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Editorial
STYLE GUIDE
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STYLE GUIDE**

An essential guide for writers, authors, editors and publishers

A LITTLE BACKGROUND

Dear Reader,

The LAU Style Guide was developed by LAU's Marketing and Communications Department (MarCom) to ensure that style and language usage are consistent in university print and online publications.

The style guide is designed to be used as a reference tool for anyone writing, editing and copy editing any type of content for LAU, such as news, features, brochures, catalogs or reports. It provides guidelines on spelling, capitalization, punctuation, abbreviations, numbering, and other matters of style and usage.

The guide includes elements of *The Associated Press (AP) Stylebook*, as well as other university editorial style guides, but is adjusted to meet the unique needs of LAU. For items not covered in this guide, we advise you to refer to *The AP Stylebook*.

If you have any questions, comments or suggestions, you can email us at webeditor@lau.edu.lb.

Thanks,

The MarCom Editorial Team

"I try to leave
out the parts that
people skip."

– Elmore Leonard

abbreviations, acronyms

Spell out each word in an abbreviation or acronym the first time it is mentioned in an article. (An acronym is an abbreviation that is pronounced as a word, such as SINARC, NASA, UNESCO, BIEL.) When writing a news article for the LAU website, if the article mentions the same entity more than once, there is no need to put the abbreviation in parentheses on first reference, as we use abbreviation tags in additional references. However, when writing for a print publication, including the *LAU Magazine*, if the article mentions the same entity more than once, include the abbreviation in parentheses after the first mention, and use that abbreviation on all subsequent references:

- The American Association of Colleges of Pharmacy (AACCP) held its first meeting in Beirut in January. In past years, the AACCP meetings have always been held in Chicago.

The plural, non-possessive form of an abbreviation should be styled without an apostrophe:

- RSVPs

Exceptions: Cases where the abbreviation includes periods, as in *Ph.D.* The correct form is *Ph.D.*'s.

Avoid using periods in abbreviations (unless the result would spell an unrelated or undesired word).

Exceptions: Use periods in two-letter abbreviations:

- B.A., B.C., M.S., U.K., U.S.

The *United Nations* should be abbreviated as *UN*, the *European Union* as *EU*, and the *European Economic Community* as *EEC* (no periods in all three cases).

In the case of organizations and agencies that are widely known by their initials (e.g., CIA, FBI), the abbreviations should preferably be used on first reference (although it is acceptable to spell them out).

Use periods in *M.B.A.* and in all academic degrees, as explained below.

academic degrees

When describing one or two individuals in a sentence, spell out the degree name in the case of a bachelor's or a master's degree on first mention, but abbreviate *Ph.D.*, *J.D.* and *M.B.A.* Additional references can all be abbreviated.

"The time to begin writing an article is when you have finished it to your satisfaction. By that time you begin to clearly and logically perceive what it is you really want to say."

– Mark Twain

Below are the correct forms when spelling out degree names (note the use of apostrophes and lowercase/upercase):

- Bachelor of Architecture
- Bachelor of Arts
- Bachelor of Engineering
- Bachelor of Science
- bachelor's degree
- Doctor of Medicine
- Doctor of Pharmacy
- Master of Arts
- Master of Science
- master's degree

The correct forms when abbreviating degree names are as follows (note the use of periods):

- B.A.
- B.Arch.
- B.E.
- B.S.
- J.D.
- M.A.
- Pharm.D.
- Ph.D.

Use periods in all academic degree abbreviations (Ph.D., M.A., B.A., etc.), and do not put spaces before the periods. The correct form is *Ph.D.*, not *Ph. D.*

When an academic degree abbreviation ends a sentence, use only one period:

- The dinner party was hosted by John Smith, Ph.D. (Not: The dinner party was hosted by John Smith, Ph.D..)

Use an apostrophe (') in *bachelor's degree*, *master's degree* or *a master's* (not *masters*), etc.:

- He has a bachelor's degree and his wife has a master's degree, but their only daughter has a doctorate.
- He has a Master of Arts in graphic design. (Not masters or master's)
- He has a master's in political science. (Not masters)
- She has a master's degree in international relations. (Not masters)
- He has a Master of Science in engineering.

Capitalize high school diplomas, if you are using the official name:

- He received his Lebanese Baccalaureate.

academic departments

See the "schools, departments, offices, centers and institutes at LAU" entry.

addresses

Abbreviate *avenue*, *boulevard* and *street* (Ave., Blvd., St.) in numbered addresses:

- She lives at 26 John St.

"Easy reading is damn hard writing."

– Nathaniel Hawthorne

Spell out in other cases:

- She lives on John Street.
-

administration

Lowercase in all instances except when referring to a presidential administration by name:

- The Clinton Administration
-

advisor/adviser

Both *advisor* and *adviser* are correct, but *adviser* is the preferred spelling. The only exception is when referring to the LAU Board of International Advisors.

advisory

afterward/toward

Not *afterwards* or *towards*.

Source: *Eats, Shoots & Leaves: The Zero Tolerance Approach to Punctuation* (by Lynne Truss).

age

- She is in her 20s. (No apostrophe)

Always use numerals when referring to the age of people or animals:

- Her daughter is 4 years old. Her son is 27 years old.

Spell out the age when referring to an inanimate object, if the number is below 10:

- The law is seven years old.
- The building is 15 years old.

Use hyphens for ages expressed as adjectives, before a noun, or as substitutes for a noun:

- The 20-year-old student is great.
 - The dinner is for 12-year-olds.
-

"A metaphor is like a simile."

– Unknown author

Al-Jazeera

all right

Not *alright*

alumni

The correct singular and plural forms are:

- alumnus (singular male); alumna (singular female)
- alumni (plural male or plural coed); alumnae (plural female)

Capitalize the official names of alumni chapters:

- Riyadh Alumni Chapter

On the first mention of any LAU alumnus's name in an *LAU Magazine* article, include the year of graduation in parentheses:

- John Doe ('64)

If a person has more than one degree from LAU, mention the year of the last degree.

a.m./p.m.

Lowercase with two periods and a space after the number:

- 3 p.m.
-

amid

Not *amidst*

ampersand (&)

Its use is acceptable for headlines, captions and tabular data only:

- From left: Nashaat Mansour, Dean of Arts & Sciences, and George E. Nasr, Dean of Engineering.

In all other cases, use *and*:

- Mansour, the dean of Arts and Sciences, attended the event together with Nasr, the dean of Engineering and Architecture, and Jabbra, the president of LAU.
-

"Storytelling reveals meaning without committing the error of defining it."

– Hannah Arendt

Arab

Not *arab*.

Also, it is *the Arab world*, not *the Arab World*.

The adjective *arabesque* must be lowercase.

Arab names and titles

Except where other usage has become established (Abdel Nasser, Abdullah), lowercase *al* and use a hyphen to separate it from the second part of the name:

- al-Sabah

But in publication titles, capitalize *Al* and omit the hyphen:

- Al Ahram
-

awards and prizes

Capitalize the formal titles of awards and prizes; lowercase the words *award* and *prize* when they stand alone:

- During the annual Student Honor Society ceremony, the Rhoda Orme Award is presented to one female LAU student per campus who shows dedication and service to others.
 - He received this year's Alumni Recognition Award. The award is given to ...
 - The speaker was a Nobel Prize winner.
 - He won an Oscar.
-

"Every writer I know has trouble writing."

– Joseph Heller

backward

Not *backwards*

bacteria

The names of bacteria should be italicized.

B.C./A.D.

Bekaa

biannual/biennial

Biannual means twice a year, whereas *biennial* means every two years.

Board of International Advisors (BIA) Board of Trustees (BOT)

Capitalize the first letters when using the full names of these LAU bodies, but lowercase *board* when used on its own.

BUC, BCW, AJCW

When referring to an alumnus/a or professor who was at LAU when it was called BUC or BCW, style as such:

- Nadia Saad graduated from LAU (formerly BUC) in 1978.
 - Professor Sami Abou Salem taught at LAU (formerly BCW) in 1966.
-

buildings, rooms at LAU

Capitalize official names of campus buildings and facilities.

Capitalize the word *room* when a room number is included:

- Room 138

Capitalize the word *building* if it is part of the official name of the construction:

- Nicol Hall
 - The Zakhem Engineering Building
 - The engineering building
 - The Business School building
-

"A story should have a beginning, a middle and an end... but not necessarily in that order."

– Jean Luc Godard

cafeteria at LAU

Given that the cafeterias on the two campuses do not have official names, you can refer to them as *LAU Beirut Cafeteria* (or *LAU Byblos Cafeteria*) or *the cafeteria at LAU Beirut* (or *the cafeteria at LAU Byblos*).

campaigns

"Fulfilling the Promise" (the title of the LAU fundraising campaign) should be capitalized, but not italicized.

campuses at LAU

When referring to one of LAU's campuses, the correct forms are *LAU Beirut*, *LAU Byblos*, *the LAU Beirut campus*, and *the LAU Byblos campus*. Note that the word *campus* is not capitalized.

Other key LAU centers include:

- LAU Medical Center–Rizk Hospital (LAUMC–RH)
- LAU Executive Center@Solidere
- LAU New York Headquarters and Academic Center

capitalization

Capitalize common nouns such as *university* when it is an integral part of a full name:

- The Lebanese American University

Lowercase it when it stands alone in subsequent references:

- The lecture took place at the university.

As a general rule, avoid the unnecessary use of capital letters. See the individual listings in this style guide for cases in which capitalization is required. For guidance on other cases (not referred to in this style guide), consult *The AP Stylebook* or *Webster's New World College Dictionary*.

catalog

Not *catalogue*

centers

Not *centres*. See the "schools, departments, offices, centers and institutes at LAU" entry.

"Writer's block is a disease for which there is no cure, only respite."

– Laurie Wordholt

century

The word *century* should be in lowercase and the century itself in numbers:

- The 21st century, the 10th century and the 8th century.

CEO/COO

Use *CEO* for Chief Executive Officer and *COO* for Chief Operating Officer. Do not use periods.

chair/chairperson

Not *chairman/chairwoman*

classes

Lowercase classes, such as freshman, sophomore, junior, senior.

- Applicants to the freshman class should sit for the SAT I exam.
- All seniors should present their final projects by June 20.

co (when used as a prefix)

Note the following cases in which a hyphen is or is not used:

- | | | |
|---------------|---------------|----------------|
| • co-author | • coexist | • coordinate |
| • co-chairman | • co-host | • coordination |
| • coed | • cooperate | • co-star |
| • coeducation | • cooperative | • co-worker |

colon (:)

The first word following a colon is capitalized if the subsequent quote/phrase is a full sentence.

comma (,)

Do not use a comma after a short introductory phrase (of up to three words):

- After graduation John Ayoub pursued a master's degree at Yale University.

Exceptions: Cases where not using a comma would lead to ambiguity or awkward phrasing:

- In 1996, 12 people joined the organization.

"It's not plagiarism
— I'm recycling
words, as any good
environmentally
conscious writer
would do."

– Uniek Swain

Do not use the serial comma:

- He had red, white and blue pens (not red, white, and blue).

Use a comma before the concluding conjunction in a complex list:

- The president hired more faculty members, revised the university's administrative structure, and expanded the campus facilities.

Do not use a comma to separate items that form a unit:

- He likes to snack on nuts, fruits, and cheese and crackers.

For further guidance on the use of the comma, refer to *The AP Stylebook*.

committees, councils, boards, associations, societies and clubs on campus

Capitalize those words when they are part of an official name; lowercase otherwise:

- University Research Council
- John Doe chairs the committee

computer/technology terms

- | | | |
|----------------|--------------------------|---------------------------|
| • cell phone | • iPhone | • screensaver |
| • cyberspace | • iPod | • sitemap |
| • double click | • IT | • slideshow |
| • email | • iTunes | • smartphone |
| • Facebook | • JPEG; JPG | • social networking |
| • firewall | • keyword | • Twitter |
| • Flickr | • login (noun) | • username |
| • Google | • log in; log out (verb) | • webcam |
| • GPS | • MP3 | • webcast |
| • homepage | • multimedia | • webmaster |
| • HTML | • MySpace | • webpage |
| • hyperlink | • offline | • website |
| • hypertext | • online | • Wi-Fi |
| • iMac | • PDF | • workstation |
| • Internet | • Photoshop | • World Wide Web (or web) |

contractions

Never write *can not*; the correct spelling is *cannot*.

As a rule, avoid contractions (*aren't, can't, don't, etc.*), except in direct quotations or when providing instructions:

"A synonym is a word you use when you can't spell the other one."

– Baltasar Gracián

- If you can't write your name in Arabic, it's OK to leave that part blank on the form.

courses at LAU

Use the official name of a course as per the *LAU Academic Catalog*, and capitalize the course code and subject as shown below:

- ARA202
- Computer Applications
- Creative Writing
- ENG001
- French I
- Introduction to Mechanical Engineering
- Philosophy 107
- Sophomore Rhetoric

In a sentence, put the course name in quotation marks:

- Linda did well in "Introduction to the Art of Theater" because she is naturally dramatic.

currency

When a symbol exists for a certain currency (e.g., \$, €, £, ¥), use that symbol. Otherwise, use a standard abbreviation (e.g., LL). Use *USD* only when it is necessary to avoid confusion (for example, if a piece of writing mentions amounts in both Canadian dollars and U.S. dollars at different points).

Unlike currency abbreviations, currency symbols should not be followed by a space:

- \$500
- LL 500 (not LL500)

For very large amounts (in millions, billions, trillions, etc.), use the words *million*, *billion*, *trillion*, etc. instead of the zeros:

- \$7 million (not \$7,000,000)

PC keyboard shortcuts for:

- | | | |
|------------------------|---|------------|
| Euro sign (€) | = | Alt + 0128 |
| British Pound sign (£) | = | Alt + 156 |
| Japanese Yen sign (¥) | = | Alt + 157 |

Mac keyboard shortcuts for:

- | | | |
|------------------------|---|-----------------|
| Euro sign (€) | = | Alt + Shift + 2 |
| British Pound sign (£) | = | Alt + 3 |
| Japanese Yen sign (¥) | = | Alt + Y |

"Proofread carefully to see if you any words out."

– Unknown author

dad/mom

Lowercase in common uses: *his dad*; *his mom*. Capitalize when used as a proper name: *Hi, Mom!*

dashes: Em Dash (—), En Dash (–), Hyphen (-)

Em dashes are used to connect two fragments in a sentence, to denote an abrupt change in thought in a sentence, or to illustrate an emphatic pause. Always leave a space on the two sides of an em dash.

- Beirut Fever was also the title of the opening dance, presenting a medley of different genres — Oriental, ballet, Latin, break-dance, hip-hop, modern and neo-classical.
- And fly she did, not only on Jordanian Airlines from Lebanon to the U.S., but also — and more importantly — into the reality of artistic fulfillment.

En dashes are used to denote a range of values (including a date range), a contrast of values or a relationship between two things. Never leave a space on either side of an en dash.

- The program that took place July 23–August 1 also offered 20 hours per week of intensive classroom instruction in Arabic language at four levels.
- Most students took the New York–Paris flight.
- He said that 10–20 people would attend her soiree, even though she supported the Kennedy–Smith Bill.

Reminder: While em dashes must always have spaces on both sides — treat them like a word in that sense — en dashes should not.

Use hyphens to link all the words in a compound modifier except the adverb *very* and all the adverbs that end in *ly*. Hyphens are also used in compound names, when not using them causes confusion.

- She performed badly.
- The program included four theater-related presentations.
- Through the entertainment-cum-education program, the 27 students learned the nature, sources and types of conflict.
- It is a well-known program.
- He had a high level of self-confidence, and was brave and fearless.
- We had a very good time (not very-good).

PC keyboard shortcuts for:

Em Dash (—) = Alt + 0151
En Dash (–) = Alt + 0150

Mac keyboard shortcuts for:

Em Dash (—) = Shift + Alt + Hyphen
En Dash (–) = Alt + Hyphen

"A word is not the same with one writer as with another. One tears it from his guts. The other pulls it out of his overcoat pocket."

– Charles Peguy

dates

Include the full year; do not abbreviate or spell out:

- The 1990s (not '90s or nineties)

With the plural form for dates, do not use an apostrophe:

- The 1990s (not 1990's)

You may abbreviate years to two digits (preceded by an apostrophe) only when referring to the graduating class of a certain year:

- The alumni chefs at the LAU dinner were John Smith ('78), Jane Smith ('99), Jack Jones ('07) and Jim Jackson ('00). They cooked a seven-course meal for the graduating hospitality management class of 2007.

When citing a range of years, do not include the century in the second year of the series, unless it refers to a different century:

- 1986–88 (not 1986–1988)
- But: • 1986–1993

If a sentence begins with a calendar year, do not spell out the number:

- 1968 was an eventful year.

Spell out months in all cases:

- January 2005
- June 16
- April 15, 1999

Do not use the ordinal designations *nd*, *rd*, *st* and *th* in dates:

- April 1 (not April 1st)
- July 18 (not July 18th)
- March 2 (not March 2nd)

For dates you mention when writing an *LAU Magazine* article or web story, it is not necessary to include the year if the date coincides with the publication year:

- The meeting was held on March 2 (if the date refers to March of the same calendar year as the article).

Do not use a comma to separate the month and year if no date is included:

- She joined LAU in October 2004.

Use commas as follows when citing a full date:

- She was born on July 11, 1956, in Beirut

"I'm not a very good writer, but I'm an excellent rewriter."

– James Michener

Use numerals when referring to a century:

- 18th century, 10th century, 8th century

departments at LAU

See the “schools, departments, offices, centers and institutes at LAU” entry.

dictionary

Refer to *Webster's New World College Dictionary* for guidance on any spelling and hyphenation questions not addressed in this style guide.

directions, regions

Do not capitalize the words *east*, *west*, *north*, *south*, *northeast*, *northern*, etc., when they refer to compass directions; capitalize them when they refer to regions.

Compass directions: I am driving north. The storm is moving south.

Regions: He is making a film about the occupation of the South. She teaches Eastern philosophy. His novel explores cultural confrontations between the East and the West.

disabled/handicapped/impaired/deaf/mute/blind

For guidelines on correct style, see:
www.apastyle.org/manual/related/nonhandicapping-language.aspx

doctor/Dr.

Use *Dr.* on first reference for medical doctors. For faculty members, it is preferable to use official ranks (and not *Dr.*).

See the “titles” entry.

drop out/dropout

Use *drop out* for the verb form:

- She decided to temporarily drop out of high school.

Use *dropout* for the noun form:

- A high school dropout, he went on to complete his education in his mid-20s.

"And by the way, everything in life is writable about if you have the outgoing guts to do it, and the imagination to improvise. The worst enemy to creativity is self-doubt."

– Sylvia Plath

eco-friendly

ellipsis (...)

Avoid ellipses when you can, but when you need to use one “always treat it as a three-letter word,” as *The AP Stylebook* says. That means add a space before and after it. The most common mistake writers make when using an ellipsis is that they add it onto the tail of the preceding word. That is incorrect ... use a space before and after.

Keyboard shortcuts for ellipsis (...):

PC = Alt + 0133
Mac = Alt + semicolon

When indicating words left out of a quotation, use three periods in the middle of a sentence. If the words preceding the ellipsis constitute a complete sentence, put in a period followed by a space, then the ellipsis.

- “It is true. ... That is exactly what happened.”

If the ellipsis comes at the end of the quoted matter, follow it with a space and a period:

- Receiving the honorary degree filled him with immense pride, he said. It represents a “crowning achievement ... a recognition of my efforts in banking and my commitment to human, national and social issues, notably community involvement, as well as to education”

email addresses

Email addresses must be lowercase, and should not be underlined:

- `webeditor@lau.edu.lb`

Avoid breaking email addresses over two or more lines.

em dash/en dash or m-dash/n-dash or em-dash/en-dash

See the “dashes” entry.

enrollment

Not *enrolment*

European (adjective)

European Economic Community (EEC)

"The role of a writer is not to say what we all can say, but what we are unable to say."

– Anaïs Nin

European Union (EU)

We do not use dots to separate the letters here because it appears without them in common usage.

"Don't be dismayed by the opinions of editors, or critics. They are only the traffic cops of the arts."

– Gene Fowler

faculty

When referring to the LAU faculty or to individual faculty members, lowercase:

- He is on the faculty of the Department of History.
- She recently joined the LAU faculty.

Please beware of incorrect usage of the collective noun:

- Incorrect: She is a faculty.
- Correct: She is a faculty member.

filmmaking, filmmaker

foreign words

Italicize foreign and transliterated words:

- She showed *raqs sharqi* moves.
- SINARC participants visited the Byblos old *souk*.

Latin expressions like *per se* and *status quo* should NOT be italicized.

Fulbright scholarship

full-time

Hyphenate only when using it as an adjective:

- She is a full-time student. He works full time.

fundraising, fundraiser

No hyphens. One word in all cases.

"The act of writing is an act of optimism. You would not take the trouble to do it if you felt it didn't matter."

– Edward Albee

headlines (and subheads, headers, crossheads and standfirsts)

Only capitalize the first word in a headline. The first word following a colon is capitalized if the subsequent quote/phrase is a full sentence. Subheads, headers and crossheads (also known as “standfirsts” in the U.K.) should also always be in lowercase, except for the first word — and of course any proper nouns.

hyphens

See the “dashes” entry.

"You don't have to be great to get started, but you have to get started to be great."

– Les Brown

institutes at LAU

See the “schools, departments, offices, centers and institutes at LAU” entry.

Internet terms

See the “computer/technology terms” entry.

irregardless

The correct word is *regardless*.

IT (information technology)

No periods. *IT* can be used on first and every reference.

"The pen is the
tongue of the mind."

– Miguel de Cervantes

Joseph G. Jabbra

On first reference, use the full name (including the middle initial) and title: LAU President Joseph G. Jabbra. On subsequent references within the same piece of writing, use the last name only: Jabbra.

junior/senior (Jr./Sr.)

Use the abbreviated form next to a name, and do not include a comma after the name:

- Joseph P. Kennedy Jr.
-

judgment

Not *judgement*

"I don't pretend we have all the answers. But the questions are certainly worth thinking about."

– Arthur C. Clarke

languages

Always capitalize:

- She is studying Arabic at LAU.
- He is an English major.

LAU

The official name of the institution is Lebanese American University. In general, its abbreviation, *LAU* (not *The LAU*), is used even on first reference.

Use *an* before *LAU*. But when the name of the university is spelled out, use *a*:

- An LAU department
- A Lebanese American University department

liberal arts

Do not hyphenate when using it as a compound adjective before a noun:

- Liberal arts education (not liberal-arts education).

library

Capitalize it only when it is a part of a library's official name:

- The LAU Beirut library is known as the Riyad Nassar Library (RNL).
- The LAU Byblos library is known as the Gibran Library.

"It is not a bad idea to get in the habit of writing down one's thoughts. It saves one having to bother anyone else with them."

– Isabel Colegate

magazine names

See the "publications, films, music, and works of art" entry.

MarCom

MarCom is the commonly used abbreviation for LAU's Marketing and Communications Department. Only the first and fourth letters ("M" and "C") are capitalized.

M.D.

This is the abbreviation for "medical doctor," which is placed at the end of a name to indicate the profession. At LAU, we usually just write "Dr." before the person's name, in which case "M.D." is not necessary.

See the "doctor/Dr." entry.

Middle East

Mideast is also acceptable, but *Middle East* is preferred.

months

See the "dates" entry.

more than/over

More than is the preferred form for numerals:

- More than 300 people attended the event.

Over usually refers to spatial relationships.

Mr./Mrs./Ms./Miss

Avoid these courtesy titles, except in direct quotations or special circumstances (for instance, when a person specifically requests to be referred to as, for example, *Mrs. Elizabeth Nasser* instead of *Elizabeth Nasser*). *Ms.* is preferred for women.

Muslim terminology

- Ayatollah
- Grand Mufti
- Imam
- Mullah
- Prophet Muhammad
- Quran
- Shariah
- Sheikh
- Umma

*"We write to taste
life twice, in the
moment and in
retrospection."*

– Anaïs Nin

names

Refer to individuals by last name only, after they have been identified by their full name the first time.

When it is necessary to distinguish between two people who use the same last name, as in married couples or brothers and sisters, use the first and last name in all references to that person in your piece of writing:

- After 25 years in the United States, Dr. Elise Salem has come back to Lebanon, to LAU, where she once taught. "It was my time, my fate," Salem said.

When pluralizing proper names ending in *s*, do not add an *s* after the apostrophe:

- She visited the Boulos' summer home.
- The Ferraris' hoods had been ripped apart by the tornado.

NATO

No periods. You can use the acronym on first and every reference.

newspaper names

See the "publications, films, music, and works of art" entry.

nonprofit

Do not hyphenate.

numbers

Use numerals for numbers 10 and higher (unless the number occurs at the beginning of a sentence). Spell out numbers below 10, unless it is for a caption, headline or subhead.

- She returned to Beirut 14 years ago with a group of 10 American students.
- Fourteen years ago, Beirut was a different place.
- She joined the Department of History eight years ago.

The above guideline also applies to ordinal numbers:

- The third annual conference was successfully completed.
- It is the 12th time.

"The only time I know that something is true is the moment I discover it in the act of writing."

– Jean Malaquais

Ordinal numbers should not be superscript:

- 1st, 2nd, 3rd (not 1st, 2nd, 3rd)

When citing a percentage, use numerals in all cases:

- There is a 5 percent chance that the results will be inconclusive.

Also see the “dates” entry.

"The skill of writing is to create a context in which other people can think."

– Edwin Schlossberg

offices at LAU

See the "schools, departments, offices, centers and institutes at LAU" entry.

over/more than

See the "more than/over" entry.

*"Better keep yourself
clean and bright;
you are the window
through which you
must see the world."*

– George Bernard Shaw

part-time/part time

Hyphenate when using it as a modifier, as in “part-time job.” Do not hyphenate otherwise, as in “the waiter is part time.”

percent

One word. Always use numerals:

- 1 percent, 3.5 percent, 10 percent, 0.7 percent

Never use *per cent* or even %. The only place where you can use the symbol % is in a graph, chart or table.

periods (also known as full stops in the U.K.)

These must always be followed by one space. Full stop.

When using parentheses, periods go inside if it is a full sentence. For fragments, the period is on the outside (as it is here).

Commas, periods, question marks and exclamation marks go inside quotes.

plurals

Add an *s* but not an apostrophe when forming the plural of a number:

- 1940s
- 747s
- Size 8s

Add an *s* but not an apostrophe when forming the plural of an acronym or abbreviation that consists of multiple letters:

- VIPs
- ABCs

Exceptions: Add an apostrophe only when forming the plural of a single letter (A's, B's), or of an acronym or abbreviation that ends in a period (e.g., Ph.D.'s).

poems

Use title case and put in quotation marks:

- Maya Angelou's “Phenomenal Women” was read at the ceremony.

"Journalism can never be silent: that is its greatest virtue and its greatest fault. It must speak, and speak immediately, while the echoes of wonder, the claims of triumph and the signs of horror are still in the air."

– Henry Anatole Grunwald

possessives of words ending in ‘s’

Plural nouns ending in s take only an apostrophe to form the possessive:

- The horses' food
- The VIPs' entrance
- States' right

Singular nouns ending in s take 's to form the possessive (campus's, The Times's, James's, Haas's), except when two or more sibilants precede the apostrophe: Kansas', Moses'.

(Source: *UC Berkeley Editorial Style Guide*)

p.m./a.m.

Lowercase with two periods and a space after the number:

- 3 p.m.

president

Capitalize only as a formal title before a name:

- (LAU) President Joseph G. Jabbra.

Lowercase in other uses:

- As president, he has raised the profile of the university around the world.

On first reference, use the title and full name; on subsequent references, use the last name only:

- President Joseph G. Jabbra congratulated the award winners. Jabbra pointed out that LAU students won twice as many awards this year than ever before.

prizes and awards

See the “awards and prizes” entry.

professor

Do not abbreviate (*prof.*):

- She is a professor of biology at LAU.
- The seminar will be conducted by professor Suzanne Haweeli.

See the “titles” entry.

"The liberty of the press is a blessing when we are inclined to write against others, and a calamity when we find ourselves overborne by the multitude of our assailants."

– Samuel Johnson

program

Not *programme*

publications, films, music, and works of art

Titles of all published books, proceedings, collections, periodicals and newspapers are set in italics. Do not capitalize or italicize “the” in the newspaper title unless it is part of the title.

- The *International Herald Tribune* is available at the newsstand on Hamra Street.

Book, play and film titles, as well as TV programs should be italicized:

- Leonardo DiCaprio won a Golden Globe Award for his role in *Wolf of Wall Street*.

Titles of paintings, drawings, statues, exhibitions and other works of art are also italicized:

- Janine Rubeiz Gallery invites you to the opening of the exhibition *Antonio Segui* on Wednesday, January 8 at 6:00 a.m.

As a general rule, major academic works are set in italics.

Unpublished works, such as theses and lectures, are set in roman type (non-italic) and placed in quotation marks, as are titles of stories, articles in periodicals, and chapter titles.

Capitalize the titles of lectures, theses and dissertations:

- He gave a lecture entitled “Global and Domestic Diversity: Implications on Counseling Psychology” to a group of students.
-

punctuation

Issues related to punctuation are covered in various sections of this style guide. You can also refer to the following sections on guidelines about specific punctuation marks: “colon (:),” “comma (,),” “dashes,” “ellipsis (...),” “periods,” and “quotation marks.”

For additional punctuation guidelines, refer to *The AP Stylebook*.

"But what is the difference between literature and journalism?"

... Journalism is unreadable and literature is not read. That is all."

– Oscar Wilde
(*The Critic as Artist*, 1891)

quotations

When it comes to writing web news, the present tense is an active tense and it should be used for verbs that introduce quotes because it keeps a story alive and relevant — something that is important for our web news section. There are some obvious exceptions — for example, if you are clearly quoting someone from a few years ago, it would not make sense to say *she says* instead of *she said*. However, avoid doing this unless completely necessary, and if you have to do so, make sure you indicate when the quote is from and why you have used it.

In *LAU Magazine* articles, on the other hand, the past tense should be used to introduce most quotes, because the magazine is a quarterly publication.

quotation marks

Use double quotation marks (“”), not single (”), to surround the exact words of a speaker or writer in any piece of writing. Commas (,) and periods (.) always go inside the marks. The em dash (—), the semicolon (;), the colon (:), the question mark (?) and the exclamation point (!) go within the quotation marks when they apply to the quoted matter only. They go outside when they apply to the whole sentence.

- “If you have a degree from LAU, you will definitely ensure a better future for yourself,” Sibil Layous said.
- Reem Karneeb said, “I joined LAU because it has a nice social life and a very good reputation.”

When using quotes within quotes, alternate between double quotation marks (“”) and single marks (’):

- She said, “In her book, Jones wrote, ‘this phenomenon is not an unchangeable law of nature,’ without going into details.”

Quran/Koran

As per *The AP Stylebook*, spell it as *Quran* (not *Koran*).

"Literature is the art of writing something that will be read twice; journalism what will be read once."

– Cyril Connolly
(*Enemies of Promise*, 1938)

rankings

- Third-largest (not third largest)
 - 10th-largest
 - 100th-largest
-

regions

See the “directions, regions” entry.

religions

Always capitalize religions, faiths and religious works.

reverend

Capitalize, spell out and use *the* before the title on first reference; in subsequent references, use the last name only:

- The lecture was delivered by the Reverend Robert Stoddard.
 - After the lecture, Stoddard hosted attendees at a reception.
-

room

Capitalize and use a numeral when referring to a specific room on campus:

- Room 112
 - Nicol 222
-

RSVP

Use without periods.

"There is no great writing, only great rewriting."

– Justice Brandeis

schools, departments, offices, centers and institutes at LAU

Capitalize the names of schools, departments, offices, centers and institutes only if their formal name is used. Do not capitalize informal names and incomplete designations:

- Abdallah Sfeir joined LAU as acting dean of the School of Engineering and Architecture.
- He was chair of the Department of Mechanical Engineering and coordinator of the Faculty of Engineering Off-Campus Program.
- The assistant director of Campus Services
- IPJE Director Irma Ghosn said, "Welcome to the conference."
- Dr. Irma Ghosn, the director of the Institute for Peace and Justice Education, said ...
- The events were organized by the Guidance offices (not Offices) of the two campuses.
- The Athletics Office (not offices) provided constant help throughout his training for the Olympics.
- The function at the museum was sponsored by the LAU Department of History.
- He attended the history department's function at the museum.
- He joined the Admissions Office in 1998.
- He joined the admissions staff in 1998.
- He works on LAU's campus publications. The department responsible for the branding of publications is the Marketing and Communications Department.

Use the full official name of a building on first reference, followed by its abbreviation (if there is one):

- LAU Medical Center–Rizk Hospital (LAUMC–RH)
- Gilbert and Rose-Marie Chagoury Health Sciences Center

seasons, semesters

Lowercase *spring*, *summer*, *fall*, *winter* and *semester* in all instances:

- He will arrive in the spring.
- She enrolled for the fall 2009 semester.

senate

Capitalize only when it is a part of the official name:

- The Faculty Senate held a meeting.

Lowercase otherwise:

- The senate met.
-

"All writing is
a process of
elimination."

– Martha Albrand

senior/junior (Sr./Jr.)

See the "junior/senior (Jr./Sr.)" entry.

session

Lowercase in all instances:

- She will teach a class during the summer session.
-

Shariah

Capitalize it.

spacing

Use a single space (not a double space) after a period at the end of a sentence.

spelling

For all spellings — including biographical and geographical names — refer to *Webster's New World College Dictionary*.

For correct spellings of LAU buildings, departments, organizations, names of faculty and staff, refer to the LAU website or to the lists indicated in the specific entries in this style guide.

state-of-the-art

Use hyphens.

syllabus, syllabuses

"Any work of art that can be understood is the product of journalism."

– Tristan Tzara

tense

See the "quotations" entry.

theater (venue and art form)

Not *theatre*

titles

Capitalize academic and professional titles only when they appear directly before the proper name:

- The reception was hosted by President Jabbra.
- He welcomed LAU Byblos Athletics Director Joe Moujaes.

Do not capitalize a title when it is used after a name:

- Joe Moujaes, athletics director

Do not capitalize words that are not part of a title, such as *department* in this example:

- The history students greeted department Dean John Adams.

Lowercase when a title is used alone:

- The president of LAU, Joseph G. Jabbra, hosted a reception.
- Moujaes is the athletics director at LAU Byblos.

Exceptions: Capitalize when titles appear as part of a list of names:

- Joseph G. Jabbra, President; Elise Salem, Vice President of Student Development and Enrollment Management; Pierre Zalloua, Assistant Dean of Graduate Studies and Research.

For a title that an individual held in the past, is about to hold or holds temporarily, do not capitalize the qualifying word (such as *acting* or *former*):

- The reception was hosted by acting Dean John Smith.

When using a long title, use a construction that separates the title from the name with commas:

- Richard Rumsey, the former vice president for University Advancement, spoke at the meeting.
-

"No author dislikes to be edited as much as he dislikes not to be published."

– Russell Lynes

United Kingdom/U.K. United Nations/UN United States/U.S.

Spell out *United States*, *United Kingdom* and *United Nations* when used as a noun:

- He travels to the United States at least twice a year.
- She always wanted to work for the United Nations.

Use *U.S.* (with periods), *U.K.* (with periods), and *UN* (no periods) as an adjective:

- He travels with his U.S. passport.
- She read a UN-sanctioned agreement.

When referring to a state or university in the United States, do not include *U.S.* or *USA* after the name:

- He pursued a Ph.D. at the University of Michigan, Ann Arbor.
- She teaches at Stanford University.
- He spent his childhood in California.

university

Only capitalize it when it is part of a formal university name. Lowercase in all other cases.

URLs

In URLs, always include the protocol (<http://>, <https://>, etc.). However, at the writer's discretion, "<http://>" may be omitted when the domain starts with "www."

- Correct: www.lau.edu.lb
<http://www.lau.edu.lb>
<http://medicine.lau.edu.lb>
<https://www.gmail.com>
 - Incorrect: medicine.lau.edu.lb (It should be: <http://medicine.lau.edu.lb>)
www.gmail.com (It should be: <https://www.gmail.com>)
-

"If you would not be forgotten as soon as you are dead and rotten, either write things worth reading, or do things worth writing."

– Benjamin Franklin

versus

Spell it out.

vice (when used as part of a title)

Do not use a hyphen:

- vice president
 - vice chairman
-

videoconference

One word. No hyphen.

"If you write one story, it may be bad; if you write a hundred, you have the odds in your favor."

– Edgar Rice Burroughs

words as words

Italicize a word when it is being referred to as a word:

- A book should be referred to as a *guide* when it is instructional.

APPENDIX

Below are pages from the LAU website that writers and editors can consult as additional sources:

- Directory of LAU faculty, staff, student and alumni: <http://directory.lau.edu.lb/>.
- List of official names of LAU academic programs, schools, centers and institutes: <http://www.lau.edu.lb/academics/>.
- List of official names of LAU offices: <http://www.lau.edu.lb/offices-services/osindex/>.
- Lists of Beirut and Byblos campus buildings, offices and facilities:
 - Beirut campus: <http://www.lau.edu.lb/locations/beirut/buildings-offices.php>
 - Byblos campus: <http://www.lau.edu.lb/locations/byblos/buildings-offices.php>
- List of full-time LAU faculty names: <http://www.lau.edu.lb/academics/faculty/fulltime.php>.

