Please use this style guide as a secondary resource to the Office of Marketing Communications’ style guide available at http://www.bc.edu/offices/omc/resources/style-guide.html.
African American
AHANA
Archdiocese of Boston audiocassettes

back to top

Boston College (“BC” should be used very sparingly, if not completely avoidable, in any and all formal communication. Only in instances where there is numerous repetition of the word “college” within the same sentence or across sentences should “BC” be an acceptable substitute. Sentences should never begin with “BC.”)

Boston College Law School (used in formal and first instances)
the Boston College Libraries

back to top

Carroll School of Management, Graduate Programs (used in informal and second and successive instances within a paragraph)
Carroll School of Management (used in informal and second and successive instances)
Carolyn A. and Peter S. Lynch School of Education (used in formal and first instances)
Catholic
the Catholic Church
Center for Work & Family
a college
the College (used only in references to the history of Boston College)
College of Business Administration
Commission on Institutions of Higher Education (CIHE)
Council for Higher Education Accreditation
credit-hours
“The Church in the 21st Century” program
Church in the 21st Century Center
Church in the 21st Century Online (or C21 Online in second and successive instances)

back to top

Upper Campus, Middle Campus, Lower Campus, Newton Campus, Chestnut Hill Campus, Brighton Campus, main campus, Lower and Brighton campuses, campus (used generally)

back to top

d a department (used universally)
the Department (used specifically to Boston College), i.e. the Biology Department, but department of Biology
the Dominican Fathers

back to top

e-book
e-mail
English
Evening College
“Ever to Excel” campaign

back to top

Find It option
freshman/freshmen

back to top

G
god
Gothic (as in architecture)
Graduate School of Arts & Sciences (used in informal and second and successive instances within a paragraph)
Graduate School of Arts and Sciences (used in formal and first instances)
Graduate School of Social Work
Greater Boston
Greek

back to top
Holmes (used in informal and second and successive instances within a paragraph)
Holmes One Search (used in formal and first instances)
homepage

Jesuit

Latin
Law School (used in informal and second and successive instances within a paragraph)
the Libraries (when referring to the Boston College Libraries)
Lynch School of Education (used in informal and second and successive instances)

Master of Laws
McMullen Museum of Art

New England Association of Schools and Colleges (NEASC)
nonacademic

off-campus
on-campus

Quest (used in informal and second and successive instances within a paragraph)
Quest Library Catalog (used in formal and first instances)

re-affiliated
Robsham Theater
Room, i.e. Room 250

School of Arts & Sciences (used in informal and second and successive instances within a paragraph)
School of Arts and Sciences (used in formal and first instances)
School of Theology and Ministry
social sciences
Society of Jesus
Summer Session

theatre
Theatre Department
U

a university (used universally)
the University (used specifically to Boston College)
U.S. (used as an adjective only)
United States (used as a noun only)

back to top

V

videocassettes

back to top

W

Wallace E. Carroll School of Management (used in formal and first instances)
web 2.0
webcasts
webpage
website
Weston Observatory
Woods College of Advancing Studies

back to top

X

back to top

Y

back to top

Z

back to top

COLLEGES/UNIVERSITIES

• College of William & Mary
• Newton College of the Sacred Heart
• Salem State University
• State University of New York at Binghamton
• University of Alabama at Birmingham
• University of California, Berkeley
• University of California, Los Angeles
• University of Illinois at Urbana-Champaign
• University of Massachusetts Amherst
• University of Massachusetts Boston
• University of Massachusetts Dartmouth
• University of Massachusetts Lowell
• University of Massachusetts Medical School
• University of North Carolina at Chapel Hill
• University of Wisconsin–Madison

back to top

DEGREES

B.S.
J.D.
M.A.
M.A.T.
M.B.A.
M.Ed.
M.Phil.
M.S.
M.S.T.
M.S.W.
Ph.D.

back to top

GRAMMAR

“they” should be replaced with “he/she” in instances where “they” refers to students

ampersands (&) should be replaced with “and” in all instances

“Macintosh” and “Windows” should be used when discussing a computer’s operating system. But “Macs” and “PCs” should be used when discussing the computer as a machine.

use “CDs” instead of compact discs

back to top

NAMES

Must be ordered alphabetically in course descriptions, with each instructor occupying their own line

No salutations, i.e. Dr., Mr., Mrs.
No space after O + apostrophe, i.e. Laura M. O’Dwyer

NUMBERS

24/7 (use numerical expression in favor of its spelled out form)

Spell out from zero through one hundred, except in the case of credits, time (seconds/minutes/hours), percentages, square footage, and fractional quantities.

Spell out when beginning a sentence

Numbered lists within a paragraph have numerals contained within an opening and closing parens

Ranges should be separated with an en dash

PROGRAMS OF STUDY

Curriculum and Instruction

PUNCTUATION

serial comma used in all instances of in-paragraph lists, course titles, degree programs, etc. same rule applies for semi-colons.

corequisites and prerequisites are separated by commas (non-serial), i.e. BI 101, HI 201, MF 301

TERM

fall, spring, summer (lowercase)

TIME

a.m., p.m., i.e. 9:00 a.m. to 5:00 p.m.

15 minutes, 15-minute presentation

seven days a week, 24 hours a day

TITLES/DESIGNATIONS

S.J.
U.S. Secretary of Education

URLs

Do not include a forward slash at the end of a URL

URLs break at a period, forward slash, or hyphen when reflowing to the next line

All URLs must be prefaced with “www.” unless the web page in question page can only be accessed using “http://.”