

HACC



HACC Communication and Style Guide

Updated: Nov. 19, 2020

Purpose of the guide

As an educational institution, HACC, Central Pennsylvania's Community College (the College), instills in its graduates the ability to communicate clearly and accurately. This style guide is designed to assist College employees in presenting to the community a unified, consistent and professional message and image that are in line with HACC's educational goals.

College employees will use the guidelines contained herein when communicating through written materials such as news releases, brochures, website postings and other documents directed to the public. HACC's intent is to serve the community and ensure that stakeholders clearly understand the information they receive from the College and its representatives.

Each HACC employee is personally responsible for creating, maintaining and promoting a positive image of the College to the community through consistent and professionally written communication.

Style guidelines

These following style guidelines are adopted from the Associated Press (AP) Stylebook, the reference book the Office of College Advancement uses when composing written communications for public dissemination and for materials intended for distribution to the media.

Useful guides that will help answer style and usage questions not addressed in the following examples include the latest edition of Garner's Modern American Usage by Bryan A. Garner, the AP Stylebook (also available as an online subscription) and a recent-edition dictionary.

How to read the guide

The style guide is written similarly to the AP Stylebook. Entries are grouped by keyword in alphabetical order. Contact the Office of College Advancement with questions.

Frequently asked questions

What is the purpose of this document?

As an educational institution, HACC instills in its graduates the ability to communicate clearly and accurately. The communication and style guide is designed to assist colleagues in presenting to the community a unified, consistent and professional message and image that are in line with HACC's educational goals. HACC's intent is to serve the community and ensure that stakeholders clearly understand the information they receive from the College and its representatives.

Are all employees required to use these guidelines?

The Office of College Advancement (OCA) will use the guidelines when communicating through written materials such as news releases, brochures, website postings and other documents directed to the public.

While each HACC employee is personally responsible for creating, maintaining and promoting a positive image of the College through professionally written communication, the guidelines will be followed by OCA for materials that are distributed to the media and

the public. Also, colleagues who submit requests to OCA through the [communications hub](#) should use these guidelines as well when submitting content for their requests (for example, content for news releases, brochures and website postings). Other HACC colleagues will not be required to utilize the guidelines in documents such as syllabi.

Why are these guidelines different?

The style guidelines are adopted from the Associated Press (AP) Stylebook; the reference book the OCA team uses when composing written communications. The AP Stylebook reflects the format preferred by the news media and other professional communicators.

Contact

Please contact newsroom@hacc.edu for questions about the HACC Communication and Style Guide.

Academic degrees

In general usage, spell out academic degrees in lowercase letters. For an associate degree, do not use an apostrophe; however, when referring to a bachelor’s degree or a master’s degree, use an apostrophe. For a doctorate, use “doctorate in (name of field).” If using the formal name of the degree, capitalize the name of the degree: Associate in Arts, Bachelor of Science, or Juris Doctor.

HACC awards Associate in Arts (AA), Associate in Science (AS) and Associate in Applied Science (AAS) degrees, as well as certificates of proficiency and diplomas. Use the preposition “in” when citing HACC degrees; do not use “of.”

Capitalize the name of the degree but not the field (unless the field is normally capitalized, such as English or German). Lowercase general references to the degree, certificate or diploma.

- Fifty-two students graduated with associate degrees in nursing.
- Students who aspire to become construction carpenters may take courses to earn a carpentry certificate.
- HACC’s Lebanon Campus offers 38 associate degree, certificate and diploma programs.
- Her son earned an Associate in Arts in accounting.

Include master’s and doctorate degrees when referencing HACC colleagues and their titles.

- HACC President and CEO John J. “Ski” Sygielski, MBA, Ed.D.
- Cynthia Doherty, Ph.D., provost and vice president of academic affairs
- Stephen Ampersand, MSM, vice president of student affairs and enrollment management

(For honorary degrees, see “Honorary degrees.”)

Academic divisions and offices

Capitalize office and department names. For example, capitalize the Office of College Advancement. All functional units of the College should be referred to by their official names:

Division Name Before July 1, 2020	Division Name Effective July 1, 2020
Office of Academic Affairs	No change
Office of College Advancement	No change
Office of Finance	No change
Office of Human Resources	No change
Office of Inclusion and Diversity	No change
Office of Information Services and Technologies	Office of Information Technology and Learning Experience
Office of Student Affairs and Enrollment Management	No change
Office of the President	No change

Only Cabinet-level units begin with “Office of . . .” Departments within the units end with “Department.” For example, the Integrated Marketing Communications Department is part of the Office of College Advancement. For a full list, please refer to the One-College Organization

Chart on myHACC.

Following are examples of correct and incorrect usages:

- This is correct: Student Access Services Department.
- This is incorrect: Office of Student Access Services.
- This is correct: Student Engagement Department.
- This is incorrect: Office of Student Engagement.
- This is correct: Enterprise Services Department.
- This is incorrect: Office of Enterprise Services.

Use “Workforce Development and Continuing Education Division” when referring to the noncredit division within the Office of Academic Affairs.

Academic organizations

Capitalize the academic organizations on first reference with the abbreviation in parenthesis. Use abbreviations on second and subsequent references. When speaking about the organization in general, the organization should be lowercased.

- The accounting Associate in Arts (AA) degree program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP). ACBSP grants regional accreditation to two- and four-year colleges and universities.
- The program in dental assisting is accredited by the Commission on Dental Accreditation. The commission is a specialized accrediting body recognized by the U.S. Department of Education.

Academic programs

Capitalize “program” when it is part of the specific name in all references. Follow AP style if more than one specific program is used in a sentence. Do not capitalize “program” if it is not part of the official name.

- Three new students enrolled in the Massage Therapy Program at the York Campus today.
- The College interviewed faculty from the Administrative Office Management, Architecture, Graphic and Interactive Design and Photography programs to learn about the unique qualities, strengths and challenges of these programs.
- At our Open House, future students can learn about different programs that HACC offers.

Acronyms and initialisms

When using an acronym or initialism, spell out the word on first reference with the shorter version in parentheses. On second and subsequent references, use only the acronym or initialism.

Many people use the term acronym to refer to both acronyms and initialisms. Generally, acronyms are considered to be pronounceable words formed from the first letter(s) of a series of words, such as AIDS, NATO or SCUBA. Initialisms are terms that use the initials at the start of words but cannot be pronounced as a word, such as TB and UCLA.

Some short versions that do not have to be spelled out include FBI and IRS.

Listed below are numerous terms and their shortened forms.

American Bar Association (ABA)
Associate in Arts (AA)
Associated Builders & Contractors (ABC)
Association of Collegiate Business Schools and Programs (ACBSP)
Automotive Service Excellence/National Automotive Technicians Education Foundation (ASE/NATEF)
Cardiopulmonary resuscitation (CPR)
Certified nursing assistant (CNA)
Child development associate (CDA)
Computer-aided design (CAD)
Computer-aided design and drafting (CADD)
Computer Information Systems (CIS)
Computer local area network (LAN)
Computer Numerical Control (CNC)
College policy (CP)
Emergency medical technician (EMT)
English as a second language (ESL)
Expected Family Contribution (EFC)
Free Application for Federal Student Aid (FAFSA)
Family Educational Rights and Privacy Act (FERPA)
Frequently asked questions (FAQs)
Education Assistance Program (EAP)
General educational development (GED)
Geographic information system (GIS)
Grade-point average (GPA)
Heating, ventilation and air conditioning (HVAC)
Independent Electrical Contractors (IEC)
Licensed practical nurse (LPN)
Microsoft Office User Specialist (MOUS)
National Association for the Education of Young Children (NAEYC)
On-the-job training (OJT)
Pennsylvania Bankers Association (PBA)
Professional Development Network (PDN)
Pennsylvania Higher Education Assistance Agency (PHEAA)
Registered nurse (RN)
Reserve Officers Training Corps (ROTC)
Federal Supplemental Educational Opportunity Grant (FSEOG)
Stafford Loan Master Promissory Note (MPN)
Science, Technology, Engineering, Arts and Mathematics (STEAM)
Student Government Association (SGA)

Act

Federal laws should be referenced by the name of the act. State laws should be referred to by the number of the act and a name if the name is commonly used. Some state laws also include a year to clarify the reference.

- Students enrolled in career programs who need assistance to successfully complete their programs may have access to support services through the Perkins Act.
- Certain programs may require the student to submit to Pennsylvania Act 33 and/or Pennsylvania Act 34.

Acting and interim positions

All acting/interim employees should be referenced to as such in all College communications, including the website, news releases, email signatures and business cards.

The definition for acting is “temporarily assuming the duties or authority of another.” Interim means “serving or taking place during a period between two events.” An “acting chair” may be filling in for a staff member who is on medical leave, for instance, while an “interim dean” may hold the office after the resignation of the previous dean until the search committee finds a new dean and the appointment of a replacement is official.

Addresses

Use the abbreviations Ave., Blvd. and St. only when coupled with a numbered address.

Spell out and capitalize these terms when they appear as part of a formal street name without a number. All similar words (alley, drive, road, terrace, etc.) are always spelled out.

Capitalize all of these words when they appear as part of a formal name; use lowercase when they appear alone or with more than one street name.

The word “ZIP” in ZIP code is capitalized. Use nine-digit ZIP codes when available.

Spell out street names below 10 and use numbers for street names above 10. Double-check the spelling of street names when there are alternate spellings.

- The meeting will be held at 1501 N. 23rd St.
- He lives at 16 S. Ninth St., but she lives at 44 S. 10th St.

Use full addresses, including ZIP codes, for HACC campuses and locations in promotional materials.

Adjunct

Use the term “adjunct instructor” instead of “adjunct professor.”

Administration

Lowercase in all uses.

The president’s administration voted on the proposal.

Admission, admissions

Either form may be used as an adjective. Use the singular unless the plural is established, such as in “Admissions Department.”

- Entry into this program is not guaranteed with admission to the College; specific

admission criteria must be met.

- This program has selective admission requirements.
- Fill out the admission form to apply.

Note: Please refer to personnel in the Admissions Department as admissions counselor; do not refer to them as recruiters.

Advisor

The word “advisor” should always be spelled with an “o” and not an “e.”

- **Correct:** Students who choose to register without seeking advice or who register in classes not recommended by their advisor assume full responsibility for their actions.
- **Incorrect:** The student and adviser can discuss program objectives.

Affect, effect

Each is both a verb and a noun. In practice, however, “affect” is almost always a verb and “effect” most often a noun. Affect means “to influence” and effect means “the result.”

- He was using drugs that affected the nervous system.
- The effect of drugs on the nervous system caused him to become agitated.
- Her complaint had no effect on the dean.

Ages

Always use figures unless the age is at the beginning of a sentence, in which case it is spelled out. If ages are expressed as adjectives before a noun or as a substitute for a noun, use hyphens.

- A 60-year-old man registered for classes today.
- Beth Brooks is 30 years old.
- Fifty-year-old Amanda will graduate in 2015.

Aid, aide

“Aid” refers to assistance or devices that provide assistance; an “aide” is a person, such as a classroom aide.

- A home health aide can provide aid to an elderly person who has limited mobility.
- This program will prepare individuals for employment as nurse aides in long-term care facilities, hospitals, rehabilitation centers and other healthcare facilities.

Already, all ready

“Already” means having occurred, and “all ready” means prepared.

Alumna, alumnae, alumnus, alumni

Alumna – singular and feminine in grammatical gender

Alumnae – plural and feminine

Alumnus – singular and masculine

Alumni – plural and masculine, but is also used to refer to mixed groups with men and women or to the College’s graduates collectively

Alum – singular and is not marked for gender, but it is only appropriate in informal contexts

Ampersand (&)

Never use the ampersand in place of “and” unless it is part of a company's formal name.

- Johnson & Johnson was the subcontractor for the project.
- A.G. Edwards & Sons Inc. is handling the sale of this new stock issue.

Annual

An event cannot be described as annual until it has been held in at least two successive years. Do not use the term “first annual.” Instead, use “first” or “first ever.”

Anybody, any body, anyone, any one

Use one word for an indefinite reference. Use two words when the emphasis is on singling out one element of a group.

- Anybody can do it.
- Any one of them can do it.

Apostrophe (’)

The following guidelines address some of the most frequent questions regarding use of apostrophes. For detailed guidance, consult the punctuation section in the AP Stylebook.

Use apostrophes for:

Possessive singular nouns: Add apostrophe s.

The boy’s shirt

Possessive plural nouns not ending in s: Add apostrophe s.

Women's rights

Possessive plural nouns ending in s (including nouns plural in form but singular in meaning): Add only an apostrophe.

The girls' books

United States' budget

Possessive nouns that are the same in singular and plural: Treat them the same as plurals, even if the meaning is singular.

One corps' location

The two deer's tracks

Joint possession, individual possession: Use a possessive form after only the last word if ownership is joint. Use a possessive form after both words if the objects are individually owned.

Fred and Sylvia's apartment

Fred's and Sylvia's books

Omitted figures: Use an apostrophe to replace the omitted figures.

The class of '62

The '20s

Brand

HACC's brand is "YOURS." The brand is typically accompanied by a "-ly" word to make it unique to the audience.

- Professionally YOURS.
- Virtually YOURS.
- Continually YOURS.

For more details on working with the brand, review the visual identity standards manual on the Office of College Advancement's myHACC channel.

Building and room names

Capitalize the proper names of buildings, facilities and centers. Use the complete name of the building or facility on first reference, then, if the building has a shortened, more common name, use the shorter name.

- John N. Hall Technology Center houses classrooms and laboratories for the Technology Division.
- The Senator John J. Shumaker Public Safety Center (PSC) is at the north end of the Harrisburg Campus and features a training facility for fire, police and emergency medical personnel.
- At the PSC, North Hall houses classrooms, faculty offices and training facilities.
- The Rose Garden Plaza, adjacent to the Rose Lehrman Art Gallery, is used for receptions.

Use the following guidelines regarding the preferred names of the Senator John J. Shumaker Public Safety Center and the Senator Jeffrey E. Piccola Law Enforcement Complex:

- The **Senator John J. Shumaker Public Safety Center (PSC)** on first use, though "the" is not capitalized if it doesn't start a sentence. On subsequent uses within the same document, it can be shortened to "the PSC" or "the Public Safety Center". The **Senator Jeffrey E. Piccola Law Enforcement Complex** on first use, though "the" is not capitalized if it doesn't start a sentence. On subsequent uses within the same document, it can be shortened to "the Law Enforcement Complex".

The use of "Senator John J. Shumaker Public Safety Center" and "Senator Jeffrey E. Piccola Law Enforcement Complex" are correct when referring to this facility. Additionally, if a plaque or other existing signage that refers to the College as "Harrisburg Area Community College" is quoted in an article for example, it is permitted to use "Harrisburg Area Community College" as long as this is added for clarification: (HACC, Central Pennsylvania's Community College). The point is, if we refer to the College as Harrisburg Area Community College because of verbiage on a plaque, then we need to add the College's branded, trademarked name in parentheses.

**Guidance regarding the PSC and the Law Enforcement Complex is effective Aug. 22, 2014.*

The following are the correct building names for each College campus:

Campus	Building	Banner Name	Common Abbreviations
Gettysburg		GETCAM	
Harrisburg	Rose Lehrman Arts Center	ARTS	
	Clyde E. Blocker Hall	BLOCKR	
	Maurice C. Overholt Bookstore	Bookst	
	Bruce E. Cooper Student Center	COOPER	
	Facilities Management Building		
	Grace Milliman Pollock Childcare and Early Education Center		
	J. W. Evans Physical Education Building	Evans	
	John Hall Technology Center	HALTEC	
	McCormick Library	Libry1	
	Midtown 1 <i>NOTE - HACC's location in Midtown Harrisburg should be referred to as the Midtown Trade and Technology Center. The center consists of both the Midtown 1 and 2 buildings.</i>	Mid1	
	Midtown 2 <i>NOTE - HACC's location in Midtown Harrisburg should be referred to as the Midtown Trade and Technology Center. The center consists of both the Midtown 1 and 2 buildings.</i>	Mid2	
	Senator John J. Shumaker Public Safety Center	North	PSC
	Senator Jeffrey E. Piccola Law Enforcement Complex	PLEC	
	Public Safety Training Center (grounds at North Hall)	PSTC	
	Select Medical Health Education Pavilion	SMHEP	
	Stabler - Media	STABLR	
	Ted Lick Administration Building		TL
	Whitaker Hall	WHITKR	
Lancaster	Main building	LAMAIN	
	East building	LAEAST	

Campus	Building	Banner Name	Common Abbreviations
	Facilities building		
Lebanon	Frank J. Dixon Hall	LEBCAM	
York	Governor George M. Leader Building (includes classrooms, library, bookstore, Learning Center, student services and the Welcome Center)	LEADER	YL
	William F. Goodling Center (includes classrooms, welding lab, auto lab, SGA offices and common space and Macklin’s Coffee)	GOOD	YG
	Cytec (includes classrooms, Writing Center, art studio, PE room and the Glatfelter Community Room) <i>NOTE – most large events are held in the Glatfelter Community Room (YC101).</i>	CYTEC	YC
	Campus Support Services Building (Facilities building)		YS (York Shiloh)

Bulleted lists

Capitalize the first word of bulleted lists. If a bulleted item is a full sentence, end it with a period. For phrases, do not end with a period. The list can be introduced with a sentence ending in a colon, a heading or a sentence that refers the reader to the list.

Campuses and College locations

When referencing the College’s campuses, always capitalize the word “campus” when it is used with the location name of one campus; otherwise, the word should be lowercased. In addition, if both campuses are mentioned in the same sentence, list them in alphabetical order. HACC has five campuses. Do not use “main,” “branch” or “physical” to refer to HACC’s campuses. There is no main campus. There are no branch campuses. There is no Virtual Campus. (Please see “Online Learning”). Therefore, these phrases should not be used.

It is important to use the proper name of the College’s campuses and locations, as follows:

- HACC’s Gettysburg Campus
- HACC’s Harrisburg Campus
- HACC’s Lancaster Campus
- HACC’s Lebanon Campus
- HACC’s York Campus

HACC's location in Midtown Harrisburg should be referred to as the Midtown Trade and Technology Center. The center consists of both the Midtown 1 and 2 buildings. The Midtown Trade and Technology Center is not a separate campus.

The Harrisburg Campus was formerly called the Wildwood Campus. Use Harrisburg Campus in place of Wildwood, but reference Wildwood in parentheses after Harrisburg Campus if the document is directed toward people who are likely to be confused by "Harrisburg Campus" on its own, such as alumni who graduated when the campus was called Wildwood.

- Alumni are invited to a picnic and reception for the new president in the Rose Garden of the Rose Lehrman Arts Center on the Harrisburg Campus (formerly the Wildwood Campus).
- A group of high school seniors will be visiting HACC's Lebanon Campus tomorrow.
- Please make them feel welcome when you see them on campus.
- Parking lot improvements will be made to the Lancaster and York campuses.

Campuswide, collegewide

These terms are one word, as are citywide, countywide, statewide, nationwide and worldwide (but not so in "World Wide Web").

- The collegewide initiative will be implemented in May.
- Posters about the recycling project have been distributed campuswide.

Chair

Capitalize as a formal title if used before the person's name. Lowercase in all other cases. Avoid gender-specific nouns such as chairman or chairwoman.

- English Chair Lee Smith addressed the group.
- Mark Smith is chair of the committee.

CITE

CITE stands for Center for Innovative Teaching Excellence, a HACC faculty initiative. Use the full name on first reference.

Class, course

Use "course" when referring to educational offerings. "Class" is used to refer to specific dates and times offerings of a course. Lowercase either word when referring to classes and courses.

Programs have courses, and courses have classes.

- I am in the Psychology Program.
- I took the Psychology 200 course as part of the Psychology Program.
- My psychology class met Tuesdays and Thursdays.

Uppercase the course name if referring to the specific name or if the course uses a proper noun or numeral. Uppercase the course abbreviation if used with a number to designate the course, and capitalize the course name and set it off with commas if the full name is used.

- I took a fine arts course and a business course. (Not the proper name of the course.)
- I took Psychology 200 and Spanish 100.

- I am taking PSYC 209, Life Cycle Development.
- My psychology class meets Tuesdays and Thursdays at 10 a.m., but my biology class meets Mondays and Wednesdays.

Classroom

This is one word.

Clean up, cleanup

Use “cleanup” as a noun or adjective, but “clean up” as a verb.

- The campuswide cleanup is Saturday.
- Our group will clean up the south side of the main parking lot.

College name

The trademarked name of the College is “HACC, Central Pennsylvania’s Community College.” To avoid repetition, when the College’s name is used repeatedly in text, after the first full reference, “HACC” or “the College” may be used. Use “Harrisburg Area Community College” only when legally required on items such as contracts and tax documents. In general, “Harrisburg” or other campus locations should not be used in referring to the College.

- HACC, Central Pennsylvania’s Community College, is working in conjunction with the Franklin County Career and Technology Center to offer more vocational education classes for adults.
- HACC is excited about this new venture.

Use first- and second-person points of view when referring to HACC. By using “you, your, we and us,” the College presents a more friendly, positive and relatable tone that is integral to HACC’s brand, YOURS.

We look forward to seeing you on campus this fall.

Please do not use “I,” when writing on behalf of the College, including on social media.

Comma (,)

The following guidelines address some of the most frequent questions regarding use of commas. For detailed guidance, consult the punctuation section in the AP Stylebook.

Use commas to separate elements in a series, but do not put a comma before the conjunction in a simple series. Put commas between all items in a series if the lack of a comma would make the series ambiguous.

- The flag is red, white and blue.
- I invited the neighbors, Bill, and Mike. All six said they would come.
- I invited the neighbors, Bill and Mike. We will have two extra for dinner.

Commencement

When referencing the College’s graduation ceremonies, always capitalize the word “Commencement.” Use the lowercased version when referring to the “commencement program.”

- HACC, Central Pennsylvania’s Community College, will hold its 2007 Commencement

ceremonies on Saturday, May 12, 2007.

- Students who notify the registrar of their intent to graduate in April will have their names included in the commencement program.

Committee

Do not abbreviate. Capitalize only when part of a formal name.

- The Office of College Advancement Policy Committee met today.
- The committee met today.

Commonwealth

The official name of the state is the Commonwealth of Pennsylvania. When shortening the official name of Pennsylvania, lowercase “commonwealth.” (See also “Pennsylvania.”)

HACC developed and runs the first nonproprietary full-time fire academy in the commonwealth.

Composition titles

Apply these guidelines to titles of articles, books, movies, operas, plays, poems, songs and television programs, and to titles of lectures, speeches and works of art.

Capitalize the principal words, including prepositions and conjunctions of four or more letters. Capitalize an article – a, an, the – or words of fewer than four letters only if it is the first or last word in the title.

- Alexander Wu, superintendent of Sinking County Public Schools, will address graduates in his speech, “Your Inheritance, Your Options.”
- Dave Smith is reading “The 33 Ruthless Rules of Local Advertising” for his marketing course.

Put quotations marks around the names of the aforementioned types of works. Exceptions include the Bible and books that are primarily catalogs of reference material, such as almanacs, directories, dictionaries, encyclopedias, handbooks and journals.

- The printed Summer 2006 Semester Schedule of Classes was available in April.
- The Pennsylvania Manual is a guide to state government.

Curriculum, curricula and curricular

The word “curriculum” is a singular noun, “curricula” is a plural noun and “curricular” is an adjective. Examples of each word and the proper usage follow:

- Students enrolled in the information systems technology curriculum are prepared for numerous computer-related jobs upon graduation.
- He is enrolled in both the emergency medical technician and nursing curricula.
- The deans are meeting to discuss enrollment strategies for three curricular programs.

Dash

The long dash (em dash) symbol is used to draw attention to an abrupt break or pause in a sentence. The keying of two hyphens in Microsoft Word will create a correct long dash (em dash) when the next word in the sentence is keyed. Two hyphens alone are not an acceptable substitute in word processing. There should be spaces before and after the long dash.

The College reserves the right to change – with or without notice – the information, requirements and procedures announced in this publication.

Dates

A comma follows the day of the month and the year in sentence form. Expressions of month and year (with no day) within a sentence may be written without commas.

- Future students could visit the Harrisburg Campus on Wednesday, June 20, 2012, to tour the College.
- The schedule will be available in June 2012 for the following academic year.

Put date information in the following order: day of the month, year and time. Whenever possible, provide the fullest amount of information, including the year.

- The concert will be held Aug. 2, 2011, at 7:30 p.m.
- The correct punctuation to separate dates and times without “at” is a semicolon:
 - The Zoom conference is scheduled June 9, 2020; 5:30-6:30 p.m.

In news releases, include the year in the first or second paragraph:

- Since March 19, 2020, all but a few employees and all students at HACC, Central Pennsylvania’s Community College, have been working and learning remotely as a result of the global coronavirus pandemic.
- Include the year for past events or events in the far future.
 - The one-day conference is scheduled for Jan. 3, 2018.
 - The College will close at noon Dec. 23, 2012.

Do not use 1st, 2nd, etc., with dates:

Correct: The student picnic is scheduled for Oct. 11, 2012.

Incorrect: The student picnic is scheduled for the 11th of October.

Use the words “to” or “through” to separate a timeframe. A hyphen may be used to indicate a timeframe. When referencing a period of years, add the letter “s.” No apostrophe should be used.

- He worked for HACC from late 1979 to 1986.
- He worked for the College in the 1980s.

Repeat only the final two digits of the second number when writing inclusive years.

- Student enrollment increased during 2001-02 and 2002-03.

Capitalize the names of months in all uses. When a month is used with a specific date, abbreviate the following months: Jan., Feb., Aug., Sept., Oct., Nov. and Dec. Spell out when using alone or with a year (with no day).

- Spring registration is May 15-30, 2011.
- Students may drop classes from Aug. 26 through Sept. 30, 2011.
- Registration for the fall 2020 semester begins June 1.
- Nov. 5, 2012, is the first day for registration for the spring 2011 semester.
- He joined the College as an adjunct instructor in January 2005.

When months are listed in a tabular format, use three letters without periods: Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov and Dec.

Days of the week

Capitalize the days of the week if appropriate to use in the content (*see the note about news releases above*).

- Follow with a comma when presenting full date information:
 - The concert was on Saturday, April 24, 2011, at 8 p.m.

Follow with a semicolon when presenting full date information without “at”:

- A Zoom session is scheduled Thursday, June 11, 2020; 3:30-4:30 p.m.

Do not abbreviate the names of days, except when needed in a tabular format: Sun, Mon, Tue, Wed, Thu, Fri, Sat (three letters, without periods, to facilitate tabular composition).

Dean’s list

Lowercase in all uses. Do not hyphenate as an adjective.

- Over 10% of first-semester freshmen attain the dean’s list.
- He was a dean’s list student every semester.

Dimensions

Use figures and spell out inches, feet, yards, etc., to indicate depth, height, length and width. Hyphenate adjectival forms before nouns.

- He is 5 feet 6 inches tall.
- The 5-foot-6-inch man signed up for the basketball team along with his 7-foot friend.
- The car is 17 feet long, 6 feet wide and 5 feet high.
- The rug is 9 feet by 12 feet.
- Her dorm room has a 9-by-12-foot rug.
- The storm left 5 inches of snow.

Use an apostrophe to indicate feet and quotation marks to indicate inches – 5’6” – only in very technical contexts.

Directions

Visitors unfamiliar with a campus rely on accurate information relating to addresses, road names and locations. Be as clear as possible about the name of the road and nearby landmarks. For state highways, use “Pennsylvania Route” before the route number; for federal highways, use “U.S.” before the route number, and spell out Interstate on first reference. Include the local name of a road in addition to the route number, if the road has a local name.

Spell out “avenue,” “street,” “drive,” “road,” “lane” and other road name designations when not giving a full address. When the full street address is given, abbreviate “avenue” as “Ave.” and “boulevard” as “Blvd.” and “street” as “St.” Don’t abbreviate “alley,” “road,” “lane” or other designations.

- The York Campus is located at 2010 Pennsylvania Ave., one-half mile from Pennsylvania Route 30.

- Going west on Interstate 83, continue across the Susquehanna River and exit onto U.S. 15 (Gettysburg Pike) in Camp Hill.

Dollar amounts

Use a dollar sign followed by a numeral. Omit the decimal and zeros in expressing whole dollar amounts, even if they appear with mixed dollar amounts in text. Amounts of money less than \$1 are expressed in figures combined with the word cents unless they are used in conjunction with related amounts of \$1 or more. The word “million” should never be abbreviated in headlines or body copy.

- Tuition and fees at the College cost \$78.80 for one credit hour three decades ago.
- The total cost of the trip is \$250 per person. Lodging totals \$220.50 and food totals \$29.50.
- The cost of constructing the new building is \$5.3 million.
- The cost of a postage stamp increased to 44 cents.
- A \$25 fee is required to take the MPOETC Fitness Standard Test.

Ellipsis

An ellipsis indicates the omission of one or more words from quoted material. Use three dots (...) preceded and followed by a space to indicate material that is missing between words. If the words that precede an ellipsis are a complete sentence, whether in the original work or the revised version, place a period at the end of the sentence followed by a space and an ellipsis.

When shortening quotes with ellipses, make sure the meaning of the quotations is not changed. Avoid over-using ellipses.

Email

The “e” in email is not capitalized unless it is the first word of a sentence. The Associated Press no longer uses the hyphen in email, but other words beginning with e- (short for electronic) retain the hyphen.

- My email didn’t go through.
- Entrepreneurs are interested in e-commerce.
- Students would like to purchase textbooks that are e-books because they have e-readers.

“Cc” traditionally means carbon copy, which is an outdated term as the technology is no longer used. To be accurate, spell out “copy” in written materials.

Please copy me on your response.

Email Signature

Create an email signature for email messages that follows the following format:

Linnie S. Carter, Ph.D., APR
Vice President of College Advancement, HACC, Central Pennsylvania’s Community College
Executive Director, HACC Foundation

Mailing Address: One HACC Drive, Harrisburg, PA 17110

Email: lscarter@hacc.edu

Telephone: 717-780-2321

Internal Extension: 212321

Fax: 717-231-7670

Website: www.hacc.edu

Our Purpose: Learning for all; learning for life.

Emeritus, emerita, emeritae, emeriti

These Latin terms are bestowed upon people who are honored when they retire from active service. Usually the terms are given to professors, some administrators, and trustees. Policies vary by academic institution. The endings are like those of terms referring to alumni; “emeritus” is singular and masculine, “emerita” is singular and feminine, “emeritae” is plural and feminine and “emeriti” is plural and masculine, but is also used for groups that include men and women.

- She retired from the Chemistry Department as professor emerita.
- Both newly retired board members are now listed with the trustees emeriti in the catalog.

Entitled, titled

“Entitled” means one has the right to do or to have something. Use “titled” to introduce the name of a publication, musical composition, seminar, etc.

- She is entitled to the inheritance.
- Robin Thomas, Ph.D., has written a new monograph titled “Esperanto Made Easy.”

Every day, everyday

“Every day” (two words) is an adverb. “Everyday” (one word) is an adjective.

- She goes to work every day.
- He wears everyday shoes on weekdays.

Full-time equivalent (FTE)

On first reference, spell out the whole phrase with the acronym in parenthesis, full-time equivalent (FTE). On second reference, the abbreviation FTE may be used. Full-time equivalent can refer to students, employees and faculty members.

Fundraising, fundraiser

All forms of “fundraise” should be written as one word in all instances.

- Fundraising is difficult.
- They planned a fundraising campaign.
- A fundraiser was hired.

General educational development (GED)

On first reference, spell out the term and include the acronym in parenthesis: general educational development (GED) test. Then on second reference use the abbreviation.

- Simon passed the general educational development (GED) test in June.
- Now that he has received a GED credential, Simon will enroll in some college courses.

Good, well

“Good” is an adjective that means something is as it should be or is better than average.

- The soup smells good.
- The music sounds good.

When used as an adjective, “well” means suitable, proper or healthy. When used as an adverb, “well” means in a satisfactory manner or skillfully.

- A machine that runs well.
- He did well on his entrance exam.

Grade-point average (GPA)

GPA is acceptable in all references for *grade-point average*.

He earned a 3.5 GPA in biology his first year and a 4.0 GPA in biology his second year.

Grades

Use letter grade with no quotation marks. Use an “s” with an apostrophe to indicate plural usage.

- ABCs
- She received an A in the class.
- There is a W on his transcript.
- She earned three B’s and two C’s.

Graduate

Graduate is correctly used in the active voice.

- She graduated from high school.

It is correct, but unnecessary, to use the passive voice.

- He was graduated from high school.

Do not, however, drop “from.”

- Correct: John Adams graduated from Harvard.
- Incorrect: John Adams graduated Harvard.

HACC

(See “College name.”)

HACC Foundation

The HACC Foundation is a 501(c)(3) nonprofit organization that was established in 1985 to raise private and corporate revenues in support of the College.

The name used for public relations and marketing activities for the foundation is “HACC Foundation.” The legal name of the foundation, “The Harrisburg Area Community College Foundation,” should only be used when legally required on items such as contracts and tax documents.

During the 2012-13 fiscal year, flourishing under its new leadership, the HACC Foundation held many successful events, helped over 1,000 HACC students and debuted a new online scholarship management system.

HACC Hawk

The official name of the HACC mascot is “Hemingway, the HACC Hawk.”

HACC Proud®, HACC Yeah®

On Aug. 18, 2020, HACC Proud® and HACC Yeah® were designated federal registered trademarks. Use of either trademark requires including the ® symbol in written communications, including text, brochures, flyers, program marketing, emails, letters, etc.

However, it is not necessary to use the ® symbol when using either as a hashtag: #HACCYeah and #HACCProud.

Health care, healthcare

Use two words when “health care” is the noun phrase and is not modifying another word. Use “healthcare” as an adjective before a noun.

- Students prepare for entry-level management positions within the healthcare industry.
- He would like to work in some area of health care and may become an EMT.

Honorary degrees

Honorary degrees were established to celebrate those who have made significant contributions to colleges, universities and/or society. However, the recipients should not be called “Dr.” Only those who have earned doctoral degrees are entitled to be called “Dr.”

Hyphenated terms

It is preferred to hyphenate compound adjectives before a noun. When the compound appears after the noun, the hyphen is not used. Compounds containing the word “self” are always hyphenated.

When the compound combines an adverb and an adjective, it does not need to be hyphenated. Compounds with adverbs ending in “-ly” should always remain open.

The term “high quality” should be hyphenated when used as a modifier, such as high-quality instruction, high-quality faculty, high-quality facilities, etc.

- Graduates of the program enter the job market as clean-room technicians in the semiconductor manufacturing industry.
- HACC students attend the two-year college, but many hope to transfer to four-year colleges.
- Students should check their progress in a course at midterm.
- She is in the nursing program and is a full-time student, but I’m going part time, and he’s

a part-time student, too.

- Tuition is charged on a per-credit-hour basis.

The adjunct professor only had a one-year appointment, but the tenure-track position was a multi-year appointment.

Words that are formed with prefixes, such as pre-, post-, semi-, non- and un-, are spelled as one word unless they precede a capitalized second element. Examples include the following words and terms: noncredit classes, preprofessional education, preregistration, postsecondary education, semiprofessional workers and un-American. (See also “Non- prefix.”)

Use a hyphen if the prefix ends in a vowel and the word that follows begins with the same vowel, except for “cooperate” and “coordinate.” Use a hyphen with “pro” if the word denotes support for something, such as “pro-war,” but other words are solid, such as “proactive.”

Check a dictionary to confirm the hyphenation of words formed with prefixes. Trends favor dropping the hyphen, but hyphenation is inconsistent. Many words have lost their hyphens; the term “infra-red” has become “infrared,” for example.

Internet and intranet

Always capitalize the word "Internet." When referencing a specific website in a written document, include the Internet address. (See also “Web.”)

Lowercase the word "intranet" in all references.

Junior, senior

Abbreviate as “Jr.” and “Sr.” only with full names of persons. Do not use a comma before or after.

- John P. Straightmore Jr. will address the students at the Horticulture Club meeting.
- Mark E. Douglas Sr. is a new member of Mu Alpha Theta.

Legislature

Capitalize when preceded by the names of a state. Retain capitalization when the state name is dropped but the reference is specifically to that state’s legislature. The same rules apply when referencing the general assembly. If using the word “assembly” only, it should be lowercase. For more information about lawmakers and state government, consult The Pennsylvania Manual at http://www.portal.state.pa.us/portal/server.pt/community/publications_and_media_services/1233 and then click on “Access the Pennsylvania Manual.”

A group of HACC administrators, faculty and students visited the Pennsylvania General Assembly.

Like, such as, as

“Like” means similar to but not including. While “like” is used in everyday speech to list examples, “such as” is preferred.

Vegetables such as carrots, lettuce and cucumbers are part of a healthy diet.

Use “like” as a preposition to compare nouns and pronouns. “Like” requires an object. The conjunction “as” is the correct word to introduce clauses.

- He blocks like a pro.
- Jim blocks the linebacker as he should.

Magazine names

Capitalize the name but do not place it in quotes or italicize it. Lowercase “magazine” unless it is part of the publication’s formal title.

The HACC library subscribes to Harper’s Magazine and Time magazine.

Massage therapy

Always use “massage therapist”; do not use “masseur” or “masseuse.”

Mission statement and strategic plan

When using the phrases “mission statement” and “strategic plan,” both phrases should be lowercased.

- HACC publishes its mission statement in the College catalog.
- HACC’s strategic plan was revised at last month’s meeting.

Monies

When using the plural form of the word “money,” add an “ies” to form the word “monies.” Do not just add an “s.”

The monies will be invested in a savings account.

Names of people

For news releases or materials distributed to the media, on first reference, use the individual’s full name. Leave out the middle initial unless he or she prefers to use it, or if the full name is being used in a formal context, such as in a commencement program.

Use a nickname if the person uses it consistently and prefers to be known by that name, as Jimmy Carter preferred. In subsequent sentences, use last names only. For print ads, profiles and publications of a more personal nature, the individual’s first name may be used on second reference.

News releases - datelines

Use “HARRISBURG” as the dateline on all press releases that are general to the College. If a press release pertains only to one campus, use that location as a dateline. Datelines are in capital letters and are followed by a hyphen

GETTYSBURG, Pa. – The president of HACC, Central Pennsylvania’s Community College, announced new distance learning opportunities for students when the Progressive Science Foundation Videoconferencing Center was opened today.

Newspaper names

Capitalize “the” in a newspaper’s name if that is the way the publication prefers to be known. Do not put the names in quotation marks or italicize them.

- An article about a HACC graduate was printed in The Sentinel last month.
- The Gettysburg Campus program was profiled in the Public Opinion.

Non- prefix

Do not use a hyphen when using the word “nonprofit” or other words formed with the “non-” prefix. “Not-for-profit” is acceptable.

- Diane Jones volunteers at a nonprofit organization.
- The not-for-profit food store also has a soup kitchen.
- The supervisory position is a nonunion job.
- Evening enrichment workshops are noncredit classes.

(See also “Hyphenated terms.”)

Numerals

Spell out zero through nine; use numerals for 10 and greater. Numbers should be spelled out in the beginning of a sentence. Use a comma with numerals of 1,000 and above to separate every three digits. General references to round numbers, such as “a hundred” or variations such as “several thousand”, are spelled out. Use numerals when referring to academic credit, course numbers, page numbers, regulations and routes. In the grade-point average, always use one decimal place.

The AP style treats each numeral separately. If a number is less than 10 and is spelled out, a number greater than 10 should be written as a number and not spelled out; treating all numbers the same way throughout a document, section or paragraph is incorrect according to AP style.

- English as a Second Language (ESL) is offered in concentrated eight-week sequences or in a less intensive 16-week schedule.
- HACC, Central Pennsylvania’s Community College, enrolls thousands of students every year in degree, nondegree, certificate and adult and continuing education programs.
- A diploma must include courses totaling at least 9 credits earned at the College.
- Each year, students at HACC receive well in excess of \$48 million in aid.
- No course numbered below the 100 level (e.g. Math 020, 051, English 051 and others) or courses numbered above the 200 level may be used on an AA or AS degree.
- Mu Alpha Theta members are recommended by mathematics faculty, have completed College Algebra, and have at least a 3.0 GPA overall and in mathematics.
- The College allows and encourages students who have completed advanced classes in high school to take examinations in those areas (see College Administrative Procedure 665).
- You can find the information you need on Pages 3-14 of the catalog.
- Sixteen tutors staff the Learning Center.

Spell out “first” through “ninth” when indicating sequence in time or location. Use figures starting with 10th. The only exception is when the numbers are used for geographic, military and political designations.

- He was the first student to register for classes.
- She was the 20th student to finish the test.

OK, OK'd, OK'ing, OKs

Do not use okay. OK, OK'd, OK'ing and Oks are acceptable forms.

On campus, on-campus

“On-campus” is a unit modifier. “On campus” shows adverbial location.

- Students live in on-campus housing.
- She has a job on campus.

One College, One-College

One College is always capitalized when referring to HACC’s collegewide model. One-College is hyphenated when used as an adjective:

HACC’s Strategic Plan, “One College, Uniting for Success,” includes information about the One-College model.

Online

Use “online” in all references for the computer connection, rather than “on-line.” In addition, use the word “online” when referring to distance learning and Web-based classes.

He registered for an online class.

On-site, off-site

Both terms are hyphenated in all instances.

- She is working off-site today.
- The Office of College Advancement is hosting an on-site meeting.
- Off-site colleagues can use the conference call line for meetings.

Over vs. more than

The Associated Press (AP) Style Guide on “over vs. more than” has been changed. It is now acceptable for writers to use either *more than* 300 students were inducted into Phi Theta Kappa or *over* 300 students were inducted into Phi Theta Kappa. You don’t have to use over if you don’t like how it sounds, but it’s no longer considered less acceptable than more than by the AP.

Page numbers

Use figures and capitalize “page” when used with a figure. When a letter is appended to the figure, capitalize it, but do not use a hyphen.

- The information you are requesting is on Page 3.
- The table is on Page 10A.

Parentheses (), brackets []

The following guidelines address some of the most frequent questions regarding use of parentheses and brackets. For detailed guidance, consult the punctuation section in the AP Stylebook.

Parentheses are jarring to the reader. The temptation to use parentheses is a clue that a sentence is becoming contorted. Try to write it another way. If a sentence must contain a related but separate thought, then commas or two dashes are frequently more effective.

The book, available in 20 languages, was written by a HACC professor.

Free events and activities – including open classrooms, lectures, panel discussions and open houses – are planned for the public to enjoy.

There are occasions when parentheses are the only effective means of inserting necessary background or reference information. When they are necessary, follow these guidelines:

Within quotations: If parenthetical information inserted in a direct quotation is at all sensitive, place an editor's note under a dash at the bottom of a story alerting copy desks to what was inserted.

Punctuation: Place a period outside a closing parenthesis if the material inside is not a sentence (such as this fragment). When a phrase placed in parentheses (this one is an example) might normally qualify as a complete sentence but is dependent on the surrounding material, do not capitalize the first word or end with a period.

Brackets cannot be transmitted over news wires. Use parentheses in news releases.

Pennsylvania

Lowercase the word “state” when writing “the state of Pennsylvania.” The state’s official name is the Commonwealth of Pennsylvania, which can be shortened to Pennsylvania. Although Pennsylvania is legally a commonwealth, this distinction is only necessary in formal uses. The word “commonwealth” should be uppercased in formal uses and lowercased when standing alone.

- Tom Corbett is governor of the Commonwealth of Pennsylvania.
- Residents of the commonwealth who do not live in sponsoring school districts pay the tuition rate for Pennsylvania residents.
- The state will be able to announce the final number for fiscal aid to sponsoring school districts after lawmakers pass the budget and the governor signs it.

Avoid using “PA” in formal prose; for a shorter reference, the word state can often be used. Spell out PA when it is part of a formal name, unless the organization has officially adopted the two-letter version.

Use the PA abbreviation in mailing addresses. When referring to a location, use “Pa.” after the place name, and put a comma before and after the abbreviation unless “Pa.” ends the sentence. (See also “State names.”)

Lowercase Pennsylvania regions based on compass points except in the identifying branding phrase for HACC. Capitalize regions based on geographic features.

- The Poconos are in northeastern Pennsylvania.
- HACC, Central Pennsylvania’s Community College, has five campuses in Central Pennsylvania.

- Students are considered Pennsylvania residents if they have lived in the state for more than one year.

Percent

Use the percent sign (%) when paired with a numeral, with no space. Do not spell out “percent.”

Use decimals, not fractions, in percentages.

- Nursing loans for students have a fixed rate of 5.5%.
- The College experienced a 10% increase in enrollment last semester.

Use percentage, rather than percent, when not paired with a number.

- The percentage of HACC students responding to the survey is small.

Professor

Never abbreviate “professor.” Lowercase before a name. Do not continue in second reference unless it is part of a quotation.

- Elizabeth Wilson will meet with professor Sarabande Thomas to discuss her grade for the fall semester.
- Thomas is a full professor in the Statistics Department.
- “I thought professor Thomas was the best teacher I had in statistics,” Wilson said.

Quotation marks

The period and comma always go inside the quotation marks. The dash, the semicolon, the question mark and the exclamation point go inside the quotation marks when they apply to the quoted matter only.

- “It’s a beautiful day in the neighborhood,” he said.
- She asked, “Do you think it’s a beautiful day in the neighborhood?”
- Should the Pledge of Allegiance include the words “under God”?

Racial origins

Capitalize all racial origins such as African-American, Asian, Caribbean-American, Caucasian, Eskimo, Hispanic and Latina (feminine) or Latino (masculine). Designations such as “Black” or “White” are also capitalized.

Room numbers

The word “room” should be capitalized when used with a figure.

- The Harrisburg Campus Learning Center is located chiefly in Whitaker Hall and includes a Writing Center in Room 122.

RSVP

Whenever possible, instead of RSVP, substitute the following: “make a reservation,” “reserve a ticket,” “reserve a seat,” “call for a reservation” or similar wording. Do not use the word “please” before “RSVP.” An increasing number of people are not familiar with the abbreviation or the original French *repondez s’il vous plait* (reply, if you please).

SAT

Do not spell out; use only the acronym in referring to the previously designated Scholastic Aptitude Test or the Scholastic Assessment Test.

Seasons, semesters, terms

Seasons are not capitalized in any use, including the names of academic semesters.

Use “semester” instead of “term.”

- HACC’s fall classes begin Aug. 24, 2020.
- Your application for admission for the fall 2020 semester is being processed.
- The class work must be completed within eight weeks of the ensuing spring semester.

State names

The names of the 50 U.S. states should be spelled out when used in the body of a story, whether standing alone or in conjunction with a city, town, village or military base. No state name is necessary if it is the same as the dateline. This also applies to newspapers cited in a story.

The names of eight states are never abbreviated in datelines or text: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah.

Except for cities that stand alone in datelines, use the state name in textual material when the city or town is not in the same state as the dateline, or where necessary to avoid confusion: Springfield, Massachusetts, or Springfield, Illinois. Provide a state identification for the city if the story has no dateline, or if the city is not in the same state as the dateline. However, cities that stand alone in datelines may be used alone in stories that have no dateline if no confusion would result.

Use state abbreviations:

In conjunction with the name of a city, town, village or military base in most datelines.

In lists, agate, tabular material, nonpublishable editor’s notes and credit lines.

In short-form listings of party affiliation: D-Ala., R-Mont.

Following are the state abbreviations:

Ala. (AL)	Md. (MD)	N.D. (ND)
Ariz. (AZ)	Mass. (MA)	Okla. (OK)
Ark. (AR)	Mich. (MI)	Ore. (OR)
Calif. (CA)	Minn. (MN)	Pa. (PA)
Colo. (CO)	Miss. (MS)	R.I. (RI)
Conn. (CT)	Mo. (MO)	S.C. (SC)
Del. (DE)	Mont. (MT)	S.D. (SD)
Fla. (FL)	Neb. (NE)	Tenn. (TN)
Ga. (GA)	Nev. (NV)	Vt. (VT)
Ill. (IL)	N.H. (NH)	Va. (VA)
Ind. (IN)	N.J. (NJ)	Wash. (WA)
Kan. (KS)	N.M. (NM)	W.Va. (WV)

Ky. (KY)

N.Y. (NY)

Wis. (WI)

La. (LA)

N.C. (NC)

Wyo. (WY)

These are the postal code abbreviations for the eight states that are not abbreviated in datelines or text: AK (Alaska), HI (Hawaii), ID (Idaho), IA (Iowa), ME (Maine), OH (Ohio), TX (Texas), UT (Utah). Also: District of Columbia (DC). Use the two-letter Postal Service abbreviations only with full addresses, including ZIP code. Place one comma between the city and the state name, and another comma after the state name, unless ending a sentence. Avoid using state abbreviations in headlines whenever possible.

*The Associated Press updated guidance on state names on May 1, 2014. The above entry reflects the changes.

State, federal

Lowercase the word “state” when writing “the state of Pennsylvania.” (See also “Pennsylvania.”)

Capitalize the word “federal” as part of corporate or governmental bodies that use the word as part of their formal names, such as the Federal Communications Commission.

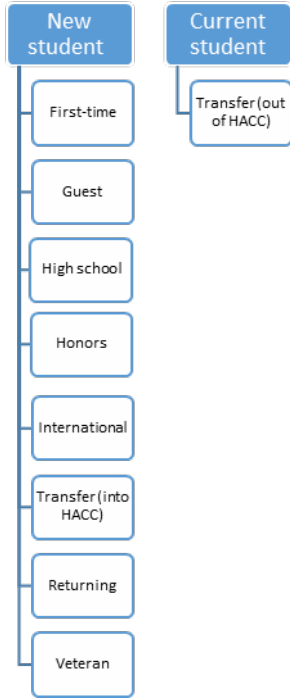
Lowercase the words “federal” and “state” when used as adjectives: our state universities, federal loans, state grants.

STEAM

Acceptable on first reference for science, technology, engineering, arts and math, but spell out the full phrase shortly thereafter.


Student Types

The approved definitions should be used consistently by the College to avoid confusion with employees and students. All communications should be updated to reflect the approved semesters. The flow chart shows the type of student that a person can be while a new student and current student at HACC. The definitions follow the chart.



Current Term	Recommended Term	Definition	Reason to Update	Where is term used on the website?	Where else is the term used?
Continuing student	Continuing student	The student is attending HACC.		<i>Internal dialogue only</i>	Internal dialogue only and used in enrollment reports.
Current student	Current student	The student is attending HACC.		<i>www.hacc.edu</i> https://www.hacc.edu/Students/index.cfm	
First-time student	First-time student	The student has never attended college and he or she is registered		<i>www.hacc.edu/G etStarted</i> http://www.hacc.edu/NewStudents	

Current Term	Recommended Term	Definition	Reason to Update	Where is term used on the website?	Where else is the term used?
		for his or her first semester of classes.		/Apply/First-Time-Students.cfm	
Guest student	Guest student	The student is currently enrolled at another college and is taking courses at HACC. Guest students take HACC courses to fulfill their home institution's degree requirements.		www.hacc.edu/GetStarted http://www.hacc.edu/NewStudents/Apply/Guest-Students.cfm	Print marketing materials, such as guest student campaign material
High school student	High school student	A student who wants to earn college credits at HACC while he or she is still in high school.		www.hacc.edu/GetStarted http://www.hacc.edu/NewStudents/Apply/HighSchoolStudents/index.cfm	Print marketing materials Step-by-step College Pathways booklet
Honors student	Honors student	A student who receives approval to join the Honors program and completes 15 credit hours in Honors courses, including HONS 101H: Honors Foundation Seminar, and maintains at least a 3.25 overall			

Current Term	Recommended Term	Definition	Reason to Update	Where is term used on the website?	Where else is the term used?
		GPA.			
International student	International student	A student who wishes to attend the College on an F-1 visa.			
New Student/Prospective Student	Future Student	A future student is not in HACC's system yet. HACC may be talking to the student to encourage him or her to come to HACC.	<p>“New student” is viewed as someone who has completed an application or coming to HACC for the first time. A new student could be six different types of students.</p> <p>Future student is often used in the college community to differentiate themselves from current students.</p>	<p>http://www.hacc.edu/NewStudents/index.cfm</p> <p>Homepage button</p> 	
New Student	New Student	The student completed an		Hacc.edu	

Current Term	Recommended Term	Definition	Reason to Update	Where is term used on the website?	Where else is the term used?
		<p>application (admitted) but he or she has not registered for courses. The student may or may have not completed placement testing.</p> <p>A new student can fall within one of the following categories:</p> <ul style="list-style-type: none"> • First-time • Guest • High school • Honors • International • Transfer (into HACC) • Returning • Veteran/Active Military 			
Transfer student	Transfer student into HACC	The student has attended another college or university, and he or she is now coming to HACC.		<p>http://www.hacc.edu/NewStudents/Apply/Transfer-Students.cfm</p> <p>http://www.hacc.edu/Resources/summer-guest.cfm</p>	
Transfer student	Transfer student from HACC	The student is transferring <i>from</i> HACC <i>to</i> another college		<p>http://www.hacc.edu/ProgramsandCourses/PlanningtoTransfer/index.</p>	

Current Term	Recommended Term	Definition	Reason to Update	Where is term used on the website?	Where else is the term used?
		or university.		cfm	
Returning student	Returning student	The student is coming back to HACC after not having taken a credit course in more than five years.		http://www.hacc.edu/Resources/summer-guest.cfm http://www.hacc.edu/NewStudents/Apply/Returning-Students.cfm	
Veteran	Veterans and Active Military	TBD	We serve veterans and active military.	http://www.hacc.edu/NewStudents/Apply/Veterans.cfm	Brochure (in development) Marketing materials including campaign postcards, posters and fliers

Telephone and fax numbers

Telephone and fax numbers are expressed in figures and sections of the number are separated by hyphens. Area codes are no longer set off with parentheses. Do not use periods or slashes in place of hyphens.

Extension numbers, preceded by a comma and the abbreviation “ext.,” follow telephone numbers. If an extension number concludes a sentence, use a single comma to separate it from the telephone number. However, if an extension number appears in the middle of a sentence, use commas before and after. When discussing an option number in a phone tree, use the word “select” and the option number. The word option should be lowercased.

Use the area code with telephone and fax numbers to provide clarity to readers who do not live in the vicinity.

- You may reach our representative at 717-868-5940.
- We were requested to call 717-718-0328, ext. 3550, within an hour.
- To reach a staff member in the advising and counseling office, dial 717-780-2400 and select option 5.
- For information about HACC, please call 800-ABC-HACC. (When writing the phone number, please do not include “1-” in front of the 800-ABC-HACC.)

The

Capitalize “The” if it is part of the official name of an entity. Lowercase “the” in other instances, including the second and subsequent references to an entity.

- The office of The Fourth Estate is located in the Cooper Student Center.
- Over \$2 million in support is provided by the Foundation to the College each year.

Theater

Unless spelled as “theatre” in its formal name, use “theater.”

They, he, she

The word “they” has been used for centuries in English as a third-person ungendered singular pronoun, but its use is still frequently questioned. Often readers are disconcerted by lack of numerical agreement in a sentence using singular “they,” even if the construction would pass unnoticed in conversation.

Review and, if necessary, recast sentences using “they” or other plurals chosen to avoid gender discrimination.

Incorrect: A business student must take 12 credits in accounting to graduate with their accounting concentration.

Undesirable: A business student must take 12 credits in accounting to graduate with his accounting concentration.

Correct: A business student must take 12 credits in accounting to graduate with an accounting concentration.

Correct: All business students who wish to graduate with accounting concentrations must take 12 credits in accounting.

Incorrect: A student who wants to drop a class must submit their forms by the deadline.

Correct: A student who wants to drop a class or classes must submit the form by the deadline.

Correct: Students who want to drop classes must submit their forms by the deadline.

Time of day

Use a colon to separate hour from minutes. The colon and minutes are not necessary for even-hour times. Use numbers unless in the case of formal invitations, when spelling out the time is appropriate. Place times after the day, date and year.

Lowercase with periods the terms a.m. and p.m.

Incorrect terms include am, pm, AM, PM, A.M. and P.M.

Avoid redundancies such as “8 p.m. tonight.” If a seminar takes place from 10 in the morning to 6 in the evening, write “10 a.m. to 6 p.m.” Most people won’t show up at 10 p.m., but it always helps to be clear.

- The meeting will begin at 11 a.m. (not 11:00 or 11:00 a.m.)
- The lab session will end at 3:30 p.m.

- The class runs from 5:30-8:30 p.m.
- The workshop will run from 9 a.m. to 4 p.m. with a one-hour break for lunch.

The words “noon” and “midnight” should be used in all instances, instead of 12 a.m., 12 p.m., 12 noon or 12 midnight.

- We are meeting for lunch at noon.
- The new policy will take effect June 22, 2011, at midnight.

Titles of people

Titles of people are not always capitalized, and care should be taken to use the form appropriate for the document and occasion. Titles before the name of the person should be capitalized. Lowercase titles after the person’s name except in certain formal documents. Lowercase titles standing alone.

The title “professor” should not be shortened. Avoid using professor before a name when the academic rank is associate professor or assistant professor.

In news releases and other material providing public information, a full title or pair of titles may be too cumbersome to use before the person’s name, particularly if two titles need to be paired with affiliations. Often the name is accompanied by information that conveys the person’s academic rank, administrative title and academic achievement. Select the best ordering of information to convey the facts.

- Hiram Stephenson, Ed.D., chair of the Global Studies Department, has been named interim dean of students.
- Winifred Klump-Stephenson, Ph.D., the Frances Matteus Professor of Chemistry, received a grant from Perspectives Science Foundation for her ongoing research into botanical cleaning agents.
- Marcus Canarsie is director of facilities at HACC, Central Pennsylvania’s Community College, and president of the executive board of the Organization of College and University Facilities Executives.
- Instructor Elizabeth Schultzer, who has a master’s degree in statistics, will be conducting the survey.
- Faculty members in the Esperanto Department who will jointly teach the class include Melody Seamann, assistant professor of Esperanto; Robin G. Thomas, Ed.D., associate professor of Esperanto; and Xaviere Yancey, adjunct instructor of Esperanto.
- Sarabande Thomas, chair of the Statistics Department, earned a Master of Business Administration degree from the Wharton School and a doctorate in statistics from Cornell University.
- The dean of students will head the committee, which will include at least five department chairs or their designated representatives.

In formal programs, memos and letters, such as a commencement program, the title may be before the name and capitalized, but if it is after the name, the title should still be capitalized in such instances.

- Interim Dean of Students Hiram Stephenson

- Hiram Stephenson, Interim Dean of Students

Abbreviate most civil, religious, medical and military titles. On second reference, simply use the individual's last name with the title. The adjective "reverend" used as a title should be accompanied by the article "the."

- The Rev. Mark Murchison will lead the interfaith service.
- A guest lecture in obstetrics will be delivered by Dr. Sam Patel.
- Capt. John Martin will coordinate the Memorial Day events.
- U.S. Sen. Bob Casey Jr., Rep. Tim Holden, state Sen. Pat Vance, and state Rep. Glen Grell have been invited to the forum.

Courtesy titles such as Mr., Ms. and Mrs. should only be used in letters, memos or formal programs.

To distinguish between two people who use the same last name, use the full name of each person. When addressing a couple who are both medical doctors, the address section of the letter should be as follows: Dr. Jane Smith and Dr. John Smith. The correct salutation would be Dear Drs. Smith.

General titles, such as occupational categories, should be lowercased.

Graduates of the program are employed as nonunion general electricians, residential electricians, electrical service technicians, electric installers and industrial maintenance electricians.

Trademarks

According to the International Trademark Association, trademarks include not just the name of a product, such as Jell-O, but also the name associated with a business, such as Giorgio Armani. Trademarks also include the shape or design of the packaging (soft drink bottles often have distinctive, trademarked styles), characters such as mascots or the Pillsbury Doughboy, slogans such as "Got Milk?" or some combination of these items. In some cases, colors and sounds (the NBC chimes) can be trademarked.

To distinguish trademarks from surrounding text, the trademark should begin with a capital letter, thus setting it apart from the generic name of the product. Also, according to the International Trademark Association, "never use a trademark as a noun. Use the trademark only as a brand name in combination with the common or generic name for a specific product. Always use a trademark as an adjective modifying a noun." In addition, a trademark should not be used as a verb.

Capitalize trademarks and include an internal capital if that is the style of the trademark, such as AstroTurf. For trademarks that are all capital letters, capitalize the initial letter only in text. It is not necessary to include the trademark symbol (an R in a circle, for registered trademark) after a trademark.

Correct: The Microsoft PowerPoint slides can be set to view automatically.

Incorrect: Microsoft PowerPoint's slides can be set to view automatically.

Correct: I will do a Google search to find out.

Incorrect: I will Google that.

Trademarks are registered at the U.S. Patent and Trademark Office, which has an online site, <http://www.uspto.gov/trademarks/>. The home page changes occasionally, so if this link does not work, do a search to find the site and look for a tab or section for trademarks. Major companies often provide information about their trademarks and how to use them. Doing an Internet search for “(company name) trademark guidelines” will often provide more information about the trademark.

Tuition

When referencing tuition, avoid giving a specific number unless absolutely necessary, and always exclude fees from the tuition amount. Tuition amounts vary by residence status and change from year to year. Documents with dollar amounts listing tuition must be updated every time tuition rates change.

If it is necessary to refer to only one number, use the base rate for students who live in Pennsylvania but are not residents of sponsoring districts, and exclude any applicable fees. A chart should be used to show the various official tuition rates in the catalog, on the website and in other official communications where full details of tuition and fees are set out.

- Tuition for students who live in Pennsylvania but not in a sponsoring school district is \$189 per credit hour, not including applicable fees.
- The College catalog contains additional information on current tuition rates and fees.

United States, U.S.

The abbreviated form, “U.S.,” for the United States may be used as an adjective or a noun.

Veteran, veterans

When using the word “veterans” in reference to the U.S. Department of Veterans Affairs (often shortened to VA, and formerly the Veterans Administration), veterans benefits, veterans affairs officer or similar verbiage, the word does not contain an apostrophe; it is simply plural. Be careful with references to offices serving veterans, because not all use the plural.

- There is a Military and Veteran Affairs Office located at each HACC campus.
- Veterans should be aware of the requirements for satisfactory academic progress mandated by the U.S. Department of Veterans Affairs in accordance with College academic policy.
- The VA will be notified when a student is not making satisfactory progress.

Virtual Learning

Online classes at HACC are offered by Virtual Learning. Virtual Learning should be capitalized when referring to the specific program. “Online classes” should be used as a general term as it is familiar to the general public.

- HACC’s Virtual Learning offers monthly “Get to Know Virtual” webinars for prospective students.
- HACC, Central Pennsylvania’s Community College, offers more than 150 career and transfer associate degree, certificate and diploma programs to more than 20,000 students at

five campuses in Gettysburg, Harrisburg, Lancaster, Lebanon and York and through online classes.

Web and related words

Short form of *World Wide Web*, it is a part of the internet that enables the distribution of image-rich content and information. The web is not the same as the internet, but is a subset; other applications, such as email, exist on the internet. Also, *website*, *webcam*, *webcast*, *webfeed*, *webmaster*, *webpage*. But *web address*, *web browser*

Capitalize all three words, “World Wide Web.” On second reference it is acceptable to reference it as “the web.”

Graduates may obtain positions with many different businesses, government agencies and web consulting firms as web developers, web designers, webmasters, web architects, programmers and other related positions.

Remove “www.” from the beginning and punctuation from the end of URLs.