

## University of Denver Stylebook

### **INTRODUCTION**

In writing and editing materials for publication, the University of Denver Office of Communication & Marketing relies primarily upon *The Associated Press Stylebook*. The AP stylebook is the preferred editing reference for materials directed at general audiences. Consequently, it is widely used nationwide in the preparation of text for serial publications, newspapers and marketing materials.

The DU Stylebook supplements AP by offering guidance on a variety of University-specific terms, programs and usages. On some issues, in accordance with an academic culture, it differs from AP.

For questions not covered by either AP or the DU Stylebook, please refer to the 14<sup>th</sup> edition of *The Chicago Manual of Style*. If you have questions about the DU Stylebook, please call one of our editors:

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### **STYLEBOOK**

#### **A**

##### **annual fund**

Capitalize references to the University of Denver Annual Fund; lowercase *annual fund* when used without the official title designation.

##### **alma mater**

##### **Alumni Council**

##### **alumnus, alumni, alumna, alumnae**

Use these terms to refer to former students of the University. Students need not have earned a degree to be considered alumni.

alumnus: man (singular)

alumni: men; and a group of men and women

alumna: woman (singular)

alumnae: women (plural)

Note: In the *University of Denver Magazine* and *Source* articles, first references to alumni often include the degree(s) they earned and the year(s) in which degrees were awarded. Set off this information with commas:

Sally Smith, BS '97,  
Bob Jones, BA '98, MBA '99,  
John Johnson, attd. '93-'95,

### **amicus, amica, amici**

Use these terms to refer to former employees of the University who have earned this honorary distinction.

amicus: man (singular)

amica: woman (singular)

amici: men and women (plural)

### **awards**

Use the full formal name for the following annual faculty awards:

Evans Professor

United Methodist Church Scholar/Teacher of the Year Award  
(Teacher of the Year on second reference)

Distinguished Teaching Award

Distinguished Scholar Award

University Lecturer (sponsored by the provost's office)

## **B**

### **Board of Trustees**

Capitalize *Board of Trustees* when it refers to the DU governing organization, but lowercase *board* when it stands alone. Capitalize *trustee* as a title before a name: Trustee Allan Phipps. But: As a trustee, Allan Phipps served the University Board of Trustees well.

### **Bridges to the Future**

On second reference, Bridges.

### **buildings and facilities**

Capitalize the full formal name of campus buildings and facilities on first reference in all documents. (Exceptions: the Ritchie Center, Nelson Hall and the Newman Center are acceptable on first reference when the publication audience is familiar with the DU campus.)

On subsequent references, some building names may be shortened but, when used in conjunction with a proper noun, capitalization should be retained. Do not capitalize *hall*, *building*, *center*, *house*, *tower*, *observatory* or *auditorium* when used without a proper noun. Example: Ben M. Cherrington Hall (first reference); Cherrington Hall or the hall (second reference). See listing below for formal names and, where applicable, acceptable second references incorporating proper nouns. (For building addresses, refer to the University of Denver *Faculty & Staff Directory*.)

University Park buildings and facilities (first and second references)

Ammi Hyde Building  
Benjamin F. Stapleton Jr. Tennis Complex  
Ben M. Cherrington Hall, Cherrington Hall  
Boettcher Auditorium  
Boettcher Center East  
Boettcher Center West  
Buchtel House  
Buchtel Memorial Tower  
Buchtel Parking Structure  
The Cable Center  
Centennial Halls, Halls  
Centennial Towers, Towers  
Central Warehouse  
Chamberlin Observatory  
Clarence M. Knudson Hall, Knudson Hall  
Columbine Hall  
Coors Fitness Center  
Craig Hall  
Daniel L. Ritchie Center for Sports & Wellness, the Ritchie Center  
Daniels College of Business, the Daniels College (Do not use DCB.)  
Driscoll University Center, DUC  
El Pomar Natatorium  
Evans Memorial Chapel  
Facilities Service Center  
Fisher Early Learning Center  
Floral Building  
Frank H. Ricketson Jr. Law Building  
Frontier Hall  
F.W. Olin Hall, Olin Hall  
Gates Field House  
Hamilton Gymnasium  
Harper Humanities Gardens  
Iloff School of Theology  
Infancy Laboratory  
Johnson-McFarlane Hall, J-MAC  
Joy Burns Arena  
King Lee and Shirley Nelson Residence Hall, Nelson Hall  
Magness Arena  
Mail Services  
Margery Reed Hall, Margery Reed  
Mary-Mac Building  
Mary Reed Building, Mary Reed  
Mass Communications Building  
Metallurgy Building

Nagel Hall  
Penrose Library, Penrose  
Phipps Tennis Pavilion  
Physical Education Building  
Physics Building  
Physics House  
Robert and Judi Newman Center for the Performing Arts, the Newman Center

***Joy Burns Plaza***

***June Swaner Gates Concert Hall, Gates Concert Hall***

***Elizabeth Eriksen Byron Theatre, also the Byron Flexible***

***Theatre***

***Frederic C. Hamilton Family Recital Hall, the Hamilton Family***

***Recital Hall***

Seeley G. Mudd Science Building  
Shwayder Art Building  
Skyline Hall  
Space Science Laboratory  
Studio Theatre  
Sturm Hall  
University Hall (formerly Old Main)  
University Technology Services Building  
Williams Tower  
Wesley Hall

Off-campus buildings

Margaret Rogers Phipps House, Phipps House (not Phipps Mansion)  
Meyer-Womble Observatory

**C**

**campuses**

The University of Denver is housed on the 125-acre University Park campus. Until summer 2003, the University also included the Park Hill campus. In copy making historic reference to DU's two campuses, avoid referring to the University Park campus as the "main campus."

**campus-wide**

**chair and vice chair**

Use chair and vice chair instead of chairman, chairperson, chairwoman.

**Chancellor's Society**

**Cherrington Global Scholars program**

Established in 2002, the Cherrington Global Scholars program is a for-credit initiative designed to send every eligible junior and senior abroad for one quarter

of study. The program reflects DU's commitment to preparing students for success in the global community by making study abroad an integral part of the University of Denver's undergraduate experience.

Participants in the program are referred to as *Cherrington Scholars* or *Cherrington Global Scholars*.

**classes**

*Class of '99*, but the *classes of '90-'99*.

**co-curricular**

Not *cocurricular*.

**co-director**

**coeducational**

Not *co-educational*.

**colleges**

See the **schools and colleges** entry.

**commencement**

Capitalize when referring to DU's ceremonies. Lowercase when referring to ceremonies at other universities. Example: He gave the commencement address at Harvard.

**composition titles**

Please note variations from AP.

Enclose the following in quotation marks:

- article titles
- art exhibits
- chapter titles
- thesis and dissertation titles, titles of academic papers
- short stories, poems, essays and individual selections within books
- musical compositions and song titles
- lectures, seminars, workshops
- TV and radio programs
- videos, excepting movies on video (see **movies** below)

Italicize the following:

- books
- magazines and journals
- newspapers
- plays, musicals and ballets
- titles of, paintings, sculptures, CDs and albums

movies

Capitalize the following but do not italicize or place within quotation marks:

course titles (see **course titles** for further guidance)

software

TV and radio stations

### **convocation**

Capitalize when referring to DU's fall ceremonies. Lowercase other references.

### **core curriculum, foundations**

Lowercase both components of the University's undergraduate requirements. On second reference to the core curriculum, it is acceptable to use *core* alone.

Example: Professor Jones teaches three core courses.

### **co-requisite**

### **course titles**

Capitalize the full, formal title of a course. Do not place titles in quotation marks.

Lowercase casual references to classes. Example: He loved his air pollution class but really disliked photography.

### **course work**

Not *coursework*.

### **cum laude, magna cum laude, summa cum laude**

Always lowercase.

### **curriculum, curricula**

Not *curriculums*.

## **D**

### **degrees**

Do not capitalize formal names of academic degrees in general text: bachelor of science, bachelor of arts, master of business administration, doctor of philosophy, etc.

Casual references to degrees require an apostrophe. Example: He has a bachelor's degree, but his sister has a master's degree.

When referring to specific degrees, use formal titles. Example: She earned a bachelor of fine arts and a master of social work from the University of Denver.

When listing degrees by their initials, do not use periods. Example: BA, JD, MFA, PhD.

When a degree is used as part of a person's descriptive identity, it should follow their name and be offset by commas. Example: Sally Smith, PhD, addressed the class on Tuesday.

When writing about University of Denver alumni, list their degrees and the years they were awarded after the first reference. Example: Sally Smith, BA '89, MA '91, PhD '94. If writing about an alumnus who did not earn a degree, list the years of attendance only. Example: John Smith, attd. 1972–73.

Deviations from this list should be verified with the Office of the Registrar, x2284.

### **departments and offices**

Capitalize the department or office when used as a formal name: Department of Biological Sciences, Office of the Provost. Lowercase informal references: geography department, provost's office. Note: An exception is made for proper nouns. For example: the English department met to discuss curriculum.

When referring to such departments whose formal names also describe the subject matter—such as Asian Studies and Women's Studies—use uppercase for references to the department itself and lowercase for references to the subject matter. Example: She recently joined the Women's Studies faculty. But: She is pursuing a degree in women's studies. That course is offered by Asian Studies. After two years as an undeclared major, Fred has decided to concentrate on Asian studies.

When referring to centers and institutes, use the full name on first reference and a lowercase "center" or "institute" as appropriate. For example, the Environmental Institute becomes the institute on second reference.

The University isn't possessive of departments and schools. Example: He enrolled at the University of Denver Daniels College of Business.

Steer clear of "alphabet soup" by avoiding acronyms whenever possible. While it's tempting to rely on acronyms for second references—*DCB*, *TWC*, *GSIS*, *GSSW*, etc.—preferred style is to use *Daniels College*, *the Women's College*, *international studies*, *social work*, etc., instead.

For verifying formal names of departments and offices, please consult the most recent edition of the *Faculty & Staff Directory*. Please note the following usages:

Department of Information Technology and Electronic Commerce  
Department of Languages and Literatures  
Department of Mass Communications and Journalism Studies  
Office of Admission (not Admissions)

School of Art and Art History  
School of Communication (not Communications)

**developmentally disabled**

Not *retarded*.

**disabled**

Not *handicapped*.

**doctor, Dr.**

Avoid using the title *Dr.* before a name unless it refers to a medical doctor. See **titles** for further guidance.

**DU**

This abbreviation is acceptable on second reference to the University of Denver. Note the absence of periods in the abbreviation.

**duPont**

This is the correct spelling for the family name and room in the Mary Reed Building.

**E**

**Eleanor Roosevelt Institute**

Founded in 1961, the Eleanor Roosevelt Institute uses biomedical and genetic research as a long-term approach to conquering human afflictions such as cancer, premature aging, birth defects and genetic diseases. It is known worldwide for its research on Down syndrome. The institute merged with the University of Denver in 2003.

Use *ERI* or *the institute* on second reference.

**endowed chairs and professorships**

Capitalize the full name of the chair or professorship. Example: Ved Nanda holds the Thompson G. Marsh Professorship. Modified usages incorporating a lowercase chair or professorship are acceptable on second references: The Marsh professorship is a great honor.

**E-mail, e-mail**

Uppercase *e-mail* when it begins a sentence or stands alone on stationery, business cards and forms. Lowercase otherwise.

Sentences ending with e-mail or Web page addresses should be punctuated with periods.

E-mail addresses should always be lowercase unless elements of the address require capitalization. Whenever possible, break addresses across lines following the @ or before the dot. Example:

dritchie@  
du.edu

[president@whitehouse](mailto:president@whitehouse.gov)  
.gov

**et al.**

**extracurricular**

Not *extra-curricular*.

**extensions**

See **phone numbers** for guidance.

**F**

**facilities**

See **buildings and facilities** for guidance.

**faculty and staff**

Both are collective nouns—groups acting as one—and require the singular.

**fieldwork**

**first-year student**

In most cases, this term is preferred over *freshman*.

**Foundations**

See **Core Curriculum, Foundations** for guidance.

**Founders Day**

**Founders' Fellows**

**fraternities and sororities**

Use full formal names of fraternities and sororities. On second reference, use *the fraternity* or *the sorority*. Avoid casual references, such as *the Kappa Sigs*, *the Betas*, etc., unless they appear in quotations.

**G**

**grade point average**

GPA is acceptable on first reference.

## **GSIS**

*Graduate School of International Studies* on first reference. Use the acronym sparingly and opt for *international studies* instead.

## **GSSW**

*Graduate School of Social Work* on first reference. Use the acronym sparingly and opt for *the social work school* or *the school of social work* instead.

## **H**

### **homecoming**

Capitalize when referring to DU's fall event. Lowercase references to homecoming ceremonies at other schools and universities.

### **honors**

Lowercase *cum laude*, *magna cum laude* and *summa cum laude*.

### **Honors**

Capitalize *Honors* when used to describe students in the University Honors Program. Example: Sally, who is an Honors student, takes a demanding course load each quarter.

Capitalize *Honors* when used to describe projects prepared for the program and classes offered under the program. Lowercase *honors* when it refers to departmental achievements. Example: Sarah Hamm earned honors in biology.

### **Hyde Interview, Ammi Hyde Interview**

Named after an influential University of Denver professor from the 19<sup>th</sup> century, the Ammi Hyde Interview is required of all undergraduate applicants. Either *Hyde Interview* or *Ammi Hyde Interview* is acceptable on first reference.

## **!**

### **Internet**

Not *internet*, *Net* or *net*. See **Web site** for further guidance.

## **L**

### **law firms**

Law firms usually use ampersands and have no commas between names. Example: Biggs Midi & Little.

## **M**

### **Marsico Initiative**

Established with a \$10 million gift from alumni Tom and Cydney Marsico, the Marsico Initiative is designed to enhance academic intensity and excellence in the undergraduate arts and sciences curriculum.

### **minority and ethnic groups**

Use *African-American* whenever possible, although *black* is also acceptable. *Latino/a* is preferred for persons with a Latin American heritage.

Use a hyphen to indicate dual heritage: *Asian-American*, *Irish-American*, etc. No hyphen for *American Indian*, *Native American* or *Latin American*.

### **Molecular Life Sciences Initiative**

An interdisciplinary initiative developed to expand DU's life sciences faculty while increasing research and teaching activities in the life sciences. The initiative was launched in 2005.

## **N**

### **nonprofit**

### **numbers**

In general, write out when less than 10, use numerals for 10 and above. However, use numerals for percentages, quarter and credit hours, ratios, and ages. Example: At DU, 8 percent of students prefer classes on Fridays. She needs an additional 9 quarter hours to graduate. With a 6:1 student-faculty ratio, the University is known for its commitment to personal attention.

When two numbers appear next to each other in a sentence, use a numeral for one but not for both. Example: The program will be taught in three 4-week sessions.

Use numerals for computer storage capacities.

## **O**

### **on-campus, on campus**

Use *on-campus* as an adjective. Example: We promote on-campus events. Use *on campus* as a prepositional phrase. Example: We promote events on campus.

### **onstage**

## P

### **percentages**

In tabular material, express percentages with the numeral and % symbol. In text, use the numeral and spell out *percent*.

### **phone numbers**

Include an area code with all phone numbers, including Denver-area numbers. Separate the area code and exchange with hyphens: 303-871-2000. Hyphens can be replaced by periods on business cards and letterhead. They are not recommended for use in narrative text.

Do not use parentheses with area codes.

List phone extensions following the number and with a lowercase x. Separate the extension from the number by a comma. Example: 303-871-2000, x7480. Use the same style for listing extensions without full phone numbers.

Toll-free numbers require the following format: 1-800-xxx-xxxx.

### **Pioneer/s**

In materials produced by Creative Services, use *Pioneer* as an adjective or as a singular noun: *Pioneer athletics*, *Pioneer hockey*; *Jason Lafont is a University of Denver Pioneer*. In the *University of Denver Magazine* and *The Source*, the adjectival form takes the plural: *The Pioneers ski team won another national championship*.

### **Pioneering excellence**

This phrase represents DU's *brand platform*. *Pioneering excellence* is used to define and distinguish the University of Denver as an institution with "an environment that empowers greatness." The four attributes of the DU brand are: innovation, excellence, integrity and engagement.

## Q

### **quarters, quarter hours**

Lowercase *fall*, *winter* and *spring quarters*, *summer session* and *interterm* in general copy. Use numerals to express quarter hours. Example: Students traveling to Mexico will earn 2 quarter hours of credit.

Do not abbreviate *quarter hours* in text. In lists or tables, abbreviate with lowercase and periods: qtr. hrs. When included in course descriptions, the abbreviation *qtr. hrs.* is italicized to set it apart from the descriptions and prerequisites.

## **R**

### **references to other sources**

When quoting a magazine or newspaper article, cite the author, article title, publication title and date. Example: In "Better Late Than Never," published in the June 5 issue of *Time*, Stella S. Tardy complained about constant deadlines.

### **room numbers**

When referring to campus addresses, it is acceptable to use the number sign to designate a room. Example: The statistics class meets in Cherrington Hall, #123.

## **S**

### **Schools and colleges**

Spell out and capitalize the names of schools or units on first reference, with abbreviations listed in parentheses following the name if these are to be used subsequently. Example: Graduate School of International Studies (GSIS). Do not capitalize informal references. Example: He is taking classes at the law school.

### **sororities**

See **fraternities and sororities** for guidance.

### **Stop-Out**

### **student classifications**

Do not capitalize *first-year*, *sophomore*, *junior* or *senior*. Do capitalize class designations: the Junior Class, the Class of 1946 .

### **students**

Not student body.

### **summer session**

## **T**

### **Theater/theatre**

Use the British spelling when referring to the University's Department of Theatre. In other references, it is acceptable to use theater. Example: *Theater majors use the Byron Flexible Theatre as a laboratory for developing their skills.*

### **titles**

An individual's title should always be given on first reference. If the title is a long one, or if the individual in question has multiple titles, the preferred style is to present the title(s) after the name offset with commas. Example: *Sally Smith, chair of the physics department and director of the Center for Atmospheric*

*Research, will travel to Geneva on Friday.* If it's necessary to place the title before the name, opt for a construction that offsets the title with commas. Example: The chair of the physics department and director of the Center for Atmospheric Research, Sally Smith, will travel to Geneva.

Lowercase titles unless they immediately precede a name. Example: Provost William Zaranka. But: William Zaranka, provost.

Do not use titles on second references.

Spell out and capitalize titles reflecting academic rank when used before full names on first reference. Example: Professor John Johnson, Assistant Professor Sally Smith, biology Professor Robert Robertson. Do not use rank on second reference, unless it appears in a quotation, and then, as per AP style, the title should be spelled out. *Example: "We're delighted that Professor Johnson is joining our department," the dean said.*

## **T-shirts**

### **U**

#### **University**

Capitalize *University of Denver*. Capitalize second references to the University when the University of Denver is implied. Lowercase general references to other universities.

#### **University College**

Before 1987, University College was known as the New College.

#### **University Honors Program**

Always capitalize the full formal name. Use Honors Program on second reference. Casual references should capitalize *Honors*. Example: Sally is an Honors student.

#### **University Lecture**

The title page to the printed version of this lecture looks like this:

University Lecture  
University of Denver  
Name of professor  
Department of School  
Date

## **W**

### **Web site**

Web addresses appearing at the end of a sentence should be punctuated with a period. To avoid confusion, it's acceptable to preface the period with a slash. Example: To learn more about our programs, visit us on the Web at [www.du.edu/gsis/](http://www.du.edu/gsis/). Follow AP guidelines for Web addresses that break between lines.

### **Women's College**

Until 1967, this institution was known as the Colorado Woman's College. From 1968–72, it was named the Temple Buell College after a donor. In 1973, the name became the Colorado Women's College. When DU acquired the school in 1983, it was renamed the Weekend College. It was given its current name, the Women's College, in 1993.

When referring to alumni and faculty of the college, acknowledge the institution's name during the period in question. Example: Smith is an enthusiastic alumna of the Women's College, having earned her degree in 1969, when it was known as the Temple Buell College.

### **work-study**

Use this phrase only as a modifier and not as a noun. Example: She is a work-study student. Not: The position is staffed by a work-study.

## **Y**

### **years**

Let context dictate usage. Either *1946* or *'46* may be appropriate. When discussing a span of years, do not use the shortened version: 1946–1952; 1998–2003.

## **FORMATTING GUIDELINES**

### **bulleting**

Do not capitalize single words in bulleted lists.

Do not capitalize the first word of sentence fragments appearing in bulleted lists.

When a list consists of complete sentences, punctuate each sentence as though it stands alone. When a list consists of sentence fragments or phrases, do not

use a period or semicolon at the end of each entry, including the concluding entry. Example: The new program has the following goals:

- to help students find financial aid
- to match students with faculty mentors
- to ensure that students have a rewarding educational experience

### **captions**

Use captions to reiterate a marketing message or interest readers in the text of the accompanying article. Avoid simply labeling the photos.

Be consistent in caption style throughout a document or publication. Use either full sentences with punctuation or phrases without punctuation, but do not mix the two.

In group shots, identify people from left to right and according to rows.

### **column and line breaks**

Don't break a word that appears in a hyphenated phrase. For instance, in the phrase *concentration-year*, *concentration* should not be hyphenated to accommodate a line break. Break the line after the hyphen or before *concentration*.

Don't hyphenate a word so that there are only two characters on the next line.

Avoid ending two or more consecutive lines with hyphenated words.

Don't end a column or paragraph with a hyphenated word (especially if it ends with *-ly* or is the end of a quote).

Don't hyphenate the last word in a bulleted list.

It is acceptable to hyphenate proper names, such as the names of cities and companies, in the Alumni Today section of the *University of Denver Magazine*.

Hyphenated words should have no fewer than four letters before and after the hyphen.

### **headlines and subheads**

Headline styles in marketing publications vary with the tone of the piece. Regardless of whether the publication capitalizes headlines or adopts a sentence style, it is important to maintain consistency throughout the publication.

When writing headlines for bulletins, you may want to use a traditional style that helps readers who are scanning pages looking for particular information.

- Capitalize all nouns, pronouns, verbs, adjectives, adverbs and subordinating conjunctions (if, because, as, that, etc.), as well as prepositions of four or more letters.
- Capitalize any word that follows a colon, dash or beginning quotation mark.

Do not capitalize the following unless they are the first or last words of the headline:

- articles (*a, an, the*)
- coordinating conjunctions and prepositions of fewer than four letters
- the infinitive marker (*to*)

Lowercase type is preferred in headlines because it is easier to read.

Uppercase can be used if it is appropriate to the design of a piece. However, lowercase should be used in headlines with four or more decks.

### **postage permits**

Always check the mail permit number, indicia and return address with the director of Mail Services, x13179.

All of DU using the Non-Profit Permit #321 must use address 2199 S. University Blvd., Denver, CO 80208.

The College of Law and the Office of Institutional Advancement pay for and use their own addresses and permit numbers.

## **PUNCTUATION, GRAMMAR & USAGE**

### **commas**

Use commas to separate elements in a series, but do not put a comma before the conjunction in a simple series: He bought bread, milk and cheese. Put a comma before the conjunction, however, if an integral element of the series includes a conjunction: Our sandwich choices include ham, cheese, turkey, and peanut butter and jelly.

Introductory phrases of fewer than four words do not require commas, although they sometimes are needed for clarification. When in doubt, leave the comma out.

For further guidance, see the punctuation guidelines and the entries on essential and nonessential clauses in the *AP Stylebook* .

### **dashes**

Em dashes can be used in lieu of the comma to separate parenthetical and nonessential clauses from the main body of the sentence. Do not use spaces

around em dashes. Example: Sally Smith—acknowledged as the leading scholar in her field—plans to publish a new book this year.

Use an en dash instead of a hyphen when adding an element to a compound modifier. Example: post–Civil War period.

Use en dashes to express duration of time: Dinner will be served 5–7 p.m., Jan. 15–16. Do not use en dashes for sports scores or court decisions. Use hyphens instead: The court decided 5-4 to uphold the lower court ruling.

Em and en dashes require special keyboard commands to create.

### **ellipsis**

Most word-processing programs provide a symbol for the ellipsis. Use whenever possible. Otherwise, treat an ellipsis as a three-letter word, constructed with three periods and two spaces: ( ... ).

Avoid using the ellipsis in headlines.

### **gender-specific language**

Avoid gender-specific language whenever possible. Opt for neutral nouns and pronouns instead. *They or the student* instead of *he or she*. See *The Elements of Nonsexist Usage* (Val Dumond, Prentice Hall Press, 1990) for further guidance.

Use male or female only when referring to the sex of an individual or animal. Use *woman* instead of *female* to represent a unique situation: DU's first woman graduate.

See **chair and vice chair** and **first-year** for further guidance.

### **hyphens**

Hyphenate compound modifiers that precede a noun so readers clearly understand that the modifier is a unit. Example: *30-gallon cans* refers to cans that hold 30 gallons, whereas *30 gallon cans* refers to 30 cans that hold one gallon.

If the compound modifier appears after the noun, it generally is not hyphenated. But when a modifier that would be hyphenated before a noun occurs after a form of the verb *to be*, the hyphen usually is retained. Example: The student is quick-witted.

Do not hyphenate a compound modifier comprised of an adverb ending in *-ly* and another word.

Do not hyphenate a compound modifier when the words are obviously one unit: Red Cross office, child welfare payment.

When two compound modifiers have a word in common, e.g. three-column and five-column charts, the common word does not need to be repeated. Example: three- and five-column charts.