In general, Pace University follows the Chicago Manual of Style. The manual is available online at [www.chicagomanualofstyle.org](http://www.chicagomanualofstyle.org).

University Relations has developed this guide to address Pace-specific style guidelines, including:

- Common style issues
- Pace exceptions to Chicago Style
- Pace-specific style issues

For questions related to written style that are not covered in this guide, please contact University Relations.
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COMMON STYLE ISSUES
Acronyms and Abbreviations

Limit your use of acronyms to only the most common of terms (i.e., those that appear commonly in dictionaries, such as PhD or DNA) or those cases where the term appears frequently throughout the article/content to warrant abbreviation—roughly five times or more.

The term must be spelled out in full the first time it appears with the acronym appearing immediately after in parenthesis. After the first usage, the acronym can appear on its own throughout the remainder of the text. If there are no subsequent references, parenthetical acronyms may be omitted.

Do not use periods in acronyms or abbreviations, including degrees, center or departmental names, or campus abbreviations.

**Examples:**
- The Center for Community Action and Research (CCAR) works with students, faculty...
- Centers for Disease Control and Prevention (CDC), Office of Multicultural Affairs (ōMA)
- US, NYC, PLV, BR, or BA, MBA, JD, PhD
- ET, PT, or MT as relates to time zones

Only use periods when called for or according to tradition.

**Examples:**
- e.g., a.m., and p.m.
- Mr., Ms., Mrs., and Mx.

Do not use an apostrophe to form plurals of abbreviations. An apostrophe indicates possessive.

**Examples:**
- The CPAs are meeting (plural)
- A CPA’s resume (possessive)

**NOTE:** The name of the University is not an acronym. “Pace” should never appear in all caps unless that is the font style.
Alumni is generally used to refer to both the alumni and alumnae of a coeducational institutional. "Alum" should not be used. Identify alumni and current students by their class year with an apostrophe before the year.

**Examples:**
- John Smith ’99
- Jane Doe, PhD, ’99

Use the proper Latin term to refer to the group you are writing about.

**Examples:**
- Alumna: feminine, singular
- Alumnae: feminine, plural
- Alumnus: masculine, singular
- Alumni: gender neutral, plural

*NOTE: When referring to Pace graduates, we recommend using the word alumni because it's nonbinary. If your audience particularly prefers a more expansive use of gender-neutral language, you may use alumnx (plural) instead.*
Ampersands

Unless the proper title of an entity uses an ampersand, they are to be avoided.

**Examples:**
- Dyson College of Arts and Sciences
- Faculty and staff
- Rosenberg & Dalgren, LLP
Pace University has three campuses: New York City Campus, Pleasantville Campus, and the Haub Law Campus (please note that when referring to the Elisabeth Haub School of Law at Pace University, spell it out in its entirety). Campus should be capitalized when referring to specific location; lowercase when referred to generally.

Typically, when communicating to an external audience (prospective students, in particular) use Westchester Campus rather than Pleasantville Campus. However, when communicating to an internal audience or an audience already familiar with Pace, use Pleasantville Campus.

When listing campuses, we list the New York City Campus first.

**Examples:**
The event is on the Pleasantville Campus.
Events are happening on the New York City and Pleasantville campuses.
Prospective students are invited to attend Orientation events on our New York City or Westchester campuses.
Commas

Pace University uses the Oxford (serial) comma in written style. We do not use a comma to precede a Jr. or III in names.

**Examples:**

- We recommend eating apples, bananas, and sandwiches.
- Tom Jones Jr.
- Albert King II
Titles appear in lowercase except when preceding a name. Second and subsequent references generally use last name only. However, depending on your audience and your level of formality, you may break from style and use first name on subsequent references. Use “Dr.” only before the name of an individual who holds a doctor of medicine, dentistry, or veterinary medicine degree: Dr. Jonas Salk. Place terminal degrees after all names on the first reference.

**Examples:**
- Vice President for Students John Doe, PhD
- John Doe, vice president for students
- Professor Jane Doe, EdD
- Jane Doe, PhD, professor of economics
Pay particular attention to the use of dashes in written style. An en dash is wider (typically the width of an n) than a hyphen and shorter than an em dash (typically the width of an m). In no instance should spaces surround the dash.

En dashes (–) are used to express a range or to stand in for the word versus. Never use a hyphen.

**Examples:**
1. 1:10 p.m.–2:10 p.m.
2. 15–27 people
3. Yankees–Mets game

Em dashes (—) set apart parenthetical phrases or clauses in a sentence. In this use, em dashes are like commas and parentheses, but there are subtle differences. For example, em dashes are used when a parenthetical remark contains an internal comma or would otherwise sound awkward if enclosed by commas.

**Example:**
Since 2008, the consensus of the economic establishment—bankers, policymakers, CEOs, stock analysts, pundits—has been catastrophically wrong.

Hyphens (-) are used primarily to make compound words or to help distinguish between homographs with vastly different meanings.

**Examples:**
1. Fair-haired
2. Sugar-filled
3. Co-op versus coop
4. Re-create versus recreate
Dates, Addresses, and Other Numbers

Dates should be spelled out fully and not be abbreviated and commas must be used after dates. Additionally, no ordinals (1st, 3rd, 5th) should be used ever.

**Examples:**
Friday, January 1, 2021, is when the party is scheduled.
Join us on Friday, January 1, for a party hosted by...
January 1, 2023

Spell out avenue, street, lane, etc., in all cases. Spell out cities and states in straight copy.

**Examples:**
163 William Street, Room 427
New York, NY 10038

One Pace Plaza
New York, NY 10038

She grew up in Miami, Florida.

Telephone numbers should be written with the area code in parentheses and broken by hyphens.

**Examples:**
(212) 346-XXXX
+1 (914) 737-XXXX
Dates, Addresses, and Other Numbers (cont'd)

For times, please be certain to follow correct style by using periods, en dashes (with no spaces around the dash), and time zones for virtual events.

**Examples:**
- 1:10 p.m.–2:10 p.m.
- 1:00 p.m.–2:00 p.m.
- 1:10 p.m.–2:10 p.m. ET (Note, ET is preferred over EST/EDT)

In nontechnical text, spell out whole numbers from one through nine; use numerals for 10 or greater.

**Examples:**
- Course requirements include reading nine novels.
- There are 10 periodicals on order.
- The campus is at One Pace Plaza. (Note, we do not ever write 1 Pace Plaza)

**Exceptions:** Numbers applicable to the same category should be treated alike within the same sentence; do not use numerals for some and spell out others.

**Examples:**
- There are 9 graduate students in the philosophy department, 56 in the English department, and 117 in the history department.

However, spell out all numbers that begin a sentence, regardless of any inconsistency this may create. The preference, however, is to never start a sentence with a number.

**Example:**
- One hundred ten women and 103 men will graduate this semester.
Dates, Addresses, and Other Numbers (cont’d)

Except at the beginning of a sentence, percentages are usually expressed in numerals. In nontechnical contexts, the word percent is generally used; in scientific and statistical copy, the symbol % is more common.

Examples:
- Fewer than 3 percent of the employees used public transportation.
- With 90–95 percent of the work complete, we can relax.
- A 75 percent likelihood of winning is worth the effort.
- Her five-year certificate of deposit carries an interest rate of 5.9 percent.
- Only 20% of the ants were observed to react to the stimulus.
- The treatment resulted in a 20%–25% increase in reports of night blindness.
- Fewer than 3 percent of the employees used public transportation.
- Thirty-nine percent identified the “big bang” as the origin of the universe; 48 percent said they believed in human evolution.
Degrees

Do not use periods when abbreviating degrees. Do not use the word "degree" after a degree abbreviation.

**Example:**
Smith received an MBA from the Lubin School of Business.

When referring to degrees in general, lowercase the first letter of the degree (e.g., bachelor's degree).

- Use an apostrophe “s” (’s) for bachelor’s degree and master’s degree; but use associate degree
- Master’s degree (possessive, when talking about a master’s in general)
- Master of Science (singular, when referring to a specific degree)

Post-nominal initials are reserved for terminal degrees. In some cases, a master’s degree may be considered a terminal degree.

**Examples:**
DPhil
DPS
EdD
JD
Master of Architecture (MArch)
Master of Library Science (MLS)
PhD
PsyD
Master of Fine Arts (MFA)
Master of Business Administration (MBA)
Master of Social Work (MSW)
Departments

Only when the name of the department and the words department, office, center, and school appear in the form of the official divisional names should they be capitalized.

Examples:
“Seidenberg School of Computer Science and Information Systems” or “Wilson Center for Social Entrepreneurship” would use initial capitals, but “The school...”; “The center...” would not.
Allow us to introduce Professor of Political Science Jane Doe, PhD.
He’s a professor in the political science department.
Footnotes

When using footnotes, follow the scientific order of symbols as need for footnotes arise.

- Asterisk *
- Dagger †
- Double dagger ‡
- Section symbol §
- Paragraph ¶
- Number sign #
- Restart using doubles (e.g., **, ††, ‡‡)
Inclusive Language

Words have power, especially in writing. The words we choose help foster connections, create environments of inclusivity, and acknowledge and honor the diversity of our University community.

- **Ability and Disability:**
  - Avoid describing people as disabled, handicapped, or confined to a wheelchair.
  - Avoid terms that contribute to stigmas around disability or mental illness: crazy, dumb, lame, insane, psycho, schizophrenic, or stupid.
  - Avoid terms that contribute to stigmas around sensory disabilities: blind spot or tone deaf.

- **All-gender** (adjective) Encompasses myriad gender expression and identity.

- **Black** (adjective) Use the capitalized term as an adjective in a racial, ethnic, or cultural sense: Black people, Black culture, Black literature, Black colleges. Use of the capitalized Black recognizes that language has evolved, along with the common understanding that especially in the United States, the term reflects a shared identity and culture rather than a skin color alone. Note that African American is also acceptable for those in the US. The terms Black and African American are not necessarily interchangeable; Americans of Caribbean heritage, for example, generally refer to themselves as Caribbean American.

- **Black(s), white(s), Jew(s), gay(s) etc.** (noun) Do not use these terms as a singular noun. For plurals, use phrasing such as Black people, white people, Jewish people, gay people, Black teachers, white students as this is often preferable when clearly relevant. The plural nouns Blacks and whites are generally acceptable when clearly relevant and needed for reasons of space or sentence construction: The policy helps integrate neighborhoods among Blacks, whites, Latinos, and Asian Americans.

- **brown** (adjective) Avoid this broad and imprecise term in racial, ethnic, or cultural references unless it’s part of a direct quotation. Interpretations of what the term includes vary widely.
Inclusive Language (cont’d)

• **Gender and sexuality:** Use descriptors of gender identity or sexual orientation as modifiers, not as nouns (for example, transgender person, cisgender person, or lesbian woman). Avoid guessing sex, gender identity, or sexual orientation. When in doubt, either reconsider the need to include this information or ask the person you’re referring to how they identify and what terms they use.
  - Use different sex instead of opposite sex (because this recognizes gender as a spectrum, rather than a binary).
  - We support using they or their as singular pronouns.
  - Don’t make assumptions about marital or family relationships (for example, use spouse or partner instead of husband and wife; use parent instead of mother and father).

• **Indigenous** (adjective) Capitalize this term used to refer to original inhabitants of a place. There are 370 million Indigenous people around the world and spread across more than 90 countries.

• **Latinx** (adjective or noun) Use the capitalized term as an adjective in a racial, ethnic, or cultural sense. The “x” replaces the male and female endings “o” and “a” that are part of Spanish grammar conventions. This term comes from American-born Latinos/Latinas who want to be more inclusive and gender neutral, which is more akin to the English language.

• **white** (adjective) Use lowercase. Avoid the term non-white, or other terms that treat whiteness as a default.
Schools

Upon first reference, the entire name of the school/college should be used. Upon subsequent reference, shortened school names or acronyms can be used.

- College of Health Professions → CHP
- Dyson College of Arts and Sciences → Dyson
- Pace School of Performing Arts → PPA
- Elisabeth Haub School of Law at Pace University → Haub Law
- Lubin School of Business → Lubin
- School of Education → SOE
- Seidenberg School of Computer Science and Information Systems → Seidenberg
Spelling

Use Merriam-Webster Online's first-listed form, unless otherwise noted in the Word Preference section of this guide.
The use of URLs on printed or other non-web materials should be kept to a minimum. If a URL must be broken into two lines, break the URL at a slash (/) as opposed to inserting a hyphen. Pace University URLs should always be expressed with the www prefix.

**Examples:**
- www.pace.edu
- www.pace.edu/HR
- www.pace.edu/orientation

Web addresses should be kept as short as possible, using a shortened or vanity URL when possible. When used in straight copy, the URL should be bold when possible.

**Example:**
The URL https://secure.www.alumniconnections.com/olc/showEventForm.jsp?form_id=76009 is too long, it should be shortened to something more like www.pace.edu/eventname.

URLs are expressed with lowercase letters, except when capital letters are needed for clarity.

**Examples:**
- www.pace.edu/explore
- www.pace.edu/convocation
- www.pace.edu/ActorsStudioMFA

**NOTE:** To request the creation of a vanity URL, please contact University Relations or your department's webmaster.
If the website does not have a formal title or title that distinguishes it as a website, refer to the site in short form URL.

**Examples:**
- Google
- Facebook
- Twitter
- Apple.com
- Microsoft.com
**Word Preference**

- actor, not actress
- advisor, not adviser
- all right, not alright
- all-gender, not gender-neutral
- award-winning
- bestseller, bestselling
- chair, not chairman or chairwoman
- coursework
- e-book
- e-commerce
- email
- first-come, first-served [basis]
- first-year students, not freshmen
- healthcare (noun or adjective)
- homepage
- lifelong learning
- more than, not over
- policymaker, policymaking
- residence hall, not dorm or dormitory
- toward, not towards
- University (capitalize when referring to Pace), university-wide, university-level, university administration (lowercase when used as an adjective)
- upper-level students, not upperclassmen
- website or webpage, but capitalize Internet
PACE EXCEPTION
TO CHICAGO
MANUAL STYLE
Do not capitalize majors, programs, specializations, or concentrations of study when they are not part of designated degree.

**Examples:**
Jane Doe received her Bachelor of Arts in History.
He majored in business economics.
PACE-SPECIFIC STYLE
For internal audiences, it is acceptable to abbreviate Pace's campus locations.

**Examples:**
- New York City Campus: NYC Campus
- Pleasantville Campus: PLV Campus
- Elisabeth Haub School of Law at Pace University: Haub Law Campus
- New York City and Pleasantville campuses: NYC and PLV campuses
Capitalization

Pace capitalizes several terms specific to the University, including: University (when referring to Pace, lowercase when plural or talking about universities in general); Pace Community (but University community); Commencement; Orientation; Convocation; Trustee; Board (when referring to the Board of Trustees); University sports teams (when "Pace" or "Pace University" appears before the team); Core Curriculum; Pace Path.
When referring to a citation or ranking, include the name and year of publication. Please refresh your rankings and citations when possible—if a new list or ranking is published, you must use the latest list or ranking. If we aren’t included on the latest, we cannot use an older ranking. We aim to never include rankings or citations more than three years old, however if newer ranking or citation has not been published, it is allowable.

**Examples:**

#1 private US college for upward economic mobility
—Harvard University’s Opportunity Insights, 2017

Ranked the #1 private, four-year college in the nation for upward economic mobility by Harvard University’s Opportunity Insights, Pace University provides a transformative education for its diverse students—academically, professionally, and socioeconomically.

**NOTE:** If you would like to use the publication’s logo to accompany the citation, you must contact the publication for permission. Many publications require that you purchase the logo and follow their specific guidelines for usage. University Relations can assist you with this process.