 1–2 p.m.
- 9 a.m.–noon
- Monday–Friday
- 1998–2012

En dashes are also used to connect a double word with a single one when used as a compound modifier.

- a Pulitzer Prize–winning poet

- health care–related impact

Em Dash (—)

The longest dash, an em dash is used to set off what might otherwise be a parenthetical expression. Do not use a space before or after an em dash.

- The article text—including Javier's final edits—should be on my desk by noon.

Em dashes are also used in place of a colon before a statement made for effect or explanation.

- She offered only one explanation for her behavior—spring fever.

Use em dashes before an author's name at the end of a quotation.

"Remember that silence is sometimes the best answer."
—Dalai Lama

Hyphens

Eliminate the hyphen unless there is confusion without it. This applies to many prefixes and suffixes.

- nonprofit, nonfiction
- nationwide, schoolwide, campuswide, etc., but community-wide (use hyphen when root word is three or more syllables)
- She planned a 30- to 60-minute meeting.
- Hyphenate nouns, adjectives, and verbs that indicate occupation or status (e.g., co-author, co-chair, co-director, co-captain, co-president, co-worker, co-owner, co-chaired, co-founded, co-authored. No hyphen for coed, coeducation, cooperate, coexist, etc.). Lincoln Charles, co-chair of the committee, rose to speak. PSPA Co-Chair Anita Hansen was greeted warmly.

Italics

Italicize names of specific PA courses and certain PA publications, including *Pot Pourri* (the PA yearbook) and *The Phillipian*.

- Her favorite course is *Biology 300*. The official course designation is *BIO300.*
- Bob Ross teaches *Painting II: Inside-Outside*.

Commonly used words from another language do not need italics:

- He was appointed to an ad hoc committee.
- The ex officio trustee graduated magna cum laude from Dartmouth College.
- But: She sings with an *a cappella* group.

Do italicize words from another language that are not commonly used. According to *The Chicago Manual of Style*, only italicize an unfamiliar phrase on first use.

- "*Hola*," she whispered through the closed door.
- "*Guten appetite*," said our magnanimous host.

Numbers, Dates, and Times

Numbers

In general, spell out zero to nine and use numerals for the number 10 and above—until one million is reached. Then: 1 million; 20 million; 20,040,086 (when precision is needed); 2.7 trillion. When using numerals for an ordinal number, do not use superscript for "st," "nd," "rd," or "th."

- Fifth Reunion, 10th Reunion
- 25th anniversary, 43rd birthday
- 9th grader (use numeral for consistency when used in text with other grades), 10th grader, 11th grader, 12th grader

Ages

Always use numerals for ages.

- He has a 4-year-old son. She is 49 years old.
- The baby is 3 months old.
- The girl just turned 8.
- Those pickleball winners are in their 30s.

Centuries

Do not use superscript for "st," "nd," "rd," or "th."

- 19th century, 21st century
- He refinishes 19th-century furniture.
- She reigned during the fifth century.

Dates/Invitations and Programs

Do not abbreviate days of the week or months in formal text. Do not use ordinals (such as 1st, 3rd, 14th).

- Let's get together on Tuesday, August 8, 2029, to visit the Addison.

Recommended order of information on print and digital invitations and programs:

- Day—Friday,
- Date and year—May 30, 2025
- Time span—9–11 a.m.
- Location—Cochran Chapel

Decades

Note presence or absence of apostrophe.

- He has been teaching since the early nineties.
- She was an athlete in the '90s.

- He was teaching in the 1980s and 1990s.

Degrees and Temperature

Always use numerals for temperatures and spell out the word degrees.

- It was minus 5 degrees.

Dollar Signs

Repeat the dollar sign when using a range.

- $10–$15. It costs $10 to $15.

Fractions

Do not use numerals for fractions in running text.

- Of the total student body, only one-third commute from home.
- The man ate five-sixths of a donut.

Percent

Always use numerals for percentages. If text is more formal, spell out "percent." If several percentages are included in the text, you may choose to use "%." Be consistent in the document.

- Only 9 percent of the town voted.
- The petting zoo comprises 40% rabbits, 30% kittens, and 30% puppies.
- 60%–67% (repeat %)

Time

When you use "from," you must also use "to." Do not use zeroes after an hour.

- The meeting lasted from 10 a.m. to 2 p.m.
- She served as president from 2006 to 2009.
- The store is open 9 a.m.–11 p.m. (note en dash)

Use the words noon and midnight (avoid "12 noon" or "12 midnight").

- The event lasted from noon to midnight.
- In a list: Noon–3 p.m. Addison Open House (note en dash)

Use a.m. or p.m. only once unless the event spans from a.m. to p.m.

- We ate lunch from 11 to 11:30 a.m.
- We met in the library from 11:30 a.m. to 2:30 p.m.

Virtual events: If appropriate, use "ET" (Eastern Time Zone) year-round to refer to the time at Andover. Avoid EST and EDT, which are seasonal.

- The Zoom event will be held at 6 p.m. ET.

Periods and Spaces

- George S.K. Shiner—no space between two initials

- Use periods for U.S. and U.K.
- Do not use periods in academic degrees.

Quotes

When quoting someone in a blog post or publication, aim to use the present tense. Example: "These are all important Academy goals," says the biology instructor.

TITLES OF WORKS

Italicize names of:

Albums, CDs
Art (drawings, paintings, sculptures, etc.)
Blogs
Book-length poems (such as *Dante's Inferno*)
Books
Cartoons (comic strips)
Catalogs that go with exhibitions
Electronic publications
Exhibitions (and their catalogs)
Major websites (e.g., *Huffington Post* or the *Onion*)
Movies
Musical compositions longer than a song (such as *Peter and the Wolf, Madame Butterfly*——see *Chicago Manual of Style* for more information)
Newspapers*
Periodicals and podcasts
Plays
Statues
Television and radio shows

*Capitalize and italicize "The" when it is part of the official newspaper name. Examples: I saw it in *The New York Times, The Phillipian,* and *The Boston Globe*.

Use quotation marks for names of:

Articles
Chapters
Essays
Poems
Short stories
Songs

ALPHA LIST—MISCELLANEOUS

9/11 is the proper way to refer to the September 11 tragedy

a cappella
Abbot Academy Dance Suite
acknowledgment, Land Acknowledgment (*not* acknowledgement)
advisor
Af-Lat-Am Society or Af-Lat-Am (Full name: African Latinx American Society)
African American (No hyphen, even when used as an adjective. Exceptions are rare.)
AI (artificial intelligence) Spell out artificial intelligence on first reference.
aka (also known as)
alumni admission representative (AAR)
Andover-Exeter Weekend, Andover-Exeter rivalry

anti-racist
athletic trainer
athletics department, Department of Athletics
athletics director

Bestseller, a best-selling novel
Big Blue, the Big Blue
BIPOC (Black, Indigenous, People of Color)
Black (initial cap when referring to race)
BlueCard
Blue Key heads
book signing
Brace Student Fellow
Breaks: Thanksgiving Break, Winter Break, Spring Break (initial caps)
Brothers' Field

CAMD Scholar Program (no "s"); She is a CAMD Scholar.
campuswide
chair
changemaker
Chandler-Wormley Vista ("the is not part of the official name and should not be capped)
civil rights, Civil Rights Movement, civil rights movement (generic)
classmate, classroom
co-chair, co-captain, co-director, co-president
coed (Note: a PA coed team is now called an all-gender team)
Commencement circle
Commons (do *not* use "Commons" alone, except for historical reference; see Paresky Commons)
coursework
COVID-19
crew, rowers, or rowing team (avoid the redundant "crew team")
Cristina A. Rubio Dance Studio (inside the Abbot Academy Dance Suite)
cross-country (use hyphen)

Dogs—in general, do not capitalize dog breeds (goldendoodle, pit bull, German shepherd)
dormmate

Edward E. Elson Artist in Residence: She is an Edward E. Elson Artist in Residence;
    Edward E. Elson Artist-in-Residence Vincent Van Gogh visited student classrooms.
e.g. means for example. (e.g., …)
email, ebook, ecommerce

Finis origine pendet (the end depends on the beginning)
First come, first served. Seating is first come, first served. As adjective:
    Seating is on a first-come, first-served basis.
fiscal year: FY27; Fiscal Year 2027 (not FY 2027)
Freedom Riders
fundraising, fundraiser

google (lowercase as verb); Google (the company)
gray (not grey)

Great Elm, the Great Elm
Greener Quad, Richard T. Greener Quadrangle ("the" is not part of the official name and should not be capped)
health care, health-care system
the Hill
hip-hop
The Hive

i.e. means that is. (i.e., …)
Indigenous, Indigenous Peoples (but Indigenous people, an Indigenous person)
internet (lower case)

Knafel Map Collection

Land Acknowledgment (*not* acknowledgement)
Latinx
LGBTQIA+
livestream, livestreaming
login (noun), but the preferred verb form is "log in to your laptop." "Log on to" is also correct.

makerspace
master class
master's degree
mid-'70s, mid-October
military titles/abbreviations: Tricky! Associated Press Stylebook is best resource.
Millennials
mini reunion
multidisciplinary, interdisciplinary
multimedia

Native (capitalize when referring to Native people)
need-blind admission
The Nest makerspace (formal: the Doran Innovation Center)
nonfiction, nonprofit
non sibi (not for self)

observatory, Phillips Academy Observatory
OK (not "okay")

PA Archives and Special Collections
PAnet
Paresky Commons on first reference; Paresky or the dining hall on second reference (not just Commons)
percent (Always use numeral: 6 percent or 6%)
postgraduate, postdoc, postdoctoral, postseason
premed

RSVP
reunion, 25th Reunion
resume (no accents)

Sam Phil
schoolwide
seasons: no initial caps for spring, fall, winter
start up (v.), startup (n. and adj.)

T-shirt
teammate
teenage, teenager (not teen-aged)
theatre (live entertainment venue); Tang Theatre
toward
Tribe, Tribal (capitalize)
Trustee Weekend

Ultimate Frisbee, Ultimate
under way (two words)
United States (spell out; use U.S. only as an adjective) U.S. Navy, the U.S. coastline

web, website, web pages, webcast
well-being
white (lowercase when referring to race)
Wi-Fi
worldview

X-ray (noun), x-ray is verb