



WESTRIDGE SCHOOL

STYLE GUIDE: WRITING STANDARDS

as of September 2020

Academic departments.

Capitalize the department's formal name, otherwise lowercase.

Academic titles.

Capitalize and spell out formal titles such as head of school, English teacher, chairman, etc., when they precede a name. Lowercase elsewhere.

- Head of School Elizabeth J. McGregor
- Elizabeth J. McGregor, head of school, Westridge School

Exception: For invitations, programs and other formal promotional and ceremonial contexts, capitalize titles wherever they appear.

Administration.

Lowercase in all uses. E.g. The administration is developing a crisis response.

Capitalize only formal or specific names.

When in doubt, use lower case, especially when a word's meaning is generic. The formal and informal names of courses should be capitalized: AP Computer Science Principles, AP Comp Sci.

Class years.

Apostrophes appear closed (like a comma) for class years: '99.

Commas.

Yes, we have taken sides on the Oxford comma debate and we are pro Oxford comma. Please include a comma before the "and" or "or" before the final item in a list. For example: Westridge girls are bold, brave, and funny.

Degrees.

Capitalize abbreviated degrees and use periods (B.A., B.S., and Ph.D.). Lowercase bachelor's, master's, and doctorate.

Divisions.

Use initial caps for division names (Lower School, Middle School, and Upper School) when referring to the name of our divisions. Do not capitalize when using as a general reference.

- The Westridge Middle School has the best faculty in the land.
- Middle school students are tired.

Derivatives should not be capitalized.

We often refer to Westridge as “the school.” It should not be capitalized.

Disciplines.

Disciplines — such as art, math, theatre — are capitalized only when referring to a specific department or course or when they begin with a proper noun (e.g. English, Spanish).

Motto.

Surgere Tentamus, “we strive to rise!”

Initial caps and italics, quotation marks and lower case for the English translation.

Numerals.

Add an “s” with no apostrophe (e.g. 1990s).

Phone number style.

626.799.1053, ext. 262

Seasons and semesters are not capitalized.

- We are looking forward to summer vacation after the spring semester.
- As you may know, winter break begins on December 21.

Spacing after periods.

Use one space.

Student names.

For items that will be posted on the internet or printed for broad audiences (e.g. *Surgere*), refer to students by first names, last initial, and class year. For publications within our community (e.g. programs), full names are used.

Theatre/Theater

Use theatre when writing the name of the Westridge Theatre Department or class titles (e.g. Theatre Production. Use theater for all general references e.g. she plans to study theater in college.

Time references.

No periods between am and pm and no minute references for even hours.

- 11:30 am-5 pm
- 12-2 pm